



OFFICE OF ADMISSIONS AND RECORDS

Petition to Disregard Previous Coursework

Students who had an enrollment lapse of four or more years from Lamar State College Port Arthur, and after completing successfully (2.2 GPA) twenty-four (24) semester credit hours of work at the college, **a student may petition to disregard a maximum of two successive semesters of work completed previously at the college.**

If approved, disregarded coursework will not be used to determine the student’s grade point average for academic progress or for graduation; however, **previous coursework will remain on the transcript with an appropriate notation, and previous coursework 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.

Please submit this form and your written or typed petition to the Registrar’s office in person to the Student Center, 3rd Floor, Admissions & Records department or by email from your MyLSCPA email account to Registrar@lamarpa.edu.

Please list up to 2 consecutive semesters you are petitioning to be disregarded:

Semester and Year	Semester and Year
Name (Print)	Signature
Date	Term
Student ID#	

****The Registrar’s office will send a response to your MyLSCPA email once a decision has been made.***

P.O. Box 310 | 1500 Procter Street | Port Arthur, Texas 77641
409-984-6173