

## ADMISSIONS POLICY

### ADMISSIONS POLICY

Richmond Community College is firmly committed to the “Open Door” policy of the North Carolina Community College System. This policy states that all persons, 19 years or older, regardless of race, creed, color, sex, disability, or national origin who can profit from instruction at Richmond Community College shall be admitted to the College provided space is available.

The College accepts applications continuously throughout the school year. Early application is advised for many programs. Admission to allied health curricula is competitive among qualified applicants according to established criteria. All admission procedures should be completed at least three (3) days before actual enrollment in a program.

Persons between 16 and 18 years of age who have special needs may be admitted with the approval of the local school superintendent or under other provisions of the law relating to high school dropouts. Richmond Community College has a dual enrollment agreement with the Richmond and Scotland County Boards of Education. Applicants seeking more information about this policy should contact a counselor in the Student Development Office.

To be admitted to a curriculum program at Richmond Community College, applicants must have a high school diploma or the equivalent (GED). Exceptions to these admissions policies, including the U.S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a conference between the applicant and the Director of Counseling and/or the Vice President for Student Development.

Home-schools applicants or applicants who graduated from a non-public secondary school must provide the following documentation:

1. State certification number as registered with the North Carolina Non-Public Education Office;
2. Written documentation of successful completion of the North Carolina Competency exam in order to receive a state high school diploma;
3. Proof of registration with their local county board of education; and
4. A copy of a transcript and high school diploma received.

*Amended and approved by the RCC Board of Trustees on May 5, 2009*

## ADMISSIONS PROCEDURES

### ADMISSIONS PROCEDURES

To apply for admission to any Richmond Community College (RCC) degree, diploma, or certificate curriculum, an applicant should:

1. Complete and submit an application for admission to RCC.
2. Send a copy of his/her high school transcript or GED equivalent to RCC, along with transcripts from any post-secondary schools attended. A student may be accepted as a "Special Credit Student" without a high school transcript for one semester. The student will be responsible for providing the official transcript during the semester before being accepted into a curriculum program. Receipt of an official transcript confirming an Associate Degree or higher from a regionally accredited institution will exempt the student from providing a high school completion transcript.
3. Take the mathematics, reading, and writing Accuplacer Assessment to measure performance in these areas. The student will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental education course. Results of the assessment do not affect eligibility for admission, but developmental courses are required as part of the student's curriculum if Accuplacer Assessment indicates the need.
  - a. The Associate Degree Nursing and Practical Nursing programs have special admission requirements. An RCC counselor can provide more information.
  - b. Applicants who hold an associate degree or higher are not required to take the Accuplacer Assessment. However, math courses taken in the degree will be reviewed, and the applicant may be advised to take the math or algebra assessment.
4. All students entering RCC will be given a keyboarding assessment. Students scoring less than 23 words per minute on the timed assessment are required to take OST 080 Keyboarding Literacy.
5. Return to the RCC campus at a designated time for an interview with a counselor.

#### Computerized Assessment Requirements

Important to the admissions' process is the proper placement of each student in courses that correspond to his/her level of ability. Therefore, the purpose of the assessment is to give each student the opportunity to demonstrate proficiency in mathematics, reading and writing.

The following Accuplacer Assessment scores are the minimum scores required for placement into identified arithmetic, algebra, writing, and reading.

Reading	80
Sentence Skills	86
Arithmetic	55
Algebra	55
Algebra	75 – courses requiring MAT 080 as a pre-requisite

*Amended and approved by the RCC Board of Trustees on May 5, 2009*

## **AUDIT POLICY**

### **AUDIT POLICY**

Students may elect to audit a course for non-credit purposes when space is available. Students who wish to audit a course must follow regular registration procedures, meet the course prerequisites, complete the “Audit Request” form, and have approval of the Division Chair responsible for the particular course. Auditing students are not required to participate in discussions or take examinations but must adhere to the class attendance policy in order to receive a grade of “AU” (audit) on their transcript. If a student is withdrawn for non-attendance or he/she chooses to withdraw voluntarily, he/she will receive a grade of “W.” Permission to audit a course is granted one time per course. Under extenuating circumstances, such as illness, family death, job change, etc., a student may be allowed to audit a course a second time, subject to the approval of the Vice President for Instruction. An audit course cannot be changed to a credit course, but a credit course can be changed to an audit course within the drop/add period. Tuition and fees for audit courses are the same as for credit courses. Financial Aid and Veterans Education Assistance recipients cannot receive benefits for audits. Audited courses do not count in total hours for full-time or part-time student status.

*Amended and approved by the RCC Board of Trustees on May 5, 2009*

## CONDUCT CODE

### STUDENT RIGHTS AND RESPONSIBILITIES

Richmond Community College's students possess all of the rights and freedoms conferred on them by the constitutions of the United States and the State of N. C. In addition, Richmond Community College recognizes the following specific rights and responsibilities of students:

#### A. Rights

1. The right to the opportunity for an education.
2. The right to participate in any club or organization chartered or recognized by Richmond Community College regardless of race, color, sex, religion, national origin, age, handicap, marital or veterans' status.
3. The right to know all RCC rules, regulations, and policies by which students are governed.
4. The right to due process in all student disciplinary proceedings as defined by the constitutions of the State of North Carolina and of the United States.
5. The right to be accompanied by an advisor of the student's choice during all stages of the formal disciplinary process set forth herein.
6. The right to use the appeals procedure set forth herein when disciplinary action adversely affects the student.
7. The right to confidentiality of educational records consistent with 20 USC & 1232g; 34CFR Part 99.

#### B. Responsibilities

Membership in the Richmond Community College community carries with it certain responsibilities and an obligation to abide by the policies, rules, regulations and standards of Richmond Community College. No student is compelled to be a participant in the College community; each does so voluntarily. Each student shall abide by the laws of the United States and the State of North Carolina, all local laws and ordinances, and all policies, regulations and rules of Richmond Community College. Any student who violates any of these may be subject to disciplinary sanctions under the Code. Specific responsibilities include the following:

1. Learning and complying with all policies, rules, regulations, and standards of Richmond Community College related to student conduct and College activities.
2. Respecting the right and freedoms of others.
3. Maintaining personal and academic integrity, thus contributing to the integrity of the College community.
4. Using Richmond Community College facilities and property in ways that are not damaging to the facilities and property.
5. Exhibiting behavior that is consistent with generally accepted standards of conduct.

#### C. Expected Classroom Conduct

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. Students are encouraged to express their opinions and ideas in class in an orderly manner since a free exchange of views enhances the learning process. However, verbal combat and abuse between students and instructors is not condoned and is unacceptable in the teaching/learning situation.

Richmond Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

## **1. Curriculum and Continuing Education Students**

- a. Attendance: You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be made, particularly in emergency situations, but you should be prepared to explain to the instructor before class.
- b. Absences: Inform the instructor in advance if you know you are going to miss a class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed due to an absence.
- c. Conversation: Do not carry on side conversations in class.
- d. Other Activities: You may not work on other activities while in class. This includes homework for other courses or other personal activities.
- e. Internet: In classes where internet access is provided, you may use the internet for valid academic purposes only. You may not use it for open access to other non-academic sites unrelated to the course.
- f. Sleep: Do not sleep in class.
- g. Attitude: You are expected to maintain a civil attitude in class. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students.
- h. Profanity and Offensive Language: You may not use profanity or offensive language in class.
- i. Cell phones and pagers: You may not receive or send telephone calls, text messages, or pages during class. You are responsible for turning off all electronic devices upon entering class.
- j. Guests and Children: You may not bring friends or children to class. The Board of Trustees of Richmond Community College approved the following Children on Campus Policy: Richmond Community College welcomes visitors and students to its campus. To avoid disruption and to insure the safety of young visitors, all children (under sixteen) must be under the direct supervision of an adult. Under no circumstances are children to be taken to class or left unattended anywhere on campus. Richmond Community College assumes no responsibility for children left without direct supervision. Students who violate this regulation are subject to disciplinary action.
- k. Food, Drink, Tobacco Products: You may not have food or drink in class. You may not use tobacco products in the buildings of the College. Smoking is not allowed anywhere else on RCC property other than designated areas.
- l. Personal Business: You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before class begins or after class.
- m. Animals/Pets on Campus: Animals may not be brought on the Richmond Community College campus. Exceptions are made for animals used in class demonstrations or for class research with the instructor's approval.
  - (1) Service animals are exempt from this policy provided they meet all the following guidelines:
    - (a) The person bringing the animal on campus qualifies for accommodations under the Americans with Disabilities Act.
    - (b) The animal is individually trained.
    - (c) The animal is trained to do specific work or tasks.
    - (d) The work or tasks that the animal is trained to perform are for the benefit of an individual with a disability.

Anyone with questions regarding this policy should see the Vice President for Student Development.

## **2. For Continuing Education Students Only**

- a. Appearance: You are expected to dress appropriately for the classroom environment. Sagging pants, clothing/jewelry with drug related signs, low cut tops, see thru garments, short skirts, halter tops, short mid-riff tops are not acceptable. No hats or head gear are allowed in the classroom. No gang affiliation is to be displayed. The instructor will notify any student if he/she is inappropriately dressed.
- b. Headphones, CD Players, iPods, and all other music devices: Are not allowed. The instructor has the authority to remove the element that disrupts the instruction process or interferes with the rights of other students to learn.
- c. Book Bags: Are not allowed.
- d. Breaks: Are set by the instructor and/or Continuing Education Directors. Noise, both inside and outside the building, should be kept to a minimum during breaks.
- e. Parking Lot/Loitering: Loitering is not allowed in the parking area.
- f. Early Arrivals: Students who arrive early for class must wait in the lobby area of the building.

#### **D. Student Conduct**

Richmond Community College reserves the right, in the interest of all its students, to reprimand, place on probation, suspend, expel, or require the withdrawal of a student for just cause when it is deemed to be in the best interest of the College. Procedural due process will be adhered to in all cases. Students are expected to conduct themselves in accordance with generally accepted standards of conduct and to fulfill the responsibilities of their particular roles within the college community.

College students have a legal and moral right to know the specific areas of prohibited conduct and to be judged as to charges of commission of such conduct by a fair and impartial hearing. Set forth below are school regulations prohibiting certain types of student conduct and constitute offenses against the college community.

1. These regulations are applicable to Curriculum and Continuing Education students.
  - a. Academic dishonesty or any form of cheating.
  - b. Stealing property; knowingly possessing, receiving, or selling stolen property on campus or at any off-campus College-sponsored function.
  - c. Behaving in an abusive, obscene, violent, excessively noisy, or drunken manner on College property or at a College-sponsored function or activity.
  - d. Damaging or destroying College property or property belonging to a member of the College community.
  - e. Intentionally causing or attempting to cause physical injury to an employee, a student, or guest. Behaving in such a manner that could reasonably be interpreted as possibly leading to the physical injury of a college employee, student, or guest.
  - f. Deliberately and knowingly passing a worthless check or money order in payment of any financial obligation to the College.
  - g. Violation of College regulations regarding the operation and parking of motor vehicles.
  - h. Misusing student status or right to use College property to commit, or induce another student to commit, a serious violation of local, state, or federal laws, or any College regulation.
  - i. Engaging in any conduct that causes any material disruption of any lawful function or activity of the College, engaging in conduct in which disruption is reasonably certain to result or urging others to engage in conduct where disruption occurs or is reasonably certain to occur.
  - j. Unauthorized entry into any office or building on College property or property used by the College.
  - k. Bringing or using firearms, fireworks, explosives, incendiaries, and all other type of weapons on College property or at any College function, except on-duty law enforcement personnel or upon prior approval of the President of the College.

- l. Failing to comply with the lawful directions of instructors, administrators, or any other authorized College personnel during any period of time when he/she is under the authority of College personnel.
- m. Hazing or harassing any student, staff member, or guest of the College.
- n. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, or intoxicant of any kind on College property or at any College-sponsored function at any time. Using legally prescribed drugs is not a violation.
- o. Violation of probation requirements.

## **2. Curriculum Students**

If the student is found guilty of violation of any of the above regulations, the RCC Discipline Committee may impose any one or combination of the following penalties: (e.g. 1 semester suspension and 1 year probation)

- a. Re-enrollment prohibited—(Not being allowed to return to RCC)
- b. Suspension—(Not being allowed to return to RCC for a specified amount of time)
- c. Restitution—(Repayment for damages)
- d. Probation—(Behavior while at RCC under close supervision of Vice President for Student Development for a specified amount of time; student will be allowed to stay in College as long as appropriate behavior is observed)
- e. Reprimand—(A severe or formal reproof)
- f. Grade Change (Cases involving academic dishonesty)

## **3. Continuing Education Students**

If the student is found guilty of violation of any of the above regulations, the Continuing Education Discipline Committee may impose any one, or combination of, the following penalties:

- a. Re-enrollment prohibited—(Not being allowed to return to RCC)
- b. Suspension—(Not being allowed to return to RCC for a specified amount of time)
- c. Restitution—(Repayment for damages)
- d. Probation—(Behavior while at RCC under close supervision of Director of Basic Skills for a specified amount of time; student will be allowed to stay in college as long as appropriate behavior is observed)
- e. Reprimand—(A severe or formal reproof)

Richmond Community College is committed to providing due process protection for its students. To ensure due process, all Richmond Community College policies, rules, regulations, and standards are described in properly promulgated documents. All regulations affecting conduct of students and sanctions for misconduct by students are based on the principle of equal treatment, including like sanctions for like violations, without regard to race, color, religion, sex, national origin, age, disability, or marital or veteran's status.

This Code of Conduct is Richmond Community College's basic policy statement regarding student conduct and discipline. No disciplinary sanction may be imposed upon a student by Richmond Community College except in accordance with the provisions of this Code. A student accused of violating any Richmond Community College rule, regulation or policy will have the accusation(s) adjudicated in accordance with the provisions of this Code. Any sanction imposed by Richmond Community College must be consistent with provisions in this Code. This does not preclude a student's voluntary acceptance of divisional or administrative discipline in the alternative to formal disciplinary sanctions or proceedings pursuant to this Code.

*Amended and approved by the RCC Board of Trustees on January 9, 2008*

## **COURSE WITHDRAWAL**

### **Course Withdrawal**

#### **W – Withdrawal/Student Initiated**

In order to officially withdraw from a course without academic penalty, a student must complete a “Change in Registration Status” and submit it to the Registrar’s Office.

A student may withdraw from classes on his/her own signature through the tuition refund date (10% point of the term) as indicated in the academic calendar. To withdraw from a course, the student should complete a “Change in Registration Status.” This form can be obtained in the Student Development Office. If the student completes this procedure, the course(s) will not be included on the transcript, and the student may receive a tuition refund in accordance with the tuition refund policy.

After the tuition refund date (10% point of the term), a student wishing to withdraw from a course(s) must:

- Complete a “Change in Registration Status.”
- Have the form signed by the instructor, who indicates the last day the student attended the course.
- Submit the form to the Registrar’s Office by the date listed in the academic calendar (75% point of the term).

A student who voluntarily withdraws from a course(s) before the 75 percent point of the term (as indicated in the academic calendar) will receive a grade of “W.” A course for which a “W” grade is given will not count as an attempted course.

#### **WU – Withdrawal/Unsatisfactory/Stopped Attending**

A student who withdraws after the 75 percent point of the term or who is withdrawn by the instructor for violating the attendance policy at any point during the term will receive a grade of “WU.” A course for which a “WU” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages. The registrar will inform the student by mail of an instructor-initiated withdrawal and the right to appeal.

If the student should desire to appeal the instructor’s withdrawal, he/she must submit a written request of appeal to the instructor of the course. This request must be submitted within a week of the date in the heading of the letter informing the student of his/her withdrawal from the course. The student must be prepared to support his/her appeal with extenuating circumstances (i.e. documented illness whereby the student has kept up with work in class). If the instructor decides not to readmit the student, the student may request a meeting with the department chair to review the appeal. If the department chair decides not to readmit the student, the student may request that the division chair review the appeal. If the division chair decides not to readmit the student, the student may request that the Vice President for Instruction review the appeal. The Vice President for Instruction will make a decision regarding the appeal based on the evidence. The decision of the Vice President for Instruction is final.

Once a withdrawal has been submitted, the student can be readmitted to class only through the appeals process listed above. Once the student has submitted a written appeal, the student is expected to attend all classes, complete assignments, and take tests required for the course until a decision is rendered. If a student is readmitted, he/she is expected to strictly adhere to the class attendance policy. Failure to do so will result in a grade of “WU.”

Exceptions (such as serious illness or job transfer) requiring withdrawal from all courses after the 75% point of the term will be considered on an individual basis by the Vice President for Student Development with appropriate documentation.

*Amended and approved by the RCC Board of Trustees on August 4, 2009*

## **GRADING POLICY**

Final grades are given at the end of each semester based on the following system:

GRADE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
D	Passing	70-77	1
F	Failure	Below 70	0
AU	Audit	N/A	
AP	Advanced Placement	N/A	
AR	Articulated Credit	N/A	
I	Incomplete	N/A	
MT	Credit for Military Training	N/A	
NA	Never Attended	N/A	
NC	No Credit	N/A	
S	Satisfactory (Coop Only)	N/A	
U	Unsatisfactory (Coop Only)	N/A	
W	Withdrawal/Student Initiated	N/A	
WU	Withdrawal/Unsatisfactory/Stopped Attending		0
X	Proficiency	N/A	

A student who receives a grade of “NA” was registered for, but never attended, the course. This grade is not included in hours attempted in GPA calculations. The course grade does, however, count as attempted but not earned hours. Students receiving financial assistance should review the Satisfactory Academic Progress Policy to understand how a grade of “NA” affects their financial assistance.

The grade of “I” is assigned at the discretion of the instructor when a student who is passing has not completed all work in the course due to circumstances beyond his/her control. The “I” must be removed by making up the work during the first six weeks of the next semester (including summer semester) at which time a grade will be assigned by the instructor. Failure to do so will result in the “I” grade being changed to a grade of “F.”

When a course is repeated, both grades will remain on the student’s permanent record, but only the higher grade will be counted in determining hours earned and grade point average.

*Amended and approved by the RCC Board of Trustees on August 4, 2009*

## INCLEMENT WEATHER ATTENDANCE

### INCLEMENT WEATHER ATTENDANCE

The College may be closed or classes canceled in the event of inclement weather, a natural disaster, or an emergency. The decision to close the College or cancel classes will be made by the President or another administrator designated by the President. Public service announcements will inform all students, faculty, and staff of the decision. College closings will not always coincide with announced closings of public schools. If there is no announcement, the College will be in operation on a regular schedule.

1. When the College closes, all classes at all locations are canceled.
2. If weather conditions allow for classes to begin on a delayed schedule, regularly-scheduled classes will begin at the hour designated.
3. When the College is closed, certain personnel may be expected to report for work prior to the reopening. Those personnel will be informed in advance by the vice president.
4. When the College is closed, permanent staff, including permanent Continuing Education instructors, who are not asked to report to work may use vacation, bonus or compensatory leave (non-exempt employees); take leave without pay; or make up the time.
  - (a). Fair Labor Standards Act (FLSA) non-exempt employees may work additional hours outside of their regular schedule in a work week in which less than 40 hours are worked due to scheduled or unscheduled absences; hours must be made up within the current pay period. FLSA non-exempt employees cannot make up adverse weather leave if those hours would result in the employee exceeding 40 hours of time worked for that work week.
  - (b). FLSA exempt employees may work additional hours during the work week at any time within 12 months.
  - (c). Tracking of make-up time is the responsibility of the immediate supervisor.
5. Curriculum classes that are missed due to inclement weather or not held for any reason, such as natural disasters or emergencies, must be made up. Classes may be rescheduled during break or holiday periods or may be made up through extended class sessions, individual student conferences, or outside-of-class assignments. The President will determine when and how missed classes will be made up. The Vice President for Instruction will ensure that all class make-ups are appropriately documented.
6. When adjunct instructors in Continuing Education miss classes for any reason and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly. The Vice President for Continuing Education will ensure that all records are corrected.
7. College closing or delayed-opening information is available via the College website, College switchboard, AM/FM radio, and television.

**IF THERE IS NO ANNOUNCEMENT, THE COLLEGE WILL BE IN OPERATION AS USUAL.**

*Amended and approved by the RCC Board of Trustees on May 5, 2009*

## **INTERNATIONAL STUDENTS**

### **INTERNATIONAL STUDENTS**

In addition to regular admission procedures, international applicants are required to submit the following:

- Test of English as a Foreign Language (TOEFL) scores; a minimum of 45 on the Internet Based Test (iBT); a minimum of 133 on the computerized test or 450 on the written test;
  - Certified transcript of academic records with an English translation and U.S. equivalency;
  - Affidavit of support indicating sufficient financial resources; and
- Applicant must possess a valid, current visa.

*Amended and approved by the RCC Board of Trustees on January 3, 2008*

## **MISSION, VISION, STRATEGIC DIRECTIVES**

### **MISSION**

The mission of Richmond Community College is to provide life-long educational opportunities, workforce training and retraining, cultural enrichment, and community services to support economic development and enhance the quality of people's lives.

### **VISION**

Richmond Community College will foster educational achievement, economic development, and personal growth in Richmond and Scotland counties by:

- Being an institution of choice for educational opportunity.
- Serving as a cultural center for the community.
- Meeting the individual needs and aspirations of a diverse student population.
- Providing relevant, evolving, and accessible programs and services employing current technology in state-of-the-art facilities.
- Cultivating close and supportive relationships with the communities we serve.
- Engaging students in an educational experience that prepares them for the diverse and changing 21st century work place.
- Continuously improving through data-informed self-assessments and evaluations.

### **STRATEGIC DIRECTIVES**

1. Develop and implement new programs and courses that are relevant to our region, promote current technology, and respond to economic trends.
2. Use emerging technologies and platforms to enhance our public image, elevate our status as a cultural center, and connect to the community.
3. Develop comprehensive, individualized approaches to learning and services that meet student needs and foster success.
4. Supplement allocated funds with resources from external sources to enhance RCC's mission.
5. Expand collaborations with external educational and workforce partners to help students meet their educational and career goals.
6. Optimize current building usage, make targeted additions, and implement changes to meet the needs of a growing enrollment.

*Amended and Board approved on April 7, 2009.*

## **PARKING**

### **PARKING**

1. All vehicles parked on the campus by faculty, staff, or students must be registered with the College. Vehicles may be registered during registration or any time in the Student Development office in the Lee Building.
2. Registration of a vehicle does not guarantee or reserve a parking space.
3. All vehicles may be parked in designated spaces only.
4. Parking permits must be displayed on the rear view mirror of vehicles.
5. Restricted parking spaces are clearly designated and include:
  - a. Handicapped parking spaces: Use of these spaces requires a state-issued handicapped permits and can only be used by the person assigned the tag.
  - b. Visitor spaces: Use of these spaces is intended for college visitors and may not be used by faculty, staff, or students. Visitor permits are available from the college receptionist.
  - c. Faculty and Staff parking lot: Only vehicles with a faculty/staff parking permit will be allowed to park in this lot.
  - d. Fire lanes: Parking is not allowed in any space marked with yellow stripes, in order to allow access for emergency vehicles.
  - e. Other restricted spaces: These spaces throughout the campus are designated and marked for specific purposes or personnel.
6. The Hamlet City Police will enforce the usage of all restricted parking spaces, as authorized by Hamlet City Ordinance and State Law.
7. Parking in restricted parking spaces other than handicapped spaces will result in a citation from the Hamlet City Police and a \$5 fine. Parking in handicapped spaces will result in a fine of \$100. Failure to pay the fine may result in criminal prosecution. Students will not be provided transcripts, allowed to register for classes, or to graduate until all fines are paid in full.
8. The College may require a vehicle to be towed at the owners expense if:
  - a. The vehicle is parked in a fire lane and the owner cannot be identified to have it moved.
  - b. The owner of the vehicle refuses to move it from a restricted parking space.
  - c. A vehicle is left unattended, without authorization, for 24 hours or longer.
9. Driving off roads and parking lots is prohibited, except upon approval of the Maintenance Engineer or Executive Vice President for Administration.
10. Richmond Community College assumes no responsibility for damage or theft to any vehicle or its contents while it is operated, parked, or towed.

Amended and approved by the RCC Board of Trustees April 17, 2007

## **PROFICIENCY TESTS FOR CREDIT**

### **PROFICIENCY TESTS FOR CREDIT**

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject, may request Proficiency Credit testing. Because of specific requirements, some courses may not be appropriate for proficiency testing and are excluded from this procedure. A student must have completed any course prerequisites before taking a proficiency exam. A proficiency exam can be taken only once for any course. The student and the student's Instructor or Department Chair determine readiness for a proficiency examination preferably before classes begin but no later than the last day of the drop/add period. A written request must be made to the appropriate Department Chair on the Proficiency Credit form. Students who request Proficiency Credit must enroll as a credit student in the course to be challenged, pay tuition and fees, and attend class until the exam has been successfully passed with a minimum grade of "B." The Department Chair arranges for the demonstration of proficiency prior to the ten percent (10%) date of the semester. Students who do not pass the proficiency may remain in the class and take it for credit.

Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of Proficiency Credit. Students may not receive credit for elective courses by proficiency examination.

A grade of "X" (Proficiency) will be recorded on the student's transcript upon successful completion of the exam. Credits earned will be applied toward graduation requirements but will not affect the student's Grade Point Average (GPA). Proficiency Credit cannot be requested for a course which the student previously attempted.

*Amended and approved by the RCC Board of Trustees on May 5, 2009*

## SATISFACTORY ACADEMIC PROGRESS

### SATISFACTORY ACADEMIC PROGRESS POLICY

#### A. Purpose

The purpose of financial aid at Richmond Community College is to supplement the resources of the student and the family. The College makes every effort to insure that every student will have an opportunity to attend, regardless of financial ability. However, students have responsibility for their own education and must pursue and complete course work which permits them to meet degree requirements within a reasonable time frame. Successful completion of a diploma or degree requires that a student earn a cumulative grade point average (GPA) of 2.00 (C) on all hours completed in that degree curriculum.

In compliance with appropriate Federal Regulations, RCC shall adhere to the policies stated in this section for determination of satisfactory academic progress for students receiving assistance through RCC's Financial Aid Office. This includes federal, state, and institutional funds and Department of Veterans' Affairs (DVA) funds. Certain special awards, i.e., academic scholarships, may require higher academic achievement than the standard policy. Students must be maintaining satisfactory academic progress before financial aid can be awarded, whether or not they were receiving aid during the period of prior enrollment.

#### B. Policy Statement

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** - Students must maintain a minimum cumulative grade point average (GPA) as noted below:

Two-year Programs		One-year Program	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
1-12	1.35	1-12	1.50
13-24	1.55	13-24	1.75
25-36	1.70	25-48	1.90
37-48	1.85	Required for Graduation	2.00
49 or more	2.00		
Required for Graduation	2.00		

Certificate Programs	
Credit Hours Attempted	GPA
1-6	1.35
6-12	1.70
or more	2.00

2. **Quantitative Standard** - Students must make progress toward their degree, diploma, or certificate by successfully completing a minimum percentage of coursework attempted. Successful completion is defined as completion of at least 67 percent of the total hours attempted, with a grade of A, B, C, or D. All other grades, including F, I, W, AU, NC, and NA are not considered earned hours. All courses taken for credit in which a student is enrolled after the official Drop/Add period, are counted as Attempted Hours and are shown on the academic transcript.
3. **Maximum Time-frame** - Students must complete their educational program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours attempted (e.g., if the academic program length requires 65 credit hours to graduate, the maximum time frame cannot exceed 98 credit hours attempted). Once a student graduates, the attempted hours will start over if the student enrolls again.

### C. Special Notes

Withdrawal from College and/or Course Withdrawals - Students who withdraw from RCC should understand their withdrawal may affect their eligibility for financial aid as determined by this Satisfactory Academic Progress Policy. Students who withdraw may have difficulty meeting the quantitative requirements of this policy. Withdrawal after the Drop/Add period will also affect the student's ability to complete their program within the maximum timeframe.

Course Repeats - Students may be allowed to repeat a course in accordance with the policy outlined in the College Catalog. Repeated coursework will count as hours attempted but a student can only earn credit once for a successfully completed course. Therefore, it is possible that a student repeating coursework may not be in compliance with the quantitative component of this policy.

Grades of "Incomplete" - An incomplete will count as attempted, but no earned hours will be posted until a grade has been assigned to the coursework. Should the grade become final before the SAP review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making satisfactory academic progress.

Remedial Coursework - Remedial coursework will count in the number of attempted and earned hours and grades given for these courses will affect GPA. In addition, there is a limit of 30 semester hours of remedial coursework that can be included in a student's enrollment status or cost of attendance. Students should consult the Financial Aid Office for information on the federal regulations on remedial coursework.

Audited Courses - Financial Aid cannot be awarded for audited courses. Audited courses will not count in credit hours attempted and, therefore, will not affect a student's compliance with satisfactory academic progress standards.

Failures (F) or No Credit (NC) - Grades of "F" are used when computing the GPA, but do not qualify as successful completion of credit hours attempted. Grades of NC (No Credit) do not count as hours earned but do count as hours attempted. These grades may negatively impact the student's ability to maintain compliance with the SAP standards.

Never Attended Classes (NA) - Credit hours for which a student registers but never attends will be counted as attempted but not earned hours. Furthermore, students may not be paid financial aid for classes they do not attend.

Transfer Credit - Transfer credit is included in the total hours attempted and earned.

### D. Monitoring and Notification Process

It is the responsibility of the student to be aware of his satisfactory academic progress status for financial aid eligibility.

To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each semester or period of enrolment. Once the student is determined to be ineligible for financial aid, the student will be sent written notification informing him that he is being placed on financial aid probation for one semester due to failure to maintain satisfactory academic progress standards. This letter will outline what is necessary to be released from probation. A student who does not meet these requirements will be ineligible for any additional financial aid after the probationary semester until all requirements have been satisfied.

A probationary period allows the student to receive financial aid (even though the student does not meet all of these requirements) for one semester. At the end of this period, if the student meets all of the Satisfactory Academic Progress requirements, he remains eligible for continued funding. If the student does not meet all of the requirements, he is determined to be ineligible for future aid.

In addition, RCC checks to ensure the student is making satisfactory academic progress in each payment period before aid is disbursed.

### E. Remedying Satisfactory Academic Progress Deficiencies

In order to regain financial aid eligibility, the following steps may be taken:

**Qualitative Standard (Cumulative GPA)**

Deficiencies in cumulative grade point average (GPA) can only be remedied by taking courses at RCC during the summer or subsequent semester without the benefit of federal financial aid until the required GPA has been attained. If the student is successful in bringing up the GPA to the required level, the student may request reinstatement from the Financial Aid Office.

**Quantitative Standard (Completion of 67% of Attempted Hours)**

Deficiencies in hours earned may be remedied by successfully earning hours during the summer or subsequent semesters at RCC without the benefit of federal financial aid. If the student is successful in bringing up the percentage of completed courses to the required level, the student may request reinstatement from the Financial Aid Office.

**Maximum Time Frame (150%)**

A student who has exceeded the maximum time frame is no longer eligible for financial aid. The student must complete all of the required coursework for the curriculum without the benefit of federal financial aid. If the student has exceeded the time limit due to mitigating circumstances beyond the student's control, the student may appeal to the Financial Aid Office for reinstatement. (See the Appeal Policy).

**Appeals Process**

A student who has become ineligible for financial aid in part due to mitigating circumstances but who is academically eligible to continue at RCC may appeal his/her status to the Financial Aid Committee.

Mitigating circumstances may include but are not limited to:

Extended student/ family illness or injury

Death of an immediate family member

Appeals must be made in writing on a Request for Appeal for Reinstatement of Financial Aid Form. These forms are available from the Vice President for Student Development. All appeals along with supporting documentation must be submitted to the Vice President for Student Development by the second Friday of the month. The Financial Aid Committee will meet on the third Tuesday of each month to review the appeal requests. Students may be asked to appear before the Committee to explain mitigating circumstances. Students will be notified in writing by the Vice President for Student Development of the decision made by the Committee. The decision of the Financial Aid Committee shall be final.

*Amended and approved by the RCC Board of Trustees on May 9, 2009*

## STUDENT HEALTH

### STUDENT HEALTH

Any faculty or professional staff member may recommend a student be referred for professional evaluation of physical and/or mental health. Physical health is defined as being free of communicable disease, being able to perform motor skills required in the curriculum the student has chosen, and having no limitations to participate fully in all required learning activities without directly or indirectly endangering the safety of self and/or others. Mental health is defined as being able to function in all learning environments using appropriate defense mechanisms to deal with stressful situations without directly or indirectly endangering the safety of self and/or others.

The recommendation of the faculty or professional staff should be made to the Vice President for Student Development. The recommendation must be accompanied by documentation to show that the behavior may adversely affect the student's continuation in a program of study or may preclude employment upon completion of the program of study.

If the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, finds that such evaluation is warranted, the student will be required to seek evaluation and treatment as recommended or be subject to dismissal from the College. The Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, will decide if the student may continue to participate in class and other learning experiences during evaluation and treatment.

Upon recommendation of the medical and/or mental health professional in charge of the student's case, the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, may readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the institution whose decision is final.

*Amended and approved by the RCC Board of Trustees on June 2, 2009*

## **TOBACCO-FREE**

### **TOBACCO-FREE EFFECTIVE JANUARY 1, 2010**

The Tobacco-Free Campus Committee recommends that all Richmond Community College sites become tobacco-free effective January 1, 2010. While parking lots will be considered tobacco-free, this policy will not adhere to a person's tobacco use inside a personally-owned vehicle.

Tobacco use cessation classes and other assistance will continue at Richmond Community College through the NC Health and Wellness Trust in collaboration with FirstHealth until the end of the grant in 2010.

Sustaining and supporting this change is a college-wide effort. Therefore, everyone at Richmond Community College is responsible for enforcing this policy and ensuring its success.

*Approved by the RCC Board of Trustees on June 6, 2009*

## TUITION INCREASE

Hours	In-State	Out-of-state
1	50.00	241.30
2	100.00	482.60
3	150.00	723.90
4	200.00	965.20
5	250.00	1206.50
6	300.00	1447.80
7	350.00	1689.10
8	400.00	1930.40
9	450.00	2171.70
10	500.00	2413.00
11	550.00	2654.30
12	600.00	2895.60
13	650.00	3136.90
14	700.00	3378.20
15	750.00	3619.50
16	800.00	3860.80

### ACTIVITY & LIABILITY FEE CHARGES

Full-Time (12+ hours)	\$17.75	
Part-Time (1 - 11 hours)	\$10.75	
Insurance (all students)	\$1.25	
Technology Fee (all students)	\$10.00	
Student Malpractice Insurance	\$13.00	
For Nursing, Nursing Assistant, and Medical Assisting Clinicals and Co-op Students		(with the
exception of Criminal Justice)		
Graduation Fee	\$25.00	
Associate Degree Nursing Pre-Admission Test Fee	\$25.00	
CPR Test Fee (MED 140)	\$35.00	

Approved by the NC Legislature 6/30/2009

*Approved by the RCC Board of Trustees on August 4, 2009*

## TUITION REFUND

### TUITION REFUND

1. For any course or courses which begin during the first week (seven calendar days) of a semester:
  - a. A 100 percent refund shall be made to the student for any course from which the student officially withdraws prior to the first day of classes(es) of the academic semester or term as noted in the college calendar.
  - b. A 100 percent refund shall be made to the student for any course in which the student is officially enrolled when the course is cancelled by the college.
  - c. A 100 percent refund shall be made to the student for any courses or courses from which the student officially withdraws when the student officially enrolls in a course or courses from which the student officially withdraws. This 100 percent refund shall be granted only when the withdrawal(s) and enrollment(s) occur on or after the first day of class(es) of the academic semester or term as noted in the college calendar and on or before the census date.
  - d. A 75 percent refund shall be made if the student officially withdraws from a course or courses on or before the census date and the student is ineligible for a 100 percent refund for a course.
2. For any course or courses beginning at times other than the first week (seven calendar days) of a semester:
  - a. A 100 percent refund shall be made if the student for any course or courses from which the student officially withdraws prior to the first class meeting of the college.
  - b. A 100 percent refund shall be made to the student for any course in which the student is officially enrolled when the course is cancelled by the college.
  - c. A 100 percent refund shall be made to the student for any course in which the student is officially enrolled when the course is cancelled by the college.
  - d. A 75 percent refund shall be made if the student is ineligible for a 100 percent refund and the student officially withdraws from a course during or after the first class meeting and on or before the census date.
3. For contact hour courses:
  - a. A 100 percent refund shall be made if the student officially withdraws from a contact hour course prior to the first day of class(es) of the academic semester or term as noted in the college catalog.
  - b. A 100 percent refund shall be made to the student if a course in which the student is officially enrolled is cancelled by the college.
  - c. A 100 percent refund shall be granted if a student withdraws from a contact hour course and enrolls in a contact hour course on or after the first day of classes and on or before the tenth calendar day of the course.
  - d. A 75 percent refund shall be made if the student is ineligible for a 100 percent refund or credit and officially withdraws from a contact hour course on or before the tenth calendar day of the course.
4. Additional rules for tuition refunds:
  - a. As used in Paragraph “d” of this Rule, the term “census date” is defined as the official 10 percent point of any semester, term, or course as noted in the college calendar.
  - b. For the purpose of Paragraph “d” of this Rule, a student is ineligible for a 100 percent refund except when withdrawals and enrollments are granted by a single college.
  - c. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.

*Amended and approved by the RCC Board of Trustees on October 22, 2007*