

# Admission Information

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Lamar State College Port Arthur welcomes any student interested in education and personal improvement. The Office of Student Services provides complete admissions assistance for entering students. Professionally trained personnel assist prospective students in assembling all admission credentials so that a transition into the college environment can be as smooth and problem free as possible. Correspondence pertaining to admissions should be addressed to the Office of Student Services, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, TX 77641

Lamar State College Port Arthur, a two-year college in The Texas State University System, offers educational opportunities through an open admissions policy which admits students who can benefit from post-secondary education. Lamar State College Port Arthur admits students without regard to race, color, creed, gender, age, national origin or disabilities. Lamar State College Port Arthur does reserve the right to verify the citizenship and residency of any prospective student.

A student may be admitted to Lamar State College Port Arthur based on one of the following criteria:

- High School Graduate
- High School Graduate of Non-Accredited High School
- High School Completer
- GED Certificate Holder
- Dual Enrollment Student
- Home School Graduate
- Readmission Student
- Transfer Student
- International Student

All methods of admission listed above require completion of an Application for Admission. Applications can be found online at [www.lamarpa.edu](http://www.lamarpa.edu) or at the Office of Student Services.

Admission to Lamar State College Port Arthur does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required for some courses. Lamar State College Port Arthur reserves the right to refuse admission or readmission to any applicant who does not satisfy the admission criteria.

## Bacterial Meningitis Vaccine

Effective January 1, 2012, students applying to Lamar State College Port Arthur must have had a bacterial meningitis vaccine.

An entering student who has been admitted to an institution of higher education or private or independent institution of higher education, must show evidence of

receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: 1) the student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014) or 2) the student is enrolled only in online or other distance education courses; or 3) the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or 4) the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or 5) the student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution: 1) an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or 2) an affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or 3) confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges only).

## Communications

Lamar State College Port Arthur communicates with students via e-mail. In some instances, telephone messages are broadcast to select student groups. Examples of information communicated to students include policy announcements, emergency notices, event notifications, financial aid information, course syllabi and requirements, and correspondence between faculty and students. Such correspondence is e-mailed to the student's official LSCPA e-mail address.

In order for students to receive e-mails and telephone communications, students must maintain a [@lamarpa.edu](mailto:@lamarpa.edu) e-mail account. It is strongly recommended that students monitor their [@lamarpa.edu](mailto:@lamarpa.edu) email account on a daily basis.

Students must also report any changes in telephone numbers and mailing address to the Office of Student Services. Students that need assistance with their email account should contact the Help Desk Coordinator (409-984-6150).

## Emergency Communication

The College uses the Emergency Communications System (eLERTS) to notify students, faculty and staff about emergencies or dangerous situations that are believed to be an immediate threat to health or safety, including school closures related to weather or other circumstances.

In the event of an emergency or need for the College to make a mass notification, all students, faculty and staff will be contacted electronically (emails and/or phones and/or text message). Phone numbers and email addresses in the College system are automatically enrolled in the eLERTS system. When activated, the Emergency Notification System will send email, text messages and automated phone calls. If you want to modify contact information you must do so through your My.Lamarpa.edu account.

Warnings also are released to area media by the college Public Information Office, and are posted on the front page of the college website ([www.lamarpa.edu](http://www.lamarpa.edu)).

## My.Lamarpa.edu

Lamar State College-Port Arthur uses your My.Lamarpa.edu email account as a primary point of contact. It is important that you secure or get assistance with your password as soon as possible so you are able to view important announcements and other communications.

Your My.Lamarpa.edu account can be checked on any computer in the world and the computers on campus. You are strongly encouraged to log into your My.Lamarpa.edu account **DAILY**.

If you need assistance with your account, contact the My.Lamarpa.edu, Help Desk Coordinator – 409-984-6150.

## Categories of Students

### High School Graduate (First Time in College)

High school graduates must apply and submit an official high school transcript. LSCPA recommends that students apply to LSCPA by submitting an application online at Apply Texas. Students who plan to complete an Associate of Applied Science or Associate of Arts degree must also submit the results of the Texas Success Initiative Assessment Test (TSI Test).

### High School Graduate of Non-Accredited High School

Applicants who did not graduate from an accredited high school may be admitted if they (1) graduated in the upper two-thirds of their class, (2) score 700 or above on the Scholastic Aptitude Test (SAT) and (3) have the recommended high school preparation credits, or by individual approval provided the admitting officer is convinced that the applicant's record indicates ability to carry the College work assigned.

### High School Completer

Students who do not have a high school diploma, have not passed the TAKS test nor received a GED may apply for admission to LSCPA through individual approval.

### General Equivalency Diploma (GED) Holders

A holder of a General Equivalency Diploma (GED) certificate must submit GED scores with an LSCPA Application for Admission. If applicants do not have a certificate or copy of their GED scores, applicants should contact their local school districts to request a transcript.

### Dual Enrollment

Lamar State College Port Arthur has agreements with several school districts to offer dual enrollment or co-enrollment opportunities for high school students.

Students must have a 3.0 GPA in high school coursework or show other evidence of special qualifications. High school students attending Lamar State College Port Arthur are subject to all requirements regarding assessment, admissions, academic standards, and conduct.

Dual enrollment students must meet TSI Requirements. For academic courses, TAKS scores of 2200 in math and/or 2200 in English / Language Arts with a writing sub score of 3 or STAAR scores of Level 2 on Algebra II EOC, score 4000; and Level 2 English III EOC, score 2000 are required.

For technical courses, TAKS scores of 2100 in math and/or 2100 in English / Language Arts with a writing sub score of 3 are required.

To enroll in dual enrollment courses, students must apply using [www.ApplyTexas.org](http://www.ApplyTexas.org), complete the Texas Residency Questionnaire, submit an official high school transcript, and a submit a copy of their TAKS or STAAR scores.

Parental permission and permission from the high school principal or designee is required.

## Home School Graduates

The State of Texas considers successful completion of a nontraditional secondary education to be equivalent to graduation from a public high school. Therefore, home school graduates that have completed a 'nontraditional secondary education' may register for classes at Lamar State College Port Arthur. Graduates must complete an application and submit an official transcript. Graduates that apply and register after August 22, 2013 must complete the TSI Assessment Test.

## Readmit of Former Students

Former Lamar State College-Port Arthur students or its predecessors who are not currently enrolled or who were not enrolled during the previous long semester, must submit a new application for admission.

Students with unsettled financial debts to any Lamar-named school or incomplete records will not be allowed to register until the problems are resolved.

## International Students

International students are entitled to all student services and programs for which they are eligible according to law and definition. The College reserves the right to establish policies for selected groups of students if the policies are in the students' and the institution's best interest. Applicants will be carefully screened for academic excellence, English proficiency, adequate health, and financial self-sufficiency.

International students are encouraged and expected to participate in student activity and organizational programs so as to experience more fully the culture and lifestyles of southeast Texas. It is the student's responsibility to integrate into the campus environment; however, the College provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

Since the presence of international students also entails responsibility for the College in meeting certain distinctive needs, it is imperative that adequate provision be made for doing so. The College recognizes this responsibility by setting entrance and exit standards for its non-native English speakers that take into account the minimum language skills necessary for success in academic work as well as the minimum standards that a diploma from the College represents.

For international students to achieve their educational objectives, certain academic services are essential. The College provides facilities and staff to meet those needs. Moreover, the College recognizes that English language proficiency, and not citizenship or immigration status alone, is a key criterion in determining and meeting the needs of students for whom English is a second language.

## Individual Approval

A person who is 18 years of age or older may be exempt from the admission requirements and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to carry the college work assigned. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

## Ability to Benefit

Students entering Lamar State College-Port Arthur without passing the General Educational Development Test (GED), receiving a high school diploma, or a post-secondary degree must show the ability to benefit from the course of study they are pursuing.

These students must show the ability to benefit from the course of study they are pursuing by passing an independently administered test approved by the Secretary of the Department of Education before enrollment.

The College administers tests approved by the Department of Education to students who have been accepted for admission but have not yet enrolled in classes. The ASSET, COMPASS or other appropriate DOE-approved tests are administered by the Student Success Center to determine placement in classes and the ability to benefit from programs offered by the College.

## Early College High School

The Early College High School is a partnership between Lamar State College Port Arthur and the Port Arthur Independent School District. Participants in this program are chosen by the school district. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Submit a Lamar State College Port Arthur admission application.
2. Submit official scores on a TSI approved assessment test.
3. Meet the current academic standing rules of LSCPA to continue enrollment in college-level courses.
4. Submit proof of current bacterial meningitis vaccination.

The Early College High School will begin accepting students in the Fall 2016 Semester.

## Apply

Prospective students may apply for admission on line or by completing a printed application. Official high school transcripts must also be submitted to the Admissions Office.

1. Go to [www.ApplyTexas.org](http://www.ApplyTexas.org) to apply online for admission and select Lamar State College- Port Arthur or complete a paper application and deliver/mail to Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310.

2. Request that your high school transcript be sent to the Admission and Records Office immediately after graduation. Partial transcripts before graduation may be submitted, but final certification of graduation is necessary.

## [www.ApplyTexas.org](http://www.ApplyTexas.org)

In order to expedite applying, LSCPA recommends that students apply online at [www.applytexas.org](http://www.applytexas.org). Online applications are able to be processed quicker than printed applications.

## Orientation

Several orientation and registration programs are scheduled during the summer. These small group sessions are designed to acquaint new students with campus facilities and services, and to give each student an opportunity to confer with key advising staff and departmental faculty/mentors about an academic or technical program.

Participation is optional, but is strongly recommended.

Registration for the fall semester is completed at this time and tuition and fees may be paid. Books may be purchased or reserved.

Attendance at each session is limited, so advance reservations are strongly encouraged.

Details of the program, including available dates and reservation forms, are sent out following issuance of acceptance notices. Reservations should be requested early so a convenient date may be selected. Parents are invited to attend and participate.

Lamar State College-Port Arthur welcomes any student interested in education and personal improvement. As a two-year, lower-division component of The Texas State University System, the College offers educational opportunity to all citizens through an open-door policy that admits all students who can benefit from post-secondary education.

Students enrolling in college for the first time who fit one of these categories may apply for admission:

1. Graduate of an accredited high school
2. Those who have earned a GED certificate

3. Those who are at least 18 years of age and do not have a high school diploma or GED may be admitted upon individual approval of the appropriate Dean if it can be determined there is an ability to benefit for the students in the course of study they propose to enter
4. Those younger than 18 who do not have a diploma or GED may be admitted upon the written recommendation of the principal or superintendent of their last high school

Admission to the College does not guarantee admission to a particular degree or certificate program. Check the appropriate section of this bulletin to see if a particular program has special requirements.

Beginning freshmen must submit a completed "Application for Admission" form, an official high school transcript or GED certificate and appropriate placement scores.

All entering students must comply with requirements relating to the Texas Success Initiative (TSI).

## Texas Success Initiative (TSI)

### Assessment

On August 22, 2013, the Texas Higher Education Coordinating Board implemented new Texas Success Initiative (TSI) rules. The TSI Assessment Exam is a comprehensive computerized adaptive testing system that helps place students into appropriate college credit courses or developmental courses. Placement and diagnostic exams are offered in mathematics, reading, and writing. Scores are available to students upon completion of the exam.

Students registered after the first day of class in the Fall 2013 Semester are required to take the TSI Assessment Exam to determine their college readiness before enrolling in a college credit bearing course. Prior to graduation with an Associate of Applied Science or Associate of Arts degree, students must complete TSI requirements. Individuals should consult the website at [www.lamarpa.edu](http://www.lamarpa.edu) for the most current information on TSI Assessment, testing, placement and exemptions. An assessment test is required by Texas law to ensure that all graduates of Texas public colleges possess the academic skills necessary to perform effectively in the workplace.

Before testing, students are required to complete the TSI Pre-Assessment Activity, found on the LSCPA website.

### TSI Exemptions

According to 19 TAC §4.54, the following students shall be exempt from the requirements of the TSI, whereby exempt students shall not be required to provide any

additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course.

- For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
- ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
  - SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
- For a period of five (5) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI assessment required under this title for those corresponding sections. For more information about Dual Credit, Early College and Middle College eligibility and testing requirements for course placement, see the Dual Credit section within this catalog.

STAAR Testing prior to spring 2014 - For a period of five (5) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level STAAR end-of-course (EOC) with a 2000 minimum score (2000 on reading test/2000 on writing test) of Level 2 on the English III shall be exempt from the TSI assessment required for reading and/or writing, relevant to the course. And, a student with a 4000 minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI assessment required for the mathematics section.

STAAR Testing beginning in spring 2014 - For a period of five (5) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level STAAR end-of-course (EOC) with a 4000 minimum score (on the combined reading and writing test) of Level 2 on the English III shall be exempt from the TSI assessment required for reading and writing. A student with a 4000 minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI assessment required for the mathematics section.

- A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- An institution may exempt a non-degree-seeking or non-certificate-seeking student.
- ESOL Waiver. An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

## Placement Guidelines

The Placement Guidelines below are effective for students who applied after August 21, 2013 for admission to Lamar State College Port Arthur.

Skill Test	TSI Score	Course Placement
<b>Mathematics</b>	350 or higher	College ready
	344-349	Math 0332
	337-343	Math 0313
	310-336	Math 0312
<b>Reading</b>	351 or higher	College ready
	347-350	English 0302
	310-346	English 0301
<b>Writing</b>	Essay of 5 OR	College ready
	363 and higher and essay of 4	College ready
	357-362	English 0317
	310-356	English 0310

The phrase “Prerequisite: Basic skills competency in reading, writing, and/or math” is the equivalent of and means the same thing as “Meets TSI College Readiness Standard for reading, writing, and/or math.” Either of these phrases may be found in course descriptions in this catalog.

## Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit a completed “Application for Admission” form and official transcripts from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended, regardless of the length of time in attendance and regardless of whether credit was earned. Students who transfer less than 18 college hours also must submit and meet the entrance requirements of a first-time in-college student.

Students on scholastic or disciplinary suspension from another institution must petition the appropriate Dean or the Vice President for Academic Affairs for individual approval.

Students transferring from a Texas public college or university are subject to the same Texas Success Initiative requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 fall semester or later must have scores on file from an approved test for placement purposes. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 fall semester or later and have not attended college since then must take the TSI assessment test prior to enrollment at Lamar State College-Port Arthur.

Credit earned at other accredited institutions will be considered for credit at Lamar State College-Port Arthur according to the following guidelines:

1. All general education transfer courses, whether passed, failed or repeated, are used in calculating the cumulative grade point average.
2. Acceptance to Lamar State College-Port Arthur does not constitute acceptance to a particular degree or certificate program.

Placement scores and developmental courses transferred by students from other regionally accredited Texas public institutions of higher education (IHE) will be honored for initial placement.

Students who transfer from a regionally accredited private or independent IHE in Texas, or from a regionally accredited out-of-state IHE, and who satisfactorily completed (with a grade of “C” or better) college-level, non-remedial coursework, as determined by the College, are exempt from developmental education requirements.

## Transfer of Credit

Credit earned at another accredited institution is acceptable for transfer and may be used to meet degree requirements, provided the courses are applicable to the program and curriculum in which the student enrolls. A transcript evaluator is employed by the College and the instructional deans may be consulted to make a final determination in order to ensure the integrity of programs of study. The following sections detail criteria used for acceptance of transfer credit.

In order to graduate, a student must have a 2.0 grade point average on all work in the respective degree plan.

Grades from other institutions are recorded as received. No grade is changed.

## Transfer Students and the Texas Success Initiative (TSI)

Transfer students are subject to the Texas Success Initiative requirements (TSI). Students transferring to LSC from another Texas public institution must meet TSI requirements to enroll. Transfer students from outside Texas or from a private Texas college or university who have made a “C” or better in approved courses for all three skill areas are exempt from TSI. Contact a Student Services Advisor for additional information.

## Transferring Coursework

Official transcripts from all colleges or universities must be submitted for evaluation of transfer coursework. Additional documents that demonstrate completion of learning from formal courses sponsored by associations, business, government, industry, and unions will be evaluated to determine transfer of credit. In some instances, students may be asked to supply additional information to assist in the evaluation of transfer coursework. Failure to provide transcripts from all colleges or universities attended and/or other documentation of formal courses may result in denial of the awarding of credit.

Students will be notified of acceptance of transfer work. The period of evaluation may be completed prior to enrollment but may occur at the end of the first academic term in which the student is enrolled.

Acceptance of transfer course work by Lamar State College Port Arthur does not guarantee credit for specific courses within particular programs of study or admission to all programs.

Students are encouraged to inform their advisors of any transfer courses at the time of the initial advisement.

## Transfer Guidelines

Lamar State College Port Arthur accepts transfer coursework from regionally accredited colleges and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

1. Regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended.
2. Non-regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended. Official transcripts must be submitted. Additional documentation may be required prior to acceptance of credit. Coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance.
3. Military educational training programs. Evaluation of military credit is based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. Students must submit either a Form DD214 or Form DD256, and a Military Transcript Summary.
4. Foreign educational institutions. Students wishing to transfer college level work to Lamar State College Port Arthur from foreign educational institutions must have their official transcripts evaluated by an evaluation service approved by Lamar State College

Port Arthur. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.

5. Non-collegiate training facilities. Credit may be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable and official certification and /or documentation of skills or competencies achieved is provided. Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the LSCPA Catalog. Many of the recommendations in the American Council on Education (ACE) publication The 'National Guide to Educational Credit for Training Programs' and 'Transfer Credit Practices of Designated Educational Institutions' are used to determine the award of credit.

The following guidelines may determine the extent of transfer courses, the impact of transfer coursework on grade point average, status at graduation (honors), and transcribed grades.

1. Grades of C or better will be accepted as transfer credit for a course within a degree plan.
2. Courses transferred and applied to a degree plan will be used in the calculation of the cumulative grade point average.
3. Grades of D will be accepted as transfer credit for a course not within a major. Some programs have additional policies that will not allow the transfer of a D. Students are advised to contact individual program advisors for policies about the transfer of a grade of D.
4. Grades of F will not transfer to LSCPA.
5. Courses transferred and applied to a degree plan will be used to determine 'honors' upon graduation.
6. At least 25 percent of the credit hours required for the degree must be earned through instruction offered by Lamar State College Port Arthur.

## Transfer Dispute

The following procedures shall be followed in the resolution of credit transfer disputes involving lower-division courses:

1. If Lamar State College Port Arthur does not accept course credit earned by a student at another institution of higher education, LIT shall give written notice to the student and to the sending institution that transfer of the course credit is denied. LIT shall provide written notice of the reasons for denying credit for a particular course or

set of courses at the request of the sending institution.

2. A student who receives notices as specified in item (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with The Texas Higher Education Coordinating Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of the student's education and its denial and the reasons for the denial.

## Transfer Dispute Resolution Guidelines

The following guidelines and definitions are established to clarify and enhance paragraph (6) of Chapter 5, Subchapter S, Section 5.4 of the Texas Higher Education Coordinating Board rule pertaining to Transfer Curricula and Resolution of Transfer

### Disputes for Lower-Division Courses

#### General Provisions

All lower division academic courses shall be fully transferable to public institutions and must count toward the same degree at any public college or university in Texas.

#### Requirements and Limitations

(a) Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the "Community College General Academic Course Guide Manual."

(b) Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the "Community College General Academic Course Guide Manual" including those that fulfill the lower-division portion of the institution's Core Curriculum.

(c) All public colleges and universities must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

(d) Each institution must accept in transfer into a baccalaureate degree the number of lower division credit

hours in a major which are allowed for non-transfer students in that major; however,

1. No institution is required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board-approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.

2. In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution is required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

3. A university may deny the transfer of credit in courses with a grade of "D" as applicable to a student's field of study courses, core curriculum courses, or major.

(e) All senior institutions of higher education in Texas must provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.

(f) No university is required to accept in transfer or toward a degree, more than 66 semester credit hours of academic credits earned by community college student. Universities, however, may choose to accept additional credit hours.

## Penalty for Noncompliance with Transfer Rules

If the Coordinating Board determines that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of Section 5.391 of the Texas Higher Education Coordinating Board Rules and Regulations (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

## Resolution of Transfer Disputes for Lower-Division Courses

(a) The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

(1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is



denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(b) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

(c) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

(d) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

(e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

### **“Disputes vs. Problems”**

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

Problems may include, but are not limited to these situations:

- A student may lose credit hours or have to take additional, lower-level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, developmental or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.

### **Veterans as Students**

Lamar State College Port Arthur holds a contract for educating veterans under the Vocational Rehabilitation Law, known as Public Law Number 16, and is an approved institution of higher education for veterans under Public Law Number 346 and Public Law Number 550.

Veterans who are interested in continuing their education should secure approval from the Office of Veterans' Affairs. The LSCPA Financial Aid Office is available to assist veterans in obtaining their educational benefits. The office also provides advice on program and training opportunities, academic assistance, and advising.

Veterans that apply to LSCPA are not required to complete an Assessment test before enrolling in classes. However, they are strongly encouraged to take the TSI assessment to help determine the most successful course of action for their education.

## Academic Record Appeals

Students that completed previous coursework at LSCPA and have a lapse in attendance may appeal to disregard previous coursework. They may appeal to 1) disregard two successive semesters of coursework and 2) academic credits or grades that were earned at ten or more years prior to the semester in which enrollment is sought.

## Previous Coursework

After an enrollment lapse of four or more years from Lamar State College-Port Arthur, and after completing successfully (2.2 GPA) 24 semester hours of work at the College, a student may petition to disregard a maximum of two entire successive semesters of work taken previously at the College. The petition must be filed with the Department Chair and follow regular channels to the appropriate Dean for a final decision.

Endorsements and/or recommendations shall be required at each academic level.

When approved by the registrar, disregarded work shall not count in determining the student's grade point average for academic progress or for graduation; however, it shall remain on the transcript with an appropriate notation, and it shall be used in determining honors. Once a degree has been conferred, a student may not use the academic appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

## Academic "Fresh Start"

Applicants seeking transfer admission and who have academic credits or grades earned 10 or more years prior to the semester in which enrollment is sought may elect to seek entry under the terms of Academic "Fresh Start."

Under this policy the applicant may petition Lamar State College-Port Arthur to not consider, in the admission process, course credits or grades earned 10 years or prior. Applicants seeking entry under this section will not receive any credit for courses taken 10 or more years prior to enrollment.

Applicants applying under Academic "Fresh Start" are subject to all standard admission and testing criteria applicable to persons seeking admission.

## Credit by Examination

Lamar State College-Port Arthur awards college credit for successful performance in these examination programs: College Board Advanced Placement (AP) Program, College Level Examination Program (CLEP), ACT, and SAT I tests. Credit through any of the examinations listed in this section is awarded when the student has completed an enrollment term at Lamar State College-Port Arthur and has earned an amount of

resident credit equal to the hours earned by examination. By law, students may receive only three semester hours of credit in U.S. history and three semester hours credit in government through credit by examination. Applicants who wish to receive credit for college-level work completed in high school may do so by submitting their scores on the College Board's Advanced Placement Examinations. Testing arrangement are made by high school counselors. Subject matter areas and the basis for granting credits for Advanced Placement courses are as follows:

Subject Area	Required Score	Credit Granted
Biology	3	BIOL 1406 & 1407
Calculus AB	3	MATH 2312 & 2413, or MATH 1324 and 1325, or MATH 2312 & 2313
Calculus BC	3	Math 2312, 2413, & 2414
Chemistry	3	CHEM 1411
Chemistry	4	CHEM 1405 & 1407
Chemistry	5	CHEM 1411 & 1412
Economics - Macro	3	ECON 2301
Economics - Micro	3	ECON 2302
English	3	ENGL 1301
English	4	ENGL 1301 & 1302
Foreign Language	3	6 hours of foreign language
Foreign Literature	4	12 hours of foreign language
Government	3	GOVT 2301 or 2302
History (U.S.)	3	HIST 1301 or 1302
Music Theory	3	MUSI 1301

Credit is awarded for most CLEP subject examinations. A list of subjects for which credit can be awarded and required minimum scores is available from the Admission and Records Office or the Vice President for Academic Affairs. Credit will not be awarded for the CLEP General Examinations. Credit will be granted in composition, government, history and mathematics for students presenting the following minimum ACT Standard Scores:

<b>ACT Standard</b>	<b>Score</b>	<b>LSCPA Course</b>	<b>SCH</b>
<b>English</b>	<b>28</b>	<b>ENGL 1301</b>	<b>3</b>
Usage/Mech	14		
Rhet Skills	14		
<b>English</b>	<b>30</b>	<b>ENGL 1301 &amp; 1302</b>	<b>6</b>
Usabe/Mefh	15		
Rhet Skills	15		
<b>Mathematics</b>	<b>26</b>	<b>MATH 1332</b>	<b>3</b>
Pre-algebra	14		
Alg/Geom	13		
Geom/Trig	13		
<b>Mathematics</b>	<b>28</b>	<b>MATH 1332 &amp; 1314</b>	<b>6</b>
Pre-algebra	15 or		
Alg/Geom	14	MATH 1332 & 1324	
Geom/Trig	14		
<b>Reading</b>	<b>28-29</b>	<b>HIST 1301 or 1302</b>	<b>3</b>
Soc. Studies	15		
<b>Reading</b>		<b>HIST 1301 or 1302 and</b>	<b>6</b>
Soc. Studies	16	GOVT 2301 or 2302	
<b>Reading</b>	<b>30</b>	<b>ENGL 2326 or 2331</b>	
Arts/Literature	16		
<b>Reading</b>	<b>32</b>	<b>HIST 1301 or 1302 and</b>	<b>9</b>
Soc. Science	16	GOVT 2301 or 2302 and	
Arts/Literature	16	ENGL 2326 or 2331	

Credit earned through the ACT Test will be recorded on the transcript after a student earns an equal amount of credit at Lamar State College-Port Arthur. The student must petition the Registrar for ACT credit. ACT Test scores are valid for credit-by-exam for five years.

Credit will be granted in English and Mathematics for student with the following minimum score on the SAT I Reasoning Test:

<u>SAT Scores</u>	<u>LSCPA Course</u>	<b>Semester Credit Hours</b>
Critical Reading: 590	ENGL 1301	3
Critical Reading: 640	ENGL 1301 & 1302	6
Math: 600	MATH 1332	3
Math: 630 or	MATH 1332 & 1314	6
	MATH 1332 & 1324	6

Credit earned for the SAT will be granted in composition and mathematics after a student earns an equal amount of credit at LSC-PA. The student must petition the Registrar for SAT credit. SAT scores are valid for credit-by-exam for 5 years.

### Credit for Military Experience

Lamar State College-Port Arthur follows, with limitation, the recommendations of the American Council on Education as published in the Guide to the Evaluation of Educational Experiences in the Armed Forces in granting credit for military service schools. For consideration of credit for military service schools, applicants may submit the following records to the Admission and Records Office:

1. Certified original of the DD form 295, or
2. Copy of the DD form 214, or
3. Course completion certificates.

### Surgical Technology

Students seeking Associate Degree in Surgical Technology who are currently certified through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) may be awarded credit for certain Surgical Technology courses. A student wishing to receive credit must submit an application to the Allied Health Department after completing 18 semester hours of college-level work at Lamar State College-Port Arthur that applies to the AAS degree in Surgical Technology.

If granted, credit will be awarded for SRGT 1301, SRGT 1405, SRGT 1409 and SRGT 1360. The student must be in good standing and TSI-compliant at the time the credit is posted to the transcript.

# Developmental Education

Lamar State College-Port Arthur is dedicated to providing “compensatory education programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds.

The College makes the following definitions:

1. Developmental Education is remedial instruction that prepares students to successfully pursue college programs of education or training.
2. Developmental Education courses deal with knowledge and skills normally acquired at the secondary level.

The Developmental Education Department is a part of the Academic Programs Division. The Developmental Education Department chairperson is responsible for all developmental courses as well as for all activities in the Student Success Center.

Lamar State College-Port Arthur offers developmental courses to assist students with basic skills in reading, writing, and mathematics.

## Developmental Education Courses

The courses listed below are Developmental Education Courses offered at LSC-PA:

1. MATH 0311 Developmental Mathematics
2. MATH 0312 Fundamentals of Mathematics
3. MATH 0313 Introductory Algebra
4. MATH 0332 Intermediate Algebra
5. ENGL 0301 Basic Reading Skills
6. ENGL 0310 Developmental Writing I
7. ENGL 0327 Integrated Reading/Writing (IRW)
8. SSC 101 Individual Instruction Integrated Reading/Writing (IRW)
9. SSC 102 Individualized Instruction Mathematics

## Tutoring

AD*	Excellent
BD	Good
CD	Satisfactory
DD	Unsatisfactory
FD	Failure
I	Incomplete
W	Withdrawn
Q	Course Dropped

\*denotes a Developmental class

## Developmental Education Requirements

1. A student completes a “required developmental education program” by complying with one of the following provisions:
  - a. Passing the relevant section or sections of an approved test for TSI purposes.
  - b. Passing an approved developmental course or courses with a grade of “CD” or better. Students who earn a grade of “CD” or better will advance to the next level. Students who earn a “DD” or “FD” must repeat that course subject to all attendant conditions.
2. Students testing into any first-level developmental courses must be in remediation in the Student Success Center. The SSC requirement for any developmental course must be completed concurrently with that course, or a grade of “FD” will be issued for the course. See an advisor for details.
3. If a student earns a “DD” or “FD” in a developmental course once and takes it a second time, the student must be enrolled in EDUC 1300 OR PSYC 1300 (Learning Framework) concurrently. If a student earns a “DD” or “FD” in a developmental course the second time, he/she must be in remediation in the Student Success Center. See an advisor for details.

## Tutoring

The Student Success Center also provides tutorial services, web-based learning systems, computers and printers for student use and administers make-up exams for all departments.

## Academic Advising Requirement

### Advising

Student advising is an integral part of the Texas Success Initiative program.

Students are encouraged to discuss TSI policies and compliance with an admission advisor for proper testing referral prior to enrollment and to utilize academic advisement services on campus.

Lamar State College-Port Arthur offers a number of support services designed to assist students in understanding the TSI and meeting its requirements.

A student who has not completed all requirements of the Texas Success Initiative must receive academic advising from the Advising Office, until all remediation requirements are met. Once a student is determined to be TSI complete, they are no longer required to participate in advising in the Advising Officer.

## Placement

Students who are deficient in any basic skill will be placed in an appropriate developmental program designed to remedy the deficiency. Until the deficiency is eliminated, students may be prohibited from enrolling in certain credit courses. Students should consult an academic advisor for a list of courses which require as a prerequisite a passing score on an approved test for TSI purposes.

## Remediation Requirement

Students must be continuously enrolled in a developmental course until they have passed the TSI or an approved alternative test. A student must remain in one or more developmental courses until all TSI testing requirements have been met.

Students may retake an approved test for TSI purposes with no waiting period to determine their readiness to perform college-level academic coursework. However, students who do not score high enough on such a placement test must enroll in and complete the prescribed developmental course or sequence of courses. Students who pass placement tests on this campus during a semester must fulfill the requirements of the course(s) in which they are enrolled.

Students who fall into first-level remediation on the assessment exam must participate in continuous remediation in the Student Success Center, in addition to enrolling in the appropriate developmental course(s).

## Repeating a Developmental Course

A student who enrolls for a second time in the same developmental course must enroll concurrently in EDUC 1300 and/or the corresponding Student Success Center lab.

If a student earns a “DD” or “FD” again, but passed EDUC 1300, the student will continue in the SSC lab until both the course and lab are passed concurrently.

After a student exceeds the state’s maximum of 27 semester hours of remedial courses, the College may charge an additional fee for further remedial courses.

A student must place into a college-level course or successfully complete the developmental sequence that precedes the required college-level course before enrolling in that course.

## Attendance in Developmental Courses

Students enrolled in developmental courses are expected to follow the attendance requirements outlined in the course syllabus and complete all assignments and testing. Instructors may drop a student with a grade of “FD” for failure to follow the attendance policy, failure to complete assigned work and/or failure to complete all required testing.

# Distance Education

## Distance Learning Coordinator

**Coordinator:** Darren McIntire  
**Office:** Madison Monroe 114  
**Email:** darrenm@lamarpa.edu  
**Office:** (409) 984-6141  
**Fax:** (409) 984-6000

Lamar State College-Port Arthur offers online and off-campus courses to make the pursuit of degrees and certificates more accessible for students who may find it difficult to attend regular on-campus classes.

Off-campus courses are available in the evening for the general public on area high school campuses, and co-enrollment courses for high school students are offered on some high school campuses.

Online courses offer the most convenience and flexibility by providing internet delivery of all course content,

exams, assignments, activities, and communication with the instructor.

However, online courses usually are not self-paced, and deadlines for examinations and assignments will apply. Eight week courses will be more demanding as the same amount of material is covered in half the number of days of a regular semester.

Academic, technical, and developmental courses are available online, but students should be familiar with and have reliable access to the internet before enrolling in online courses. Students cannot complete an online course using only a mobile device.

Students should also be aware that to succeed in these classes they need to be motivated to learn, responsible, and very well organized. If students are unsure or want to learn more about Distance Learning classes, they should contact the Distance Learning Coordinator.

## Online Courses

- E-Learning Homepage  
(<http://www.lamarpa.edu/distanceedu/e-learn.html>)

If students are unsure or want to learn more about E-Learning courses, they should contact the Distance Learning Coordinator.

## Technical Support

Help Desk/Technical Support for My Lamar, email & Distance Education

Office: Gates Memorial Library Open Computer Lab

Email: [helpdesk@lamarpa.edu](mailto:helpdesk@lamarpa.edu)

Office: (409) 984-6150

## Blackboard Online Orientation

Click the following link <http://blackboard.lamarpa.edu/webapps/portal/frameset.jsp> to access the Student Orientation Course page. Once logged in, click the "Student Orientation Course" link located in the "My Courses" box to begin the orientation. Before signing up for a Distance Education course, ask yourself if the following descriptions apply to you:

- Self-Starter No one has to tell me when to do my schoolwork.
- Motivated I feel a strong desire to accomplish whatever I put my mind to.
- Organized I am a planner and can schedule things so most get done.
- Goal-Oriented I like to set goals for myself and follow through.

- Computer-Friendly I am very comfortable using a computer and have few problems.
- Assertive If I need help, I'm not afraid to seek out answers.
- Good Writer I can communicate well in writing.
- Good Reader I can read with understanding and assimilate large amounts of information.

If most of these describe you, then you probably can succeed in and benefit from taking an on-line course.

## Orientation Courses

Students majoring in an associate of arts degree program must complete EDUC 1100 or PSYC 1100 (Learning Framework) as part of the core curriculum, and it is highly recommended that they do so in their first semester of college. Students majoring in an associate of applied science degree plan who are enrolled in a developmental course and who have not completed 15 semester hours of college-level work are also required to enroll in and complete EDUC 1100 or PSYC 1100.

**EDUC 1100 and PSYC 1100 [Learning Framework]** provide an introduction to college and assist the student in making adequate social and personal adjustments to college life and the factors affecting learning and success.

Opportunities are provided that allow students to develop educational and career goals, as well as to become familiar with institutional curricula and policies. Time management, note taking, and preparing for exams also are stressed.

# Tuition and Fees

## Vice President for Finance:

Mary Wickland

Office: Business Building

Address: 1800 Procter Street, Port Arthur, TX 77641

Phone: (409) 984-6125

E-mail: [wicklandma@lamarpa.edu](mailto:wicklandma@lamarpa.edu)

## Tuition

Tuition is based on the number of hours for which the student registers. It is determined by the student's classification as a Texas resident, a non-resident U.S. citizen or a non-resident who is a citizen of another country. Students also are responsible for paying several fees that support college services and programs. The tuition rate varies based upon the residency status of a

student. The tuition rate for resident and non-resident students is listed below.

Texas resident ..... \$50 per SCH

Non-Texas resident ..... \$412 per SCH

A designated tuition fee of \$69.92 per semester credit hour is also charged for both resident and non-resident students. Students are responsible for registering under the proper residency classification.

## Summary of Registration Expenses

Each student must plan a budget carefully. It is possible to attend Lamar State College-Port Arthur on a modest sum and yet participate in most of the College programs. To assist in planning expenses, the following estimate is furnished as a guide.