GENERAL ACADEMIC INFORMATION

ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of three academic divisions: Business and Social and Behavioral Sciences, Liberal Studies and Education, and Natural and Physical Sciences. The Office of Freshman Studies coordinates the first-year experience to include advisement for freshmen and transfer students. Also, the Library/LRC, Upward Bound Program, the LEAP Program, academic support services, and Information Technology are a part of the Division of Academic Affairs.

The Office of the Vice President for Academic Affairs is located in Room 306, James A. Bray Administration Building.

ACADEMIC ADVISEMENT

Every student is assigned an academic advisor. The advisor is responsible for guiding the student in academic matters. Every aspect of the registration process must be facilitated through the academic advisor. Students will not be permitted to register for any course nor drop or add a course without the consent of the academic advisor.

Classes cannot be dropped during the last two weeks of the semester except in cases of emergency. Exceptions may be granted only by the President upon the recommendation of the Vice President for Academic Affairs.

ACADEMIC INTEGRITY

Any student found guilty of being dishonest on any examination or academic assignment will be given a grade of zero for the work concerned, and will be reported to the Vice President for Academic Affairs for further disciplinary action.

ACADEMIC AND FINANCIAL AID PROBATION

A student is placed on academic probation and financial aid probation if the appropriate average is not maintained or if the necessary numbers of hours are not earned according to the minimum satisfactory progress standards as previously listed.

Any student who is placed on academic probation will be limited to a maximum of fourteen (14) credit hours per semester. If a student on academic probation registers for more than fourteen hours, the load will be reduced by the Vice President for Academic Affairs. Any student who remains on academic probation for two consecutive semesters will be required to withdraw from the College for at least one semester. The student may re-apply in a subsequent semester through the normal admissions process.
A student may continue to receive financial aid while on academic and financial aid probation. If the student fails to make satisfactory progress after two regular semesters, then s/he will be placed on financial aid suspension. Students placed on financial aid suspension are not eligible to receive financial aid.

**ACADEMIC SUPPORT PROGRAMS AND SERVICES**

**Communication Arts Laboratory**

The Communication Arts Laboratory (CAL) provides equipment for the training of students who are enrolled in Mass Communication courses. Students engaged in practical training in the Communication Arts area use the equipment to complete assignments and projects.

The CAL contains PCs, desktop publishing software, a laser printer, video cameras, 35mm cameras, VCRs, and other video production equipment.

**Library/Learning Resource Center**

The Lane College Library/Learning Resource Center (LLRC), located in the Chambers-McClure Academic Center, is the academic hub of the campus. The first floor contains eight (8) classrooms, and the Technology Learning Center (TLC), which houses more than 60 computers. Contemporary, archival, and special collections are located on the second and third floors.

The LLRC has been designed to provide a mix of technological enhancements and traditional services. Housing a collection of over 165,000 volumes of print and non-print materials, the LLRC supports the academic program by providing carefully selected books and materials to offer students and faculty more than adequate facilities for independent study and research.

The LLRC has an open-stack system with sections designed for Seminar/Viewing Rooms, and computer facilities. The computers in the LLRC all have Internet access as well as word processing and e-mail capabilities. The LLRC computer system also provides access to NewsBank and EBSCO Academic Search Elite—two online databases providing full text newspaper, newswire, magazine, and journal coverage for over 2,000 periodicals. Bloomberg, an online database, provides 24-hour access to accurate and current financial and economic information. CD-ROM sources provide the students and faculty with full text of ERIC, Scribner's World Authors, Dictionary of American Biography, and several encyclopedias. The LLRC automated catalog is among the most advanced in library automation and provides access to the catalog from any Internet accessible computer.

Special collections include the Negro Heritage Collection, a Children's Literature Collection, Graduate Catalog Collection, Teacher Education curricular materials, and the History of the College. Also featured in the LLRC is the Bishop Lane Exhibit and the Haitian Art Collection. The Media Center houses equipment for audio and video productions and presentations.
The Library/Learning Resource Center has agreements with other West Tennessee College Libraries for shared use of their library collections by the students, faculty, and staffs of these institutions.

The LLRC is open during the following hours:

**Fall/Spring Semesters**
Monday through Thursdays 8:00 a.m. - 11 p.m.
Fridays 8:00 a.m. - 5 p.m.
Saturday 10:00 a.m. - 5 p.m.

**Summer Session**
Monday through Thursdays 8:00 a.m. - 7 p.m.
Fridays 8:00 a.m. - 5 p.m.

**Media Center**

The Media Center provides several services and opportunities for students to complete their academic studies and preparations. The Center offers the following hardware for presentations in classrooms and other meeting/assemblies: slide projectors, overhead projectors, television and VCR equipment, tape duplicator, cassette players/recorders, CD players, transparencies, laminating production equipment, etc. The Center also circulates videos, audio cassettes, and CDs, and houses a non-circulating collection of rare 78rpm and 33-1/3rpm vinyl record albums.

**STEM Laboratory**

The Science, Technology, Engineering, and Mathematics Laboratory is located in Stone Hall. The Lab has fifteen (15) personal computers with the latest educational software in the STEM area, a network printer, and instructional materials. The Lab is manned by faculty members who teach in the STEM areas. The Lab provides tutorial assistance for students enrolled in College Algebra, Calculus, Computer Science, and other STEM courses. Students move/progress at their own pace and receive assistance from faculty members on duty.

**Teacher Education Curriculum Laboratory**

The Teacher Education Curriculum Laboratory is located on the first floor of the Greer-Armour Building. The Lab has twenty-four PCs with the latest education software, a network printer, instructional materials such as textbooks, lesson plans, model bulletin boards, as well as materials and supplies used for hands-on experiences by Teacher Education candidates as they learn to prepare curricula and a simulated classroom environment.

**Writing and Mathematics Laboratories**

Writing and mathematics laboratories are designed to provide additional intensive practical applications to the course work in General Studies English and mathematics classes. When required by the instructor, these laboratory experiences will constitute a portion of the final course grade in certain General Studies English and mathematics
courses. In these instances, the student is required to make a satisfactory score on the exit examination.

**APPEAL PROCESS FOR STUDENTS DROPPED FOR FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS**

A student who fails to make satisfactory academic progress may be placed on probation or suspended from the College. S/he will also lose eligibility for financial aid once suspended from the College. A student who fails to maintain satisfactory progress may appeal her/his suspension by taking the following steps:

1. Obtain from the Registrar’s Office her/his official Grade Point Average and a list of courses in which a grade below “C” was received.

2. Challenge any grade s/he feels is assessed/recorded in error. Changes in grades will be recorded in the Registrar’s Office by the instructor involved, with the prior approval of the Vice President for Academic Affairs.

Students may also appeal their suspension or financial aid ineligibility for one of the following conditions:

- Death of an immediate relative of the student;
- An injury or serious illness of the student (medical documentation required); and
- Other extenuating circumstances (documentation required)

All appeals must be completed by the student; all documents must accompany the appeal; a summary of the reasons for the appeal must be included.

If a student’s status changes as a result of the appeal process, the suspension or probation will be lifted.

A student dismissed for poor scholarship (i.e., academic suspension) may be reinstated by the Admissions and Recruitment Committee only after the expiration of at least one regular semester from the time of dismissal. This restriction does not apply to the summer term immediately after determination that the student is not meeting satisfactory academic progress requirements. The student must make written application to the Admissions and Recruitment Committee at least one month prior to the beginning of the semester for which reinstatement is asked, using such forms as the Committee may determine. A student thus reinstated enters on academic probationary status and must maintain compliance with satisfactory academic progress standards. A student failing to meet these requirements will be dismissed from the College.

A student who applies for and is subsequently granted reinstatement does not automatically qualify for financial aid. A suspension of financial aid may be appealed by submitting a letter to the Director of Financial Aid explaining the mitigating circumstances that created the prior performance. The letter should include documentation to support the appeal. The Director of Financial Aid, upon conferring with appropriate officials of the College, will make a recommendation to the President of the College concerning the appeal. If the appeal of financial aid suspension is approved, a student must thereafter
maintain satisfactory academic progress standards as prescribed earlier. A student failing to meet these requirements will be placed on financial aid suspension. If the appeal of financial aid suspension is not approved, a student may only receive financial aid after the requirements for satisfactory progress have been re-established.

A student dismissed for low scholarship (academic suspension) may not receive transfer credit for work taken elsewhere during the semester following separation.

The Admissions and Recruitment Committee has discretionary powers in all cases not covered by rules stated herein. The College reserves the right to address any administrative matters affecting the determination of satisfactory progress. These matters shall be referred to the President of the College.

CLASS ATTENDANCE

All students are expected to attend classes regularly. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and gain from such participation.

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed.

Students who come to class after the time for a class to begin will be admitted but marked late. Three late markings will be considered as an absence from class.

Students will be allowed to make up class work missed if the absence was caused by documentable illness, participation in College-sponsored activities, or required military training. It is the responsibility of the student to contact her/his individual instructors in this regard. In other instances, the instructor has discretionary powers concerning make-up work.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Students may be allowed as many unexcused absences in a semester as there are credit hours for the course. When the number of unexcused absences exceeds twice the credit hours, students may be requested to withdraw from the course, or their grade may be lowered. Instructors reserve the right to require more stringent, but not more lenient attendance.

Even though students have been officially excused, their grades in courses may be affected by excessive absences which prevent normal progress. In instances where students incur a combination of excused and unexcused absences which exceed twenty percent of the total number of class sessions scheduled in a semester, their grade may be lowered or they may be requested to withdraw from the course.
The chart below shows examples depending upon the number of hours that the course has scheduled.

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<th>Hours of Course</th>
<th>Combined Excuses Allowed</th>
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<td>6</td>
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Withdrawal from a class is the prerogative of the student, but a request to withdraw by an instructor is tantamount to a warning of a failing grade for the course. If the student’s absences are excessive after the date for withdrawing without penalty, the instructor will request that the student withdraw and give a grade of either “WF” or “WP” on the final grade sheet. Students will not be allowed to process drop slips after the deadline. Each week, instructors are required to report to the Vice President for Academic Affairs the names of all students who are absent. Instructors are not required to give make-up examinations for unexcused absences.

**COURSE CANCELLATION POLICY**

Lane College reserves the right to cancel any class during the first week of the semester in which enrollment does not materialize. Students will be allowed and encouraged to enroll in another class in these instances.

In the event a class that has begun meeting must be canceled because of the inability of the instructor to continue, the College will put forth every effort to identify a qualified instructor to assume that responsibility. However, if a class is canceled by the College after the last day to add courses and no alternate instructor can be identified, the student will be issued a tuition credit equal to the cost of that class only if the student was assessed charges for credits in excess of 16* credit hours, or if the student’s course load drops below 12* credit hours. In the instance of a student who meets neither requirement, no assessment will be made for credit hours in excess of 16* if the class is taken in a subsequent semester.

Only a student who has a credit balance will be eligible for a monetary refund.

*Six (6) for Summer Session

**EVALUATION OF INSTRUCTION**

Evaluation of the faculty at Lane College is done to improve the instructional process. The process includes student evaluation of faculty during each fall and spring semester.
EXAMINATIONS

Tests and examinations are given throughout the semester in most courses; however, mid-semester and final examinations are given as scheduled. No student shall be exempt from the final examination in courses that require it.

Some courses use methods other than examinations for evaluation of student performance as indicated on the instructor's course syllabus. All students will take the Sophomore Proficiency Examination and all seniors will take a Senior Exit Examination in their major area.

GRADE APPEAL PROCESS

A student has a right to challenge any grade she/he feels was assessed in error.

The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should contact the Division Chairperson in which the course is offered. If the matter is not resolved at the Division level, the student should submit a written petition to the Vice President for Academic Affairs. Either the student or the instructor may appeal the decision of the Vice President for Academic Affairs with a written request to the Academic Appeals Committee.

A student must register a complaint within forty-five days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the Vice President for Academic Affairs.

Changes in a grade will be recorded in the Registrar's Office by the instructor involved with the prior approval of the Vice President for Academic Affairs.

INCOMPLETE ("I") GRADES

The grade of "I" (Incomplete) indicates that work in a particular course is incomplete. This grade (I) will be given only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project.

A student receiving the grade "I" will be given one calendar year from the date of receipt of the "I" to remove the condition. If this grade is not removed by the student within the allotted time, the Registrar will be empowered to change the grade to an "F". Special consideration may be made by the Vice President for Academic Affairs in consultation with the Registrar.

All work must be completed and submitted at least three weeks prior to the end of the semester. It is the student's responsibility, and not that of the College, to make arrangements with the instructor for removal of an incomplete grade in time for the work to be evaluated and for the grade to be submitted to the Registrar's Office.
Instructors submitting a grade of “I” to the Registrar’s Office must file the following: (a) a written statement of the work required to remove the condition; and (b) a grade range for the student upon completion of the course, i.e. I/B or C. This should reflect the student’s progress in the class aside from the incomplete assignment or examination.

In computing grade point averages, the credit hours for which the grade of “I” has been given will be included in the total number of hours attempted.

No credit is given for courses marked “W”, “WP”, or “WF” and they are not counted in determining the student’s scholastic standing.

INFORMATION TECHNOLOGY

The College provides internet access to all residential students. There are two connections in every student room. Personally-owned computers that are used on the College’s network are subject to the regulations contained in the document, General Use Policies for Computer Technology Resources at Lane College. Students must complete a form and pay a nominal fee to have the internet access activated in their residential hall room.

E-Mail Accounts

Email accounts are provided to each student upon registration at Lane College and remains in effect as long as the student is enrolled at the College. Accounts assigned to students or others are the property of Lane College. To access your account, go to the College’s website: www.lanecollege.edu. Click “Email” (right under the scrolling pictures). Your username is your first name, underscore, and your last name, @lanecollege.edu. Example: Monica Harper = monica_harper@lanecollege.edu. Your password is lane. You can change your password using the options menu once you enter your account. All students should check their Lane College email daily, as instructors will use this means to communicate various assignments, announcements, and updates.

REGISTRATION AND EXAMINATION HOLD

Students may be withheld from registration, mid-semester or final examinations because of failure to meet financial responsibilities to the College, for medical or mental health impairment, or other obligations to the College. The student must clear with the office that issued the hold request before the registration process can begin or examinations can be taken.

REQUEST FOR CHANGE OF NAME

Students or graduates who wish to change the name to reflected on their official transcript must send a written request to the office of the Registrar, and provide legal documentation that verifies the change, such as a marriage license or divorce decree.
Satisfactory Academic Progress

The College promulgates a policy that requires the student demonstrate that s/he is making satisfactory progress toward completion of a given course of study within a reasonable period of time. The policy is intended to assure that a student will meet the minimum grade point average requirement for graduation by the time the student has attempted all courses required for completion of a major.

The failure of a student to maintain satisfactory academic progress will result in academic sanctions and/or loss of eligibility to receive certain state and federal student assistance. The student is required to have a minimum cumulative grade point average after the completion of a certain set of attempted hours.

Upon certification that a student has attempted the following:

- **24-30 hours**, she/he must have a cumulative grade point average of at least 1.50.
- **31-62 hours**, she/he must have a cumulative grade point average of at least 1.70.
- **63-93 hours**, she/he must have a cumulative grade point average of at least 1.90.
- **94 and above hours**, she/he must have a cumulative grade point average of at least 2.00,

The student is evaluated for academic sanctions (i.e., warning, probation, and suspension) at the end of the spring semester of each year. Students placed on academic warning or probation may receive financial aid.

Students placed on academic suspension are also placed on financial aid suspension, and thus are not eligible for financial aid during the period of suspension.

If a student is not making satisfactory progress at the end of the second year or 62 attempted hours, but at the end of the subsequent grading period (i.e., summer term) comes into compliance with the satisfactory academic progress standards, the College may consider the student making satisfactory academic progress beginning with the next grading period (fall). Students will not be eligible to receive financial aid during this summer term. However, upon review that the student has come into compliance with satisfactory academic progress after the summer term, the student will be allowed to receive financial aid during the next fall semester.

Full-time students must make passing grades in at least 28 credit hours by the end of second year (fourth semester) that they are enrolled, 46 credit hours by the end of the third year (sixth semester), 64 credit hours by the end of the fourth year (eighth semester), 96 credit hours by the end of the fifth year (tenth semester), and 124 credit hours by the end of the sixth year (twelfth semester). The maximum time frame for degree completion is twelve semesters. This does not include attendance during
summer sessions. No financial aid will be awarded beyond twelve semesters or 186 hours attempted.

Part-time students may be eligible to receive financial assistance. In order to receive a student loan, however, at least six (6) credit hours must be attempted. Academic progress for part-time students is evaluated on a pro-rated basis using the same standards as full-time students. Academic progress for full-time students who attend the College for only one semester during a given academic year will be evaluated as part-time students.

The College believes that any student, whose grade point average is below 2.00, whether or not that student has been placed on academic probation, is performing poorly. In an effort to assist students to raise their averages and to avoid academic sanctions, the following intervention strategies have been implemented for all students whose grade point averages fall below 2.00:

**INTERVENTION MEASURES**

1. A copy of the student’s grade report will be sent to the student’s parent(s) or guardian(s).

2. Course schedules will be reviewed to ensure that students are taking a reasonable course load.

3. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations, and assignments; and other pertinent feedback.

4. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student’s class performance.

5. A Progress Summary Report will be sent to parents on a monthly basis.

**SCHEDULE**

The schedule of classes for each semester is prepared by the Vice President for Academic Affairs. The Vice President for Academic Affairs receives from each division chairperson a proposed schedule, makes necessary adjustments, and compiles the total schedule. Any changes in classroom assignments, hours, and meeting days must be approved by the Vice President for Academic Affairs.

**STATEMENT OF DISCLOSURE OF GRADUATION RATES**

It is the policy of Lane College to comply with the Student Right-to-Know Act and to disclose graduation and completion rates for the Lane College student body in general, and student-athletes in particular.
STUDENTS WITH ACADEMIC DEFICIENCIES

Lane College recognizes that students enter college with a wide range of skills. Some entering freshmen may require more academic enrichment that others in order to succeed in college-level courses. The College, therefore, provides support services in English, reading, and mathematics to all first-time and transfer students, and others with identified needs.

Students enrolled in English 131/132 – Composition I/II, and or MAT 125/126 – Algebra I/II, may be required to attend the Writing Center and/or the Math Laboratory, respectively.

SYLLABI

Each course in the College curriculum should have a syllabus. Faculty members are to distribute copies of each course syllabus on the first day of class of each semester.

TAKING COURSES AT OTHER INSTITUTIONS

A Lane College student wishing to enroll in one or more courses at another college or university during the summer or regular semester must receive prior permission from her/his advisor and the Vice President for Academic Affairs. Courses may be taken only at appropriately accredited institutions of higher learning.

A written statement indicating the reason for the request must be executed in advance. It is the student’s responsibility to secure a catalog description of the requested course(s) from other institutions.

Only students who are in good academic standing may receive credit for courses completed at other institutions. Students may not retake a course at other institutions for which she/he received an unsatisfactory grade at Lane. Grades earned at other institutions do not affect the cumulative grade point average at Lane, and only credit hours for grades of “C” or better will be accepted for transfer credit.

This policy is intended primarily for students who wish to pursue courses at other institutions during the summer, and does not supersede the residence requirement that the last year of a student’s work must be completed at Lane College.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College for any reason must complete the following steps:

1. Secure a withdrawal form from the Office of Academic Affairs or the Office of the Registrar.
2. Complete the personal data information; list the courses registered for the semester; and check the reason(s) for withdrawal.

3. Obtain the signatures of and conduct exit interviews as necessary with each of the following: the Academic Advisor, the Residence Hall Director, the Director of Student Loan Management, Librarian, Vice President for Student Affairs, and Vice President for Academic Affairs.

4. Submit the withdrawal form to the Office of the Academic Affairs. That Office will forward the form to the Registrar for placement in the permanent record.

It is important for each student who withdraws from the College to complete the steps indicated above. Failure to do so may result in the assignment of the grade “F” in the courses in which the student was enrolled. If a student leaves the College before the end of a semester without officially withdrawing, the official date of withdrawal will be set by the earliest date on which it was determined that the student had no intention of returning to class(es).

**Adjustments for Students Who Withdraw from Courses**

Students enrolled in more than 16* or fewer than 12** credit hours who drop one or more courses before the last day to add classes, but not all of the courses in which they are enrolled, may received an adjustment in tuition and fees. This adjustment will be based on the number of credit hours above 16* or below 12** that are dropped. Students whose original course load is between 12 and 16 in the fall and/or spring semesters are not entitled to an adjustment if their credit hour total remains in that range after dropping one or more courses. No refund is awarded to any student after the last day to ADD courses.

**Unauthorized Withdrawal**

A student who leaves the College during a semester without following the proper withdrawal procedures will be reported as having failed all courses. The withdrawal procedures will not take place automatically for the student who leaves because of illness, nor can this be done by a proxy, but must be initiated by the student. If this cannot be done in person, it can be initiated by writing to the Registrar and the Vice President for Academic Affairs.

**Disciplinary Withdrawal**

When a student is requested to withdraw from the College for disciplinary reasons, the student is required to surrender her/his ID card and room key. The student is also required to complete a room inventory and vacate the premises within twenty-four (24) hours. Under severe circumstances, an earlier withdrawal/exit from the campus may be required.