

# Degree and Certificate Overview

A new academic year begins every summer term and ends with the following spring term. Every academic year Lane publishes a new catalog describing the policies, academic programs and requirements in effect during that academic year. The requirements for a program can change; therefore, it is the student's responsibility for knowing and adhering to the policies and requirements that affect the catalog year that applies to them.

**Governing Catalog** A student's governing catalog is the one in effect at the time the student first enrolls in credit classes. All two-year programs in this catalog are valid for five academic years and expire at the end of spring quarter of the fifth academic year; all one-year programs and Career Pathway Certificates are valid for three academic years and expire at the end of spring quarter of the third academic year. If a student has a break in attendance for four terms or more, that student is not eligible to use their original

governing catalog.

**Revisions to Catalog** While Lane makes every effort to ensure the accuracy of the information in this catalog, changes may be necessary. Therefore, this catalog is not a contract between Lane and current or prospective students. If the College approves changes that affect this catalog, the revised requirements will be available online, in academic departments, as well as in program advisors' offices. Students affected by changes should contact the appropriate program advisor, program coordinator, or academic dean.

**Degrees and Certificates** Lane is approved to confer the following degrees and certificates for satisfactory completion of these prescribed credit programs:

\*These degrees and certificates are conferred for completion of a prescribed career/technical program. Once awarded, the title of the

career technical program also will appear on the degree or certificate.

- Associate of Arts Oregon Transfer
- Associate of Science Oregon Transfer: Business
- Associate of Science Oregon Transfer: Computer Science
- Associate of General Studies
- Associate of Science
- Associate of Science: Oregon State University
- Associate of Science: University of Oregon
- \*Associate of Applied Science
- \*One-Year Certificate of Completion:
- \*Two-Year Certificate of Completion:
- \*Career Pathway Certificate of Completion:

Students should consult with a counselor or academic advisor to determine an appropriate degree or certificate program.

**Graduation Requirements** Candidates for an associate degree or certificate must meet the following requirements:

- **Total Credits** Complete the number of credits as required for the individual degree, including foundational requirements and discipline studies
- **Minimum Credits at Lane** Complete at least 24 credits Career Pathways Certificates are not held to the 24 Lane credits requirement and can be earned with fewer than 24 credits.
- **Grade Point Average** Earn a minimum cumulative GPA of 2.00 at Lane
- **Pass/No Pass** Students may select P/NP option for up to 16 credits toward a degree/certificate, with the exception of ASOT-Computer Science or as specified by AAS or Certificate programs. This does not include courses only offered P/NP.
- **Credit-by-Exam and Credit-by-Assessment** Credits used toward a degree/certificate may not exceed 25% of total degree credits
- **Apply for graduation** during the first week of your final term.

**Exceptions for Program Requirements** Lane does not authorize individual departments to waive degree requirements of Foundational Skills and Discipline Studies requirements. An instructional dean, or designee, may use any course on a student's transcript to substitute for any required major course limited up to 10 percent of the program for Career and Technical programs only. The Academic Requirements Review Committee will consider petitions to substitute a college General Education requirement.

In accordance with the Rehabilitation Act of 1973, Section 504, colleges must be willing to modify academic requirements to prevent discrimination against eligible students with disabilities. Therefore, qualified students with disabilities may request that appropriate course substitutions be considered as a programmatic accommodation.

## Graduation

Lane awards degrees and certificates to student at the end of summer, fall, winter, and spring terms and holds an annual commencement ceremony at the end of spring term. Students apply for their degrees or certificates the term they intend to complete. Application forms are submitted online through myLane.

## Transfer Guidelines for Degrees and Certificates

The following policies apply to transfer course work.

Lane uses course work from U.S. colleges and universities that are regionally accredited by:

- Middle States Association of Colleges and Schools, Middle States Commission on Higher Education
- New England Association of Schools and Colleges Commission on Institutions of Higher Education

- New England Association of Schools and Colleges Commission on Technical and Career Institutions
- The Higher Learning Commission (formerly the North Central Association of Colleges and Schools)
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

## Transfer Credit Process

Students transferring to Lane and seeking a Lane degree or certificate should submit official transcripts to Lane from postsecondary institutions previously attended. An official evaluation will be performed by a Lane degree evaluator when a student applies for graduation. Evaluation of credits may only be started after Lane has received your official transcript(s). Students are notified if the evaluation determines that they have not yet met graduation requirements. The results of an evaluation can be viewed in myGradPlan. All documents submitted to Lane become the property of Lane and are subject to federal law, as well as the Family Education Rights and Privacy Act. Courses may transfer even if Lane does not offer an identical course. Not all transfer course work is eligible to meet defined degree or certificate requirements. Under some circumstances, counselors and academic advisors for the program and/or major can offer an unofficial or non-Lane degree/certificate transcript evaluation. However, the official evaluation will occur upon request in your graduation term.

### U.S. Transfer Credits

- Grades of 'Pass' are only transferable when the issuing institution defines the grade as C- or better.
- Coursework at 300 levels or above is reviewed on a case-by-case basis.
- The college or university must have been regionally accredited or be a candidate for regional accreditation when the coursework was taken. See list above.

### International Transfer Credits

- Coursework listed on non-U.S. transcripts must be evaluated by an agency on the NACES website.
- A course-by-course evaluation is required.

### Non-Traditional Transfer Credits

- Credit-by Assessment and Credit-by-Exam may be granted for some courses. Students can use these methods to earn credits when institutions are not regionally accredited for a maximum of 25 percent of the degree or certificate. More information is available at [lanecc.edu](http://lanecc.edu).
- Lane will evaluate any of the following learning experiences for credit depending on test and score: Advanced Placement (AP), College Level Entrance Examination Program (CLEP), International Baccalaureate (IB), DANTES (DSST), Military Service Credit, (AARTS, CCAF, CGI, and SMART) based on American Council on Education (ACE) recommendation.
- A military Veteran will be granted three credits of PE applicable to all PE/Health degree requirements upon the submission of a DD214 with basic training completion.

## Student Outcomes Assessment

For the purpose of assuring a high-quality learning environment, Lane conducts outcomes assessments to measure student learning. Students may be asked to participate in satisfaction surveys, compile portfolios of academic work, take achievement or licensure exams, or demonstrate skills in other ways. The purpose in all these activities

is to monitor the quality of learning at Lane and provide evidence to evaluate and improve programs. Participants can be assured that all assessment results will be treated with strictest professional confidentiality. Results appearing in Lane assessment reports and other public documents are presented anonymously, and no student is individually identified. Students are strongly encouraged to participate to the best of their abilities in these assessment efforts.

### Credit Student Outcomes

The following summary of first-time degree-seeking students entering Lane in fall 2011 is provided in accordance with the federal Student-Right-to-Know Act. More information about students and student outcomes at Lane is available at [Lanecc.edu/research/ir/institutional-research](http://Lanecc.edu/research/ir/institutional-research) or from Institutional Research, Assessment and Planning, 541.463.5576.

From a cohort of 725 full-time, first-time in college, degree/certificate-seeking students enrolled fall term 2011: 72 had completed a degree or certificate by August 2014 (10%); 122 had completed a degree or certificate by August 2015 (17%); 145 had transferred to another higher education institution by August 2014 (20%); 131 were still enrolled at Lane by August 2014(18%).

## Oregon Outcomes for AAOT, ASOT-Business, ASOT-Computer Science, OTM

Students earning the AAOT, ASOT-Business, ASOT-Computer Science, or the OTM will complete coursework with the following General Education Outcomes:

### Writing Outcomes

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- Locate, evaluate, and ethically utilize information to communicate effectively.
- Demonstrate appropriate reasoning in response to complex issues.

### Information Literacy Outcomes

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal and social issues surrounding the use of information.

### Mathematics Outcomes

- Use appropriate mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

### Speech/Oral Communication Outcomes

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage relationships.

### Arts and Letters Outcomes

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

"Arts and Letters" refers to works of art, whether written, crafted, designed, or performed, and documents of historical or cultural significance.

### Social Science Outcomes

- Apply analytical skills to social phenomena in order to understand human behavior.
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

### Science or Computer Science Outcomes

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

### Cultural Literacy Outcomes

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.
- Explore how culturally-based assumptions influence perceptions, behaviors, and policies.
- Examine the historical bases and evolution of diverse cultural ideas, behaviors, and issues.

### Human Relations Outcomes for AAS and Certificates

Associates of Applied Science degrees and 1-year and 2-year certificates require students to successfully complete a course qualifying for human relations requirements. Courses on the Human Relations Courses list require students to meet at least three of the following eight outcomes:

1. Describe and use appropriate communication skills including non-verbal communication and active listening, barriers to communication and how to overcome them, assertive behavior and how it differs from passive and aggressive behavior.
2. Describe the characteristics of an effective work team, the typical stages of team development, and how to be a capable team member.
3. Understand the issues involved in working with people from different cultural backgrounds and how to work effectively in a diverse workplace.
4. Describe and demonstrate the rules of "principled negotiation" and conflict resolution.
5. Describe and demonstrate customer satisfaction skills for "internal" and "external" customers.
6. Identify character traits associated with being an ethical person and use a systematic method for making ethical decisions and behaving ethically in the workplace, in what sexual harassment is, how to prevent it, and how to deal with it if it occurs.
7. Describe and give examples of how to effectively manage workplace stress and anger.
8. Identify their individual work style and personality (i.e., where they like to focus their attention, the way they like to take in information and the way they like to make decisions), and the strengths and weaknesses of that style.