

Academic Policies and Procedures

Richmond Community College is committed to the fullest possible development of the potential in each student. The academic policies and regulations described on the following pages are directed toward this objective. Each student is responsible for his/her familiarization with these policies and is expected to meet all requirements and regulations.

CLASS ATTENDANCE

Regular attendance is considered essential to realize course learning outcomes. Students are expected to attend all scheduled meetings of classes for which they register. The College has determined that excessive absences (absences which exceed 10% of the scheduled class meetings) are detrimental to academic success. Faculty will include a statement relative to class attendance as a component of the course syllabus. Individual instructor's attendance requirements must require students to attend a minimum of 90% of all scheduled instruction. No matter the basis for absence, students are held accountable for academic activities, and faculty may require special work or tests to make up for missed classes. A student will be withdrawn by an instructor from a course when the student's absences exceed 10% of the scheduled class meetings, unless the faculty member deems the absences to be unavoidable. In this case, the reasons for the absences must be documented and the student given additional assignments to make up for the absences.

The registrar will inform the student by mail of his/her withdrawal and the right to appeal. When withdrawn before the 75 percent date, the student will receive a grade of “W” for the class and will not receive credit for the course. The “W” grade will not be used to compute hours earned or to compute the student’s grade point average. However, if the student is withdrawn by the instructor for excessive absences after the 75 percent date, the student will receive a grade of “WU.” The “WU” grade is calculated as an “F” in computing the student’s GPA.

If the student should desire to appeal his/her withdrawal, he/she must submit a written request of appeal to the appropriate department chair. 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 class. 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 department chair does not decide to readmit the student, the student may request that the division chair review the appeal. If the division chair does not decide 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.

If the appeal is not upheld, the student may request a meeting before the Student Appeals Committee. This must be within three business days of the decision rendered by the Vice President for Instruction. The student must bring evidence to the Student Appeals Committee on the date and time assigned by the Vice President for Student Development.

Once a withdrawal has been submitted, the student can be readmitted to class only through one of the appeals channels listed above. Once the student has submitted a written appeal, the student will be allowed to monitor the course until a decision is made by the Vice President for Instruction or the Student Appeals Committee.

DISTANCE LEARNING AND HYBRID CLASS ATTENDANCE

The RCC attendance policy is based on the belief that it is necessary for students to attend and actively participate in class in order to maximize educational benefits. When courses are delivered through online instruction (DL) or through a combination of traditional classroom and online instruction (hybrid), class participation is no less important, though its measurement may be somewhat different.

Students enrolled in hybrid courses are considered as having officially entered in the course when they attend a traditional class or when they complete the first online assignment. Students in DL courses must log in and complete the first online assignment to be considered as having officially entered the course.

For a course delivered in a hybrid format, a student may be withdrawn by an instructor when a combination of absences from class and uncompleted online work exceeds 10% of course instruction, unless the faculty member deems the absences or missed work to be unavoidable.

For a course delivered online, a student may be withdrawn by an instructor when uncompleted online work exceeds 10% of course instruction, unless the faculty member deems the absences or missed work to be unavoidable.

In the case of unavoidable absences or missed work, documentation and additional assignments will be required in accordance with the established attendance policy.

Uncompleted online work will be defined by the instructor based on the course instruction and learning outcomes stated in the course syllabus, but may include:

- not regularly logging in to the course as required
- not completing quizzes or tests by given deadlines
- not completing and submitting required assignments

- not participating in required online group or discussion activities
- not communicating with the instructor.

COURSE SUBSTITUTIONS

Course substitutions may be granted when deemed necessary for graduation or as a necessary accommodation to complete a degree as long as they are in compliance with state policy. Substitutions are approved and applied toward specific degrees, diplomas, or certificates.

Core courses, including concentration courses, cannot be substituted. General education and other major hours courses may be substituted with comparable courses. The appropriate advisor must complete a “Course Substitution Application” form and obtain department chair and division chair recommendations before submitting the form to the Vice President for Instruction for a final decision.

REPEAT COURSE POLICY

Students who receive a grade of “C” or better on a curriculum course may elect to repeat the course once. (Where State and/or Federal Regulations are contrary to this policy, these Regulations will apply.) Students desiring to repeat a course for a third time must obtain written permission from both the Vice President for Student Development and the Vice President for Instruction.

INDEPENDENT STUDY POLICY

Though the practice is not encouraged at this level, a curriculum student may take a curriculum course by Independent Study provided the student:

1. Has an overall cumulative GPA in the courses required in the degree program of 3.25 or better.
2. Has completed at least one-half of the course requirements in his/her major.
3. Has the approval of the department chair, the division chair, and the Dean of Instructional Services or Vice President for Instruction.
4. Has the agreement of an appropriate faculty member to oversee the Independent Study.
5. Completes all assignments given by the overseeing faculty member.
6. Is prepared to spend equivalent contact hours in the Guided Studies Center.
7. Properly registers for the course being attempted through Independent Study.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students enrolled in curricular programs (excluding health fields) the opportunity to gain academic credit for related work experiences while completing their degrees. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

Co-op students may work as many as two semesters in part-time or full-time positions which are approved by the College. Academic credit is given for the learning gained during the work period. Students are visited periodically by the faculty and receive on-the-job supervision by their employers.

ELIGIBILITY—Full-time students enrolled in approved Co-op programs for academic credit are eligible to participate if they meet the following conditions:

1. Receive approval of program instructors.
2. Have a minimum GPA of 2.0.
3. Have not gained credit for the substitute courses as outlined in the curriculum description.

APPLICATION PROCEDURE—Interested students should obtain all application forms and schedule interviews with the lead instructor in their major. Students are permitted to enroll in the Cooperative Work Experience Program on the basis of information obtained from their applications, college transcripts, and interviews regarding career goals. After students meet eligibility requirements, they may be selected for work assignments as assignments become available.

ACADEMIC CREDIT—Credit hours for Cooperative Education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn two or three semester hours of credit toward certificate, diploma, or degree requirements as determined by the curriculum.

REGISTRATION—Students must have all the appropriate Cooperative Education Program forms signed by the lead instructor and Co-op Coordinator when they are enrolled in the Co-op work experience courses. Students interested in Cooperative Education are invited to contact the Co-op Office. Information is also available through faculty advisors. Students registering for Co-op credit in Early Childhood Education, Healthcare Management Technology, or Human Services Technology will have liability insurance coverage. The cost will be included in the student fees.

INSURANCE —Effective fall semester 2005, students who enroll in Cooperative Education work experiences (COE) and courses that have a clinical component are required to purchase or show evidence of having professional liability insurance prior to enrollment.

ACADEMIC ACHIEVEMENT

Academic achievement at RCC is recognized by the publication of the President's and Dean's List and by special recognition of academic honors at graduation.

PRESIDENT'S AND DEAN'S LISTS

The President's List and Dean's List are published in two parts at the end of each semester. The President's List identifies students who earn an "A" in all courses and have a 4.0 grade point average. The Dean's List includes the names of students who attain a minimum grade point average of 3.25 and earn no letter grade lower than a "B" while carrying 12 or more semester hours in a degree or diploma program. Also appearing as an addendum to this list are those students carrying at least 6 but less than 12 credit hours in a degree or diploma program who attain a minimum grade point average of 3.25 and earn no letter grade less than a "B." A news release is also forwarded to the hometown newspaper of those students named to the President's and Dean's Lists. Students who do not want to be on the President's or Dean's lists must contact the Registrar.