democratic process through student representation in institutional governance; (3) to cultivate student leadership and encourage student participation in all phases of institutional governance; (4) to convey students’ views to the College faculty and administration; (5) to assist in the coordination and development of student activities; (6) to promote good relations and communications among the students, the faculty, and the administration; and (7) to promote school spirit and traditions.

STEM CENTER

The STEM Center is a computer-equipped laboratory designed to enhance the teaching and learning experience in the areas of science, technology, engineering, and mathematics. Students may receive additional assistance from the student mentors and from professors who spend part of their office hours in the Center. Students may also use the resources found in the Center to complete their homework and class assignments. In addition, professors may use the Center as a meeting place for their classes.

STUDENT HEALTH CENTER

The purpose of Health Services is to provide basic health services and health education to students. The Health Center offers out-patient services to students with minor illnesses and injuries. Referrals are made for services not available at the Health Center. Activities that promote good physical and emotional well-being are provided. The Health Center is staffed by a Licensed Practical Nurse.

All students are required, on forms provided by the College, to have on file in the Health Center, documentation of a complete physical examination and immunization record.

COMPUTER LAB

The Teacher Education Curriculum Laboratory is located on the first floor of the Greer Armour Building. The Lab has twenty-four PCs with 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 LABORATORY

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

ACADEMIC REGULATIONS

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 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 number of hours are not earned according to the minimum satisfactory progress (See Satisfactory Academic Progress Policy).

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 placed on academic and financial aid suspension and 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. The student has one year (two semesters) to make satisfactory progress. If process is not made within this timeframe, the student will be placed on financial aid suspension and will be ineligible to receive financial aid.

ACADEMIC CLEMENCY

Academic clemency provides an opportunity for persons to apply for a new undergraduate academic beginning at Lane College by disregarding their prior academic record. This policy permits students to begin their college studies again with no credits attempted and no quality points earned. Academic clemency may be awarded to a student only once and is applicable only to students enrolled and credits earned at Lane College. Academic clemency may be referred to academic bankruptcy, academic amnesty, academic renewal, or academic pardon at other institutions.

The following criteria and conditions apply to a student eligible for academic clemency:

1. Prior to applying for admission, at least five years must have elapsed since the end of the semester in which the applicant was last in attendance for credit at any college or university.
2. The applicants must apply no later than the end of the first semester following reentry and must provide written justification why they should be granted academic clemency.
3. The Academic Clemency Committee will review the application and make recommendations to the Vice President for Academic Affairs.
4. If an applicant is granted academic clemency, no prior academic credits may be used as part of a degree program; however, the prior record, including probation and suspension, remains a visible part of the student’s transcript.
5. If academic clemency is granted, the date of academic clemency is entered on the transcript along with a statement prohibiting use by Lane College of previously earned credits and quality points to meet degree requirements, to compute the grade point average, or to determine graduation status.
6. The student will have status as an entering freshman, and will begin a new record showing no credits attempted and no quality points earned.
7. A student will not be allowed credit by examination for courses lost in academic clemency.
8. Academic clemency does not affect accumulated financial aid history. Accumulated semester and award limits include all semesters of enrollment at any college or university.

Note: In some cases, graduate schools and professional schools may compute the undergraduate grade point average over all hours attempted when considering applications for admissions. Therefore, courses and grades from the initial enrollment period, i.e., prior to academic clemency, may be used for some future evaluation.

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.
ADVANCED PLACEMENT

Applicants who have participated in the Advanced Placement Program of the College Entrance Examination Board (CEEB) while in high school may receive college credit with a score of 3 or more. Lane College’s CEEB Code Number is 1395. Contact the Admissions Office for specific courses that may apply.

APPLICATION FOR DEGREE

A candidate for a degree must file a formal application for the degree in the Office of the Registrar and pay the graduation fee in the Cashier’s office after successful completion of 88 credit hours.

Prior to receiving clearance for graduation, every graduating senior must have a completed résumé on file in the Office of Career Planning and Placement.

AUDITING COURSES

Any regularly enrolled full-time student may audit courses by paying the auditing fee, provided the student has the approval of the advisor and instructor. Any person who is not a regularly enrolled full-time student may, subject to approval by the Vice President for Academic Affairs and the President, audit courses by paying a fee of $50.00 per course. No credit will be given for audited courses. Auditors must pay the required fees during the registration period.

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 something to 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 to class but marked late. Three late markings will be considered as an absence from class. Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

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

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 grade 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.

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.
CLASSIFICATION

A regular student is one who has met all requirements for admission and who is pursuing a course of study leading to either the Bachelor of Arts or the Bachelor of Science degree. The cumulative earned credit hours listed below designates a student’s classification.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1 to 30</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 to 62</td>
</tr>
<tr>
<td>Junior</td>
<td>63 to 93</td>
</tr>
<tr>
<td>Senior</td>
<td>94 +</td>
</tr>
</tbody>
</table>

Students are strongly encouraged to complete the general education core curriculum during the first two years; students who have been in residency at the College for at least three years must complete the general education core curriculum before being admitted to senior classification.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Scores of the College Level Examination Program (CLEP) will be evaluated and credit assigned to the appropriate areas. No grade will be entered on the transcript. An applicant may not receive more than 31 semester hours of CLEP credit. Hours counted as a result of these examinations will count toward graduation but will not be computed in the student’s grade point average (GPA). A minimum score of 50 on CLEP examinations is required for awarding credits.

COMMENCEMENT

Commencement Exercises are held in April at the end of the spring semester and in June at the end of the first summer session. Candidates are expected to be present for these exercises. If candidates cannot be present, they should notify the Vice President for Academic Affairs, in writing, not less than two weeks before Commencement.

Candidates not completing their work by spring commencement may participate in summer commencement exercises. No student will be allowed to participate in commencement exercises prior to the completion of degree requirements and no student will be allowed to participate in commencement exercises until all financial obligations to the College have been met.

COMPLETION OF DEGREE REQUIREMENTS

Students who take 16 or more hours per semester for four consecutive academic years of two semesters each may expect to complete all the requirements for the degree by the end of their fourth year. Students who become irregular in their attendance or take fewer than the hours suggested above can expect to spend more than four academic years completing degree requirements.

Students who complete degree requirements within four years from the date of initial matriculation will not be held responsible for meeting new or added requirements. Students whose enrollment is interrupted for two or more consecutive regular semesters will follow the applicable catalog at the time of the last entry.
CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of Lane College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. Except as otherwise stated by policy, Lane College may disclose directory information to any person requesting it without the consent of the student. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Lane College provides each student the opportunity to refuse to allow disclosure of any designated directory information.

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.

EXAMINATIONS

Test and examinations are given throughout the semester in most courses. Mid-semester and final examinations are given on a scheduled basis. No student shall be exempt from the final examination in courses that require it. A senior in the final semester may be excused from the final examination in any course in which the instructor approves the senior's exemption. Some courses use methods other than examinations for evaluation of student performance as indicated in the instructor's course outline. All seniors will take a Senior Exit Examination in their major area.

GRADE APPEAL PROCESS

A student has a right to challenge any grade he/she 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 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.

GRADE POINT AVERAGE

To determine a student's progress toward a degree and scholastic standing, the grade point average (GPA) is calculated at the end of each semester and immediately prior to graduation. This calculation relies on quality points derived from the grade assigned to each course. Grades are promptly mailed to students at the end of each semester.

The GPA is computed by the following formula:  
\[
\text{GPA} = \frac{\text{Total quality points earned}}{\text{Credit hours associated with the quality points awarded}}
\]
The grade of "I" (Incomplete) indicates that work in a particular course is incomplete. This grade (I) will be awarded 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 President of the College.

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 the 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 hours are earned for courses marked “W” or “WP,” and they are not counted in determining the student’s scholastic standing.

No credit hours are earned for courses which a grade of “F” or “WF” is assigned, but the hours are counted in determining the student’s scholastic standing.

## GRADUATION REQUIREMENTS

To graduate, a student must: (1) complete at least 124 semester hours; and (2) earn an overall cumulative grade point average of 2.00 or better in all work counted toward the degree.

Approximately half of the required 124 semester hours must be taken in the General Studies curriculum. A minimum grade of “C” must be made in each of the following General Studies courses: ENG 131 and ENG 132 (Composition I & II); ENG 221 (Intro to Literature); and MAT 125 and 126 (Algebra I & II).

## HONORS

### General Honors
In recognition of superior scholastic attainment, three grades of general honor are awarded at graduation. Only those candidates who have been in residence at the College for at least four (4) semesters, or 62 hours, will be eligible for honors. The three highest honor distinctions are as follows:

<table>
<thead>
<tr>
<th>DISTINCTION</th>
<th>CUMULATIVE G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum laude</td>
<td>4.00 - 3.80</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.79 - 3.50</td>
</tr>
<tr>
<td>Cum laude</td>
<td>3.49 - 3.00</td>
</tr>
</tbody>
</table>

**Freshman Honors**

Those freshman whose cumulative averages for the year are 3.00 or better and based upon at least thirty (30) semester hours of credit, are eligible for Freshmen Honors.

**Presidential Scholars, Dean’s List, and Honor Roll**

Any regular full-time student whose grade point average for a given semester is 3.70 to 4.00 is eligible for the Presidential Scholars List. Any regular full-time student whose grade point average for a given semester is 3.50 to 3.69 is eligible for the Dean’s List.

Any regular full-time student whose grade point average for a given semester is from 3.00 to 3.49 is eligible for the Honor Roll.

**INDEPENDENT STUDY**

A student will be allowed to take a course on an independent basis if the following conditions are met:

1. A written proposal must be developed by the student in conjunction with the instructor.
2. The proposal must be signed by the instructor and approved by the Division Chairperson and the Vice President for Academic Affairs.
3. The course proposal must be filed and dated by the Registrar at the time of registration.
4. The student must meet on a regular basis with the instructor and make progress reports on the proposed work.
5. The proposal must involve the course syllabus and must meet all of the major objectives of the course.
6. Completed work from the course must be available for perusal by the Division Chairperson and the Vice President for Academic Affairs.
7. A student may not enroll in more than two independent courses during a semester or one independent course during a summer session.
8. Independent courses are not to be used as a convenience for a student who is unable to schedule classes because of period conflict. These courses are to be approved only for exceptions when a student’s progress toward his/her degree program is hampered. Thus, only upper-class students (usually seniors) will be approved for Independent Study.
9. Students may not retake courses on an independent study basis which they have failed or received an unsatisfactory grade (e.g., “D” in a major course or other course in which a minimum grade of “C” is required)
10. Certain courses, including those required for teacher certification, may not be taken on an independent study basis.

MAJOR FIELD OF CONCENTRATION

All students working toward a degree are required to designate a major field of concentration and complete the prescribed courses set forth by the particular area. A minimum grade of “C” must be made in each course which is counted toward the major. This requirement includes elective courses as well as required courses. Students should decide as early as possible the major area they intend to pursue, since each area has specific requirements.

MINOR FIELD OF CONCENTRATION

A minor field of concentration is not required for graduation. However, a student may elect to designate a minor field of concentration in certain degree areas and complete the course requirements for that area. An overall average of “C” must be maintained in the minor field. Some areas specify a minimum grade of “C” for each course which counts toward the minor. In these areas, this requirement must be met. Students should consult with faculty advisors in their major field before selecting a minor.

PERMANENT STUDENT RECORDS

A student’s permanent record may contain all or some of the following information:

1. Demographic information (name, address, telephone number, date of birth, citizenship, parent’s or guardian’s name, social security number, photograph)
2. Basis of admission (application, record of previous studies, letters of recommendation, test results, etc.)
3. Enrollment information (program of study, dates of attendance, course taken, grades received)
4. Results of petitions and appeals filed by the student
5. Medical information
6. Financial information (charges, payments, awards, debts)

PREREQUISITES

Prerequisite is a condition of enrollment that a student is required to fulfill in order to demonstrate current readiness for enrollment in a course or educational program.

Many courses offered by the College require the completion of prerequisite courses taken at Lane College, or the equivalent at another accredited institution. Students are advised to consult the course descriptions found in the current Catalog for the identification of the prerequisites for a course.

RESIDENCY REQUIREMENTS

The last year (two semesters or 31 credit hours) of a student’s work must be completed at Lane College. At least one-half of the work in the major field must be taken at Lane College. Exceptions to this policy
are recommended to the President by the Vice President for Academic Affairs in consultation with the Registrar and the Academic Cabinet.

Satisfactory Academic Progress Policy

All students must demonstrate satisfactory progress toward completion of a given course of study each year. This 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 minimum cumulative grade point average after the completion of a certain set of attempted hours.

Upon certification that a student has attempted the following:

1. 24-30 hours, he/she must have a cumulative grade point average of at least 1.50
2. 31-62 hours, he/she must have a cumulative grade point average of at least 1.70
3. 63-93 hours, he/she must have a cumulative grade point average of at least 1.90
4. 94 and above hours, he/she 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 ineligible for financial aid during the period of suspension. A student is placed on academic warning when his/her Fall semester cumulative grade point average (GPA) falls below a 2.00; and a student is placed on academic probation or suspension when his/her Spring semester cumulative grade point average (GPA) falls below a 2.00. A student placed on academic probation is granted one academic year to improve his/her academic performance and comply with the satisfactory academic progress standards outlined above. Students placed on academic warning, probation, or suspension will receive written notification from the Vice President of Academic Affairs at the end of the applicable semester and/or academic year.

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 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 cumulative grade point average is below 2.00, whether or not that student has been placed on academic probation, needs academic improvement. 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. Course schedules will be reviewed to ensure that students are taking a reasonable course load.
2. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations and assignments; and other pertinent feedback.
3. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student's class performance.
4. A Progress Summary Report will be maintained.

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

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

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

1. Death of an immediate relative of the student
2. An injury or serious illness of the student (medical documentation required)
3. Other extenuating circumstances (documentation required)

Appeals must be completed by the student; all documents must accompany the appeal and 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 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 reestablished.
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.

SOPHOMORE PROFICIENCY EXAMINATION

The Sophomore Proficiency Examination is a national standardized examination that measures knowledge gained in ENG 132-Composition II, ENG 221-Introduction to Literature, and MAT 126-Algebra II. All Lane College students, including transfer students, must take the Sophomore Proficiency Examination (SPE) prior to entering the junior year. Students must pass all parts of the examination to graduate. To increase chances for passing all parts of the examination, students are encouraged to study and prepare for it.

STUDENT RESPONSIBILITIES

Students are responsible for meeting the requirements of the College for the degree and major selected. Major advisors will assist students in planning for their programs, but the responsibility for completing the proper curriculum rests with the student.

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 than 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 ENG 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.

TAKING COURSES AT OTHER INSTITUTIONS

A Lane College student who wishes to enroll in one or more courses at another college or university during the summer or regular semester must receive prior permission from his/her 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 repeat a course at other institutions for which he/she 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.
TRANSCRIPTS

Official transcripts of the student's records are housed in the Registrar's Office at Lane College and will be furnished only upon the request of the student. One official transcript will be issued to a student or alumnus without charge. A student may request subsequent transcripts at a cost of $2 each. Transcripts will be withheld if the student or alumnus has an unsettled financial obligation to the College.

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