

Procedures and Policies

Definitions

Academic Requirements Review Committee The Academic Requirements Review Committee is commissioned to act in an advisory capacity to the Vice President for Academic and Student Affairs on the subject of academic rules and regulations for Lane Community College. Part of the responsibility of the council is to insure that a high academic standard is maintained. The Academic Requirements Review Committee will not accept petitions solely for the purpose of improving a Grade Point Average or other cosmetic reasons. Typically, the Academic Requirements Review Committee meets once during fall, winter and spring terms to review student petitions. However, meetings may be held as needed throughout the year. Examples of petitions that will be considered by the Academic Requirements Review Committee include:

- substitutions to requirements for AAOT, AS, or AGS degrees
- waiver of requirements for AAS degrees and certificates
- grade appeals will be referred to the Grade Appeal Committee for further investigation

Academic Requirements Review Committee petitions are available from Enrollment and Student Financial Services at lanecc.edu/es/forms/html.

Academic Standards and Probation A student who does not achieve satisfactory academic progress according to administrative regulations will be placed on academic probation. Students on academic probation will be encouraged to meet with a counselor or advisor. Students who are on academic dismissal will need to seek the help of a counselor or advisor for readmission to the college. Lane's Academic Standards and Alert System are described on page 57.

Attendance Instructors will announce the attendance policy for each class. Students entering late who may have missed this announcement should contact the instructor for the attendance rules. Students are required to be in attendance during the first week of class unless they have contacted the instructor and received permission for the absence. Otherwise, their place in the class may be given to another student who is waiting for space in the class, and the original student may not be permitted to continue in the class. Sitting in on classes without registering is a violation of college policy.

Students will be held accountable for attending each class in which they have enrolled. A grade or a withdrawal notation will be assigned for each class unless the student drops the course during the refund period.

Class Schedule The quarterly class schedule is available on the web at lanecc.edu about one week before Advance Registration begins. Advance Registration usually begins the fourth week of the preceding term except fall term, which occurs the preceding spring term.

The print version of the quarterly class schedule, *Aspire Magazine*, also is mailed to homes in the college district approximately one week before registration begins each term. Centers at Cottage Grove and Florence also mail schedules specific to those centers.

Transfer of Credit Student's transfer college courses are officially reviewed and accepted when the student applies for their Lane degree or certificate. Students are eligible to apply for their degree or certificate when they are within three terms of completing their program or course of study. Please see "transfer Limitations for Degrees and Certificates," page 39 for information on the transfer documents accepted at Lane Community College.

Students are encouraged to use the Transfer Equivalency Look-up tool (lanecc.edu/es/transferringcredits.html) in order to see how their prior college classes transfer to Lane. The evaluations provided by the Look-up tool are unofficial and not binding. Transfer equivalent information is updated regularly; some transfer partners will have more extensive listings than others. A review for a specific course may be requested by an e-mail to degreevaluators@lanecc.edu. Any e-mail should include your name, student "L" number, name of the college, specific course number and title, and year course was completed. An official transcript must be on file for the request to be addressed. Students may request an instructional department review of any transfer course work. Please provide an unofficial copy of your transcript showing the grade received and a course syllabus from the academic year you completed the course to the instructional department.

Counselors and advisors are also available at Lane campus sites to assist students with planning their courses at Lane. All students are encouraged to refer to the college catalog for degree and certificate requirements and academic policies.

Cooperative Education Cooperative education provides students with the opportunity for on-the-job education while offering college credit for the experience.

Students enrolled in co-op receive help locating part-time and full-time jobs and internships, guidance about career expectations and demands, instruction in resume preparation and job interviewing skills, and financial benefit from paid positions. Unless prior approval is received from the Cooperative Education Division Chair, students must enroll in a minimum of three credits of co-op per term.

Course A course is any class or subject (e.g., English Composition WR 121, Biology BI 101) for which a student may register.

Course Numbers Course numbers at Lane help students identify which courses count toward degrees and financial aid.

- **Credit courses** have a course ID that consists of a prefix of letters that identify the subject area followed by digits that identify the level of the course. In the example of WR 121, WR identifies the subject of writing and the 100-level number identifies it as a first year college level course. All credit courses, including pre-college courses, may count toward the minimum course load for financial aid, provided the student meets financial aid criteria.
- **Pre-college credit courses** have numbers below 100. Pre-college courses may be required as prerequisites to college level courses or as part of a career and technical certificate or applied degree. Pre-college courses do not transfer.
- **College level transfer credit courses** count toward completion of a degree or certificate and are generally accepted for transfer by other institutions.

- **Career and technical credit courses** count toward Associate of Applied Science degrees or certificates. With some limits, career and technical courses may count as electives for transfer degrees. Career and technical courses are not automatically accepted for transfer by other institutions. Prefixes for career and technical courses are listed on page 41.
- **Noncredit courses** have numbers in the format XART 5785. The "X" before the discipline in the prefix and the four-digit numbers identify the course as noncredit. Noncredit course offerings are listed and described each term in the class schedule. Under the state's definition, a noncredit course "does not offer college credit for completion and generally cannot be used as part of a credit based degree or certificate program. No assessment of learning generally takes place." Noncredit courses will not be counted for financial aid, and will not transfer to another institution.

Credits Credits are granted in recognition of work successfully completed in specific courses. The average load for a full-time student is 12-15 credits per quarter. Part-time students carry fewer than 12 credits per quarter.

Degree/Certificate Evaluation Degree/certificate evaluation is the final evaluation done when the student is within **3 terms** of completing a program. The student fills out the "Application for Diploma" form. See page 39 for additional information on application for degree/certificate. After the evaluation is complete, the results will be mailed to the student. There is a \$5 fee for duplicate diplomas or second copies of diploma parchment.

Oregon Transfer Module The Oregon Transfer Module and OTM designation will be posted in the student's transcript by request and upon completion. Students must submit the form "Application for Diploma" to verify completion of the requirements. There is a \$20 processing fee for the OTM.

Direct Transfer Evaluation Direct transfer evaluation is done by Counseling when a student is in transit to another institution. Unofficial copies of transcripts may be used. Students must take copies of transcripts to Counseling for their review of transfer course work.

Enrollment and Student Financial Services Building 1, First Floor, (541) 463-3100, (877) 520-5391, or TTY (541) 463-4722

Process online admissions, provides registration and billing assistance to all students, and responds to all questions and issues regarding financial aid. Hours are Monday, Tuesday and Thursday 8 a.m.-5 p.m., Wednesday 10 a.m.-5 p.m., Friday 8 a.m.-2 p.m.

ExpressLane Lane Community College students use web registration on ExpressLane. Using the web, students register for classes from any computer connected to the Internet. For information about ExpressLane, visit Lane's website at lanec.edu.

Full-Time Student A full-time student is anyone carrying 12 or more credit hours per term at Lane. The Social Security Administration defines full-time as 12 or more credit hours per term. Veterans are required to carry 12 credit hours per term to receive full benefits. In most cases, students receiving scholarships are required to complete 12 credit hours per term.

Half-Time Student A half-time student is anyone carrying between six and 11 credits hours per term at Lane. It is

important to know that the definition of a half-time student varies with different institutions. Also, it is important to know that a majority of student loans require a student be registered for at least six credits or more per term.

Honor Lists Lane honors students who achieve high academic standards. Honor list requirements are:

- **President's List:** A student must complete a minimum of 12 graded (A,B,C,D,F) credit hours with a term GPA of 4.00.
- **Vice President's List:** A student must complete a minimum of 12 graded (A,B,C,D,F) hours with a term GPA of 3.55 through 3.99.

Students wishing to receive a letter reflecting this honor should make request to Student Records, Enrollment and Student Financial Services by calling (541) 463-3100.

Hybrid A course combining traditional classroom activities with online learning so that time spent in the classroom is reduced but not eliminated. Hybrid courses have traditional class sessions, but some classroom hours are replaced by online interactions, assignments and projects. The ratio of classroom activities and online interactions in hybrid courses may vary, but the expectation is that each credit will require approximately 33 hours of student involvement during the quarter, including class time, homework, research projects, studying for exams, online work in hybrid courses, or other out-of-class activities. Hybrid sections of a course are coded with *hyb* in the term schedule and technical requirements for class participation are clearly explained in notes in the schedule.

"L" Number (User ID) Lane provides all students with a computer generated "user ID" for ExpressLane. This number begins with an uppercase "L" followed by eight digits. The "L" number used with a PIN number will give students access to their student information in ExpressLane, including registration, account payments, schedules, grades, and financial aid information. Refer to each term's class schedule for information about obtaining an "L" number.

Program A program is state approved curriculum arranged to provide career and technical training leading toward an Associate of Applied Science degree or certificate of completion. The courses required for each program are listed under Programs in this catalog.

Student Grades Students access term grades through ExpressLane. See the section on grades in each term's class schedule for more information on grade availability. An unofficial copy of student grades can be printed from ExpressLane for advising purposes. Students can request an official transcript through ExpressLane for a \$5 transcript fee or in person from Enrollment and Student Financial Services for a \$5 transcript fee plus an additional \$5 **rush service fee** for each transcript requested.

Term A term, or quarter, is approximately an eleven-week period of study. The academic year is summer term through the end of spring term with fall, winter and spring terms being the primary terms. Summer term begins the third week of June and lasts until the second week of September and consists of several sessions. Fall term begins the last week of September and lasts until mid-December. Winter term begins around the second week of January and lasts until approximately the middle of

March. Spring term begins the last week of March and lasts until the middle of June. (See the academic calendar in the front of the catalog.)

Procedures

Lane publishes regulations in addition to those in this catalog (class schedule, course syllabus, etc.). Students are responsible for knowing these regulations.

Schedule Changes Students may change their schedule after their original registration by using ExpressLane. The deadline to make schedule changes to full-term classes (adds/drops, pass/nopass, audit options) is midnight Friday of the eighth week of the term. A “full term” is 11 to 12 weeks. Exceptions to this policy are classes that begin and end at times other than the first and last day of the term. Contact Enrollment and Student Financial Services for deadline information for classes shorter than 11 weeks. Students who drop classes after the first week of the term (refund period) will have a withdrawal notation recorded for the class.

Students registered in variable credit courses may add or drop credits through midnight Friday of the last week of classes (before finals week begins).

Course grade options for students after the eight-week deadline are: 1) the grade earned, 2) “NC” (no credit), or 3) “I” Incomplete with instructor approval.

Dropping Classes When a student does not attend classes, it is the student’s responsibility to drop the classes using ExpressLane. To drop from classes, use ExpressLane by midnight Friday of the eighth week of a full-term class.

Administrative Withdrawal Students may be administratively withdrawn for **nonattendance** or failure to meet prerequisites. Instructors have the right to administratively withdraw/drop students who do not attend at least 50 percent of the class meetings the first week of the term. This period coincides with the refund period. **Do not assume that an instructor will administratively drop you from your class. Students are still responsible for dropping classes they do not plan to attend by using ExpressLane.** To receive a refund of paid tuition or a cancellation of tuition not yet paid, students must complete the drop procedure within the refund period. If the class is not dropped during the refund period, the student is responsible for paying the tuition and fees even if he or she did not attend the class. Students who plan to remain enrolled but have attendance difficulties during the first part of the course should notify the instructor to avoid administrative withdrawal.

Prerequisites Not Met Students enrolled in classes for which they do not have prerequisite skills, test scores, or courses may be administratively withdrawn prior to the start of the term or after grades have been submitted for the previous term.

Social Security Number

Generally, social security number disclosure is voluntary. The college no longer uses social security numbers as a student identification number. Refer to Enrollment and Student Financial Services for further information.

Lane provides all students with a nine digit “L” number as user ID for ExpressLane. This number begins with an uppercase L followed by eight computer generated numbers. A student’s “L” number with a PIN (personal ID number) will be used for ExpressLane functions.

Students who apply for financial aid must supply their social security number on the Free Application for Federal Student Aid (FAFSA). For web access on ExpressLane, financial aid students will be able to use their “L” number and PIN.

Disclosure Statement

Required for use in collecting social security numbers

See OAR 581-41-460(2)

Department of Community Colleges and Workforce Development
Revised, January 2001

Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, reporting, extending credit, and collecting debts. The college will not use your number to make any decision directly affecting you or any other person. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed under the social security heading in your class schedule which describes how your number will be used. Providing your social security number means that you consent to the use of your number in the manner described.

On the back of the same form, or attached to it, or in the schedule of classes, the following statement shall appear:

OAR 589-004-0400 authorizes Lane Community College to ask you to provide your social security number. The number will be used by the college for reporting, research and record keeping. Your number also will be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the college support the progress of students and their success in the workplace and other education programs. OCCURS and the college may provide your social security number to the following agencies or match it with records from the following systems:

- state and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education
- Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available
- Oregon Department of Education, to provide reports to local, state and federal governments used to learn about education, training and job market trends for planning, research and program improvement
- Oregon Department of Revenue and Collection agencies only for purposes of processing debts and only if credit is extended to the student by the college

State and federal law protects the privacy of student records. Social security numbers will be used for the purposes listed above.

Student Records/Enrollment and Student Financial Services

Student Records maintains and processes academic records for Lane. This includes but is not limited to online applications for admission, transfer institution transcripts, course substitution forms, grade change forms, student identification documentation, evaluations, and degree/certificate applications. Academic Requirements Review Committee petitions and Progress Review petitions are processed through Student Records along with registration and graduation records, refund petitions, and probation/dismissal documentation.

Except for the Lane transcript record and current registration, most of this material is archived digitally for all Lane students. Lane transcripts are available on ExpressLane for current students. Most records will be kept indefinitely. If you are a former student and do not know your identification number, you may order your transcripts through the National Student Clearinghouse at studentclearinghouse.org.

Release of Records In accord with Federal Law (The Family Education Rights and Privacy Act, Public Law 93-380) "FERPA", students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student's review; and medical, psychiatric, or similar records used for treatment purposes. Access to a student's own records will be provided as early as possible, but no longer than 45 days from the time of the student's official request.

A student may challenge the content of a record that she or he considers inaccurate, misleading or in violation of the student's privacy or other rights. If such a challenge is not resolved with the custodian of the records, the student has the right to an appeal. Further information is available in the Enrollment and Student Financial Services/Student Records Office.

Release of Records/Student Information Per a federal privacy law, called the Family Educational Rights and Privacy Act of 1974 (FERPA), the college has identified "directory" information that can be released without the student's written permission. The following information is considered "directory information" and may be released without written permission from a student:

- Student name(s)
- Dates of attendance (not daily)
- Degree program/major field of study
- Honors
- Enrollment status (half-time/full-time only)
- Date of graduation
- E-mail address
- Participation in official activities/sports
- Most recent previous school attended
- Weight/height of athletic team members

If you do not want this "directory" information released, you must access the student information release links within Expresslane. Completing this process will place a confidential block indicator on your records at lane. This block will:

- When you call Lane, the person answering will say "There is no information available on that person"

- If you come for service in person, you will be asked for a photo identification to verify your identity
- Your name will not appear on honor roll listings or in the graduation booklets
- Instructors may not list your name on distributed class lists or call your name out loud for attendance
- When employer or other individuals use the National Clearinghouse service to verify attendance or degrees, your information will not be available

If you would like some individuals to access limited information such as your account information, you may also use the Student Information Release process within Expresslane to provide Lane with a password that you can share with others. Individuals with these passwords must offer these when contacting Enrollment and Student Financial Services and the password must match exactly what you have provided. We can not assist individuals without this password or without having the exact amount owed given. Information necessary to determine student eligibility for athletic participation and for financial aid granted by state or federal agencies which provide a student's tuition will be released for those purposes only. This may include term schedules, grades, credit hours of enrollment, and past academic records. A written request from the aid-granting agency is required.

Transcript Records Official transcripts may be ordered using ExpressLane at lanec.edu, or through the National Student Clearinghouse at studentclearinghouse.org. The fee is \$5 per transcript through Expresslane and \$7.25 through the National Student Clearinghouse. Official transcripts can also be requested via mail by providing name, student identification number, period of enrollment, where the transcript is to be sent, student's signature and payment of the \$5 fee per transcript ordered.

No other person may receive a copy of the student's transcript or undertake to pick it up for the student unless the student authorizes release of records in writing. Transcripts mailed to other colleges may be ordered via ExpressLane, by mail or in person at Enrollment and Student Financial Services.

The college reserves the right to withhold official transcripts from students who owe monies to Lane. If an official transcript is requested by a student who owes monies, the student is notified that there is a balance owing and given information on how to resolve the issue.

Transfer Transcripts If a student has taken course work at another college that applies to a program at Lane, the student must see that Enrollment and Student Financial Services receives an official (sealed) transcript of that work. Only official transcripts from regionally accredited institutions and international institutions recognized by their country's Ministry of Education or other government body will be considered by Student Records, with possible assistance of the department head or coordinator of the program. If the course work is not obviously or directly comparable, a course substitution form from the instructional department is required. Once received, transcripts become the property of Enrollment and Student Financial Services. Lane cannot provide anyone, including the student, a copy of a transcript from another school. Students may order an unofficial copy for their use.

Courses from other schools and colleges are never part of a student's Lane Community College transcript. Transfer institutions may be noted on the Lane transcript. Such records are not required for admission to Lane, but may be required for financial aid, veterans' reporting, admission to a special program, or meeting a course prerequisite.

Grades At the end of each term, grades are recorded and made available to students using ExpressLane. Unofficial advising transcripts also may be printed from ExpressLane.

Grade Changes If an error has been made in recording or reporting grades, the instructor may initiate a grade change. If a student believes an error occurred, the student should contact the instructor. If the number of credits is increased or a course is added, **the additional tuition, fees and any other charges will be charged to the student's account and the student will be billed at current tuition rates.** Late add fees may be applied. Refer to class the schedule for more information. If the student owes money to Lane, the added grade will not be processed until the balance is paid in full.

Grades and Notations The following grades and notations are recorded on transcripts and grade records at Lane:

Grade	Points	Definition
A	4.0	Excellent Performance
B	3.0	Good Performance
C	2.0	Satisfactory Performance
D	1.0	Less than Satisfactory Performance
F	0.0	Unsatisfactory Performance
+ or -		Plus or minus 0.30 points, effective July 1, 1999
P	0.0	Pass (equal to A- thru C-)
NP		No Pass (D and below)
I		Incomplete
U		Audit
W		Withdrawal (Prior to 1991)
Y		No Basis for Grade (Prior to 1997)
NC		Not Completed (no credit)
XN		Enrolled
EN		Enrolled
CM		Completed
NCM		Not Completed
XCG		Conversion Grade

Immediately following the grade:

@	Credit By Assessment or CEU By Assessment
<	Academic Renewal (not calculated in cumulative GPA)
*	Withdrawal after Refund Deadline (no grade recorded)
E	Repeated Course Points earned not included in the cumulative grade point average (GPA)
~	Credit by Exam or CEU By Exam

Please Note: @ Credit by Assessment and ~ Credit by Exam are limited to 25 percent of a degree or certificate. Students may do more than 25 percent, but only 25 percent may be used toward requirements.

Plus (+) and Minus (-) grades Issuing a "+" or "-" is at the instructor's discretion. Students with questions regarding an instructor's grading policy, must contact the instructor.

NC (No Credit) Issuing a "NC" is at the instructor's discretion when the instructor believes the student has not participated enough in the class to earn a grade. It is not meant to and should not be used to replace an "F" grade or an "I."

Academic Standards and Alert System The college believes it has an obligation and a responsibility to help students meet their educational goals. To meet this responsibility, the college will provide assistance to students who, for whatever reason, fail to meet the academic standards necessary to meet their educational goals.

Academic Standards Academic standards will be determined based on the total credits you have earned. As the number of credits earned increases, the cumulative GPA and percent of credits completed increases as well, according to the charge below:

Cumulative Credit Hours Earned	Cumulative GPA	Percent of Credits
0 - 36	1.70	50%
37 - 100+	2.00	50%

In addition to the cumulative grade point average, students must complete 50 percent of their enrolled credits as of the eighth week.

Following is the resulting action for each consecutive term in which a student fails to meet academic standards:

- A student who fails to meet the academic standards will receive an Academic Warning letter. That letter will provide information covering the services of the college that might be helpful.
- A student who fails to meet the academic standards a second consecutive term will be placed on Academic Probation 1, and a letter will be sent encouraging a counselor/advisor conference.
- A student who fails to meet the academic standards a third consecutive term will be placed on Academic Probation 2, and again a letter will be sent encouraging a counselor/advisor conference.
- A student who fails to meet the academic standards a fourth consecutive term will be dismissed from college credit classes and programs for one calendar year.

Petitions to the Academic Progress Review Committee The student is provided the opportunity to petition the Academic Progress Review Committee for reinstatement into the college the next term following the dismissal if there is evidence that extenuating circumstances contributed to unacceptable academic progress. The student may be allowed to remain in class(es). Petitions are available from Enrollment and Student Financial Services at lanec.edu/es/forms/html and must be turned in by the first Thursday of the following term.

Removal of Probation A student who is placed on probation can be removed by exceeding the cumulative grade point average standard. Once removed from probation, students who do not meet the academic standards start again at the warning step.

Pass/No Pass When a P/NP option has been selected, the instructor still grades on the regular ABCDF system. If the instructor records an A+ or A, the student will receive the A+ or A grade and it will be calculated in the Grade Point Average (GPA). If the grade is A-, B+, B, B- or C+, C, C-, the student will receive a grade of P. If the grade is D+, D, D- or F, the student will receive a grade of NP. Pass and No Pass grades are not calculated in the student's GPA. A P/NP option must be chosen in ExpressLane by the end of the eighth week of the term for full-term classes. Additional information on limitations is listed with the individual degree and certificate outlines.

Audit The audit option allows the student the right to sit in the class, but the instructor has no obligation to grade or record the student's work. The only grade or mark granted is U (audit). An audit option may be requested during registration and through the eighth week of the term for full-term classes. Audit rates are the same as the tuition rates.

Request for Incomplete A student and instructor may fill out a Request for Incomplete form when a student has completed satisfactorily 75 percent or more of the work in a course, but is unable to finish the remaining required, scheduled work due to circumstances beyond the control of the student (serious illness, death in family, and natural disaster are common examples). Some departments may establish a work completed guideline other than 75 percent. An incomplete is not used to avoid a failing grade in a course, or when the remaining scheduled work is not time convenient for the student. A Request for Incomplete is a contract between the student and the instructor which indicates the work to be finished, the time limit within which the work must be completed, and the grade earned if the work is not completed. A student does not need to reregister to finish course work the next term. Sitting in on a class without registering is a violation of college policy. General college policy limits the time for finishing an Incomplete to one year, but the instructor may require a shorter time period. An Incomplete that is over one year old must be approved by the Vice President before it can be changed to a grade with the exception of the grade earned if the work is not completed. When the work has been completed and given to the instructor for evaluation, it is the instructor's responsibility to see that a grade change form is sent to Student Records, changing the student's record from Incomplete to the grade earned. If no grade change form is received from the instructor, the grade remains an Incomplete or the instructor may assign a grade if the work is not completed. If the instructor with whom the student completed the Request for Incomplete form is no longer available, the department may assign someone else to evaluate the work and complete the change of grade.

Petition to Absolve for Repeated Courses A student can have the grade points removed from the cumulative grade point average if the first grade was B, B-, C+, C, C-, D+, D, D- or F and the class has been repeated at Lane. A course can be retaken only once for this purpose. If a course is retaken more than once, only the oldest course credits will be removed from the grade point average under this policy. The repeated course credits must all be taken in one term at Lane, be taken for a letter grade, and must be equal to or greater than the number of credits completed in the original course.

Upon completion of a course, a student can exercise this option by filling out a Petition to Absolve Credit from the Cumulative Grade Point Average form. The form is available at lanecc.edu/forms/html. The Student Records Office will mark the student's record, noting the repeated course, and remove the credits and grade points of the original course from the cumulative grade point average. The original course and grade will remain on the student's transcript. This cannot be reversed once it is applied to the student's record.

Academic Renewal Policy

Academic Renewal Academic renewal is an opportunity for students whose initial effort at Lane resulted in poor grades. After an absence of at least four years, a student who maintains a 2.5 or higher G.P.A. may request that prior grade records be removed from the calculation of the cumulative grade point

average. This policy applies only to Lane transcripts and is on a one-time only basis. See the criteria and procedures listed below.

To be eligible for academic renewal, a student must:

- have been absent from Lane for four or more years.
- have completed 24 credits with a GPA of 2.5 upon returning to Lane.
- have completed the academic renewal application.
- not have been granted academic renewal in the past.

Application of the academic renewal policy would result in the following:

- All course and grade information will remain on the transcript along with a notation about being granted academic renewal.
- All applicable course work including courses that have been excluded from the GPA will be used to meet graduation requirements if course work meets current degree/certificate standards.
- None of the excluded grades will be calculated in the GPA.

The Academic Renewal cannot be reversed once applied to the student's record.

Note: Many institutions will not recognize the Academic Renewal process when calculating a GPA for admission purposes.

Grade Point Average (GPA): Computation included in GPA computation are grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Grades of P are included in earned credit, but not in GPA credit. I, NC, Y, U, *, EN, and W are considered administrative marks rather than grades and have no effect on a student's earned credit or GPA credit. The grades included in the computation have the following weights:

A+ = 4.30	B+ = 3.30	C+ = 2.30	D+ = 1.30
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.70	B- = 2.70	C- = 1.70	D- = 0.70
			F = 0.00

The total points for a class are calculated by multiplying the points for the grade times the credits for the class. The GPA is then computed by adding all GPA credits, adding all points, and dividing the total points by the total credits. Example:

	credits	grade	points
BA 226-Business Law	3	A	12
PE 170-Beginning Tennis	1	B	3
EL 115-Effective Learning	3*	P	0*
FE 207 Coop Ed	2	C+	4.60
TOTAL GPA Credit	6	TOTAL POINTS	19.60
	$19.60 \div 6 = 3.264 \text{ GPA}$		

* Points are not included in calculation, because of P grade. Total credits earned in this example are nine.

Term GPAs are calculated using grade points earned only during that term. Cumulative GPA is calculated using all grade points from all terms.

Credit Hour Credit granted at Lane is in terms of quarter hours, since Lane is on a quarter-system calendar. Three quarter hours are equal to two semester hours. The average amount of credits for a full-time student is 12 to 15 per term.

One credit hour equates to approximately thirty hours of student involvement over the quarter. For lecture classes, this means ten hours of instruction and twenty hours of preparation on the student's part. For lab classes, thirty hours in the lab are required per credit.

Classroom Hours There are 12 classroom hours per lecture (credit) hour, 24 classroom hours per lecture/lab (credit) hour and 36 classroom hours per lab (credit) hour.

Miscellaneous Training and Credit Credit also may be granted for military training as listed on the ACE/AARTS report or work completed at regionally accredited schools. Institutions that are not regionally accredited, such as business colleges, art schools, beauty colleges, and so on may be reviewed using the Credit-by-Assessment process. Applications for Credit by Assessment are available in online at *lanec.edu/es/*. The student may be asked to submit certificates of completion, school records or other documentation. The student will be notified of the credit granted and a record kept in his or her file. A veteran student will be granted 3 credits of PE (either required or 3 cr. in open electives) by providing the college with a copy of a DD214 with an Honorable Discharge.

Graduation There is one college graduation ceremony held each year in June. See the Academic Calendar on page 2. All graduates and prospective graduates for the year are invited to attend and bring their friends and relatives. Contact Student Life and Leadership Development for limitations.

Since grades have not yet been recorded at the time of graduation, it is not known at that time whether students have completed their programs. Students receive one empty binder during the graduation ceremony. The actual parchments are mailed after degree/certificates have been verified, in six to ten weeks. Students applying for degrees or certificates and completing their programs fall or winter terms will receive their degrees earlier in the year.

To be considered a Lane graduate, students must complete all program requirements. See page 38-39 for more information.

Students who do not attend the graduation ceremony may pick up a binder at the Student Life and Leadership office anytime after the graduation ceremony.

Student Policies and Complaint Procedures

Lane Community College policies and procedures are subject to change without prior notice.

Board Policies Directly Affecting Lane Students

Treatment of Learners—A.020

With respect to interactions with learners, the president shall assure that procedures and decisions are safe, respectful and confidential.

Accordingly, the president shall assure that:

1. The institution represents itself accurately and consistently to prospective students through its catalogs, publications and official statements.
2. Admissions information forms avoid eliciting information for which there is no clear necessity.
3. Methods of collecting, reviewing, transmitting, or storing information about learners will be protected against improper access in compliance with federal and state regulations.
4. Facilities provide a reasonable level of privacy, both visual and aural.

5. The college environment is welcoming and accepting to all learners.
6. Learners have a clear understanding of what may be expected from the services offered.
7. Learners are informed of their rights and responsibilities and are provided a process to address grievances.
8. There is adequate provision for the safety and security of learners.

Harassment Policy—D.020

Lane has a zero tolerance policy regarding all forms of harassment. Any proven harassment will result in immediate and appropriate action to stop the harassment and prevent its recurrence, including employee discipline consistent with collective bargaining agreements, or student sanctions. Remedial action will be designed to stop the harassing behavior. Any remedial action will be in keeping with the educational mission of the college. Whether or not the alleged harassing behavior is sufficiently severe or pervasive to be judged a violation of this policy, the college may take action to address a complainant's concerns and to ensure that Lane, as a workplace and as an academic institution, maintains a respectful environment. All forms of harassment, including student-to-student harassment, are covered by Lane's harassment policies. Incidents of harassment may bring about sanctions up to and including termination of employment or expulsion from the college.

Sexual Harassment

Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of employment contingent on the acceptance of unwanted sexual advances, that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties.

Harassment Based on Race/Ethnicity or National Origin

Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, ethnicity or national origin that unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment.

Possession of Firearms—D.030

No person, including students, employees, college patrons or vendors may bring, possess, conceal, brandish, use or be in possession of a firearm, destructive device, or other dangerous weapons as defined by law, or give the appearance of being in possession on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the college, except as provided by Oregon or federal law.

Gambling—D.040

Illegal gambling of any form, whether played for money, check or any item or service representative of value, is prohibited on the Lane Community College campus or facilities under its direction and control.

Use of Intoxicants and Controlled Substances—D.050

No person may bring onto college property or into any college-owned facility or to any college-sponsored class or activity any intoxicating beverage, controlled substances, volatile inhalants, for the purpose of mind or mood alteration, except in the situations specified in this policy. No person may appear on college property or in any college-owned facility or in any college-sponsored class or activity under the influence of any of the above mentioned substances.

Exceptions to this policy are as follows:

1. Alcohol may be used/served
 - a. for cooking and/or instructional purposes in food preparation labs or classes related to the science and/or service of alcohol; or
 - b. at college-sponsored activities using procedures specified in administrative rules; or
 - c. at college activities catered by legally licensed and insured businesses or agencies, using procedures specified in administrative rules (see lanecc.edu/cops/foodalc.htm); or
 - d. under no circumstances shall alcohol be served at college-sponsored activities to underage minors as defined by state law.
2. With appropriate documentation, medical marijuana, prescription opiates, or other psychoactive medications, may be used as legally prescribed by a licensed practitioner. However, according to statute, marijuana may not be ingested on campus even with a medical marijuana card.
3. Glue and thinners may be used in class-related lab environments and in facilities construction and maintenance.

Equality of Opportunity in Admissions—D.070

Anyone who is at least 18 years of age for credit classes and at least 16 years of age for continuing education classes may enroll at Lane Community College. Under no circumstances shall an applicant who is otherwise qualified be denied admission or given a preference for admission to the college based on an individual's race, color, national origin, sex, age, marital status, familial relationship, sexual orientation, gender identity, pregnancy, disability, religion, expunged juvenile record, or veteran's status.

Also, see general Equal Opportunity statement on the inside back cover of this catalog.

Tuition—D.110

In order to maintain a constant tuition rate relative to inflation each December, the board will adjust the per credit tuition rate to reflect changes in an appropriate index for two-year public colleges since the last tuition adjustment. The rate will be rounded to the nearest half-dollar and become effective the following academic year (summer term).

Periodically and as needed, the board will review Lane's tuition rates to ensure: a) that tuition revenues are appropriate for the needs of the district and, b) that Lane's tuition is comparable with other Oregon community colleges that are similar to Lane in terms of student FTE and instructional programs.

Student Complaint Procedures and Accommodations

Lane Community College is committed to providing a respectful working and learning environment that is free from discrimination, harassment and retaliation. Lane Community College is committed to equal opportunity, affirmative action, cultural diversity and compliance with the Americans with

Disabilities Act. The college prohibits discrimination in admissions, employment and access to college programs, activities and services. Sexual harassment and other conduct which creates a hostile, intimidating or offensive environment is prohibited by the college.

For assistance, support or help in resolving problems or information about complaint procedures, please contact the following people:

Harassment

- Jill Bradley, Women's Center, Bldg. 1/Rm. 202, (541) 463-5353
- Barbara Delansky, Student Life and Leadership, Bldg. 1/Rm. 206, (541) 463-5337
- Mark Harris, Counseling, Bldg. 1/Rm. 226, (541) 463-5178
- Jim Garcia*, Multicultural Center, Bldg. 1/Rm. 201, (541) 463-5144
- Jerry deLeon*, Counseling, Bldg. 1/Rm. 103A, (541) 463-5870

* bilingual in Spanish

Employment Discrimination

- Dennis Carr, Human Resources, Bldg. 3/Rm. 114, (541) 463-5585

Disability Issues

- **Student disability accommodations, assistance and disability related problems:** Lynn Lodge, Disability Resources, Building 1, Room 218, (541) 463-5059, TDD (541) 463-3079
- **Problems with access to Lane's facilities:** Dave Willis, Director, Facilities Management and Planning, Building 7, Room 204B, (541) 463-5566
- **Employee workplace accommodations:** Mary Glenn, Human Resources, Building 3, Room 114, (541) 463-5583
- **Disability related complaints/Section 504 Coordinators:** Nancy Hart, Disability Resources, Building 1, Room 218, (541) 463-3010, TDD (541) 463-3079 (student and program issues); Dennis Carr, Human Resources, Building 3, Room 114, (541) 463-5585 (staff and employment issues)
- **Student rights, responsibilities and conduct:** Kate Barry, ASA, second floor, Administration Building, (541) 463-5732, Barbara Delansky, Student Life and Leadership, Building 1, Room 206, (541) 463-5337.
- For any other issues, including those covered by board of education policy, use the student complaint process. For copies of the complete student code and complaint process and for more information, visit or call the Office of Academic and Student Affairs, second floor, Administration Building, main campus, phone (541) 463-5732.

Substance Abuse Statement

In keeping with the intent of U.S. Public Law 101-226, Section 22: Drug-Free Schools and Campuses, it is Lane's obligation to inform you of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases risk of AIDS and Hepatitis B.

Type of Drug and Possible Health Risks

Stimulants – Speed up action of central nervous system. (A.) Amphetamines (“speed,” “crank,” “uppers”) – heart problems; paranoia; death. Affects fetus. (B.) Cocaine (“coke,” “crack”) – confusion; physical tolerance; dependency; damage to lungs and nasal membranes; heart problems; paranoia; convulsions; death. Affects fetus.

Depressants – Relax the central nervous system. (A.) Barbiturates (“downers”). (B.) Tranquilizers (valium, librium). (C.) Methaqualone (“ludes”) – confusion; loss of coordination; tolerance; dependency; seizures, coma; death. In combination with alcohol, especially dangerous.

Cannabis – Alters perception and mood. (A.) Marijuana (“grass,” “pot”). (B.) Hashish – lung damage; dependence; tolerance; confusion, loss of coordination; decreased sex drive.

Hallucinogens – Distort reality. (A.) Lysergic Acid Diethylamide (“LSD,” “Acid”), Mescaline, MDA, MDMA, DMT, STP, Psilocybin – hallucinations; panic; tolerance; “flashbacks”; possible birth defects in user’s children. (B.) Phencyclidine (“PCP,” “Angel Dust”) – depression; irrational behavior; confusion; convulsions; hallucinations; coma; death.

Narcotics – Lowers pain perception. (A.) Heroin. (B.) Morphine. (C.) Codeine. (D.) Opium – lethargy; apathy; loss of judgment and self-control; tolerance; dependence; convulsions; coma; death.

Delirants – Mental confusion. (A.) Aerosol products (B.) Lighter Fluid (C.) Paint Thinner and other Inhalants – damage to brain, lungs; convulsions; death.

Alcohol – A sedative drug – tolerance; dependence; depression; coma; death. Alcohol abuse is linked to cancer, heart and liver damage. Fetal alcohol syndrome.

School Policy

For Student Code of Conduct, including drug and alcohol violations and sanctions, see code above.

State Laws

The trend in the State of Oregon is toward stiffer drug penalties. The following describes the penalties for POSSESSION of key drugs:

Schedule I – Class B Felony (heroin, LSD, marijuana, others) – Max. prison time is 10 years. Max. fine is \$100,000.

Schedule II – Class C Felony (amphetamine, cocaine, morphine) – Max. prison time is 5 years. Max. fine is \$100,000.

Schedule III – Class A Misdemeanor (other stimulants, some depressants) – Max. prison time is 1 year. Max. fine is \$2,500.

Schedule IV – Class C Misdemeanor (valium-type tranquilizers, others) – Max. prison time is 30 days. Max. fine is \$500.

Schedule V – Violation (dilute mixtures, compounds with small amounts of controlled drugs) – No max. prison time. Max. fine is \$1,000.

Delivery of less than 5 grams or possession of less than one ounce of Marijuana is a violation. Oregon HB 2479 established mandatory evaluation, education and treatment services for those under 18 years old. If services are successfully completed, the charge will be dropped. Oregon also has strong new laws allowing cars, boats, etc., that transport illegal drugs to be seized and forfeited.

Alcohol is an illegal drug for those under 21 years of age. For drivers under 18, ANY detectable amount of alcohol (above .00 BAC) is grounds for losing their license until they are 18.

There are many more laws pertaining to alcohol and other drugs. This is a sample to demonstrate that the penalties for illegal drug involvement are real, and criminal conviction may bar a student from his or her chosen career path.

Where to Get Help

For help or more information, contact the Substance Abuse Prevention Office, Building 1, Room 226, (541) 463-5178.

Counselors are available to any student who may be experiencing alcohol/drug problems. Contact or referral can also be made through Counseling or the Health Clinic. Besides offering support, assessment and referral, these counselors have information on community treatment programs, support groups, private counselors as well as information regarding Lane’s on-campus 12-step meetings (A.A., N.A., ALANON, etc.). Students also can call “INFO LINE” at (541) 342-4357 for referral suggestions. Lane offers classes on addiction and related topics. See class schedule index under “drugs.” In addition, the Substance Abuse Prevention program conducts weekly support groups, classes and seminars to interested students.

Student Rights and Responsibilities and Student Code

Student Rights and Responsibilities

I. Freedom of Access to Higher Education

Lane Community College is open to all persons who are qualified according to its admission and good standing requirements.

Anyone age 18 or older may enroll. No high school diploma is necessary. Individuals younger than 18 may attend if they obtain approval from their high school principal or if they have already received their high school diploma. Community education classes generally are open to anyone 16 or older.

Under no circumstances will an applicant be denied admission to the College because of age; sex; race; color; religion; physical or mental disability; national origin; marital status; sexual orientation; gender identity; pregnancy; veteran’s status; familial relationship; expunged juvenile record; association with anyone of a particular race, color, sex, national origin; nor will preference for admission be based on economic status.

A. Financial Aid

A student applying for or receiving financial aid has the right to know:

- The financial aid assistance available
- The procedures and deadlines for applying
- The cost of attendance
- The criteria used in awarding aid and how financial need is determined
- The terms and conditions of any aid accepted
- How and when aid will be disbursed
- The College’s refund policy
- The repayment consequences of withdrawing from the College
- How satisfactory academic progress is evaluated and what happens if it is not maintained
- How to appeal decisions concerning aid

A student applying for or receiving financial aid has the responsibility to:

- Complete applications accurately and on time
- Read and follow instructions when submitting information
- Read and retain copies of all signed forms
- Choose an academic program and understand the requirements for such program

- Comply with the terms of any Federal Work Study job accepted
- Maintain satisfactory academic progress

For more information about financial aid, go to lanec.edu/finaid

B. Admissions

The College will be open within budgetary limitations to all applicants who are qualified according to its admission requirements. Students who enroll for high school or alternative school credit must comply with the Oregon Compulsory School Attendance Laws. While previous academic status at other institutions will not constitute criteria for denial of admission, not every program is open to every student. Priority to enter classes of limited enrollment will be given to indistrict students who have finished high school and/or are at least 18 years of age. However, the College will assist each student to develop a program of study which meets his or her individual needs and is consistent with feasible College operation. The College is committed to equality of opportunity, affirmation action, and nondiscrimination in admissions. No applicant shall be denied admission to the college because of protected class status.

C. Financial Responsibility

It is the student's responsibility to pay monies owed the college in a timely manner. The College's policies regarding payment of tuition and fees are described in the term schedule as well as the College catalog.

II. Evaluation Criteria

A. Academic

Lane Community College instructors will encourage free discussion, inquiry and expression where relevant and appropriate to the educational objectives of the course. It is the instructor's responsibility to publish educational objectives and to make available to each class the criteria to be used in evaluating student success in that class. It is the responsibility of the students to become aware of these objectives and criteria as published and set forth by the College. Student opinions and behavior outside of class will not be the basis for determining class grades unless such evaluation is specifically related to course requirements.

B. Protection of Freedom of Expression

Students are responsible for learning the substance of any course of study for which they are enrolled. However, students are free to state any reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion.

C. Protection Against Improper Academic Evaluation

Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the professor in writing at the first class meeting. Complaints about class requirements and grades must first go through the instructor and the department division dean. Students may appeal grades received by following the Grade Appeals process. Grade appeals are filed with the Academic Requirements Review Committee. Contact Enrollment and Student Financial Services, Building 1, (541) 463-3100.

D. Protection Against Improper Disclosure

Information which staff acquire in the course of their work as instructors, advisors and counselors about student views, beliefs and political associations should be considered confidential. Protection of the student against improper disclosure is a serious staff obligation.

E. Utilization of Special Aids for Study

Disability Resources is committed to providing opportunities to all students with disabilities in order for them to have meaningful access to College programs and services in a barrier-free environment.

Lane's Disability Resources offers advocates for the removal of attitudinal and architectural barriers, and provides in-class accommodations, advising, resource/referral information, and adaptive equipment. These services are available to students with disabilities who are attending credit courses, Adult High School, Adult Basic Education, and Continuing Education classes on any of the LCC campuses. Students must request services at least two weeks in advance.

F. Academic Dishonesty

Students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to due process as outlined in the Student Code of Conduct.

G. Standards of Academic Progress

Lane Community College has established standards for academic progress which are applicable to all students. Failure to maintain satisfactory academic progress will result in loss of financial aid and warning, probation, suspension, or dismissal from the College.

H. Complaint Procedures See page 59.

I. Additional Rights of Petition and Appeal

For grade and academic appeals process, contact Enrollment and Student Financial Services, Building 1, (541) 463-3100.

III. Student Records

Lane Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures. The condition of access to records is set forth in explicit statements.

Transcripts of academic records contain only information about academic status. Information from disciplinary or counseling files will not be available to unauthorized persons on campus or any person off campus without the express written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved.

Administrative staff and faculty members will respect confidential information about students which they acquire in the course of their work.

With regard to official documents and student records, information acquired by Lane Community College employees about a student's views, beliefs, and political associations is confidential and is not to be disclosed unless required by state

or federal law. All student records will be maintained in strict compliance with state and federal regulations and Lane personnel procedures defining privacy and confidentiality.

IV. Student Affairs

The College has the responsibility and obligation to establish certain standards in order to preserve the freedom of students.

A. Freedom of Association

Students will be free to organize and join associations to promote their common interests as long as they do not disrupt the College or violate its rules and regulations.

1. Procedures for recognition of student organizations — Students who would like to start a new organization, or to join an existing organization should contact the ASLCC (student government) offices for information. The process is simple and, once student groups receive official recognition from ASLCC, they are eligible to reserve space on campus, conduct activities, and co-sponsor events.
2. Advisors — All student organizations must have a staff advisor. Upon approval of the Associate Dean, any Lane staff member is eligible to serve as advisor for student organizations.
3. Non-discrimination policies — Student organizations must abide by existing College and ASLCC policies and may not restrict membership or participation in events.
4. A recognized club or organization may lose its official recognition and be suspended if actions of its officers or members, or activities of the organization as a whole, violate College policy and procedures.

B. Freedom of Inquiry and Expression

Students and student organizations will be free to examine and discuss all items of interest and to express opinions publicly and privately. Students will always be free to support causes by orderly means, in ways which do not disrupt the operation of the institution or violate College policies and procedures.

C. Use of Facilities

The facilities and services of the College will be open to all of its enrolled students, provided the facilities and services are used in a manner appropriate to the academic community and in compliance with College procedures. The Office of Student Activities reserves table space and assists student organizations in scheduling space with the College.

D. Student Participation in College Policies

Students are free to express their views, individually and collectively, on issues of institutional policy and on matters of general interest to the student body. Student representatives are welcome on College committees and councils, and the ASLCC president represents student interests to the Board.

E. Student Publications

With respect to student publications, the Media Commission, as established under board policy, shall be responsible for the appointment of editors, dismissal of editors for cause, recommendation of policies, professional advice, and informal guidance.

The Media Commission is the board of first appeal and review for all questions concerning publications policy and operation. Final appeal is through the President and then the Board.

The student press is to be free of censorship and advance approval

of copy. The editors and managers shall not be arbitrarily suspended, suppressed or intimidated because of student, student government, employee, alumni, or community disapproval of editorial policy or content. Similar freedom is assured for oral statements of views on College-controlled and/or student-operated radio or television stations and student-produced programs. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

Neither the Commission nor the President is involved in day-to-day decisions or operations of the student media.

Responsibility for the content of publications and for compliance with established policies rests with the student editors and their staffs. Editors and their staffs are guided by the Professional Standards of the Oregon Code of Journalistic Ethics, and by state and federal laws. Advisors are not responsible for content of student publications.

Guidelines for the Media Commission shall be contained in administrative rules and procedures.

F. Distribution of Literature

First Amendment freedom of the press is applicable to the campus of Lane Community College. Therefore, students, off-campus publications, and the distribution of these publications are protected on the main campus and outreach centers. Distribution may be restricted only if it can be shown that such activity would cause a disturbance or disruption of normal College activities.

Materials to be posted require authorization for such distribution from the Associate Dean, Student Life and Leadership Development. Once authorized, distribution will take place in the prescribed locations on campus, should not disrupt the normal operation of the institution, and should not cause a litter problem.

In case a student, employee, or organization is denied the right to distribute materials on campus, the decision is subject to appeal. All appeals or complaints are subject to the College complaint procedure.

The College reserves the right to designate specific areas for the distribution of printed materials. A listing of these areas is maintained by the Associate Dean, Student Life and Leadership Development on the main campus and by the designated building administrator at each of the following outreach centers: Downtown Center, LCC at Florence and LCC at Cottage Grove.

G. Visiting Speakers

The College has the responsibility to develop informed, critical, and objective thinking; and such thinking can best be encouraged in an atmosphere assuring a free interchange of ideas. Therefore, Lane Community College students may invite to the campus and hear any person(s) of their choosing in compliance with administrative regulations governing scheduling, publicity, and management of campus activities.

The education of students is not limited to classroom activities.

Students have the right to hear a variety of outside speakers. The Student Activities Office and ASLCC are the primary program sources for outside speakers. Individual students or student organizations may request that ASLCC sponsor speakers or may contact Student Activities about other possibilities. All outside speakers must be scheduled through the Student Activities Office to insure that there is proper scheduling of facilities and other preparations for the event and that the event is conducted in an orderly manner appropriate to the academic community. Institutional control of campus facilities will not be used to censor activities. Sponsorship of guest speakers may be withheld if there are reasonable concerns that the controversial nature of the speaker or content of the speech would lead to disruptions on campus. It is the responsibility of the students sponsoring the event to make it clear to the campus community and the local community that all views expressed are not necessarily those of the students, staff or administration of Lane Community College.

H. Grievance Procedures for Alleged Discrimination or Harassment

Students who feel they have been discriminated against or treated in some unfair manner have access to formal and informal grievance procedures. See specific procedures outlined in the complete student code: General Student Complaint Process. Contact Office of Academic and Student Affairs, (541) 463-5732.

V. Discipline

The Student Code of Conduct applies to anyone accepted for admission, registered for one or more classes, and/or enrolled in any special program approved by Lane Community College.

Students are required to provide identification such as a photo identification card, current registration receipt or class schedule on demand to campus safety personnel, faculty or administrators.

Students deserve fair and equal treatment, so instructors and administrators must employ discretion when initiating disciplinary actions and procedures. Action is warranted for protection of individuals, property and a positive learning climate.

Faculty members may dismiss a student from the class for the day for in-class behavior they judge to be disruptive or inappropriate. Such actions include, but are not limited to: racial, sexual or religious slurs; verbal or physical interruption; offensive language; chewing tobacco or spitting; smoking; and littering or creating unsanitary conditions.

If a student is dismissed for inappropriate behavior, faculty must submit a written report to their Division Dean and to the Executive Dean, Student Affairs detailing the student's name, date and time of class, and the improper behavior.

Students may be dismissed only for the day of the misbehavior, but may be dismissed from subsequent classes for a new or repeated behavioral offense. Dismissal as a result of faculty action is counted toward the maximum number of absences allowed in the class.

Campus Public Safety may be called to assist in any disciplinary situation. The assisting security officer must file a report on all

situation involvement with the Office of Academic and Student Affairs.

Instructors, administrators and classified staff are authorized to employ physical restraint when immediate restraint will prevent injury to the student or others. Physical restraint is not considered a form of physical discipline. The instructor, administrator or classified staff should send a reliable person to the nearest telephone to request emergency assistance from campus safety.

VI. Off-Campus Students

Students enrolled at Lane Community College satellite campuses (Cottage Grove, Florence, Downtown Center, and community outreach sites) will enjoy the same rights and responsibilities as the students at the main campus and must comply with the Student Code of Conduct and any additional rules for conduct which are specific to the site.

Student Code of Conduct

The purpose of this Code of Conduct is to protect the individual rights of students and staff and to control those actions that go beyond the exercising of such rights.

The College recognizes its obligation to develop intellectual curiosity as well as social and cultural awareness. Further, Lane Community College responsibly provides for the safety and well-being of students and staff, property protection, record security, and other education-related services.

Through this Code of Conduct, Lane Community College describes conduct interfering with the responsibilities and obligations of the College. This document also outlines the penalties imposed for prohibited conduct and explains the procedural due process for alleged student violations and the protection of student rights.

Students charged with code violations are entitled to due process as described in this code and students may appeal certain penalties imposed for violations.

Article I: Definitions

1. The term "College" means Lane Community College.
2. The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing credit or noncredit classes or enrolled in any special program approved by the college. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College, are considered "students."
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing administrative or professional responsibilities.
5. The term "judicial advisor" means a College official authorized by the Executive Dean, Student Affairs on a case-by-case basis to impose sanctions upon students found to have violated the Code of Conduct. The Executive Dean, Student Affairs or designee may serve as the judicial advisor or authorize a judicial advisor to serve simultaneously as a judicial advisor and sole member or one of the members of a judicial body. Nothing shall prevent the Executive Dean from authorizing the same judicial advisor to impose sanctions in all cases.
6. The term "member of the College community" includes any student, faculty member, College official, or any other person

employed by the College. A person's status in a particular situation shall be determined by a judicial advisor.

7. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
9. The term "judicial body" means any person or persons authorized by the judicial advisor to determine whether a student has violated the Code of Conduct and to recommend imposition of sanctions.
10. The term "appellate board" means any person or persons authorized by the Executive Dean, Student Affairs to consider an appeal from a judicial body's finding that a student has violated the Code of Conduct, or from sanctions imposed by the judicial advisor.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Executive Dean, Student Affairs is that person designated by the College President and Vice President to be responsible for the administration of the Code of Conduct.
14. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Code of Conduct, College board policies, the ASLCC Constitution and By-Laws, and the College Catalog.
15. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition, without permission, of a test or other academic material belonging to a member of the College faculty or staff.
16. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person, without full and clear acknowledgment. It also includes the unacknowledged use of materials such as term papers or other academic materials prepared by a person other than the submitting student.

Article II: Judicial Authority

1. The Executive Dean, Student Affairs or designee shall determine the composition of judicial bodies and appellate boards, determining which judicial body, judicial advisor and appellate board shall be authorized to hear each case.
2. The Executive Dean, Student Affairs or designee shall develop policies for the administration of the judicial program and the procedural rules for the conduct of hearings which are consistent with the provisions of the Lane Community College Student Code of Conduct.
3. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
4. A judicial body may be designated as an arbiter of disputes within the student community in cases which do not involve a violation of the Code of Conduct. All parties must agree to arbitration, and to be bound by the decision, with no right of appeal.

Article III: Proscribed Conduct

A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises and College-sponsored activities which take place off-campus including placements and internships. This code applies to all students.

B. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IVB:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member or office.
 - c. Forgery, alteration or misuse of any College document, record or instrument of identification.
 - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, other College activities, including public-service functions on or off campus, or other authorized activities, when the act occurs on College premises.
3. Sexual assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any member of the College community.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization.
6. Failure to comply with orders or directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to, or use of, College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state, or local law on College premises, or at College sponsored and supervised activities including but not limited to:
 - a. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
 - b. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
10. Public intoxication, use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations.
11. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
12. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or College supervised functions.
13. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored or participated in by the College.
14. Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances; requests for sexual favors; and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of employment contingent on the acceptance of unwanted sexual advances, that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties.

15. Theft, or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
16. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Knowingly initiating a judicial proceeding without cause (i.e., filing a false report).
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the course of a judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, or after the course of a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Code of Conduct.
 - i. Influencing or attempting to influence another person to abuse the judicial system.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code of Conduct. This would apply if both violations result from the same factual situation, without regard to pending civil litigation in court, or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request, or agree, to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Conduct, the College may advise off-campus authorities of the existence of the Code of Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the College community may file charges against any student for misconduct. Students should deal with their concerns either through Campus Public Safety or by filing a student complaint. Staff should prepare charges in writing and direct them to the Executive Dean, Student Affairs and/or designee. Charges shall be submitted within 90 days after the incident.
2. The judicial advisor may conduct an investigation to determine the merit of the charges and/or if they can be disposed of administratively by mutual consent of the parties

involved on a basis acceptable to the judicial advisor (see Informal Report and Resolution Process). If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same manner as the judicial body or a member thereof (see Formal Complaint Process).

3. All charges shall be presented to the accused student in written form. A time of not less than five nor more than fifteen calendar days after the student notification shall be set for a hearing. Time limits for scheduling a hearing may be extended at the discretion of the judicial advisor.
4. Hearings shall be convened by the judicial advisor and conducted by a judicial body according to the following guidelines:
 - a. Hearings shall be conducted in private. Hearings will be chaired by the judicial advisor or his or her designee.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit separate hearings for each student.
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused and the judicial body shall have the right of presenting witnesses, subject to the right of cross examination by the judicial body.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the judicial body chairperson.
 - h. After the hearing, the judicial body shall determine (by majority vote if the body consists of more than two people) whether the student has violated the code(s) of conduct as charged.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
 - j. The judicial body shall report its findings to the judicial advisor who will impose sanctions.
5. There shall be a single record of all hearings before a judicial body. The record shall be the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed by the judicial advisor upon any student, group or organization found to have violated the Code of Conduct.
 - a. Counseling, educational activities, and/or training - For violations involving substance abuse the student will be required to work with the Substance Abuse Prevention Coordinator.
 - b. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - c. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - d. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - e. Fines - Fines may be imposed.
 - f. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- g. Discretionary Sanctions - Work assignments, service to the College or other related discretionary assignments.
 - h. Deactivation - Loss of all privileges, including College recognition, for a specified period of time (applies to student groups or organizations).
 - i. College Suspension Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
 - j. College Expulsion - Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than College suspension or expulsion, upon application to the Executive Dean, Student Affairs. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student's confidential record, consistent with the College's schedule of record disposition.
 4. In each case in which a judicial body determines that a student has violated the Code of Conduct, the sanction(s) shall be determined by the judicial advisor. In cases in which persons other than, or in addition to, the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor in determining and imposing sanctions. The judicial advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the accused in writing of its determination and any sanction(s) imposed.

C. Interim Suspension

In certain circumstances, the Executive Dean, Student Affairs or designee may impose a College suspension pending a hearing before a judicial body, or imposition of sanctions.

1. Interim suspension may be imposed only: a) to ensure the safety and wellbeing of members of the College community or the preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a threat of disruption to, or interference with, the normal operations of the College.
2. During interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Executive Dean, Student Affairs or designated judicial advisor determines appropriate.

D. Appeals

1. A decision reached by a judicial body, or a sanction imposed by the judicial advisor, may be appealed by the accused student or complainant to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Executive Dean, Student Affairs or designee.
2. Appeals shall be limited to review of the record of the initial hearing and supporting documents, except as required to explain the basis of new evidence for any of the following:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with the prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish the fact that a violation of the Code of Conduct had occurred.

- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed.
 - d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of original hearing.
3. The appellate board will submit a written report of its findings and recommendations to the Executive Dean, Student Affairs or designee within 20 working days. The appellate board's report may include both majority and dissenting opinions. The Executive Dean, Student Affairs or designee will make the final decision on the appeal and notify the accused student and/or complainant in writing within 10 working days. If the Executive Dean, Student Affairs was the judicial advisor in the original complaint, the appellate board's report will be submitted to the Vice President for Academic and Student Affairs for final decision.
 4. In cases involving appeals by a student accused of violating the Code of Conduct, review of the sanction by an appellate board may not result in more sanction(s) for the accused student. Instead, following an appeal, the Executive Dean, Student Affairs may upon review of the case, reduce, but not increase, the sanctions imposed by the judicial advisor.
 5. In cases involving appeals by persons other than the student accused of violating the Code of Conduct, the Executive Dean, Student Affairs may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision

A. Code Interpretation

Any question of interpretation regarding the Code of Conduct shall be referred to the Executive Dean, Student Affairs or designee for final determination.

B. Code Revision

The Code of Conduct shall be reviewed every five years under the directions of the Executive Dean, Student Affairs.

Security and Safety at Lane

The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires colleges to publish information about crime on their campuses. A copy of Lane's Clery Report is located on the Public Safety web page at lanecc.edu/psd/cleryreport2007/htm or may be obtained in writing at the Public Safety office. At Lane, security and safety are college-wide efforts. With students, faculty and staff committed to prevention, crime can be minimized.

The Lane Community College Public Safety department provides direct services to the 30th Avenue campus and to the Downtown Center and Wildish Building. All other college centers — including Cottage Grove, Florence and the community learning centers — are served by their local law enforcement agencies, which report incidents at college sites to the college's Public Safety department.

Lane Community College Public Safety Officers are Private Security Professionals certified under Oregon Department of Public Safety Standards and Training. Campus Public Safety Officers utilize citizen's arrest powers under ORS 133.225 and are supported by the college in the enforcement of all college regulations and applicable federal, city and county laws and ordinances on college property. Officers are granted peace officer authority pertaining to traffic and parking enforcements under ORS 341.300. They maintain an atmosphere conducive to education, contribute to a safe campus environment, enforce parking and traffic regulations, conduct investigations of reported crimes, and make reports to local law enforcement agencies.

Preventing Crimes

Education The majority of criminal incidents on campus result from leaving property unattended, lockers unlocked and valuable property visible in cars. Taking basic common-sense precautions will greatly reduce these crimes. The college Public Safety department provides speakers on crime prevention.

Firearms and Intoxicants No firearms, drugs or intoxicants are permitted on campus, except under very specific circumstances which are spelled out in detail in the Student Policies section.

Lighting and Landscaping College staff work constantly to maintain good lighting and to clear undergrowth to improve visual access on campus.

Emergency Assistance

There is always a Public Safety Officer on campus. To contact Public Safety:

Red Telephones Use one of the 40 red telephones on main campus and at the Downtown Center and Wildish Building. These emergency phones automatically ring in the Public Safety department when the receiver is lifted.

Dial 5555 Dial or ask a staff member to dial 463-5555 for emergencies from other college phones to reach Public Safety.

Non-emergency Dial (541) 463-5558 for non-emergency calls.

After Hours From 5 p.m. to 8 a.m. Monday through Friday, on weekends and holidays, the college's emergency after-hours Junction City Police Department will answer. Give your name, location and phone number, and the service will contact the on-site officer to return your call and respond to your location.

Emergency Car Services Emergency car booster pack service is offered 24 hours a day. Call or visit Public Safety. Public Safety does not assist in vehicle entry, but will assist in contacting local locksmiths or other help.

Emergency Escorts If your safety is threatened, contact Public Safety and an officer will be dispatched.

Reporting and Response

Anyone knowing of or suspecting a crime should promptly report it to Public Safety in Building 13, Room 107. When a suspect is apprehended, the suspect may be served an order to appear at a Student Conduct Code hearing, given into custody of a law enforcement agency or both. Public Safety Officers may facilitate contact between victim and local law enforcement agencies.

Services

Counseling and the Women's Program Counseling provides limited services to crime victims and/or makes referrals to other resources in the community. The Women's Program provides services and referral to victims of sex and domestic violence offenses.

Reported Crimes

The number of crimes reported to Public Safety and local law enforcement in the categories set forth in the Crime Awareness and Clery Act may be found at the Public Safety web site: lanecc.edu/psd/main/htm.

For more information about Lane's Public Safety Department, contact (541) 463-5558.