

Students with Disabilities

The Texas Rehabilitation Commission offers help with tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities,

emotional disorders, diabetes, epilepsy, heart conditions, etc.

Other services are available to help students with disabilities become employable. Application for such service should be made at the Texas Rehabilitation Commission, 5860 Ninth Avenue, Port Arthur, Texas 77642.

Academic Policies

Academic policies and procedures are periodically reviewed and are updated. They may change during the course of an academic year. For further policy information or updates, see the Student Handbook or go to the Lamar State College-Port Arthur website (www.lamarpa.edu).

Academic Performance

Academic performance is a measure of a student's performance. Student performance is assessed by 1) grade point average (GPA); and 2) course completion. Academic performance is calculated beginning with the first semester that a student enrolls and all subsequent semesters.

Students are expected to make acceptable scholastic progress toward their degree objectives. A "C" is the minimum satisfactory grade and a 2.0 grade point average (GPA) constitutes satisfactory performance.

The levels of academic performance include 1) good standing, 2) academic probation, and 3) academic suspension. Students who do not maintain a minimum GPA of 2.0 will be placed on academic probation, or academic suspension.

Probation

Students in the following categories at the end of the fall or spring semesters are placed on Academic Probation:

- Freshman students (1-29 semester credit hours (SCH) work attempted) who have less than a 2.0 but greater than a 1.15 GPA;
- Sophomore students (30-59 SCH work attempted) who have less than a 2.0 but greater than a 1.58 GPA;
- Other students who have greater than 60 SCH work attempted and have less than a 2.0 but greater than a 1.72 GPA.

Suspension

Students with a GPA reflecting "academic suspension" at the end of the Fall or Spring semesters shall be

suspended. No first-time college students shall be suspended at the end of their first semester of attendance.

Students in the following categories at the end of the Fall or Spring semesters are considered to be on Academic Suspension.

- Freshman students (1-29 SCH work attempted) who have less than a 1.15 GPA;
- Sophomore students (30-59 SCH work attempted) who have less than a 1.58 GPA;
- Other students who have greater than 60 SCH work attempted and have less than a 1.72 GPA.

Students suspended from Fall and/or Spring semesters may attend the Summer session on probation. Students who do not improve at least to the level of "academic probation" at the close of the Summer session may register for the following Fall semester, but will be charged with a suspension. Students returning from academic suspension must continue to improve their GPA every semester of enrollment until they achieve a minimum 2.0 GPA. If students fail to improve their GPA in any semester, they will be suspended, unless approved for probationary re-enrollment by the appropriate Dean.

Students enrolling for either a Fall or Spring semester, who passed fewer than 60 semester hours, and who ended the previous two long semesters on scholastic probation, are required to enroll in EDUC 1300 OR PSYC 1300 Learning Framework, a course that helps students develop skills and techniques necessary for success in college, including memory development, note-taking, preparing for exams, study skills and time management. Students also learn about the importance of creativity, health, relationships and the effective use of resources for achieving collegiate success.

A grade of "C" or better must be earned in EDUC 1300 OR PSYC 1300 to satisfy the institutional requirement; otherwise, the course must be repeated. EDUC 1300 OR PSYC 1300 may count as elective credit toward a degree or certificate. Students who petition for readmission after being placed on scholastic suspension either at Lamar State College-Port Arthur or at another institution must enroll in and complete EDUC 1300 OR

PSYC 1300 as a condition for readmission and retention in the College.

A department may set academic requirements for its majors in addition to the basic grade point standard, with the approval of the Vice President for Academic Affairs.

Students suspended under this provision may register in another program if they meet the prescribed standards and are accepted through a change of major.

Attendance

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. Instructors formulate course attendance policies with departmental policies, but design the policies to suit the needs of particular courses. Each instructor's policy is explained in detail at the beginning of the semester and is enforced in a consistent and uniform manner. Determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of an approved absence for participation in a college-sponsored activity or a religious holy day. When absences, other than approved absences, seriously interfere with a student's performance, the instructor may recommend to his/her Department Chair that the student be dropped from the course.

Extended Class Absence

A student may submit a request to the Vice President for Student Services to notify faculty members prior to or during an extended absence due to personal or family illness, accident, hospitalization or other emergency circumstance. This notification does not constitute an "excused absence" from class. It does advise faculty members as to the reason a student is absent and the expected dates of his/her return.

Absence on Religious Holy Day

In accordance with Texas Education Code 51.911, all institutions of higher learning shall excuse a student from attending class or other required activities, including examinations, for the observance of a religious day, including travel for that purpose. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Policies and procedures for absence due to religious holy days shall be consistent with (or no more arduous than) the instructor's policies and procedures related to other excused absences.

The Texas Education Code defines a "religious holy day" as a day observed by a religion in places of worship that are exempt from property taxes under Section 11.20 of the state tax code.

A student who will be absent to observe a "religious holy day" must notify the instructor for each class before the planned absence. If a student and instructor disagree about the nature of the absence, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President or his designee. The student and instructor shall abide by the decision of the President or his designee.

Missed Examinations

Students must make arrangements with the course instructor for taking an examination outside of a regularly scheduled class meeting. Faculty members are not required to allow students to makeup exams missed for any reason other than an excused absence. Students who know in advance that they will be absent from class on an examination day should discuss the matter in advance with their instructor.

Students who miss an examination without prior notification should contact the instructor as soon as possible after the absence and prior to the next class meeting.

Class Meetings Canceled

The semester calendar will not be lengthened if the College cancels class meetings because of weather or other circumstances. Final exams are administered as scheduled.

The method for including the subject matter that normally would have been covered in missed class meetings will be left to the discretion of each instructor, and may include, but is not limited to, additional class meetings, lengthened class meetings, additional assignments, library or laboratory activities, field trips and/or fewer or take home exams in order to free more class time for demonstration, discussion and lecture.

Course Information

Students may register for classes in person or online. Students registering for the first time or students with registration holds should contact Student Services for assistance in registering. Students must register for courses before the deadline published in the Academic Calendar.

Academic Courses

Academic courses are used to satisfy the requirements of the Associate of Arts Degree. Academic courses are listed in the Lower Division Academic Course Guide Manual (ACGM) published by the Texas Higher Education Coordinating Board.

Lower Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

Technical Courses

Technical courses form the foundation of the Associate of Applied Science Degree. Technical courses are program specific and are listed in the Workforce Education Course Manual (WECM).

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by two-year public colleges. WECM courses are not generally transferrable.

Semester Length

There are several semester lengths including sixteen (16), twelve (12), eight (8), and six (6) semesters. Most courses are taught in a sixteen (16) week semester, however, some courses are taught in a non-semester length. Non-semester length courses allow a course to be taught in a compressed time line. Classes taught in a non-semester length have the same instructional time, are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities.

Semester Credit Hour

The unit of measure for credit purposes is the semester credit hour. One hour of classroom lecture each week equals one semester hour. For each classroom hour, two hours of study are expected. Two or more hours of laboratory work usually are equal to one classroom hour. For laboratory work that requires reports to be written outside of class, two clock hours are usually counted as one semester hour.

Course Numbers

Most courses meet three hours each week and have a credit value of three semester hours (3 SCH). Lamar State College Port Arthur has converted to the Texas Common Course Number prefixes and numbers. Each course has an individual alpha-numeric code (such as POFT 1311). The alpha rubric indicates the subject area. Each number contains four figures. The first digit generally indicates the level of the course: 0 means a developmental level, 1 means it is freshman level, and 2 is sophomore level. The second figure indicates the

number of semester credit hours. The third figure indicates the type of course. The fourth figure is a unique identifier for the course.

In the Course Descriptions, each course title is followed by three digits separated by colons (such as 3:2:2). This provides the following information: The first number is the semester hours of credit for the course. The second number is the hours of lecture, recitation or seminar meetings per week. The third number represents the required laboratory hours per week.

Texas Common Course Numbering System

Common Course numbers assist transfer students in the transition from one institution to another. Colleges participating in the Common Course Numbering System identify "common" courses taught on their campuses. All courses designed for transfer adhere to this numbering system in the State of Texas.

Questions about courses transferability should be referred to the appropriate department at the institution to which a student wants to transfer. (See section on Transfer Dispute Resolution Guidelines).

Evening Classes

LSCPA schedules classes during the day and evening. Classes scheduled after 5 p.m. are considered evening classes. Classes taught during the day or evening do not differ. Classes are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities. Students employed during the day may attend classes in the evening and study to obtain a degree or to expand their knowledge in a special field of interest as non-degree students.

Registering

Students can attend class only when the instructor has received evidence of proper registration. Registration dates and deadlines are listed in the official calendar.

Students may add courses, make section changes or drop courses only within the period specified in the calendar. A schedule of classes is prepared by the Office of Admission and Records well in advance of a given semester.

Course Load

The normal course load in a regular semester is 15-18 semester credit hours; for a six-week summer term, 6-8 semester credit hours. Overloads must be approved by the student's instructional Dean.

Course Overloads

A Dean must approve all overloads. In general, a student must demonstrate that he/she is capable of maintaining a high performance level in all classes.

Core Curriculum

In accordance with the Texas Education Code, Lamar State College-Port Arthur designed a core curriculum of academic courses encompassing communication, mathematics life and physical sciences, language, philosophy, and culture, creative arts, American history, government/political science, social/behavioral sciences and a component area option. A student successfully completing the entire core curriculum at Lamar State College-Port Arthur may transfer that block of courses to any other state-supported institution in Texas. The transferring student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution.

Some LSC-PA students plan to transfer to another institution before completing the core curriculum. These students should follow the catalog and degree plan requirements of their receiving institutions carefully when scheduling courses.

Most universities have requirements or policies regarding certain courses and the core curriculum that are unique to that institution. Students who do not complete the core curriculum at Lamar State College-Port Arthur must satisfy the course requirements at their receiving institutions in order to receive degrees. Those requirements may vary significantly from those of the College. Students are urged to complete the core curriculum before transferring to eliminate the possibility of being required to take additional core curriculum courses at the receiving institution.

New Courses

In order to meet changing educational requirements, Lamar State College-Port Arthur reserves the right to add any needed courses at any time without regard to the listing of such courses in the college bulletin. It is expected that a listing of these courses will appear in the next year's issue of the college bulletin.

Class Size

The College reserves the right not to offer any course listed in this bulletin if fewer than 10 students register for the course.

Course Audit by Senior Citizens

Senior citizens, 65 years of age or older, may audit courses on a space available basis without the payment of fees.

Schedule Changes

Schedule changes including course section changes, adds and drops must be approved by the Department Chair or Dean of the student's major field. All changes are

initiated by the completion of the proper form available in the Admission Advising Office. Usually, a course may not be added after the first week of the semester or first two days of a Summer session.

Dropping Courses

Students may drop a course and receive a grade of "Q" during the first six weeks (two weeks in a summer session) of the semester after consultation with their advisor and/or department chair. Classes dropped after the penalty-free period, grades are recorded as "Q", "Q6" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office or Web for Students.

A student may not drop a course within 15 class days of the beginning of final examinations or five class days before the end of the summer term.

Students may drop a course and receive a grade of "Q6" during the first six weeks of a regular semester and the first two weeks in a summer session.

Lamar State College-Port Arthur requires that a student who is deficient on one or more of the basic skills (reading, writing or mathematics) must participate continuously in a program of remediation until all deficiencies are removed. If a student drops a first-level developmental course, the co-requisite lab also must be dropped.

Students should check the published schedule for specific deadlines to drop a course.

Drop Initiated by Instructor

When absences, other than approved absences, interfere seriously with study or performance, the instructor may recommend to the Department Chair or Dean that a student be dropped from the course. If this action is taken after the first six weeks of the Fall or Spring semester or the first two weeks of a Summer session, a grade of "F" may be recorded for the course. The student's Department Chair, Dean and Admission Office will be notified in writing that the student should be dropped for excessive unexcused absences.

6 Drop Rule

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops after the census date is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's

transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

Withdrawals

Students wishing to withdraw during a regular semester or summer term must complete a Withdrawal Petition and deliver the completed form to the Admissions Office.

Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue.

If a withdrawal is made before the end of the sixth week, second week of a summer term or if the student is passing at the time of withdrawal after the sixth week, a grade of “W” is issued for each course affected. A grade of “F” is issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student who leaves without withdrawing officially will receive a grade of “F” in all courses and forfeit all returnable fees. (See Withdrawal & Student Financial Responsibility)

A student who leaves without officially withdrawing will receive a grade of “F” in all courses and forfeit all returnable fees. Dropping courses via the college’s online registration system does not constitute an official withdrawal from the College.

Forced Withdrawal

The Vice President for Student Services, on the advice of competent medical personnel, may require withdrawal or deny admission of a student for health reasons (mental or physical).

Reinstatement

A student may be reinstated to class upon written approval on the official form by the major Department Chair, instructor of the course and Admission and Records Office verification.

Grading System

Grades

A	Excellent
B.....	Good
C	Satisfactory
D.....	Passing
F	Failure
I	Incomplete
W	Withdrawn
NG	No grade
Q	Course dropped
Q6	Course dropped, 6 drop rule
U	Unsatisfactory; no credit

A grade of “W”, “Q” or “Q6” is given if the withdrawal or drop is made before the penalty date or if the student is passing at the time of withdrawal or drop.

Assigning a grade of “I” (Incomplete) requires prior approval of the Department Chair.

An “I” is assigned only when the deadline for dropping the course has passed, the student is passing the course, and course requirements, including the final examination, cannot be completed because of unavoidable circumstances. If incomplete work is not finished by the end of the next long semester, the “I” will become an “F” on the permanent record. The course then must be repeated if credit is desired.

One semester extension requests will be honored by the Records Office if approved by the instructor and the Department Chair before the expiration of the normal deadline.

An “I” grade also automatically becomes an “F” if the student re-registers for the course prior to removing the deficiencies and receiving a grade change.

An instructor must record the grade of “F” for a student who is absent from the final examination and is not passing the course.

Grade Replacement

Students have one opportunity to replace a grade earned in an academic or technical course. If a student repeats a course, the official grade will be the second grade earned, regardless of whether it is higher, lower or the same. The first grade remains on the student’s official transcript. Repetition of a LSC-PA course at another institution will not replace the grade earned at the College in calculating a student’s cumulative grade point average, nor will a grade earned in a LSC-PA course replace a transcribed grade earned in the same course at another institution. Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student’s cumulative GPA. The College may charge additional fees to students who take a course multiple times.

Students receiving various forms of financial aid or VA benefits and who repeat a course may have complications regarding their financial aid awards. These students must consult the Financial Aid Office prior to repeating a course under the provisions of the program. Honors will be determined on the basis of a cumulative grade point average earned at Lamar State College-Port Arthur.

Grade Point Average

Grade-point-average is a measure of a student's overall academic performance and is used to determine academic standing, rank in class, eligibility for graduation, etc.

Grade points are assigned to letter grades as follows: to the grade A, 4 points; to B, 3 points; to C, 2 points; to D, 1 point and to F, I, S, U, NG and W, 0 points.

The number of grade points earned in a course is calculated by multiplying the number of semester credit hours by the number of points assigned to the letter grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted in courses for which the grades A, B, C, D, F and I are assigned.

For grades S, U, NG, W, and Q, neither semester hours nor grade points are used in the computation of the grade point average. Hours attempted provide all work taken whether passed, failed or repeated.

Cumulative Grade Point Average

The Cumulative Grade Point Average is calculated and used to qualify students for graduation and graduation honors status. The Cumulative GPA is calculated using LSCPA college-level courses with grades of A, B, C, D, and F recorded during all semesters enrolled at LSCPA. Courses transferred to LSCPA from other postsecondary institutions are excluded from the Cumulative GPA calculation. The Cumulative GPA is recorded on the LSCPA official transcript.

Grade Report

Final grades are electronically posted to the students' "My.Lamarpa.edu" account at the end of each semester or summer term. These reports include the semester grades and the grade point average for the semester.

Change of Major

Students wishing to change their major(s) must complete a "Change of Major" form, which is available in the Admission Advising Office. The completed form must be submitted to the Admission and Records Office.

Transfer Courses

Transfer of Correspondence Courses

Lamar State College-Port Arthur does not offer courses by correspondence. However, a maximum of nine (9) semester hours of correspondence work from an

accredited institution may be applied toward an associate degree.

No correspondence course may be carried while a student is in residence without the permission of the student's Department Chair. A permit signed by the Department Chair must be filed in the Office of Admission & Records before registration for the course. A student may not register for, carry or complete a correspondence course during the last semester of Summer Session before graduation except in the following circumstances: (a) a course required for graduation is not offered by LSC-PA; and/or (b) the student has a schedule conflict between required courses. The statement of intent must be approved by the Department Chair and filed in the Admission and Records Office no later than the last day to apply for graduation.

Graduates must file correspondence transcripts fourteen (14) days before graduation.

Classification of Students

Students are classified as freshmen, sophomores, juniors, seniors or post-baccalaureate. For the purpose of determining eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

- Freshman: met all entrance requirements but completed fewer than 30 semester hours
- Sophomore: completed a minimum of 30 semester hours with 60 grade points
- Junior: completed a minimum of 60 semester hours with 120 grade points
- Senior: completed a minimum of 90 semester hours with 180 grade points
- Post-baccalaureate: holds a bachelor's degree, but not pursuing a degree program

Semester grades are filed with the Office of Admission and Records. A grade may not be recorded for a student not officially enrolled in a course during the semester covered.

In most circumstances grades remain as recorded. When warranted, a grade change will be made using the official "Grade Change Form" available in the Registrar's Office. If the instructor is no longer employed by the College, the Department Chair and Dean have the authority to change grades.

A student desiring to register for a course to receive a grade of "NG" must have the written approval on official form of the major Department Chair, instructor and instructor's Department Chair and Records Office verification. Student semester hours attempted will be reduced by appropriate number of hours.

Articulated Credit

A student who earned college credit while in high school under Articulation agreements may petition for the credit through the Dean of Instruction.

Records

Academic Records and Transcripts

Academic records are in the permanent custody of the Admission and Records Office. Documents received by that office become the property of Lamar State College-Port Arthur and cannot be copied or returned. Transcripts of academic records may be secured by an

individual personally or will be released on the student's written authorization.

Chapter 675, Acts of the 61st Legislature (1969 Regular Session) provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow fraudulent use of such document.

"A person who violates this Act or who aids another in violating this Act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Graduation

Graduation Requirements

Level One Certificate

1. Satisfy all admission requirements to the college.
2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Complete an approved degree plan.
5. Complete a minimum of 12 semester credit hours at LSCPA.
6. Attain at least an overall 2.0 grade point average on all work applied to the respective degree plan.
7. Make final application for graduation and pay all fees by the deadline.

Level Two Certificate

1. Satisfy all admission requirements to the College.
2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Successfully complete all required developmental courses.
5. Attain at least a 2.0 grade point average on all work applied to the respective certificate plan.
6. Complete at least 15 semester credit hours of major course work at LSCPA.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.



Associate of Arts Degree

1. Satisfy all admission conditions.
2. Successfully complete all required developmental courses.
3. At least 25 percent of the credit hours required for graduation must be earned at LSCPA.
4. Attain at least a 2.0 grade point average on all coursework required in the degree plan.
5. Complete the core curriculum.
6. Complete the program of study for one of the areas of emphasis as outlined in this catalog.
7. No more than a total of 15 semester credit hours of correspondence credit, and/or credit by examination combined may be applied toward an associate degree. No more than 9 hours may be correspondence courses.