



## Student Catalog Addendum

This catalog addendum updates and replaces certain sections of the Advanced Standing and Incompletes, Withdrawals, Repetitions sections of the 2024 Student Catalog.

### Advanced Standing by Transfer Credit

This addendum updates and replaces the first paragraph of the Advanced Standing by Transfer Credit section of the Advanced Standing policy with the following information:

Lamson, upon a student’s timely request during the enrollment process, will conduct an evaluation of all previous education and training, and grant transfer credit where Lamson deems it appropriate. Requests must be made in writing using Form CSC-010, which is included in the enrollment packet. Previous educational experiences pertaining to a student’s planned program of study are recognized through examinations of skill and subject matter and/or evaluation of transcripts by the Director of Education and the Program Director to determine the course’s comparability in level and in subject matter. Courses must be from an institution accredited by a national or regional accreditor recognized by the United States Department of Education or the Council for Higher Education Accreditation. Students should provide Lamson with a copy of their official transcript and a course description in the form of their school catalog, a syllabus or course outline. The evaluation may result in a change of a student’s program completion time and total program cost. When approved transfer credit is applied, the student’s total program cost will be reduced by the tuition and book cost of the module(s) or course(s) for which the student is receiving transfer credit. Lamson does not charge any fees for evaluating or accepting transfer credit.

### Incompletes, Withdrawals, Repetitions – Grading Charts

This addendum removes the following table (shown on pages 46-47) from the 2024 Student Catalog. It is no longer applicable to Lamson’s grading procedures.

<b>Grade</b>	<b>Count as Credits Attempted for Pace?</b>	<b>Count as Credits Attempted for Cumulative GPA?</b>	<b>Count as Credits Earned?</b>	<b>Quality Points per credit</b>
B1	Yes	Yes	Yes	3
C1	Yes	Yes	Yes	2
F1	Yes	Yes*	No	0
W1	Yes	No	No	N/A
WP1	Yes	No	No	N/A
WF1	Yes	Yes*	No	0
S1	Yes	No	Yes	N/A
U1	Yes	No	No	N/A
I	Yes	Yes	No	0
P	Yes	No	Yes	N/A
R	Yes	No	No	N/A
AU	No	No	No	N/A