

# **CHAPTER SEVEN**

## **ACADEMIC AND STUDENT POLICIES**

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## **7.00.00 SPECIAL STUDENT CLASSIFICATION**

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll as a "special student." Such students may take up to 20 semester credit hours without declaring a curriculum. The "special student" status does not permit a student to take a course without having first taken and passed the prerequisite. (An exception may be made when approved by the instructor of the course and the Vice President for Student Development.) All work satisfactorily completed by the "special student" will be accepted as credit toward graduation. However, the "special student" status does not change the student's graduation requirements which include the need to complete satisfactorily all required courses in his curriculum and maintain an overall 2.0 grade average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as "special students."

### **7.00.01 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.

*History notes: Amended Effective: June 3, 2008.*

## **7.01.00 SATISFACTORY ACADEMIC PROGRESS POLICY**

### **A. Satisfactory Progress Standards**

Each student is expected to make satisfactory progress toward meeting his/her academic goals. The cumulative Grade Point Average (GPA) is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA to remain in good standing at Richmond Community College is a 2.0.

### **B. Academic Warning, Probation, Restriction, and Suspension**

A student whose cumulative GPA falls below 2.0 for any given semester will be placed on academic warning for the following semester. Notification will be sent to the

student and his/her advisor within a week after semester completion. The student should meet with his/her advisor to discuss ways to improve his/her grades and to discuss services available at RCC.

A student on academic warning, whose cumulative GPA remains below the Satisfactory Progress Standards (2.0), will be placed on academic probation for the following semester. Notification will be sent to the student, as well as to the advisor, before the next registration process begins and within a week after the semester completion. To improve his/her GPA, a student on academic probation should retake courses where he/she has a D, F, or WF. The student will be required to meet with the Director of Enrollment Management or his/her designee to work out a plan to improve his/her academic performance.

A student on academic probation, whose cumulative GPA remains below the Satisfactory Progress Standards (2.0), will be placed on academic restriction. A student on academic restriction may register for academic courses but must take a reduced load of no more than nine (9) semester hours during fall or spring semesters or no more than two (2) courses in the summer session. The student will be required to meet with the Director of Enrollment Management or his/her designee to work out a plan to improve his/her academic performance.

A student on academic restriction, whose cumulative GPA remains below the Satisfactory Progress Standards (2.0), will be placed on academic suspension. A student on academic suspension will not be eligible to register for academic courses the following semester. If the student feels extenuating circumstances exist that should prevent the suspension, he/she must submit a written appeal to the Academic Appeals Committee which consists of the Vice President for Student Development, the Vice President for Instruction, the Director of Counseling, and the Dean of Instructional Services. The decision of the committee shall be final.

A student who is given permission to enroll without a semester suspension will be allowed to register for a maximum of six (6) credit hours repeating any courses where he/she has a D, F, or WF, if those courses are available. The student's status will remain on academic restriction, and his/her progress will be reviewed by the Registrar, and referrals made if necessary, after semester completion.

### **C. Re-enrollment after Academic Suspension**

A student may re-enroll at the College after one semester of academic suspension by contacting a counselor to update his/her plan for improving academic performance. The student who is re-enrolling after academic suspension must follow the conditions required during academic probation and meet with his/her advisor. The

student will be required to retake courses where he/she has a D, F, or WF to increase his/her GPA and will be limited to a reduced load of no more than nine (9) credit hours.

Note: This policy applies to all curriculum programs except Associate Degree Nursing and Practical Nursing which are governed by their progression policies as outlined in the current RCC catalog.

Financial aid recipients should refer to the Academic Progress Policy under Student Financial Assistance.

*History Note: Board approved on May 5, 2009. Effective summer semester 2009.  
Board amended on June 1, 2010. Effective fall semester 2010.*

## **7.01.01 SATISFACTORY ACADEMIC PROGRESS POLICY – FINANCIAL AID**

### **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 timeframe. 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 will 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 aid. (See separate policy for veteran students.) Students must be maintaining satisfactory academic progress before financial aid can be awarded. The Financial Aid Office is required to evaluate the student's entire academic record in determining the student's compliance regardless of the age of the record or whether or not aid was received. Certain special awards, i.e., academic scholarships, may require higher academic achievement than the standard policy.

### **B. Policy Statement**

In order to be eligible for financial aid, students must meet the following minimum guidelines at the end of each semester:

1. **Qualitative Standard** – All financial aid recipients must maintain a minimum cumulative grade point average (GPA) of 2.00 at the end of each semester.

2. **Quantitative Standard** - Students must make progress toward their degree or diploma 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. Courses resulting in final grades of F, I, U, X, W, WP, and WF are not considered as successfully completed. All courses taken for credit in which a student is enrolled after the official tuition refund period has ended are counted as attempted hours and are shown on the academic transcript. Courses resulting in final grades of AU, AP, AR, MT, and NA are not considered as attempted or earned hours.
3. **Maximum Timeframe** - Students must complete their educational program of study in a timeframe not to exceed 150 percent of the published length of 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). All hours attempted at Richmond Community College and hours transferred from other post secondary institutions, regardless of when they were attempted, are counted toward the maximum timeframe for program completion. An additional 30 credit hours may be allowed for required remedial coursework.

### C. Eligibility Status

**Satisfactory:** Satisfactory status is achieved when the student's cumulative GPA is a 2.00 or higher, the cumulative completion rate of courses is 67% of his attempted credit hours at the end of each semester, and the credit hours attempted by the student do not exceed 150 percent of the published length of the program for a full-time student.

**Probation :** A student (who is not currently on probation) whose cumulative grade point average is below 2.00 and/or has not completed 67% of their cumulative attempted credit hours will be placed on probation for the following semester. A probationary period allows the student to receive financial aid for one semester even though the student does not meet all of the requirements. Students on probation are not allowed to use financial aid funds to pre-register for courses for an upcoming semester. At the end of the probationary period, if the student meets all of the Satisfactory Academic Progress requirements, s/he remains eligible for continued financial aid.

**Termination:** At the conclusion of the probationary period, if a student's cumulative grade point average is below a 2.00 GPA and/or the student's cumulative completion rate of courses is below the required 67% completion of attempted credit hours, the student's financial aid will be terminated. Also, students who have attempted the

maximum allowable credit hours for their program will have their financial aid terminated.

#### **D. Special Notes**

1. **Withdrawal from College and/or Course Withdrawals (W)** - Students who withdraw from classes at RCC should understand their withdrawal may affect their eligibility for financial aid as determined by this Satisfactory Academic Progress Policy (SAP). Withdrawal from the College and/or course(s) before the end of the official Tuition Refund Period (census date for the semester or course, whichever comes first) are not calculated in the SAP.
2. **Student Initiated Withdrawal Between 10% and 75% of Semester (W)** – After the end of the official Tuition Refund Period (census date for the semester or course, whichever comes first) a student who voluntarily withdraws from a course(s) will receive a “W” grade. This grade will count as an attempted course and will affect the student’s ability to meet the quantitative requirements and complete his program within the maximum timeframe.
3. **Student Initiated Withdrawal After 75% Point (WF)** – A student who officially withdraws from a course(s) after the 75% point of the term will receive a “WF” grade. A course for which a “WF” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages.
4. **Instructor Initiated Withdrawal Before 75% Point (W)** – A student withdrawn from a course(s) in this manner will receive a “W” grade. This grade will count as an attempted course and will affect the student’s ability to meet the quantitative requirements and complete his program within the maximum timeframe.
5. **Instructor Initiated Withdrawal After the 75% Point of the term (WP or WF)** – If a student violates the attendance policy, the instructor will assign a “WP” or a “WF” grade according to the quality of a student’s performance at the time a student is withdrawn. A course for which a “WP” grade is given will count as an attempted course and will affect the student’s ability to meet the quantitative requirement to complete his program within the maximum timeframe. A course for which a “WF” is given will count as an attempted course and will be counted as an “F” in computing grade point averages.
6. **Failures (F)** - Grades of “F” are used when computing the GPA and cumulative attempted hours, but do not qualify as successful completion of

credit hours attempted. These grades will negatively impact the student's ability to maintain compliance with the SAP standards.

7. **Grades of "Incomplete" "I"**- An incomplete will count as attempted hours but not completed hours and will have a negative impact on GPA. No earned hours will be posted until a grade has been assigned the coursework. Students with 'incompletes' may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may be reevaluated upon completion. The student must make a written request to the Financial Aid Office when the coursework has been completed. The request form is available on the RCC website.
8. **Never Attended Classes (NA)** - Credit hours for which a student registers but never attends will not be counted as attempted or earned hours. **The student is responsible for paying the tuition and fees for these courses and charges for unreturned books and supplies.**
9. **Course Repeats** - Students may be allowed to repeat a course in accordance with the policy outlined in the College Catalog. For financial aid purposes, all hours attempted and/or completed will be counted in cumulative hours. However, only the highest grade will be counted in the grade point average. Therefore, it is possible that a student repeating coursework may not be in compliance with the quantitative and maximum timeframe component of this policy.
10. **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 which will not count in the 150 percent timeframe.
11. **Audited Courses** – An audited class is not included in the enrollment hours for purposes of awarding financial aid funds. The audited hours will not count as attempted or earned hours.
12. **Transfer Credit** - Transfer credit is included in the total hours attempted and earned.
13. **Proficiency (Credit by Exam)** - While a credit by exam ("X" ) is not included in the enrollment hours for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard and the maximum timeframe.
14. **Summer Session** – Credit hours attempted and earned during the summer session are included in the calculation of SAP. Full-time status is the same for the summer session as it is for the fall and spring semesters. (12 credit hours)

## **E. Monitoring and Notification Process**

It is the responsibility of the student to be aware of his/her 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 enrollment. Once the student is determined to be ineligible for financial aid, the student will be sent written notification informing him/her that he/she is being placed on financial aid probation for one semester due to failure to maintain satisfactory academic progress standards. If the student does not meet all of the requirements at the end of the probationary semester, he/she is determined to be ineligible at that time for aid and the student will be terminated from the financial aid programs. The student will be sent written notification informing him/her that his/her financial aid eligibility has been terminated.

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

## **F. Regaining Satisfactory Academic Progress**

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

### **Maximum Time Frame (150%)**

Students who exceed the maximum allowable timeframe to complete a program of study must provide a Graduation Plan Form signed by their Academic Advisor or Student Development Counselor. If the plan is considered reasonable, the student may receive financial aid for one or more semesters until the degree is completed. The Graduation Plan Form must be submitted to the Vice President for Student Development for review. The decision of the Vice President for Student Development shall be final. Failure to follow the Graduation Plan may cancel the plan. The Graduation Plan form is available on the RCC website.

### **Qualitative Standard (Cumulative GPA)**

Deficiencies in cumulative grade point average (GPA) can be remedied by taking courses at RCC 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 must make a written request to the Financial Aid Office for appeal. The form is available on the RCC website.

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

Deficiencies in hours earned may be remedied by successfully earning hours 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 67% completion rate, the student must make a written request to the Financial Aid Office for appeal. The form is available on the RCC website.

### G. Appeals Process

A student who has become ineligible for financial aid due to lack of satisfactory grade point average or percentage of credit hours completed may appeal his/her status to the Financial Aid Committee. Federal regulations allow the Financial Aid Office to extend eligibility to students who fail to meet minimum standards if they can document that there were mitigating circumstances beyond their control that caused them to perform below standards. Mitigating circumstances may include but are not limited to:

1. Serious illness or injury that prevented the student from completing his/her classes.
2. Death in the student's immediate family.
3. Unusual situation over which the student had no control that prevented him/her from successfully completing his/her classes.

Appeals must be made in writing on a Financial Aid Satisfactory Academic Progress Appeal Request Form. These forms are available online and from the Vice President for Student Development. All appeals along with supporting documentation must be submitted to the Vice President for Student Development. Students may be asked to appear before the Financial Aid Committee to explain mitigating circumstances. The Vice President for Student Development will notify the student in writing or by phone of the decision made by the Committee. The decision of the Financial Aid Committee will be final.

*History Note: Board approved on August 4, 2009. Effective for Fall Semester 2009.  
Board amended on June 1, 2010. Effective fall semester 2010.*

### 7.01.02 SATISFACTORY ACADEMIC PROGRESS POLICY - VETERANS

A veteran enrolled at RCC is required to maintain the following minimum grade point average in order to be classified as maintaining satisfactory progress.

<b>Associate Degree</b>		<b>Vocational Diploma</b>	
<b><u>Credit Hours Attempted</u></b>	<b><u>GPA</u></b>	<b><u>Credit Hours Attempted</u></b>	<b><u>GPA</u></b>
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		

A veteran who does not maintain satisfactory progress will be placed on probation for one semester. In the event the grade point average is not increased, the veteran's benefits will be terminated.

DVA benefits may be restored by enrolling in the curriculum with no DVA benefits for a period sufficient to increase his/her grade point average to the acceptable minimum for hours attempted and reinstatement by the DVA.

The veteran student who enrolls in two or more subjects and fails or withdraws from all of them will be classified as having made unsatisfactory progress and benefits will be automatically terminated by the DVA.

When the veteran is dropped from classes by the instructor for non-attendance, the veteran's benefits will be terminated. To be recertified the veteran must contact the VA Certifying Official.

## **7.02.00 STUDENT ISSUES**

### **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 North Carolina. 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 U.S.C.1232, et seq.

## **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 rights 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.

### **Curriculum and Continuing Education Students**

1. **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.
2. **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.
3. **Conversation:** Do not carry on side conversations in class.
4. **Other Activities:** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
5. **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.
6. **Sleep:** Do not sleep in class.
7. **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.
8. **Profanity and Offensive Language:** You may not use profanity or offensive language in class.
9. **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.
10. **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.

11. **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 on RCC property is allowed only in designated areas.
12. **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.
13. **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.  
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.

### **For Continuing Education Students Only**

14. **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.
15. **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.
16. **Book Bags:** Are not allowed.
17. **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.
18. **Parking Lot/Loitering:** Loitering is not allowed in the parking area.

19. **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. These regulations are applicable to Curriculum and Continuing Education students.

1. Academic dishonesty or any form of cheating.
2. Stealing property; knowingly possessing, receiving, or selling stolen property on campus or at any off-campus College sponsored function.
3. Behaving in an abusive, obscene, violent, excessively noisy, or drunken manner on College property or at a College sponsored function or activity.
4. Damaging or destroying College property or property belonging to a member of the College community.
5. 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.
6. Deliberately and knowingly passing a worthless check or money order in payment of any financial obligation to the College.
7. Violation of College regulations regarding the operation and parking of motor vehicles.
8. 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.
9. 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.

10. Unauthorized entry into any office or building on College property or property used by the College.
11. Bringing or using firearms, fireworks, explosives, incendiaries, and all other types 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.
12. 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. This includes Early College High School faculty and staff.
13. Hazing or harassing any student, staff member, or guest of the College.
14. 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.
15. Violation of probation requirements.

### **Curriculum Students**

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

### **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: (Ex: 1 semester suspension, 1 year probation).

1. Re-enrollment prohibited—(Not being allowed to return to RCC)
2. Suspension—(Not being allowed to return to RCC for a specified amount of time)
3. Restitution—(Repayment for damages)
4. 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)
5. 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.

### **Procedures for Charges, Hearings, and Appeals**

#### **Curriculum**

Any student or College employee may initiate disciplinary action against any student observed violating regulations of the College on campus or at any officially sponsored College function away from the campus. Such charges must be submitted in writing to the Vice President for Student Development. Upon receipt of the charges, the Vice President for Student Development will be responsible for investigating and determining whether there is probable cause that a regulation of the College has been violated.

The Vice President for Student Development shall notify the student in writing, of the charges against him and shall schedule a hearing before the Curriculum Discipline Committee. The Notice shall contain the following:

1. The regulation alleged to have been violated by the student.
2. The witnesses for the College.
3. The penalties which might be imposed.
4. The time, place, and date of the hearing.
5. That the student may present evidence and witnesses in his defense.
6. That the student may be represented by counsel at his expense.
7. The hearing will be recorded. The student may have a copy of the recording.

The Vice President for Student Development shall hand-deliver or mail the notice to the student at his most recent address on file at the College. The Vice President for Student Development may suspend a student prior to the full hearing upon a

determination from the facts that the student's continued presence on the campus constitutes a danger to the normal functions of the institution, to property, to the student himself, or to others.

The student shall be provided a preliminary hearing unless it can be shown that it is impossible or unreasonably difficult to provide it.

The Vice President for Student Development shall notify the student, in writing, of the reasons for the interim suspension. This notice shall also inform the student of (1) the date, time, and place of the preliminary hearing, and (2) that the student may show why his continued presence on the campus does not constitute a danger to the normal functions of the institution, to property, to the student himself, or to others. The Curriculum Discipline Committee may convene to hear the case no earlier than the third full business day after the student has received written notification of the charges against him/her.

If a student fails to appear before the Curriculum Discipline Committee and fails to notify the Vice President for Student Development, they forfeit their right to the hearing and will not be allowed to re-enroll at the College. If there are mitigating circumstances for missing the hearing, as determined by the Vice President for Student Development, the hearing will be rescheduled. The Discipline Committee shall render a decision based solely on the facts presented at the hearing.

If the student is found guilty of a violation of a student regulation, he/she may appeal the decision in writing to the President of the College. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet with the College President. This appeal must be filed within seven days of the date of the decision of the Curriculum Discipline Committee. The student will be permitted to speak on his/her behalf. The decision of the President will be final.

### **Continuing Education**

If a student is found guilty of violation of RCC's Continuing Education Student Conduct policy, he/she may appeal the decision in writing to the Vice President of Continuing Education at Richmond Community College, PO Box 1189, Hamlet, NC 28345. An appeal in writing must be filed within seven days of the date of the decision of the Continuing Education Discipline Committee. A hearing will be scheduled within seven days upon receiving the student's written appeal. The student will be notified by mail of the date, time, and place of the scheduled hearing. The student will be permitted to speak in his/her behalf. The Vice President of Continuing Education, after hearing all testimonies, will evaluate the evidence presented and determine a decision.

The student will then be informed of the Vice President's decision. The decision of the Vice President of Continuing Education will be final.

If the student appeals a penalty of suspension or expulsion, the student may request the right to continue class attendance until a final disposition is made of his/her case. This request must be in writing to the College President. The President may approve or deny this request at his/her discretion.

## **CHEATING**

Academic cheating or dishonesty may result in grade reduction, failure of test, failure of class, or loss of credit for assignments. The class instructor will decide what punishment is appropriate unless a student's infraction could lead to dismissal from school, change in status, or dismissal from a program. Under those circumstances, the violation will be heard by the Curriculum or Continuing Education Discipline Committee. In all circumstances, the student has the right to dispute an instructor's decision and have their case heard before the Curriculum or Continuing Discipline Committee.

1. Giving or receiving information about the content of quizzes, examinations (including make-up exams) classroom, shop or lab work, or other assignments without instructor permission. Possessing any paper, writing or device not specifically authorized by the instructor or test administrator.
2. Copying or using unauthorized information or materials on quizzes, examinations, or other assignments.
3. Selling, buying, or otherwise obtaining a copy of a test, quiz or examination without instructor approval.
4. Collaborating with another person or persons during quizzes, examinations or other assignments except as authorized by instructor.
5. Working with another person or persons during or prior to a make-up examination unless authorized by instructor.
6. Substituting for another person during a quiz or examination or allowing a person to substitute for you during a quiz or examination.
7. Buying or selling a report, term paper, manuscript, project, etc., to meet the requirements of an assignment.
8. Plagiarism: Using partially or totally the ideas or words of another person or persons in written assignments without crediting the source(s) of the ideas or words.
9. Failing to follow "test-taking" procedures established by instructor or staff member, such as not covering one's paper to allow someone else to see one's paper.

*History Note: Revised and Board approved on April 6, 2010.*

### **7.03.00 PRE-ADMISSIONS COUNSELING AND TESTING**

All pre-admissions testing of prospective students shall be under the supervision of the Vice President for Student Development. Tests are scheduled by the Student Development staff.

Prospective students who walk in will be assigned a testing date and time by a counselor. If possible, they will be tested immediately. Applicants who mail in their applications are asked to contact the Student Development Office to schedule a time to take the placement test. Students will also be informed that they are required to come for an interview after testing.

After testing, students will be counseled and results given to the admissions secretary. The permanent files of all students who appeared for testing will be made available to the counselors. Students scoring below certain percentiles will be required to take developmental courses as a part of their curriculum. After the pre-admission counseling session, the counselors will give the permanent files of each student to the admissions secretary who will then mail acceptance letters to all students who appeared for pre-admission counseling. Students who do not appear for pre-admission counseling will not be accepted for admission until this requirement is met.

The above procedure does not apply to students wishing to enter the Associate Degree Nursing curriculum.

#### **Off-Campus Student Services**

All students enrolled in curriculum off-campus courses are afforded comprehensive student development services. Students are also afforded these services on an as-needed basis. These services consist of registration, advising, and placement. Students enrolled in off-campus programs may use the on-campus services at any time.

Off-campus classes are taught at locations not owned by the College -- at a location not listed in the Facilities Utilization Plan. The James Building and the Scotland Center are considered on-campus locations.

### **7.03.01 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 (1) proof of current registration with the North Carolina Division of Non-Public Education and (2) a copy of a transcript.

*History Note: Amended: May 5, 2009. Effective Fall Semester 2009.  
Amended: March 2, 2010.*

### **7.03.02 ASSOCIATE DEGREE NURSING ADMISSION POLICY AND PROCEDURES**

To enter the nursing program, a student must first be admitted to RCC. Admission to RCC, however, does not guarantee admission into the nursing program. A letter from the Admissions Office will be sent to the student upon acceptance into the nursing program. A letter from the Registrar will be sent to the student regarding transfer equivalency. The following policies and procedures are utilized in admitting qualified students.

#### **A. Admission Requirements**

Applicants for the Associate Degree Nursing (ADN) program must:

1. Be a high school graduate or equivalent.
2. Score at the indicated levels or above on the RCC Placement Assessments:

## ACCUPLACER

- |      |                 |                   |
|------|-----------------|-------------------|
| (a). | Reading         | Standard score 80 |
| (b). | Sentence Skills | Standard score 86 |
| (c). | Arithmetic      | Standard score 55 |
| (d). | Algebra         | Standard score 55 |

Applicants who fail to meet minimum scores on the placement assessment may retake the ACCUPLACER a maximum of two times in a 12-month period. (The two reassessments refer to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a “C” or better.)

3. Meet with a counselor. Once the counselor has determined that minimum admission requirements have been met, each applicant must schedule a time to complete the required departmental admission test (TEAS: Test of Essential Academic Skills). Scores from the admission test will be used in the point calculations for admission.
4. Have physical and emotional status compatible with the ability to provide safe nursing care.

The following activities are examples of activities which a student in the nursing program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Nursing Department Chair. A student who believes he or she qualifies under the Americans with Disabilities Act must see the VP for Student Development. Reasonable accommodations may be made for some disabilities; however, each candidate is expected to perform in a safe and reasonably independent manner.

- (a). Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: Students must be able to identify cause-effect relationships in clinical situations and to develop or participate in development of nursing care plans.
- (b). Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
- (c). Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with clients and health care team members.
- (d). Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others.

- Example: Students shall be able to explain treatment procedures and provide patient teaching to clients and families, document client response, and report to others the client's response to nursing care.
- (e). Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces and stand and walk for extensive periods of time. Example: Students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
  - (f). Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
  - (g). Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
  - (h). Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read the scale on a syringe.
  - (i). Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
  - (j). Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position clients.
- 5. Attend orientation session with the Nursing and Admissions staff.
  - 6. Complete the pre-nursing program. Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the pre-nursing requirement.
  - 7. Hold a current, non-restrictive listing as a Nurse Aide I. This requirement would be waived for students holding a current, non-restrictive license as a Practical Nurse or for a student who has successfully completed NUR 111. Lab demonstration of basic nursing skills may be required to validate knowledge.
  - 8. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO and NUR prefixes and PSY 241. If either BIO 165 or BIO 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163. (The applicant may elect to retake BIO 165 and BIO 166.)

## **B. Procedure for Admission**

- 1. Submit a completed RCC application.
- 2. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.

3. Submit proof of Nurse Aide I listing.
4. Take the RCC Placement Assessment and achieve at required levels or take the required classes.
5. Schedule an appointment with a counselor to complete the TEAS, once a counselor has determined that minimum requirements are met.
6. After all transcripts are received by RCC and the TEAS and CPT/ACCUPLACER scores are achieved or required courses completed, a personal interview with the Nursing Admissions Committee may be scheduled.
7. Submit a physical examination completed by a licensed physician, nurse practitioner, or physician's assistant on the form provided by RCC. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR status must be submitted.
8. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
9. Students are responsible for obtaining their own health insurance policy. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (e.g., strained back, needle-stick).

### **C. ADN Admission Criteria**

Decisions regarding admission into the ADN Program are based upon TEAS, and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 165 will be ranked higher. Should applicants still be tied, the applicant with the highest grade in BIO 166 will be ranked higher. If the applicants are still tied, then the applicants' GPA for courses required in the nursing curriculum will be used to break the tie.

### **D. ADN Applicant Deadlines and Admission Decisions**

The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31, assuming that the desired admission date is the fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.

### **E. Alternate List for ADN Program**

Qualified applicants not accepted because of space limitations will be placed on an alternate list in rank order and notified in that order of any vacancies related to that semester's admissions. Students must reapply for the next year if not admitted. Applications are not automatically carried over from year to year. No special consideration will be given to applicants who were on the alternate list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chair or counselor to discuss a plan of study.

### **F. Credit by Transfer**

Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with RCC's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the ADN Program from an accredited nursing educational program must be on an individual basis and in accordance with RCC's transfer policy. In addition, there must be approval by the Nursing Department Chair. An interview with the Nursing Admissions Committee may be scheduled. Students may be required to pass a written competency examination and perform appropriate nursing skills for a course previously taken to ensure competency.

### **G. ADN Progression Policy**

Students enrolled in a nursing curriculum must obtain a grade of 78 or higher in all courses with BIO, NUR, and PSY prefixes in order to progress and graduate in the nursing curriculum. A program GPA of 2.0 is required for a student to remain in the nursing program and for graduation. Calculations of GPAs are limited to required courses in the nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

**Criminal background checks and/or drug testing** may be required by clinical agencies prior to a student's participation in the clinical component of a NUR course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the nursing curriculum.

It is important to note that the clinical site, not the College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal

background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.

## **H. Readmission**

Students enrolled in but not completing the NUR 111 course may request readmission to the ADN Program. No special consideration will be given. Readmission is contingent upon the student meeting the criteria of the readmission policy and available space.

### **7.03.02A ASSOCIATE DEGREE NURSING READMISSION POLICY**

**A. Students, enrolled in but not completing or not achieving a grade of 78 or better in NUR 111, seeking readmission will be considered in the applicant pool for the year they seek to return. Students will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:**

1. Students must reapply for admission to the ADN Program and meet with a nursing counselor.
2. Students who are currently enrolled in related coursework at RCC need not retake the assessment; however, they may reassess if desired.
3. Students selected for admission will be scheduled for an orientation session with other applicants and will follow routine admission procedures.
4. An interview with the Nursing Admissions Committee may be scheduled.
5. Readmission will be limited to one (1) time.

**B. Readmission after completing NUR 111 with a 78 or better is contingent upon the following process:**

1. Each request for readmission will be evaluated on an individual basis.
2. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the nursing counselor.
3. All requirements of the current admissions policy must be met.
4. If readmitted for advanced standing, all requirements of the progression policy must be met.
5. Readmission is on a space available basis as determined by the Nursing Admissions Committee. (The Nursing Admissions Committee consists of the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, the nursing counselor, the Director of Enrollment Management, and two nursing faculty members. The Vice President for Student Development serves as an ex-officio member of this committee.)
6. An application from a student dismissed for behavior that impaired judgment, required an inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Nursing Department Chair and the Vice President for Student Development.

7. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
8. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.
9. An interview with the Nursing Admissions Committee may be scheduled.
10. Students may be required to pass a written competency examination and perform appropriate nursing skills for a course previously taken to ensure competency.
11. No competency exams are administered for a course not taken.

### **7.03.02B NURSING DISMISSAL POLICY**

In addition to the nursing progression policy, the nursing faculty reserves the right to dismiss a student from the nursing program for the following reasons:

1. Failure to function within the North Carolina Nurse Practice Act, ANA Code of Ethics, and Standards of Practice.
2. Negligent acts that result in harm or potential harm to a client.
3. Infraction of health agency policies while on affiliation in that agency.
4. Violation of the client's right to privacy by not protecting information of a confidential nature.  
  
Performance and/or behavior deemed unsafe as characterized by dangerous, inappropriate, irresponsible or unethical behaviors that actually or potentially places the client, family, healthcare team members, faculty or peers in jeopardy.
5. Behavior which reflects impaired judgment and/or behavior which requires an inordinate amount of instructor time as determined by the Nursing Department Chair. Impaired judgment is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.
6. Behavior or appearance which provides reasonable suspicion that the student is under the influence of alcohol, controlled substances, or illicit drugs. The student may be required to submit to drug screening at the student's expense. Facilities which provide clinical experiences reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply will result in dismissal from the program. The clinical facility has the right to deny the student clinical access to the facility. Should the student be denied clinical privileges, the student will be dismissed from the program.
7. A positive drug screen or criminal background check determined unsatisfactory by any clinical agency.

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Nursing Department Chair to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal, he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Nursing Department Chair, will make a recommendation to readmit or decline readmission into the current course/semester. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the College. This appeal must be filed with the President within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the college President. The President's decision will be final.

Any student dismissed from the Nursing program under the Nursing Dismissal Policy has thirty (30) days to notify the Nursing Department Chair in writing of his/her intent to request readmission to the Nursing program in a subsequent semester. The applicant must meet with the Nursing Admissions Committee for determination of eligibility for readmission. The decision regarding readmission will be made by the Nursing Admissions Committee. Readmission is not guaranteed. The decision of the Nursing Admissions Committee is final.

*History Note: Amended Effective: February 2, 2010*

### **7.03.03 PRACTICAL NURSING**

To enter the Practical Nursing (PN) program, a student must first be admitted to the college. Admission to the college, however, does not guarantee admission into the program. A separate letter from the Registrar's office will be sent to the student upon acceptance into the program. The following policies and procedures are utilized in admitting qualified students:

#### **A. Admission Requirements**

Applicants for the PN program must:

1. Be a high school graduate or equivalent.
2. Score at the indicated levels or above on the RCC Placement Test:  
Computerized Placement Tests
  - (a). Reading Standard score 80
  - (b). Sentence Skills Standard score 86
  - (c). Arithmetic Standard score 55
  - (d). Algebra Standard score 55

\*Applicants who fail to meet minimum scores on the placement test may retest a maximum of 2 times in a 12-month period. (The 2 retests refers to

either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a "C" or better.)

3. Have physical and emotional status compatible with the ability to provide safe nursing care.

The following activities are examples of activities which a student in the PN program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Director of Nursing. Students with impairments or special needs will be referred to the VP for Student Development. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner.

- (a). Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations, and develop or participate in development of nursing care plans.
- (b). Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
- (c). Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with client and health care team members.
- (d). Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures and provide patient teaching to clients/family, document client responses, and report to others responses to nursing care.
- (e). Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, and stand and walk for extensive periods of time. Example: Students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
- (f). Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
- (g). Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be

- able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
- (h). Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read scale on a syringe.
  - (i). Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
  - (j). Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position patients.
- 4. Attend orientation session with the Nursing and Admission Staff.
  - 5. Complete the Pre-nursing program: Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the Pre-nursing requirement.
  - 6. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR or BIO prefixes.

## **B. Procedure for Admission**

- 1. Submit a completed RCC application.
- 2. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.
- 3. Take the RCC Placement Test and achieve at required level or take the required classes.
- 4. After ALL transcripts are received by RCC and the Placement Test scores achieved or required courses taken, a personal interview with the Nursing Admissions Committee may be scheduled.
- 5. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results must be submitted.
- 6. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
- 7. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick).

## **C. PN Admission Criteria**

Decisions regarding admission into the PN program are based upon high school or GED performance and achievement in related courses. Each admission criterion is

assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 163 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in PSY 150 will be ranked higher. If the candidates are still tied, then the candidates' GPA for courses required in the PN curriculum will be used to break the tie.

#### **D. PN Applicant Deadlines and Admissions Decisions**

The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31 assuming that the desired admission date is the Fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.

#### **E. Alternate List for PN program**

Qualified applicants not accepted because of space limitations will be placed on an alternate list in rank order and notified in that order of any vacancies related to that semester's admissions. Students must reapply for the next year if not admitted. Applications are not automatically carried over. No special consideration will be given to applicants who were on the alternate list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chairman or counselor to discuss a plan of study.

#### **F. Credit by Transfer**

Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the PN program from an accredited nursing educational program must be on an individual basis and in accordance with the school's transfer policy. In addition, there must be approval by the Nursing Department Chair. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR and BIO prefixes. An interview with the Nursing Admission Committee may be scheduled. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.

#### **G. Credit for RCC Courses Taken Prior to Admission to the PN Curriculum or NUR sequence.**

Students must be in compliance with the PN Progression policy to be eligible for admission into the nursing curriculum.

#### **H. PN Progression Policy**

Students enrolled in a nursing curriculum must obtain a minimum grade of “C” in each course with NUR, BIO, or PSY prefixes to progress and graduate in the PN curriculum. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

#### **I. Readmission**

Any student seeking readmission who was dismissed under the Nursing Dismissal Policy must follow the guidelines listed in the Academic Policies section of the catalog: Special Policies.

#### **7.03.03A PRACTICAL NURSING READMISSION POLICY**

**A. Students enrolled in but not completing or not achieving a grade of 78 or better in NUR 101 seeking readmission will be considered in the applicant pool for the year they seek to return. The student will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:**

1. A student may reapply for admission to the PN program and meet with a nursing counselor.
2. Students who are currently enrolled in related coursework at RCC need not retake the placement test.
3. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedures.
4. An interview with the Nursing Admission Committee may be scheduled.
5. Readmission will be limited to one (1) time.

**B. Readmission after completing NUR 101 with a 78 or better is contingent upon the following process:**

1. Each request for readmission will be evaluated on an individual basis.
2. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the Nursing Counselor.
3. All requirements of the current admissions policy must be met.
4. If readmitted for advanced standing, all requirements of the progression policy must be met.
5. Readmission is on a space available basis as determined by the Nursing Admissions Committee. (The Nursing Admissions Committee consists of

- the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, the nursing counselor, and two nursing faculty members.)
6. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
  7. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.
  8. An interview with the Nursing Admission Committee may be scheduled.
  9. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.
  10. No competency exams are administered for a course not taken. Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Nursing Department Chair to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal, he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Chairman of the Nursing Department, will make a recommendation to readmit or decline readmission into the current course/semester. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the College. This appeal must be filed with the President within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the college President. The President's decision will be final.

**C. Any student dismissed from the Nursing program under the Nursing Dismissal Policy has thirty (30) days to notify the Nursing Department Chair in writing of their intent to request readmission to the Nursing program in a subsequent semester. The applicant must meet with the Nursing Admissions Committee for determination of eligibility for readmission. The decision regarding readmission will be made by the Nursing Admissions Committee. Readmission is not guaranteed. The decision of the Nursing Admissions Committee is final.**

#### **7.03.04 MEDICAL ASSISTING**

The following policies and procedures are utilized in admitting qualified students:

##### **A. Admission Requirements**

Applicants for the Medical Assisting program must:

1. Be a high school graduate or equivalent.

2. Score at the indicated levels or above on the RCC admission test:  
Computerized Placement Tests\*
  - (a). Reading Standard score 80
  - (b). Sentence Skills Standard score 86
  - (c). Arithmetic Standard score 55
  - (d). Algebra Standard score 75

\*Applicants who fail to meet minimum scores on the admission test may retest a maximum of 2 times in a 12 month period. (The 2 retests refer to either part or complete testing.)
3. Have physical and emotional status compatible with the ability to provide safe Medical Assisting care.

The following activities are examples of activities which a student in the Medical Assisting program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the department chairman.

- (a). Critical Thinking: Medical Assisting students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; develop or participate in development of care plans.
- (b). Ethical behavior: Medical Assisting students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: students in the Medical Assisting program will learn to assess the patient's physical and mental health.
- (c). Interpersonal skills: Medical Assisting students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.
- (d). Communication skills: Medical Assisting students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to care.
- (e). Mobility: Medical Assisting students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
- (f). Motor skills: Medical Assisting students shall possess growth and fine motor skills sufficient to provide safe and effective care. Example: students shall be able to calibrate equipment, position

clients, administer injections, and insert catheters.

Hearing skills: Medical Assisting students shall possess auditory ability sufficient to monitor health needs and collect data. Example: students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.

- (g). Visual skills: Medical Assisting students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
  - (h). Tactile skills: Medical Assisting students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
  - (i). Weight-bearing: Medical Assisting students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, position patients.
4. Attend orientation interview with the Medical Assisting staff, if requested.

## **B. Procedure for Admission**

1. Submit a completed RCC application.
2. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript if applicable.
3. Take the RCC admission assessments and achieve at indicated level.
4. After ALL transcripts are received by RCC and the admission assessment scores achieved, all applications will be evaluated by the Registrar or Director of Enrollment Management. Students will be notified by mail of their acceptance.
5. If the applicant “has been convicted of or pleaded guilty or nolo contendere to any crime” they should be aware that this may render them ineligible to sit for the national certification examination.
6. Submit a physical examination on the form provided by RCC. The applicant must show physical and psychological ability to perform medical assisting duties. The physical exam must be completed by a licensed physician, nurse practitioner, or physician’s assistant. Immunizations must also be up-to-date. Information should be on file in the Medical Assisting department no later than October 1 of the freshman year. Failure to submit the required form places the student in noncompliance with the rules of progression and they are therefore subject to dismissal. Immunizations must also be updated annually, to include TB skin test, physical examination, and CPR certification when applicable.
7. Students are required to purchase medical liability insurance annually. All RCC students are currently covered by a student accident policy; however, all students are encouraged to purchase individual health insurance. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick)
8. Students receive no monetary compensation for their clinical externship experience.

### **C. Admission Criteria**

Decisions regarding admission into the Medical Assisting program are based upon high school or GED performance and achievement in related courses, if applicable.

### **D. Admissions Decisions**

Qualified applicants will be admitted to classes for which they meet all state and local prerequisites. Admission will also be based on available space.

### **E. Waiting List for Medical Assisting Programs**

Qualified applicants not accepted because of space limitations will need to reapply for the next year if not admitted. Applications are not automatically carried over.

### **F. Credit by Transfer**

Transfer credit for MED courses in the Medical Assisting curriculum from accredited postsecondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for Medical Assisting courses in the Medical Assisting education programs from an accredited Medical Assisting educational program must be on an individual approval by the Medical Assisting Department Chairman. Major courses must not be more than 5 years old at the completion of the program to receive credit for graduation. Major courses are defined as those with MED and BIO prefixes. Students may be required to enroll in or audit all or selected modules of a course to ensure competency.

### **G. Medical Assisting Progression Policy**

After admission to the program, a student must meet the following conditions to remain eligible for program continuation:

1. Maintain a passing grade of "C" or better in ALL major courses.
2. Maintain a minimum overall GPA of 2.00 each semester.
3. Maintain professional conduct in the classroom and clinical setting.
4. Maintain satisfactory performance in all clinical lab assignments.
5. Submit annual TB skin test results to the Medical Assisting Department.
6. Purchase the required liability insurance prior to the Fall Semester of the Second Year.
7. Submit completed physical examination by October 1 of freshman year.
8. Initiate the Hepatitis B vaccination series by October 1 of the freshman year, submitting proof that the series has been initiated and complete the series before the beginning of the Fall Semester of the Second Year.

Students may sign an HBV declination form should they decide to not take the series. However, students should realize that they will be exposed to blood and body fluids during their course of study. Students who fail to meet the rules of progression/continuation will be dismissed from the Medical Assisting program. Students dismissed from the program may be qualified to continue taking courses at Richmond Community College; however, they will not be permitted to register for Medical Assisting courses without readmission to the program. Students dismissed from the program will be notified, via letter, by the Office of the Registrar and/or by the Medical Assisting Department, in a timely manner.

9. All eligible MAT students, enrolled in their final Spring semester, are required to pay for and sit for the AAMA national certification exam.

## **H. Readmission**

Students enrolled in but not completing the Medical Assisting program who seek readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. Readmission is contingent upon the student meeting the criteria of the readmission policy. Only one readmission to the Medical Assisting program is permitted. Readmission to the program is not guaranteed, regardless of the reason for dismissal (voluntary or involuntary). Students are readmitted on a space available basis for each medical assisting course. Students who voluntarily withdraw from the program and are seeking readmission within three years of their withdrawal, may be readmitted into the course they were enrolled at the point of exit. If three or more years have elapsed since enrollment, all medical assisting courses must be repeated.

### **I. Readmission Requirements:**

1. To be eligible for readmission, the student's overall GPA should be at least 2.0 or higher. Students on academic probation or those students dismissed for behavior which impaired judgment or who violated policy are not eligible for readmission.
2. An Exit Interview form should be completed by the student during the term in which the student withdrew or failed a course. Exit interview forms may be filled out by the instructor of record.
3. Students must submit a formal, typewritten request to the Medical Assisting Department chair as well as complete an Application for Readmission to the Medical Assisting program (available in the Office of the Registrar or the Medical Assisting Department).
4. Each request for readmission will be evaluated on an individual basis and no special consideration will be given to students previously enrolled in the program.

5. Students not currently enrolled in related courses whose AccuPlacer test is more than one year old at the time the readmission request is received, must retest. Students enrolled in related work at RCC need not retest; however, they may retest if desired.
6. All requirements of the current admission policy must be met.
7. Students accepted for readmission must submit (1) an updated Health Sciences physical examination form no later than the first semester in which they re-enroll. If the student is requesting readmission in a semester which contains any clinical experiences, the student MUST submit the updated Health Sciences physical form prior to beginning classes. (2) transcripts of all course work taken at other colleges since last enrolled at RCC, and (3) references, if requested.
8. Students may be required to enroll in or audit all or select modules of a course previously taken to ensure competency.
9. Students who were withdrawn due to failing grades may be asked to submit an action plan which outlines steps they intend to take in order to increase their potential for success.
10. An Exit Interview form should be in the students' academic file folder located in the Medical Assisting Department.

#### **7.04.00 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.

*History Notes: Amended Effective: May 5, 2009. Effective: Summer Semester 2009.*

## **7.05.00 EMERGENCY REGISTRATION PLAN**

**THERE WILL BE NO LEAVE OR MEETING APPROVALS FOR ANY EMPLOYEE ON THE DATE SPECIFIED IN THE CATALOG AS REGISTRATION DAY.**

At the point where there is a known computer problem, all clerical and support personnel will be alerted to the problem, informed of the nature of the problem, and the **Emergency Plan** will be put into action by the Vice President for Administrative Services and CFO. All employees will work both the day and night schedule.

### **A. Faculty**

Faculty will proceed as usual. The computer problem should not affect their process. Students will pick up their scheduling cards and Graduation Readiness lists from student development as usual.

### **B. Student Development**

If the computer fails during pre-scheduling, students will complete the process as usual; however, if the computer fails on registration day or a day where courses are keyed directly into the computer, the following steps shall be followed:

1. At the end of pre-scheduling, the registrar will run a list of how many seats are left in each section of each class and class rosters run if possible.
2. Class rolls will be made for each class.
3. Five to six tables will be set up with the class rolls divided equally by class prefix in alphabetical order.
4. Two people will work each table.
5. The student will go from table to table to get their name on the roster. One person will call out the information and the other will write down the name and social security number. After the name is entered on the roll,

the person entering the information will initial the space beside the class prefix. The last table will total the credit hours.

6. The student will then go by the front window at the Dean of Instructional Services' office. The schedule card will be copied, the student will be given the copy and the original held.

### **C. Financial Aid and Business Office**

The financial aid area will be in the Financial Aid Department of the Student Development Office in the Lee Building.

To receive proper financial aid paperwork the students will enter the Student Development Office.

1. The Director of Financial Aid, Assistant Director of Financial Aid, and the Financial Aid Assistant will figure fees for financial aid recipients and write the tuition and fees charges on the student's copy of the schedule card. The Financial Aid Office staff will subtract the tuition and fees charges from the student's financial aid award(s) and enter the balance remaining on the student's copy of the schedule card.
2. Financial aid recipients will be directed to the Business Office in the Dewitt Building.

### **IF THE STUDENT IS ON FINANCIAL AID:**

1. The Financial Aid Office will keep an updated list prior to registration on student eligibility.
2. The Financial Aid Office will process submitted financial aid forms ahead of time.
3. The student will go through the financial aid line as usual, get the proper forms, and carry them along with the registration form copy to the Business Office.
4. Once the student has completed the process, he will go to the Business Office in the DeWitt Building.
  - (a). There will be two windows, one for cash and one for financial aid. The student will go to the one that applies to their situation.
  - (b). A handwritten receipt will be written and stapled to the schedule. This will allow the student entrance to class.

**NOTE: IN THE EVENT THE COMPUTER GOES DOWN DURING THE TIME THAT STUDENTS HAVE ALREADY PRE-SCHEDULED AND SHOULD BE PAYING FEES, THEY WILL PICK UP THEIR FORM IN STUDENT**

## **DEVELOPMENT AND FOLLOW THE PROCEDURE LISTED ABOVE FOR FINANCIAL AID AND THE BUSINESS OFFICE.**

NEW STUDENTS WILL BE GIVEN THE OPPORTUNITY TO PRE-SCHEDULE AND PAY FEES AT LEAST TWICE DURING THE SUMMER BEFORE THE FINAL FALL ORIENTATION AND REGISTRATION DAY. THIS WILL ALLOW THE COLLEGE TO GET A COMMITMENT AND PREVENT LARGE CROWDS ON REGISTRATION DAY.

### **7.06.00 STUDENT ATTENDANCE**

#### **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:

1. not regularly logging in to the course as required

2. not completing quizzes or tests by given deadlines
3. not completing and submitting required assignments
4. not participating in required online group or discussion activities
5. not communicating with the instructor.

### **7.06.01 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.

*History Note: Board approved on May 5, 2009. Effective: Summer Semester 2009.*

### **7.07.00 GRADING POLICY**

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

<b>GRADE</b>	<b>GRADE MEANING</b>	<b>GRADE NUMBER</b>	<b>GRADE POINTS</b>
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 (Co-op Only)	N/A
U	Unsatisfactory (Co-op Only)	N/A
W	Withdrawal	N/A
WF	Withdrawal/Failing	0
WP	Withdrawal/Passing	N/A
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.

*History Note: Board approved on August 4, 2009. Effective: Fall Semester 2009.  
Board amended on June 1, 2010. Effective: Fall Semester 2010.*

### **7.07.01 GRADE APPEAL PROCESS**

A student at Richmond Community College has the right to appeal a grade assigned to him/her. The following procedure will be used by the student who desires to appeal a grade (except for withdrawal grades):

1. The student must schedule an appointment with the Instructor who has assigned the grade, discuss the matter with him/her and ask for a review of the basis for assigning the grade. If the disagreement about the grade is resolved at this time, the instructor will submit a “Request for Change of Grade” form.
2. If the disagreement is not resolved through discussion with the instructor, the student must, within ten days of notification of the instructor's decision, submit a written appeal to the appropriate department chair stating reasons for appealing the grade. (The student may consult with a counselor or his/her academic advisor for assistance in developing the

- written appeal.) If the disagreement about the grade is resolved at this time, the instructor will submit a “Request for Change of Grade” form.
3. If the disagreement is still not resolved, the student must schedule an appointment with the division chair, discuss the matter with him/her and ask for a review of the basis for assigning the grade. If the disagreement about the grade is resolved at this time, the instructor will submit a “Request for Change of Grade” form.
  4. If the disagreement is still not resolved, the student should schedule an appointment with the Vice President for Instruction to discuss the appeal. The decision of the Vice President for Instruction is final.
  5. The right to appeal a grade expires at the end of the semester following the one in which the grade is assigned. When a student appeals a grade assigned by an instructor no longer employed by the College, the student should initiate the process by notifying the appropriate department chair.

### **WITHDRAWAL GRADE APPEAL PROCESS**

A student at Richmond Community College has the right to appeal instructor-initiated withdrawal grades assigned to him/her. The following procedure will be used by the student who desires to appeal a grade of “W,” “WP,” or “WF”:

1. The student must submit a written request-of-appeal letter, along with documentation for each absence, to the instructor of the course. The student must be prepared to support his/her appeal with documentation of extenuating circumstances (e.g. personal illness, family emergency, etc.). This request-of-appeal letter 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 (notification letter). If the student returns to class before receiving the notification letter, the instructor will inform the student that he/she has been withdrawn from the course. The student will then have until the next scheduled class meeting to submit a request-of-appeal letter to the instructor.

After the student has submitted a written appeal, he/she is expected to attend all classes, complete assignments, and take tests required for the course until a decision is rendered. If the student is readmitted, he/she is expected to strictly adhere to the class attendance policy. Failure to do so will result in a “WF” grade. Upon successful completion of the course, the instructor will submit a “Request for Change of Grade” form.

2. If the instructor decides not to readmit the student, the student may request a meeting with the department chair to review the appeal. For

that meeting, the instructor will give the department chair copies of the course syllabus, the Instructor Course Requirements, and the Curriculum Attendance Report.

3. If the department chair decides not to readmit the student, the student may request that the division chair review the appeal.
4. 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.

*History note: Board Approved on June 1, 2010. Effective: Fall Semester 2010*

## **7.08.00 STUDENT WITHDRAWAL PROCEDURES**

The College has determined that excessive absences are detrimental to academic success, as indicated in the Class Attendance Policy.

### **Student-Initiated Withdrawal**

#### **Before the 10% Point of the Term**

In order to withdraw from a course(s), a student must complete, sign, and submit a "Change in Registration Status" form to the Registrar. The course(s) will not be included on the transcript.

#### **Between the 10% and 75% Point of the Term**

A student wishing to withdraw from a course(s) must:

- Complete a "Change in Registration Status" form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar by the date listed in the academic calendar.

A student who voluntarily withdraws from a course(s) will receive a "W" grade. A course for which a "W" grade is given will not be counted as an attempted course.

#### **After the 75% Point of the Term**

A student wishing to withdraw from a course(s) must:

- Complete a "Change in Registration Status" form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar.

A student who officially withdraws from a course(s) will receive a “WF” grade. A course for which a “WF” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages.

Exceptions to the Course Withdrawal Policy requiring withdrawal from one or more courses after the 75% point of the term (e.g. serious illness, job transfer, etc.) will be considered on an individual basis by the Vice President for Student Development with appropriate documentation.

### **Instructor-Initiated Withdrawal**

#### **Before the 75% Point of the Term**

If a student violates the attendance policy, the instructor will:

- Complete a “Change in Registration Status” form.
- Indicate the last day the student attended the course(s).
- Sign the form and submit to the Registrar

A student withdrawn from a course(s) in this manner will receive a “W” grade. A course for which a “W” grade is given will not count as an attempted course.

#### **After the 75% Point of the Term**

If a student violates the attendance policy, the instructor will:

- Complete a “Change in Registration Status” form.
- Indicate the last day the student attended the course(s).
- Indicate whether a “WP” or a “WF” grade is to be given.
- Sign the form and submit to the Registrar.

The instructor will assign a “WP” or a “WF” grade according to the quality of a student’s performance at the time a student is withdrawn. A “WP” grade is given to a student who is passing the course. A course for which a “WP” grade is given will not be counted as an attempted course. A “WF” grade is given to a student who is not passing the course. A course for which a “WF” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages.

*History Note: Board approved on August 4, 2009. Effective: Fall Semester 2009.  
Board amended on June 1, 2010. Effective: Fall Semester 2010.*

### **7.09.00 STUDENT REFERRAL (EARLY WARNING SYSTEM)**

When an instructor notes any behavior by a student that might lead to failure, withdrawal from the College, or to conditions that would hinder successful study, the instructor will notify the counselor. The instructor may notify the counselor by completing a Student Development Counselor Referral Form (Appendix B) and sending it to the counselor. The counselor will then contact the student for counseling

assistance. The counselor will be responsible for sharing important information with all instructors who would have a need for such information.

### **7.10.00 STUDENT HEALTH**

Richmond Community College provides for emergency treatment of minor injuries with first aid kits located in every administrative department along with all shops and labs. The College works with emergency services in transporting students in need of treatment to either the Sandhills Regional Medical Center or to FirstHealth Richmond Memorial Hospital. The College also works with the local public health department in making referrals when necessary.

As part of student development services, the College periodically sponsors programs pertaining to student health and encourages all students to participate.

### **7.11.00 MEDICAL EMERGENCIES**

In the event of a medical emergency, the following procedure has been established:

1. Make the student comfortable; apply first aid if needed.
2. Call the emergency services at 911.
3. Notify the Student Development Office to:
  - (a). Get medical information from file.
  - (b). Get name and telephone number of whom to contact (family, etc.) and call, unless the student says not to.
4. Have the emergency services transport student to FirstHealth Richmond Memorial Hospital or Sandhills Regional Medical Center. An employee (Student Development professional, if available) should either go with the student in the ambulance or follow in a car.
5. If the student is released from the hospital, the employee should either call a relative or someone the student designates (if not already notified) to transport the student home. If no one is available, the employee should arrange a college-owned vehicle to transport the student home.

**(EMPLOYEES ARE WARNED OF LEGAL LIABILITIES OF TRANSPORTING STUDENTS IN PERSONAL VEHICLES.)**

### **First Aid Classes**

First aid classes will be offered periodically on campus so employees will be better equipped to handle emergencies. Employees are also encouraged to take other emergency courses such as CPR.

## **7.12.00      SEXUAL ASSAULT RESPONSE SYSTEM**

This protocol defines and coordinates the efforts of Richmond Community College in order to provide a caring and effective institutional response to student sexual assaults. Such definition and coordination is intended to make the institutional response 'more than the sum of its parts' for the benefit of the survivor of assault and the community at large. While allowing flexibility, this protocol is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

This protocol is based on the following understanding of sexual assaults:

1. Sexual assault is a single term covering a range of coercive behaviors. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person's will. The type of coercion may range from unwanted sexual touching to intercourse. The perpetrator of sexual assault may often be known to the victim/survivor. The experience may severely traumatize the victim/survivor even when no physical force was used in the coercion.
2. Victims/Survivors of sexual assault need clear boundaries and role definitions in those professionals who offer help because their personal boundaries have been violated. Victims/Survivors need to know what services are available and who provides them. Similarly, they need to know what is outside the scope of any given provider's services, and they need to know that providers will stay within their roles.
3. Victims/Survivors of sexual assault need clearly defined choice points and options because they have been in a powerless position and denied choice. They need a chance to re-establish a sense of personal control.
4. All actions undertaken by the College in a sexual assault incident should be completed in a timely manner.
5. Trust in others may have been severely damaged, so all helping efforts should respect the victim's/survivor's need for safety and control. In general, the victim/survivor needs to be heard, needs to be respected, needs to understand options, and needs to move at her or his pace through the process of recovery.
6. If the accused is known and is an RCC student and either the victim/survivor has given permission to identify the accused or a police investigation has begun, options and services should be offered to the accused as soon as possible. Referrals to campus and local counseling services should be made.

This protocol also recognizes that the immediate community response it outlines is only part of the picture.

### **Sexual Assault Services Coordinator**

The College Sexual Assault Services Coordinator (SASC) will oversee the implementation of this protocol. The SASC serves as a primary resource for the student reporting an assault. A telephone call will be made to the SASC immediately following the initial contact. If the student decides not to speak to the SASC, the SASC will still oversee the implementation of the protocol.

### **Campus Alert Notifications**

If the SASC or local police determine that a reported incident of sexual assault represents a potential danger to the campus community, the Vice President for Student Development will be contacted. He will decide if a potential danger to the community exists, which is defined as follows:

1. a pattern of acquaintance sexual assaults
2. a stranger assault
3. a violent or sadistic assault
4. gang rape

The Vice President for Student Development will determine if a Campus Alert Notification is warranted.

### **Comprehensive Protocol Guidelines**

The goal of this protocol is to provide the following information for the campus community, which constitutes the immediate support network for students involved in a case of sexual assault:

1. boundaries of confidentiality
2. services offered by the College
3. options and choices available to the student
4. statements about services offered by local sexual assault service agencies and police services
  - (a). All reports are filed with the Sexual Assault Services Coordinator. This report may be filed with the victim/survivor's name (if permission is granted) or with other identifying information. In cases which represent clear danger to the community at large, a Campus Alert Notification may be released to protect the community while respecting the reporting student's right to

- anonymity. With the exception of the incident report, the student can speak confidentially with the Sexual Assault Services provider.
- (b). Concerning the student's choice points and services, use of any and all services by the student is fully voluntary. The Sexual Assault Services Coordinator will offer overall assistance and follow-up to the student.

## **Confidentiality**

Except in the case of emergency medical treatment, the SASC first arranges a time and place to meet with the victim/survivor. She will make certain that the selected location is confidential and safe for both parties. If the assault just happened, the SASC will make sure that the accused perpetrator, if known, is absent from the scene. The SASC then establishes rapport and helps the victim/survivor to feel safe.

## **Information and Referral**

The goal of all information and referral is to return control to the victim/survivor and to provide support services to both the victim/survivor and the accused perpetrator. The SASC will explain the options available to each student, concerning academics, law enforcement, student conduct committee, and safety matters. The staff member will also encourage the victim/survivor to seek counseling, medical attention (immediate appointments or for the next working day can be arranged, if necessary), and consider filing an official police report. All final choices of each student will be supported, and information for future referral will be provided in writing.

Uniformity, consistency, and continuity are of the essence in the treatment of a sexual assault victim/survivor and accused perpetrator. These concepts are incorporated into the College policy on sexual assault to assure a consistent and comprehensive message, and to assure that the victim/survivor and accused perpetrator receive exactly the same accurate information from the SASC and college officials involved in the case. In such a case, the SASC will provide information and support the choices of the victim/survivor (including decisions to take no actions at the present time) while facilitating referral and assistance in a confidential manner.

The following actions have been taken by the SASC:

- Sought the assistance of an interpreter, if necessary.
- Provided immediate support and problem solving. (The primary goal is to help students secure needed professional services). Listen, believe, and care.

- Encouraged the student to seek medical services in an emergency room or medical clinic if the assault occurred within the past 120 hours or if physical harm is suspected.
- Encouraged the student to file a report with local police if assault was on-campus or off-campus. Offered to have SASC accompany the student.
- Encouraged the student to consider using free counseling services available from the College and other local agencies.
- Informed the student that the College has a disciplinary hearing process for incidents of sexual assault and that this process can be confidentially discussed with the SASC or the Vice President for Student Development prior to filing charges.
- Provided the student with emergency numbers in written form and 24-hour confidential sexual assault hotline through local agencies
- Informed the student that reports must be submitted to college officials regardless of final decision on options.
- Asked student if it would be okay to follow-up with him in a few days to see how he is.
- Consulted with Vice President for Student Development.
- Completed Sexual Assault Services Incident Report form and delivered with the procedure checklist to the Vice President for Student Development.

### **7.13.00 REFERRAL OF STUDENT FOR HEALTH EVALUATION**

Any faculty or professional staff member may recommend that 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 member 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 chair 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 chair 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 the department chair 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 may appeal to the President of the institution whose decision will be final.

*History Note: Amended Effective: June 2, 2009.*

#### **7.14.00      DISABLED PARKING**

State issued handicapped parking permits may be used in any handicapped-parking place on campus. Temporary permits are available for qualified disabled students. Disabled students are to pick up parking stickers from the Vice President for Student Development who will issue the permit for a specific amount of time.

#### **7.14.01      SERVICES FOR DISABLED STUDENTS**

Richmond Community College recognizes a qualified disabled person as one who meets the federal definition of disabled. A disabled person is defined as “any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities.”

RCC is committed to providing support and services to disabled students to help them obtain a quality education and to reach their goals with the least amount of difficulty possible. Assistance is provided as necessary as related to a student's individual impairment, and functions to help them participate and benefit from the programs and activities enjoyed by all students.

Counseling services, such as help with financial aid applications, adaptive classroom facilities, community services information, mobility and accessibility arrangements, and note-taking and tutorial needs are addressed and coordinated.

**Students with disabilities are encouraged through instructors' syllabi and the college catalog to contact the Vice President for Student Development if they have a disability that requires accommodations. After proper documentation is obtained, the Vice President for Student Development or the Special Populations Coordinator will notify the faculty member of the accommodations for a particular student. See the college's Americans with Disabilities Act Handbook available in the Student Development office for further information.**

#### **7.15.00 SUPERVISORY ROLE OF RCC IN STUDENT ACTIVITIES**

The supervision of student organizations is under the auspices of the Student Development Office with the counselor assigned to student activities coordinating all student organizations along with the help of an advisor in each organization (except the SGA where the counselor is the advisor).

Membership in all student organizations shall be limited to students, faculty and staff of Richmond Community College. All organizations must follow the standards of conduct as outlined in the "**Student Conduct Code.**"

Any student group that wishes to organize as an official club or organization must follow the rules set forth by the SGA and complete a formal application to establish a club. See the Vice President for Student Development for more information. All rules of conduct apply even when events are sponsored off-campus.

Student organizations must be registered and formally approved before using the College's facilities or the College's name in sponsoring any meeting or event.

Each student organization must have an advisor who is approved by the counselor assigned to student activities. The counselor will keep a master list of advisors.

The definition and scope of an "advisor" is a faculty or staff member of Richmond Community College connected with or interested in the organization who shall offer support and advice to the officers in carrying out the purposes of the organization, and shall make himself available to meet with members of the organization, at their regular meetings, special meetings, or at special functions both on and off the campus. The advisor is also to see that proper procedures are used to schedule events (i.e., Activity Form), that purchase orders, publicity, etc. are properly done, and that the organization abides by the "**Student Conduct Code**" at all activities.

Each activity, with the exception of regularly scheduled meetings held on the RCC campus, must be approved by the counselor assigned to student activities. The College will accept no liability for a student or group of students who have not completed the Activity Form and received approval from the counselor working with student activities.

Each fall semester, the Student Activity Counselor (SAC) will get a list of advisors for each club or student activity group.

It is the responsibility of each advisor and the SGA to oversee all student activities. The College is responsible for all groups and activities that have been chartered and all events scheduled. Activities must be registered with the SAC at least one week before the event, with the copies of the Activity Form (Appendix B-2) being sent to:

1. Vice President for Student Development
2. Vice President for Administrative Services and CFO
3. President

It is the responsibility of the advisors of each student organization or club and the SAC for the SGA to see that all forms (travel requests, purchase orders, etc.) are completed at least one week before the event is scheduled. The events must also be attended by the advisor(s).

## **7.16.00 DEVELOPMENTAL STUDIES**

### **Cut-Off Scores**

The Computerized Placement Test (CPT) is used for mandatory placement in developmental courses. Minimum cut-off scores, based on local norms, are set by Student Development. Students scoring below these levels must take developmental courses as part of their program.

## **7.17.00 STUDENT RECORDS**

Curriculum records at Richmond Community College are disposed/retained according to the "**Public Records Retention and Disposition Schedule**" as provided by the State Board of Community Colleges.

Continuing Education records are maintained following the same guidelines.

## **7.18.00 ACCESS TO AND RELEASE OF STUDENT RECORDS**

The complete policy is on file in the registrar's office.

### **7.19.00      TRANSFER OF CREDIT**

Students may transfer credit earned at other post-secondary institutions provided: (1) a grade of "C" or above was attained; (2) subject, content, and length of course are comparable; and (3) the courses were completed at an accredited post-secondary institution. While there is no specific time limit on transferability of credit, time may be a factor in awarding credit in courses where technological or societal changes affect the applicability. The registrar and appropriate instructors will review official transcripts and determine which courses may transfer. Students are informed of their transfer credit by the end of their first term of enrollment.

The RCC transcript will show courses accepted for transfer with a grade of "T." These courses will not count in the student's grade point average. Transfer students must earn at least 25% of the total credit hours for the degree, diploma, or certificate as students at RCC. The nursing program has special requirements for transfer of credit. See the Nursing section of the catalog for details.

Students may transfer credit earned at RCC between curricula programs under the same conditions outlined above. Courses will transfer grade for grade and all grades earned will be used in computing the program grade point average. No transfer credit is permitted for courses completed by proficiency at other institutions.

### **7.20.00      CONTINUING EDUCATION STUDENT CONDUCT (SEE SECTION 7.02.00)**

### **7.21.00      AWARDING OF POSTHUMOUS/HONORARY ASSOCIATE DEGREES**

This policy establishes procedures for awarding posthumous/honorary associate degrees. The goals of this policy are to acknowledge the loss to the College, family and friends of a deceased student; to recognize the academic achievement of the deceased; and to extend to the family of the deceased the opportunity to share in the academic success of the deceased.

A formal request may be initiated by any of the following: a family member, a faculty or staff member, a dean, a fellow student, a vice president, or the President. If the request is not made by a family member, the student's next of kin will be contacted and asked if they would like to receive the posthumous/honorary degree. Recommendation for award of an associate degree must be approved by a faculty member in the student's major department, approved by the department head and the Vice President for Instruction.

Upon learning of the death of a Richmond Community College student, the Vice President for Student Development will ascertain the academic standing of the student.

A posthumous/honorary associate degree may be awarded to a student who had completed at least one semester; was in good academic standing; and was successfully progressing toward completion of requirements for the degree to be awarded. If the student is determined to be eligible for posthumous/honorary recognition based on the above criteria, the Vice President for Student Development will certify to the Vice President for Instruction that the deceased is determined to be eligible as a candidate for posthumous/honorary awarding of the degree.

With prior approval of the next of kin, and in accordance with their wishes, the associate degree may be awarded at the next commencement ceremony. Otherwise, the degree will be presented to the family in an appropriate setting. If the family elects to participate in the commencement ceremony, the name of the deceased student will be noted on the commencement program and announced at the commencement ceremony. The degree holder will be presented to a family member or to someone selected by the family. The posthumous/honorary nature of the award will be indicated on the degree. The awarding of all posthumous/honorary degrees must be approved by the Richmond Community College Board of Trustees.

Any exceptions to the procedure on posthumous/honorary awarding of degrees must be approved by the President.

## **7.22.00 CONTINUING EDUCATION ACCOUNTABILITY & CREDIBILITY**

Accountability and credibility are two of the most important elements of Richmond Community College's ability to achieve quality in teaching and learning and to provide effectiveness and efficiency in the overall management of the institution.

One of the primary ways this is accomplished is through a system of checks and balances designed to assure proper use of public funds. Richmond Community College (RCC) shall continue to review existing provisions for maintaining and protecting accountability and credibility. This review should include all existing safeguards designed to maintain the public trust.

The internal audit plan developed by the College and any subsequent modification of the plan must be submitted to the RCC Board of Trustees for approval. Annual reports on the implementation of the auditing plan must be made to the RCC Board of Trustees. The plan approved by the Board of Trustees will be subject to compliance review by the auditors from the System Office Audit Services Department. The plan must address specific actions for implementation of all criteria outlined below:

- 1. On-site visits to each class**
  - (a). The Directors and Coordinators of RCC's Continuing Education Area will make at least one visit each semester to fifty (50) percent

of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supported and community service classes) and will maintain proper documentation to support visits.

- (1). Classes which meet 12 hours or less may be excluded from a visit by the College representative.
  - (2). Twenty-five (25) percent of the on-campus classes require visitation and documentation as noted above.
- (b). The Vice President for Continuing Education will visit a ten (10) percent sample of randomly selected off-campus and distance education continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of such visits. The VP for Continuing Education may delegate this visitation requirement to an appropriate upper level administrator/supervisor, provided the delegation is approved in writing by the College President. Registration periods may not be considered as one of the Vice President's unannounced class visits.
- (c). An off-campus class is defined as any class not held in College owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For internet courses for which it is not possible to physically visit the class, visitation should be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officers to log on and check the activity in the class. System office Auditors must also have access to this system so that they may do unannounced class visits for these classes as well.
- (d). The Vice President for Continuing Education will submit a report to the President each semester identifying the classes offered, classes visited, a summary of any significant observations and written actions taken to correct substandard situations.

## 2. **Student Membership Verification**

- (a). In situations where the class meets physically with the instructor or other college staff, student signatures on appropriate forms (class receipt forms, class registration forms, etc.) is required for student

membership verification.

If the form must be signed by a teacher (most likely ABE or Compensatory Education), appropriate measures should be taken to assure that the students are enrolled properly. When a student is unable to affix his/her own signature, said student is to make his/her mark whereon the instructor will write in student's name and initial same.

In all instances, State Board policies in the Administrative Code and the System's Accounting Procedures Manual shall be followed.

- (b). Those persons enrolling in Continuing Education classes, who indicate they are exempt from the registration fee due to their age (65 or older), will be asked to show some form of proof of age (driver's license, birth certificate, etc.). In cases where the student cannot provide some form of proof of age on the first date of registration, the student will be asked to bring their proof to the next class meeting.

Persons enrolling in classes that are exempt from a registration fee due to their affiliation with a public safety entity (e.g. Fire Services, Police Services, Rescue Squads) they will be asked to produce identification which depicts them to be an active member. Where such identification is not possible, they may bring a letter from the Chief Administrative Officer of their agency identifying the student as an active member of an appropriate agency. This letter is to be on agency letter head stationery.

- (c). In situations where the class does not meet physically (such as internet or other distance education courses), one of the following two criteria is required for student membership verification:
  - (1). Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.
  - (2). In cases where no registration fee is paid (i.e. the student is 65 or over) electronic certification by the student, such as an electronic signature on an email, will be required for student membership verification in the course.

3. **Instructor Verification**

Procedures associated with the payment of full-time and part-time personnel must include verification that services have been rendered and

that proper personnel are being paid. This is determined by the mailing of contracts to the instructors and the returned contract signed. This verifies the instructor address is correct and checks mailed will be received by the instructor. To determine appropriate hours worked for which the College will compensate, and absent report is required by the end of each month worked. This is to be signed by both the instructor and their supervisor. Each class file will contain an instructor contract identifying the instructional hours paid by the College. The College's Business Office can produce information verifying instructor compensation.

**4. College Approval Process for Conducting a Continuing Education Class**

- (a). The VP for Continuing Education shall be responsible for approving the establishment/offering of all continuing education classes. Classes which are held without prior approval will result in official reprimand from the Vice President to the responsible Director. Criteria for accreditation by the Southern Association of Colleges and Schools (SACS) prescribe that each college must have a planning and evaluation process. To adhere to the standards set by SACS, Directors will be required to complete form RCC-16 (Start Form), signed, dated, and submitted to the Vice President for approval. In addition, each course offered will have a current syllabus with learning objectives and evaluation processes.
- (b). The office of the Vice President for Continuing Education shall maintain an up-to-date master schedule, including day, time, and location, for all continuing education classes. Directions to all off-campus classes must be on file with the Continuing Education office.

The Continuing Education Directors will be responsible for making changes on the college course list as appropriate for classes for which they are responsible.

**5. College Responsibility for Accuracy in Reporting Practices in Continuing Education Programs**

The College President, having overall responsibility for College administration, will take appropriate measures to ensure that the internal audit plan is applied and maintained consistent with all approved procedures. A summary of class visitation results will be submitted to the College President on a semester basis.

The President will report the results of the internal audit on a regular basis (at least twice a year) to the Board of Trustees, and documentation will be maintained in the office of Continuing Education.

*History note: Amended Effective: October 7, 2008.*

## **7.23.00 TUITION REFUND**

A tuition refund for the full amount of tuition and fees shall be granted if a student officially withdraws from a class or from college before the official starting date of the semester. Also, a student is eligible for a full refund if the class in which the student is officially registered fails to be offered due to class cancellation.

If a student officially withdraws from a class or from college on or before the 10% date of the semester, the student shall receive a 75% refund.

For classes beginning at times other than the first week (seven calendar days) of the semester, a full refund shall be made if the student officially withdraws from class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class on or before the 10% point of the class.

Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester shall be refunded to the estate of the deceased.

As a part of the official withdrawal, a student must request the tuition refund by completing the "Tuition Refund Form" available from Student Development.

To comply with applicable federal regulations regarding refunds, federal regulations regarding refunds shall supersede state regulations when applicable.

### **A. Military Tuition Refund**

Upon request of the student, RCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements

RCC shall buy back textbooks through the college's bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

*History Note: Amended Effective: August 10, 2010*