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: 
\[ \text{GPA} = \frac{\text{Total quality points earned}}{\text{Credit hours associated with the quality points awarded}} \]