

## Degrees and Certificates

**Certificates** Certificates are granted for satisfactory completion of a state-approved certificate program. All English composition and math requirements must be completed with a “C-” grade or better, unless otherwise noted by the sponsoring department.

**Degrees** Associate degrees are granted for satisfactory completion of a prescribed program of 90 credits or more. Lane offers five associate degrees:

- Associate of Arts Oregon Transfer
- Associate of Applied Science
- Associate of General Studies
- Associate of Science
- Associate of Science Oregon Transfer: Business

Each student should consult with a counselor or advisor to determine an appropriate degree or certificate program.

### General Education and Core Abilities

General education helps students develop knowledge and abilities useful to all programs of study. The purpose of general education at Lane Community College is to foster wisdom through educational depth and breadth. General education at Lane has the following goals:

- to encourage exploration of the academic disciplines: liberal arts, sciences, mathematics, information sciences, and social sciences
- to promote understandings of self, society and the environment crucial to citizens of a diverse global community
- to cultivate habits of mind and heart essential to lifelong learners

### Core Ability Outcomes Statements

Students completing general education will:

**Communicate effectively** Courses fulfilling this outcome may require students to:

- demonstrate understanding and use of effective and respectful listening, interpersonal, small group/collaborative, and public communication skills among diverse populations
- demonstrate effective writing skills through principles of clear thinking; awareness of audience; appropriate conventions of format, structure, and language; and clear thesis development
- be able to read critically for information; develop new ways of seeing and understanding the world; understand points of view and multiple perspectives
- demonstrate general information literacy: critically analyze, synthesize, and evaluate various forms of information including written texts and other media
- develop understanding of another culture through language study

**Think critically and solve problems effectively** Courses fulfilling this outcome may require students to:

- apply the scientific method, incorporating the appropriate mathematical skills or processes as needed in various problem solving contexts
- interpret, translate, and communicate quantitative information expressed in mathematical notation, graphs, charts, tables, symbols, or standard English
- interpret and make inferences from data; estimate outcomes where appropriate
- determine whether conclusions or solutions are reasonable, using inductive and deductive reasoning
- apply technology competently, selecting and using tools appropriate to tasks

**Increase understanding of the relationship between self and community, including self-awareness and personal responsibility.**

Courses fulfilling this outcome may require students to:

- describe interacting facets of environmental and personal health, and identify steps to protect and preserve environmental resources
- plan, implement, and evaluate lifestyle change strategies which contribute to optimal physical and mental health
- describe core aspects of today’s integrated global society, including historical perspective, cross-cultural variation, gender issues, as well as group function, interaction and change

**Explore academic disciplines of liberal arts, social sciences, and physical sciences.** Courses fulfilling this outcome may require students to:

- value artistic expression and human creativity
- understand fundamental concepts of physical and life sciences
- understand diverse roots of our nation and world civilizations
- understand the role and appropriate uses of technology in our global society

**Associate Degree or Certificate Requirements** Candidates for an associate degree (AAOT, AAS, AS, AGS, or ASOT - Business) must meet the following requirements:

**Total Credits** Complete the number of credits as required for the individual degree, including Foundational Skills and Discipline Studies requirements

**Minimum Credits at Lane** Complete at least 24 credits at Lane  
**Grade Point Average** Earn a cumulative GPA of not less than 2.00 at Lane

**Pass/No Pass** Maximum of 16 pass/no pass credits may be used toward a degree/certificate, except as specified by AAS or Certificate programs

**Credit-by-Exam and Credit-by-Assessment** credits used toward a degree/certificate may not exceed 25% of total degree credits

Lane does not authorize individual departments to waive general education requirements. The Academic Requirements Review Committee will consider petitions to substitute a college General Education requirement. Petitions are available on the web at [lanec.edu/es/forms.html](http://lanec.edu/es/forms.html). For additional information, see page 48.

**Limits on Sequential Courses** Lane promotes skill proficiency development. Therefore, lower level courses taken after completing a higher level course with a grade of C- or greater will not meet degree requirements, i.e., MTH 070 taken after MTH 111 completion. Students who complete courses in mathematics and writing may later elect to complete prerequisite courses, but these prerequisite courses may not then be credited toward a degree or certificate. Such “regression” may be desirable for review and relearning, but it does not count toward accumulating either required or elective credits for any degree or certificate.

**Earning a Second Degree** A student working toward a second degree must complete an additional 24 credit hours of course work. These additional hours must be completed at Lane and are in addition to the 24 credit minimum required to earn any degree or certificate. No additional credits are required for certificates.

**Suggested Course of Study** Competency awards and other evidence of program or course completion may be granted, depending upon the nature of the programs and the decision of the administration and faculty. In some cases, for example, a student can earn an award from an instructional department for completion of a suggested course of study. However, a suggested course of study is different from a career and technical program in which a student earns a degree or certificate in a vocational major issued by the Lane Board of Education and approved by the Oregon Department of Education.

#### To Apply for a Degree or Certificate

Students are encouraged to apply for degrees or certificates within 3 terms of completion. Application forms are available online at [lanec.edu/es/forms.html](http://lanec.edu/es/forms.html) and may require a fee.\* The "Application for Diploma" form may be mailed to Enrollment and Student Financial Services or submitted in the drop box in the lobby of building 1 on main campus.

\*\$20 fee for the Oregon Transfer Module notation on transcript; \$5 fee for duplicate or additional copies of diploma parchment

#### Application Guidelines

A student has three terms (including the term of application) in which to complete the degree or certificate. Students not completing within three terms of applying must reapply. A student attending less than full-time (12 credits) should take this into consideration at the time of application in order to complete within the three terms.

Applicants must apply by April 30 each year to ensure (1) publication in the commencement booklet for that year, (2) degree evaluation results will be returned to them by the last day of spring term, (3) earliest processing for completed degrees and certificates on their transcripts. Applications received after April 30 will be processed in date order as volume allows.

#### Graduation Ceremony

Lane hosts one graduation ceremony each year at the end of spring term. Detailed information about the commencement ceremony is available from the office of Student Life and Leadership Development.

#### Degree and Certificate Limitations

All state approved degrees and career and technical programs are designed for full-time students completing at least 45 credit hours per year. However, the College recognizes many students earning degrees and certificates are not able to complete a full-time course load each term.

Program requirements evolve over time to reflect changes in knowledge, technology and professional standards. Programs also may be discontinued, depending on departmental review and budgetary decisions. Therefore, a part-time student must work closely with counselors, advisors and program coordinators to meet appropriate and current degree and certificate requirements. The following policies apply to students seeking degrees or certificates:

- Candidates for AAOT, AGS, AAS, AS, and ASOT - Business degrees or two-year certificates entering Lane credit programs prior to June 2010, and graduating by June 30, 2014, may use the requirements listed for graduation in this catalog or in any subsequent catalog. Candidates for one-year certificates who enter Lane credit programs prior to June 2010, and graduate by June 30, 2012, may use the requirements listed for graduation in this catalog or in any subsequent catalog.
- A candidate who does not complete a program within the above timeframes must meet graduation requirements and policies of the appropriate subsequent catalog. Program coordinators also may require such a candidate to repeat courses, or complete revised courses to meet updated program standards. Most courses do not expire within this timeframe.
- Students completing fewer than six credits per term should consult Counseling and Advising to determine which catalog year and program requirements to follow to achieve their goals.

#### Transfer Limitations for Degrees and Certificates

The following policies apply to transfer course work:

- Lane uses course work from 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
  - North Central Association of Colleges and Schools the Higher Learning Commission
  - 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
- The college or university must have been accredited or be a candidate for accreditation when the course work was taken. If the school was a candidate for accreditation, documentation is required.
- For college coursework done outside the US, students need to have transcripts reviewed by an evaluation service. Lane will need to receive a course-by-course evaluation or a detailed report. Students may use an agency of their choice, and the official report should be mailed directly to Lane Community College. A short list of services includes the agencies below; additional agencies may be found at the NACES site, [naces.org](http://naces.org)
  - AACRAO ([aacrao.org/credential.index.html](http://aacrao.org/credential.index.html))
  - World Education Services ([wes.org](http://wes.org))
  - Educational Credential Evaluators Inc. ([ece.org](http://ece.org))
- Lane uses Advanced Placement (AP) depending on test and score; CLEP, depending on test and score; DANTES Subject Standardized Tests (DSST), depending on test and score; American Council of Education (ACE) as recommendations apply; International Baccalaureate (IB) depending on test and score; Military DD214 for Physical Education only, with official required reports. Transfer grades are considered "P" (Pass).
- Credit-by-Assessment and Credit-by-Exam may be granted for some courses and for a maximum of 25 percent of the degree or certificate. For information on these options, contact Enrollment and Student Financial Services.
- Coursework at 300 levels or above may require instructional department review on a case by case basis.

All documents submitted to Lane Community College become the property of Lane and are subject to federal law, The Family Education Rights and Privacy Act (FERPA).

### **Student Outcomes Assessment**

For the purpose of assuring a high quality learning environment, Lane Community College 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. 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 Community College in fall 2004 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/index.html](http://lanecc.edu/research/ir/index.html) or from Institutional Research, Assessment and Planning, (541) 463-5576.

From a 2005 cohort of 593 full-time, first-time, degree/certificate-seeking students, 47 completed a degree by spring 2008 (8 percent) and of those remaining, 138 transferred to another higher education institution (23 percent).

In 2007, Lane surveyed 2005-06 graduates and students who completed a majority of degree requirements before leaving Lane. According to the 448 survey respondents:

- 97 percent achieved their goals at Lane.
- 82 percent of students from career and technical programs were employed in jobs related to their field of study after leaving Lane.
- 82 percent of these career and technical students reported Lane's courses were "Very Relevant" or "Relevant" to their jobs.
- 74 percent of students from transfer programs had continued their education after leaving Lane.
- 84 percent of these transfer students reported Lane prepared them "Well" or "Very Well" for classes at their new institution.