



— SINCE 1964 —

**RICHMOND**  
COMMUNITY COLLEGE

2017 – 2018

Student  
Handbook

**Richmond Community College**  
**P.O. Box 1189**  
**Hamlet, North Carolina 28345**  
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The College reserves the right to make changes in particular curricular requirements and offerings, in regulations, and in fees whenever such changes are deemed essential. College catalogs and bulletins are prepared to furnish prospective students and other interested persons information about the institution. Announcements contained in such printed materials are subject to change.

Richmond Community College is an equal opportunity institution. As such, it does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, or political affiliation.

Visitors to the campus are welcome. The offices of the College are open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 5:00 p.m. on Friday. Visitors are to sign in with the receptionist as soon as they arrive on campus.

# The College

In 1963, the General Assembly of North Carolina established a system of community colleges and technical institutes, which was to be governed by the State Board of Education, and a local board of trustees for each institution. On April 2, 1964, the North Carolina Department of Community Colleges, upon recommendation of the Commission of Public Education Beyond the High School Level, established Richmond Technical Institute. Seven months later, the voters of Richmond County authorized a bond issue and a tax levy for construction and support of Richmond Technical Institute. In October 1980, the name was changed to Richmond Technical College. In July 1987, the name was changed to Richmond Community College (RichmondCC) when the North Carolina General Assembly approved RichmondCC's application for community college status.

## **Mission**

Richmond Community College's mission is to offer educational opportunities, cultural enrichment, and workforce development and training that will enhance the quality of students' lives and support economic development in Richmond and Scotland counties.

## **Vision**

Through the talent and dedication of our employees, we will be the premiere community college in North Carolina. We will set the gold standard for student learning and services, driving the engine of economic development for Richmond and Scotland counties.

## **Values Statement**

Richmond Community College values above all else

Our Students  
Our Employees  
Our Community

Our Values are

Integrity...fairness and honesty in all we do  
Leadership...inspiring others to succeed  
Diversity...of both people and ideas  
Teamwork...achieving our goals together  
Innovation...never settling for what is  
Perseverance...continuously striving and overcoming adversity  
Excellence...doing our best to be the best  
Accountability...ownership of performance and results

## **Strategic Directives**

- A. Your Goals-Provide individualized approaches to student success
  - 1. Develop a career plan with each student.
  - 2. Implement support and services to assist students in meeting their goals and overcoming obstacles.
- B. Your Career-Prepare students for rewarding careers and futures
  - 1. Offer relevant programs in a variety of formats.
  - 2. Partner with students to achieve their potential.
- C. Your Community-Serve our local communities
  - 1. Promote economic development, entrepreneurship, and job creation.
  - 2. Cultivate cultural enrichment opportunities.

## **Accreditation and Certifications**

Richmond Community College (RichmondCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, associate in applied science degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Richmond Community College.

Questions regarding college operations including admissions, financial aid, and programs offered should be addressed to the Student Services Department at 910-410-1730. The Commission should only be contacted if there is evidence that appears to support RichmondCC's non-compliance with a SAC-COC requirement or standard.

The Richmond Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater FL 33756, 727-210-2350.

There is a Cooperative Agreement between Richmond Community College and Pitt Community College for the Health Information Technology Program. The Pitt Community College Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). 233 N. Michigan Avenue, 21<sup>st</sup> Floor. Chicago, Ill 60601-5800. Email: [info@cahiim.org](mailto:info@cahiim.org).

The Early Childhood Education program is accredited by the National Association for the Education of Young Children ([www.naeyc.org/](http://www.naeyc.org/)), 1313 L Street, Suite 500 NW, Washington D.C. 20005-4101, 202-232-8777.

The Associate Degree Nursing program and the Practical Nursing program are approved by the NC Board of Nursing.

The Mechanical Engineering Technology program and the CAD Certificate program are certified by the American Drafting and Design Association at the Drafting and Design Levels.

The Basic Law Enforcement Training program is certified by the N.C. Criminal Justice Training Standards Commission.

Nurse Aide I course is approved by North Carolina Department of Health and Human Services.

Nurse Aide II course is approved by North Carolina Board of Nursing.

The Academic Success Center is certified by the National Tutoring Association.



## Performance Measures for Student Success Report

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

To facilitate the first three-year review of the measures, the Performance Measures Adjustment Committee was appointed to review the current set of measures and recommend deletions, revisions, and additions. This included individuals representing college leadership and research.

Based on three years of data (if available) for each measure, baseline levels are set two standard deviations below the system mean, and excellence levels are set one standard deviation above the system mean. These levels remain static for three years and are reset every three years.

The performance summary below provides each college with an overview of its results as compared to its peers. Colleges will be reported as either met or exceeded excellence level, below excellence level, but above college average, below college average, but above baseline level, or below baseline level.

### Performance Measure Results 2017

The results shown below are for the 2015-2016 year, as shown in the NCCCS 2017 Performance Measures for Student Success Report:

#### Richmond Community College 2017 Performance Measure Results

Performance Measure	System Excellence	College Average	System Baseline	RichmondCC Results	RichmondCC Performance
Basic Skills Student Progress	68.3%	59.1%	34.5%	47.5%	Below College Average, Above Baseline Level
Student Success Rate in College-Level English Courses	55.9%	50.9%	23.8%	60.0%	Met or Exceeded Excellence Level
Student Success Rate in College-Level Math Courses	32.5%	29.0%	10.1%	40.0%	Met or Exceeded Excellence Level
First Year Progression	75.0%	70.5%	54.1%	66.8%	Below College Average, Above Baseline Level
Curriculum Completion Rate	51.9%	43.7%	35.9%	44.0%	Below Excellence Level, Above College Average
Licensure and Certification Passing Rate	90.9%	82.0%	69.9%	83.9%	Below Excellence Level, Above College Average
College Transfer Performance	87.6%	82.5%	65.1%	73.4%	Below College Average, Above Baseline Level

## **Location**

The 160-acre main campus of Richmond Community College is located on U.S. Highway 74 between Rockingham and Hamlet. This four-lane highway intersects with U.S. Highway 1 and U.S. Highway 220 in Rockingham and makes the college easily accessible to all students in the RichmondCC service area. The College also owns the James Building, located on Rice Street in downtown Hamlet and the F. Diane Honeycutt Center, located on McLean Street, in Laurinburg.

## **Facilities**

The College's physical plant on the main campus consists of seven buildings, creating a total of 204,600 square feet. This area includes offices, classrooms, laboratories, shops, campus maintenance, storage, and special facilities such as the computer technologies center, library, guided studies center, teaching auditorium, student center, bookstore, and community auditorium and banquet rooms. Workforce and Economic Development courses are taught in various locations, including the main campus, the James Building, and the F. Diane Honeycutt Center. An amphitheater, designed for community and college use, is located on the main campus and is utilized for public events.

### **The Hugh A. Lee Building**

#### **Auditorium**

The teaching auditorium seats 70 people and is used for large class presentations, staff meetings, student activities, and public functions such as civic meetings.

#### **The Career Center**

The Career Center affords students an opportunity to explore personal strengths and interests before selecting a career. The Career Center is staffed with professionals who are trained in career exploration. Information and guidance concerning job search skills, college and job information, job interviewing skills, and resume writing are available.

### **The Janet Lindsey-Petris Building**

#### **Bookstore**

A bookstore, stocking textbooks and supply items for courses taught at the College, is located near the student lounge and is open from 8 a.m. until 6:30 p.m., Monday through Thursday, during the fall and spring semesters. The RichmondCC Bookstore closes at 12:00 noon on Fridays. For summer hours, call (910) 410-1851.

#### **J. C. Lamm Student Center**

A spacious student lounge provides indoor recreational facilities; a vending area for sandwiches, snacks, and beverages; and tables and chairs at which students study, talk, eat, and relax.

#### **John E. Forte Building**

The Forte Building houses the Computer Integrated Management Systems (CIMS) lab, the Industrial Systems Technology lab, the Machining Technology lab, and the Welding lab.

### **The James Building**

Located at 106 Rice Street in Hamlet, the James Building was the historic home of the Lillian B. Duer James School of Nursing. The building provides adult education through RichmondCC's College and Career Readiness programs. Adult High School, General Educational Development, English as a Second Language, and literacy courses are based out of this local landmark.

### **J. Richard Conder Learning Resources Center**

RichmondCC's Learning Resources Center is a 20,000 square foot building filled with books, magazines, computers, study rooms, and a tutorial center. The second floor of the library offers beautiful views of the campus. The LRC is composed of three departments: the Library, the Academic Success Center and the Instructional Technology Center.

### **Library**

The library includes over 30,000 books in its general, reference and special collections which contain a wide variety of magazines, newspapers, and online databases to supplement the College's degree, diploma, and certificate programs. The library provides an appropriate setting for research, study, or leisure reading. Library staff is available to assist faculty, staff, students, and the community.

### **Academic Success Center**

The Academic Success Center offers free tutoring to all RichmondCC students who are experiencing academic difficulty. Coordinators provide appropriate tutors and/or study materials. Assistance and materials are also available to students who want to improve mathematics, reading, study, or writing skills. The Center provides proctoring services for RichmondCC curriculum instructors and students of other educational institutions in the United States.

### **Instructional Technologies Center**

The Instructional Technologies Center offers a wide range of services to support the instructional programs of the College. This support includes video conferencing, Blackboard maintenance, receiving and transmitting distance learning courses, and assisting faculty with course development. In conjunction with the local cablevision company, the Instructional Technologies Center also houses WRichmondCC-TV Cable 21, an educational channel which provides community-oriented programs.

### **The Robert L. and Elizabeth S. Cole Auditorium and Community Center**

#### **The Cole Auditorium and Banquet Facilities**

The Cole Auditorium is a 1000-seat auditorium designed to house major arts, cultural, educational, and civic events. Meeting and banquet rooms can accommodate 225 for a banquet or 675 for a reception. The spacious lobby is also used for special events.

### **The Customized Training Center**

The Customized Training Center supports local industry by assessing training needs and developing programs to meet those needs. Emphasis is placed on skilled and semiskilled workers.

### **The L. G. and Carrie B. DeWitt Technology Center**

The 13,000 square foot DeWitt Technology Center houses computer labs, an electronics lab, administrative offices, a central computer plus the distance education, e-mail and web servers. Staff computers throughout the campus are linked to the network via fiber optic backbone, thus allowing users access to programs which only exist on CIS and/or other network applications.

The Business Office, Development Office and the Office of the President are located on the second floor.

### **The Small Business Center**

The Small Business Center is designed to provide support for new and existing businesses in Richmond and Scotland Counties. The Center has a library of printed and video materials on small business management and offers special workshops and seminars throughout the year. The Center serves as a networking agency to provide information to those desiring its services.

### **The Joseph Grimsley Health Science Building**

The 35,600 square foot Grimsley Health Science Building houses the Associate Degree Nursing, Medical Assisting Technology, and Nursing Assistant programs. Key features of this building are its tiered lecture and seminar rooms, biology and physiology labs, a 50-seat computer skills lab, and its instructional technology systems. The Lillian B. Duer James School of Nursing is located in this building.

### **The F. Diane Honeycutt Center**

The 18,271 square foot F. Diane Honeycutt Center is located at 600 McLean Street in Laurinburg and houses classrooms, computer labs, nursing labs, faculty offices, a 100- seat multipurpose room, and an industrial training center. The Practical Nursing, Nursing Assistant, and HVAC/Refrigeration curricula are housed there along with Workforce and Economic Development courses.

### **Residence Halls**

Residence halls are not provided by Richmond Community College. A student not living within commuting distance, and who wishes to live in the college area, must make his/her own arrangements. Richmond Community College does not supervise students in their living quarters.

# Workforce and Economic Development Programs

Richmond Community College offers adults, 18 years old or older, a variety of noncredit educational programs which afford an opportunity to finish high school, to participate in preemployment training, to upgrade current job skills, and to improve personal and family life. Workforce and Economic Development offers a large selection of subjects which are taught at convenient hours, at convenient locations, and as frequently as needed. A fee is charged for most classes. Textbooks and/or materials, if needed, must be purchased by the student.

As needs are identified, courses are developed, scheduled, and announced to the public. To ensure a place in the class, interested persons are encouraged to preregister by telephoning the receptionist at Richmond Community College at (910) 410-1700 or (910) 276-3331. Many classes have enrollment limits; therefore, preference will be given to preregistrants. Formal registration takes place at the first class meeting.

The public is encouraged to make their needs and/or interests known to the Workforce and Economic Development Department by calling (910) 410-1831.

## **The Continuing Education Unit**

The continuing education unit (CEU) is used as the basic means for recognizing an individual's participation in and for recording the institution's offering of noncredit classes, courses, and programs. A CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. There are two types of CEU applications: individual and institutional.

The following criteria are to be utilized for the awarding of individual CEUs:

1. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.

3. Content is selected and organized in a sequential manner.
4. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
5. There is a provision for registration for individual participation and to provide data for institutional reporting.
6. Appropriate evaluation procedures are utilized and criteria established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Noncredit offerings which do not meet the individual CEU criteria should be accounted for only in terms of the institutional CEU, no individual CEUs should be awarded. Normally these noncredit offerings will be less structured and more informal in nature.

Neither individual nor institutional CEUs normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional CEUs should meet the following criteria:

1. The activity is a planned educational experience of a continuing education nature.
2. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve the resource personnel utilized.
3. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the College.

Regular attendance and participation is essential for effective teaching and learning. A minimum attendance of 80% is required to receive CEUs.

Students may not take the same occupational extension course more than twice within a five-year period.

### **Transcripts**

The Assistant Registrar, under the direction of the Registrar and the Vice President of Student Services, is in charge of all Workforce and Economic Development student records. A student may receive a transcript or other permanent record information by completing a Transcript Request Form. Transcripts may be mailed or e-mailed to any school or prospective employer, but may not be faxed.

High School Equivalency (HSE) graduates must contact the NC GED Office for a transcript. The transcript form is available on RichmondCC's website at [www.RichmondCC.edu/](http://www.RichmondCC.edu/) under the Workforce and Economic Development link or by written request to NC GED® Office, 5016 Mail Service Center, Raleigh, NC 27699-5016

Adult High School graduates must contact the AHS/HSE Coordinator for a transcript. The transcript form is available on RichmondCC's website at [www.RichmondCC.edu](http://www.RichmondCC.edu/) under the Workforce and Economic Development link.

## **Workforce and Economic Development Programs**

### **College and Career Readiness**

College and Career Readiness programs are designed to be comprehensive, flexible, innovative and available as they address the needs of businesses, industries, and communities and citizens in Richmond and Scotland Counties.

### **Adult Basic Education (ABE)**

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation skills necessary to function effectively in society, on a job, or in the family.

Adult Basic Education (ABE) includes coursework designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of being citizens.

### **Adult High School**

RichmondCC offers the Adult High School program in cooperation with the Richmond and Scotland County public school systems. Students in the Adult High School Diploma program must be at least 18 years old and not currently enrolled in any public/private school. Persons between 16 and 17 years of age may be admitted with approval of the local school superintendent. Those who have been out of school for six months may be admitted with a parent's or guardian's permission.

Students must meet all requirements that are expected from a graduate of Richmond or Scotland County School Systems. Twenty-two units of credit will be required for graduation for students 18 years old and older. Students ages 16 and 17 must complete 22 credits plus any local school system requirements to earn an Adult High School Diploma. These course credits may be a combination of credits from the public/private school and Richmond Community College Adult High School program.

There is no charge to enroll in the Adult High School program.

A graduation ceremony is held annually for Adult High School and HSE diploma graduates.

### **Basic Skills Plus**

The Basic Skills Plus program is designed for students with a goal of enrolling in a college setting to obtain a post-secondary education. Students enrolled in this program will work on obtaining their Adult High School or HSE Diploma and take college credit courses at the same time.

The Basic Skills Plus program provides employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled at RichmondCC leading to a high school diploma or equivalent certificate.

Basic Skills Plus is a college transition opportunities that assist students in obtaining the necessary academic, technical, transferable skills to ensure college and workplace success. Career pathways offered include Healthcare and Office Administration.

### **College Readiness - Placement Test Review**

The College Readiness - Placement Test Review is a six-week course that offers higher level academic skills in math, reading, and English for high school graduates. Students will also be introduced to communication skills via computer skill development and student success activities.

The course will include orientation, TABE assessment, registration, and learning styles/ keyboarding assessments. In addition, student success activities will include goal-setting, study tips, time management, and college support services offered by RichmondCC's Student Services.

The course is offered as a hybrid course requiring both classroom and online instruction. Students will attend the six-week classroom instruction during the dates, days, and times provided. The online instruction will allow students to continue their studies at home based on their individual prescription which is determined through the online assessment.

This program is also offered online.

### **College and Career Readiness Program Occupational Transition (O.T.)**

The College and Career Readiness Program Occupational Transition (formerly known as Compensatory Education) is dedicated to providing each learner with the tools and skills he/she will need in today's challenging economic times. Occupational Transition classes are designed for high school graduates that received an Occupational Course of Study Diploma from public schools. The O.T. classes improve soft skills, improve educational skills, and insure a smooth transition to the workplace.

### **English as a Second Language (ESL)**

These classes are designed for any adult who is not a native English speaker, reading, writing, speaking, listening and employability skills are taught. Students are placed in class levels with other students who have similar language needs.

### **High School Equivalency (HSE) Diploma Program**

The High School Equivalency (HSE) Diploma Program is designed to help the adult earn the equivalent of a high school diploma. The student studies subjects in the five areas of Writing, Reading, Mathematics, Social Studies, & Science. There is no charge to enroll in the HSE Diploma program. Orientation class is required prior to enrollment.

The North Carolina Community College System has approved the following HSE Tests: GED, HiSET, & TASC. RichmondCC provides testing for GED & HiSET. The GED Test is available at the James Building only and is provided as a computer-based exam. Each test is \$20 per test or approximately \$80.00. The HiSET Test is available at the James Building & Honeycutt Center and is provided as a paper-based exam. All five HiSET tests (or the battery) are \$50 for the entire test. Students must register and pay for either exam at [www.ged.com](http://www.ged.com) or [www.HiSET.ets.org](http://www.HiSET.ets.org). Each website offers additional resources to help prepare the student for the HSE & a monthly testing schedule. Upon successful completion of the HSE test, the student will receive a High School Equivalency Diploma from North Carolina State Board of Community Colleges. A graduation ceremony is held annually for the Adult High School & HSE Diploma graduates.



### **High School Equivalency & Adult High School Diploma Online Classes**

The College & Career Readiness Program offers High School Equivalency (HSE) & Adult High School Diploma classes via the Internet for students who are unable to attend traditional, regularly scheduled classes due to work schedules, health, or personal preference.

To enroll in HSE online classes, adults must attend a face-to-face orientation session and must be assessed to determine the proper academic level of materials to begin working in. Follow up testing is required on site periodically. For AHS diploma online classes, students must score 8.6 or higher in reading/math TABE assessment test and provide an official high school transcript from the last school attended. The transcript will be evaluated to determine the student's course of study. These classes are free of charge and are available 24/7.

### **Skills Enhancement**

Skills Enhancement offers high school graduates the opportunity to enhance skills for improving college assessment scores. This class is also helpful for workers needing to refresh skills in order to improve scores on job-related tests. Classes are available in a traditional classroom setting.

### **Customized Training**

For more than 50 years, North Carolina's community colleges have supported business and industry with customized training. North Carolina was the first in the nation to deliver company-specific instruction as a component of the state's economic development efforts. Today, North Carolina continues this strong tradition through collaborative partnerships. Companies require continual access to a talented and qualified workforce. Our Customized Training Program is geared to train that workforce to exhibit the productive and innovative culture for which your organization is known and is necessary to ensure its success.

Enhancing the global competitiveness of your company requires a strategic training solution that includes the identification of knowledge, skills and abilities for specific jobs, the design and development of a detailed customized training plan, and instructional delivery to your world-class workforce.

### **What We Do**

The Customized Training Program provides education, training and support services for new, expanding and existing business and industry in North Carolina through our network of 58 community colleges, serving all 100 counties of the state. Our goal is to foster and support three key aspects of your company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

The Customized Training Program is designed to make a difference in your bottom line, whether your organization is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

### **Small Business Center**

Our professional staff helps to find solutions to challenging business questions, provide assistance in the creation of a business plan, and research other areas that would generate growth/expansion of existing businesses.

### **Individual Counseling**

Small business owners and prospective owners may also receive free one-on-one counseling, assistance and referrals to appropriate agencies for further counseling. Available on an as-needed basis, this local confidential service acts as a sounding board for new ideas and/or concerns individuals may have about their new or existing business.

### **Seminars and Professional Development**

The Small Business Center offers year-round a wide variety of seminars and workshops to help small businesses be successful. Professional Development seminars are also offered to assist businesses and start-ups on promoting professionalism through motivating, networking, strategizing and other areas that impact the work environment. Some of the workshops/seminars offered include:

- How to Start a Business
- How to write a Business Plan
- Financing Your Business
- Bookkeeping and Taxes
- Marketing for Success

The seminars are usually offered free of charge. A \$5 fee for some morning sessions is to cover the cost of lunch.

### **Resource Center**

The Small Business Center has an on-site Business Resource Center that is stocked with a library of professional resources that will help boost your business knowledge. Take advantage of these no charge resources. This library includes printed and multimedia material. There are also Internet accessible computer workstations. The Resource Center is open during normal office hours Monday through Thursday from 8 a.m. until 5 p.m.

### **Business Alliances**

In addition to providing counseling, training, and other resources, RichmondCC's Small Business Center can, if needed, put you in touch with vital local business and community leaders.

Contact information can be provided for local and state government agencies that will enable individuals to grow their businesses. Local community organizations can offer professional networking opportunities and important business to business information. And as a member of the North Carolina Business Alliance, individuals can be connected with other member agencies across the state

### **Growing America through Entrepreneurship (GATE)**

Richmond Community College is one of ten community colleges that offer an on-site GATE counselor. GATE targets people who have been laid off from their previous jobs, but are interested in starting their own businesses instead of finding another job. GATE is a twofold project—it focuses on entrepreneurial individual counseling and enhancing entrepreneurial readiness through a scholarship program. Scholarships can only be used to enhance entrepreneurial skills and are closely matched to the aspiring entrepreneur's needs. Visit the website at <http://www.ncprojectgate.org> to find out if you are eligible and to apply.

### **Pre Employment Program**

The Pre Employment program provides pre-vocational training/counseling and assistance for chronically unemployed and underemployed adults. The program is aimed at placing these adults into permanent employment or further educational training.

The primary objective of Pre Employment is to help the jobless trainee reorient himself to the world of work through the development of communication skills which are necessary for getting and keeping a job. To accomplish this purpose, the Pre Employment program first identifies and recruits people within the community who are in the greatest need of this service. The unemployed on public assistance are preferred candidates for the program. In an effort to place each graduate in a job which fits his/her ability and interest, Pre Employment staff members develop job opportunities within local businesses and industry. In some cases, graduates may be directed into specific programs available at Richmond Community College.

### **Career Readiness Center**

The Career Readiness Center provides WorkKeys testing and certification services to students, as well as to employers and their potential employees, for a nominal fee. Successful completion of the Work Keys tests provides a portable credential that provides evidence of the initial job skills sought by employers.

### **Occupational Skills**

Occupational skills courses help adults acquire marketable skills like word processing or prepare adults for licensure or certification exams. Short courses offered through this program help adults enhance job skills. Carpentry, masonry, electrical wiring, computer skills, Spanish, small engine repair, Notary Public, and Effective Teacher Training are among the courses offered.

Businesses and industries can look to Richmond Community College to train employees to use new software programs or to improve management skills by enrolling in a supervisory skills course. Depending upon the physical needs of the courses, some courses may be taught on location in the business or industry.

### **Ed2Go**

Richmond Community College offers a variety of Workforce and Economic Development classes online via Ed2Go for students who have Internet access. Course materials and assignments are online and available 24 hours a day, seven days a week. Students may work when they have time available.

Prior to starting each course, students will be required: (1) to pay the registration fee and (2) complete an online orientation. To get started, students need access to the Internet and an e-mail account in order to take the class. Courses are available every six weeks or on the date indicated. The e-mail address for online courses is: [www.ed2go.com/RichmondCC](http://www.ed2go.com/RichmondCC) and can be accessed at any time.

### **Public Safety**

The Public Safety programs offer training for law enforcement officers, fire fighters, EMTs, paramedics, and rescue technicians. Courses provide instruction to meet certification requirements established by state agencies. Registration fees are waived for those affiliated with departments relevant to the training content.

Basic Law Enforcement Training (BLET) is also offered through the Public Safety programs. BLET is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, municipal governments, or private enterprise.

The program utilizes N. C. Criminal Justice Training and Standards Commission mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverages laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

### **Personal Enrichment Courses**

Courses offered for personal growth or enjoyment are considered personal enrichment courses. They include a wide variety of topics, such as art, history, crafts, and music. Some classes are designed and marketed specifically for senior citizens.

### **Class Locations**

Many adult education courses and services are located on the college campus. Other courses and services are provided at extension centers in Rockingham and Laurinburg. Extension centers include school buildings, community buildings, churches, libraries, industrial buildings and other approved facilities. College and Career Readiness classes can be established in a new location whenever twelve or more adults express an interest and a site is available.

### **The F. Diane Honeycutt Center**

The 18,271 square foot F. Diane Honeycutt Center is located at 600 McLean Street in Laurinburg and houses classrooms, computer labs, nursing labs, faculty offices, a 100-seat multipurpose room, and an industrial training center. The Practical Nursing, Nursing Assistant, and HVAC/Refrigeration curricula will be housed there along with Workforce and Economic Development courses.

### **The James Building**

Located at 106 Rice Street in Hamlet, the James Building was the historic home of the Lillian B. Duer James School of Nursing. The facility now provides a one-stop center for services provided by the College and Career Readiness Program. Adult High School, HSE, ESL, and Basic Skills courses are based out of this local landmark.

## Workforce and Economic Development Tuition and Fees

<b>Type of Courses</b>	<b>Registration</b>	<b>Other Fee Charges</b>
Adult Basic Education	None	None
Adult High School	None	None
HSE Completion	None	None
<a href="http://www.ged.com">www.ged.com</a>		Test fee – \$80.00
<a href="http://www.hiset.ets.org">www.hiset.ets.org</a>		Test fee - \$50.00
<b>Occupational Courses</b>		
1 – 24 hours	\$ 70.00	Textbooks and/or
25 – 50 hours	\$125.00	materials
51+ hours	\$180.00	
<b>Self-Supporting Courses</b>		Tuition varies

Tuition is set by the State Board of Community Colleges and is subject to change.

In compliance with legislation passed by the 1993 General Assembly, students who take the same occupational extension course more than twice within a five-year period shall pay tuition based on a formula involving the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. Students who can demonstrate course repetition is required by standards governing the certificate or licensing program in which they are enrolled are exempt.

# Admissions

## 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, who have obtained a high school diploma or equivalent, regardless of race, creed, color, sex, disability, or national origin who can benefit from instruction at Richmond Community College shall be admitted to the College provided space is available.

In compliance with 1D SBCCC 400.2(e), Richmond Community College reserves the right to refuse admission to any applicant who, during the registration process, acts or speaks in a way that creates a reasonable and legitimate concern that the applicant poses and articulable, imminent, and significant threat to others. Such applicants will be evaluated on a case by case basis by the Vice President for Student Services. The Vice President for Student Services shall report the decision on the applicant to the President, indicating the rationale for denying admission, the time period within which the denial is applicable, and any conditions that would allow for the denied applicant to be eligible for admission. An applicant denied admission by the Vice President for Student Services, in accordance with the Student Grievance Policy, may appeal the decision to the President, whose decision will be final.

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.

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 the Director of K12 Partnerships.

To be admitted to a curriculum program at Richmond Community College, applicants must have a high school diploma or the equivalent (HSE). Exceptions to this policy may be made for students enrolled concurrently in the College and Career Readiness Transition program and those students eligible for the U.S. Department of Education Ability to Benefit provision.

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 their transcript.

Prior to enrolling in courses at RichmondCC, applicants must verify their identity by presenting a government-issued photo ID, or an acceptable reproduction of a government-issued ID. This requirement may be waived when students are sponsored by a government agency or

entity. The Registrar will determine if an alternative means of verification is acceptable should a government-issued photo ID not be available.

The complete admissions procedure is available in the current Student Handbook.

### **Degree Curricula**

The College offers curricula that lead to Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Applicants to any of these curricula must be high school graduates or the equivalent (North Carolina high school graduates must have passed the N.C. Competency Test).

### **Diploma/Certificate Curricula**

The College offers curricula leading to a diploma or certificate. Applicants for admission to these curricula should be high school graduates or the equivalent; however, consideration will be given to those who are not high school graduates but have the ability to benefit from a course of study.

### **Pre-Admissions Counseling and Testing**

All placement testing of prospective students shall be under the supervision of the Vice President for Student Services. Tests are scheduled by the Student Services staff.

Prospective students will speak with a counselor in Student Services in person, by phone, or by email. The counselor will determine if a prospective student is required to take a placement test or qualifies for an exemption. Applicants who take the placement test are counseled regarding their scores after testing. Prospective students are admitted once testing results are given to the Assistant Registrar. Applicants scoring below certain cut scores on the placement test will be required to take developmental courses as part of their curriculum. Applicants that were exempted from placement testing are admitted once they confer with a counselor and submit required documentation. The Assistant Registrar will then mail acceptance letters to all of the prospective students who were admitted.

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.

## Admissions Procedures

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

1. Complete and submit an application for admission to RichmondCC.
2. Send a copy of his/her high school transcript or high school equivalent to RichmondCC, along with transcripts from any post-secondary schools attended. If he/she graduated from a non-public high school, proof of current registration with the North Carolina Division of Non-Public Education and a transcript are required.
  - a. A student may be accepted as a provisional student without a high school transcript for one semester.

The student will be responsible for providing their official high school transcript(s) before being allowed to register for the following semester. Receipt of an official transcript confirming an Associate Degree or higher from a regionally accredited institution will exempt the student from providing a high school completion transcript.

3. Take the College placement test to measure performance in the following areas: reading, writing, and math. The student will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental education course.
  - a. The Associate Degree Nursing and Practical Nursing programs have special admission requirements. A college counselor can provide additional information.
  - b. An applicant who holds an associate's degree or higher from a regionally accredited institution may not be required to take the College placement test. Developmental credit will be given based upon the student's previous math and English credits.
4. Students who test into DRE-096 Integrated Reading and Writing I, DRE-097 Integrated Reading and Writing II, DRE-098 Integrated Reading and Writing III must take a Computer Skills assessment during the admissions process. Students who score below the cut score on the Computer Skills Assessment will be required to take CIS-070 Fundamentals of Computing.
5. Talk with a counselor about your College placement test results and your educational goals.

## Placement Testing Policies

### I. RCC Placement Tests

Richmond Community College utilizes the North Carolina Diagnostic and Placement Test (NC\_DAP) to measure the academic preparedness of incoming students. The NC\_DAP is a computerized testing system. Richmond Community College uses



scores from the NC\_DAP test to determine the beginning Math and English courses in which students will be the most successful.

## II. Placement Testing Requirements

All students who apply to Richmond Community College will be required to complete a placement test prior to being admitted to the college unless a student meets the requirements for an exemption to the placement test. Exceptions are noted in Section III and Section IV.

Applicants are strongly encouraged to complete an application (preferably online) to the college before taking the placement test. Applicants may also complete an application on the day of testing.

Appointments for NC\_DAP testing are available during morning, afternoon and evening hours in Student Services. Walk-ins are also welcome if space is available. NC\_DAP testing is also available at the Honeycutt Center in Laurinburg. Please call for an appointment at (910) 410-1730 (Hamlet, Main Campus) or (910) 410-1831 (Honeycutt Center, Laurinburg).

NC\_DAP testing for Career and College Promise students is conducted at the respective high schools and coordinated with the Director of K-12 Partnerships. Applicants are encouraged to review reading, English, and math skills prior to taking the NC\_DAP placement test. Applicants can review sample questions located on our website at <http://media.collegeboard.com/digitalServices/pdf/accuplacer/nc-sample-questions-v2.pdf>.

Students must present a valid photo I.D. at the check-in (receptionist) desk. Acceptable identification is a document with both a photo and a name, such as a driver's license, state-issued identification card, passport, military, or school I.D. Calculators, dictionaries, earphones, cell phones and other aids are not allowed. The NC\_DAP will take approximately three hours to complete.

## III. Placement Test Exemptions

The following students may be exempt from testing:

- 1) Applicants who possess an associate degree or higher from a regionally accredited college or university
- 2) Applicants who previously tested on ACCUPLACER or NC\_DAP within the past five years and are reapplying for admission
- 3) Applicants applying for Special Credit status who plan to take courses that do not have a developmental prerequisite or co-requisite
- 4) Applicants who have completed developmental courses at a North Carolina community college and can provide a post-secondary transcript that documents successful completion of developmental reading, English, and math courses

- (grade of P for courses with DMA or DRE prefix, C or higher for courses with ENG, RED or MAT prefix)
- 5) Applicants who have completed college-level English and math coursework and can provide a post-secondary transcript documenting successful completion of said courses (grade C or higher) (Transfer credit will be determined by the Registrar)
  - 6) Applicants who earn a score of 500 on the SAT Critical Reading or English section will be exempt from the writing, reading and revised editing portion of the placement test. Applicants with a score of 480 on Evidence-Based Reading and Writing (March 2016 and after) on the SAT will be exempt from the writing, reading and revised editing portion of the placement test. Applicants who earn a score of 500 on the SAT Math (530 on SAT Math March 2016 and after) will be exempt from the math portion of the placement test. The SAT scores must be within the past five years.
  - 7) Applicants who earn an ACT score of 22 on Reading or 18 on English will be exempt from the writing, reading and revised editing portion of the placement test. Applicants who earn an ACT score of 22 on Math will be exempt from the math portion of the placement test. The ACT scores must be within the past five years.

#### IV. **Multiple Measures Policy**

The Multiple Measures for Placement Policy establishes a hierarchy of measures that Richmond Community College will use to determine students' readiness for college-level courses:

- 1) A recent high school graduate who meets the specified GPA benchmark will be exempt from diagnostic placement testing and will be considered "college-ready" for gateway math and English courses.
- 2) If a recent high school graduate does not meet the GPA benchmark, the college will use specified ACT or SAT subject area test scores to determine placement.
- 3) If a recent high school graduate does not meet the GPA threshold or have college-ready ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.
- 4) If an applicant does not have a recent high school transcript or ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.

### Multiple Measures for Placement

Unweighted GPA = or >2.6 Four High School Math Courses*	Student is college ready for any gateway math course and any course that has a DMA prerequisite. Colleges may require students to take a supplemental math lab as a co-requisite, based on college policies.
Unweighted GPA = or > 2.6 And Four High School Math Courses*	Student is college ready for any English course up to and including English 111 and any course that has a DRE prerequisite. Colleges may require students to take a supplemental English composition lab as a co-requisite, based on college policies.
Unweighted GPA <2.6	College will evaluate subject-area ACT or SAT scores to determine if student is college ready in math and English using the following scores (based on national and state validation studies): English: ACT Reading 22 <b>OR</b> ACT English 18 SAT Writing 500 <b>OR</b> SAT Critical Reading 500 <b>OR</b> SAT Evidence-Based Reading and Writing 480 (March 2016 and after) Math: ACT Math 22 SAT Math 500 (530 March 2016 and after)
Unweighted GPA <2.6 and subject-area score(s) below college ready	Student will take subject-area State Board-approved assessment(s) to determine placement.
Students without a recent transcript GPA or without ACT or SAT scores	Student will take subject-area State Board-approved assessment(s) to determine placement

\* To be eligible for Multiple Measures for Placement, a high school student must complete four math courses, including Algebra 1, Geometry, Algebra II (or the Standard Course of Study equivalents) and one additional math course. Eligible 4<sup>th</sup> math courses are listed on the NCCCS document: *Eligible 4<sup>th</sup> High School Math Courses for Multiple Measures Placement*. The System Office's Program Division will update this list as needed in consultation with the Department of Public Instruction.

## **Eligible 4th High School Math Courses for Multiple Measures Placement**

### High School 4th Math Courses:

Advanced Functions and Modeling  
Analytical Geometry  
AP Statistics  
Calculus  
Discrete Mathematics  
Essentials for College Math (SREB – Math Ready)  
Integrated Mathematics IV  
International Baccalaureate Mathematics  
Mindset  
Pre-Calculus  
Probability & Statistics  
Trigonometry

### Community College 4th Math Courses (Taken in Career & College Promise Pathways):

MAT 143 (Quantitative Literacy)  
MAT 151 (Statistics I)  
MAT 152 (Statistical Methods I)  
MAT 155 (Statistical Analysis)  
MAT 161 (College Algebra)  
MAT 162 (College Trigonometry)  
MAT 165 (Finite Mathematics)  
MAT 167 (Discrete Mathematics)  
MAT 171 (Pre-Calculus Algebra)  
MAT 172 (Pre-Calculus Trigonometry)  
MAT 175 (Pre-Calculus)  
MAT 200 or above

This Multiple Measures Placement Policy applies to any applicant who has an official transcript from a high school that is legally authorized to operate in North Carolina and who graduated from that high school within five years of college enrollment.

To determine placement of applicants who apply for admission before they graduate from high school, Richmond Community College will consider official transcripts, which state the cumulative GPA at the end of the first semester of the 12<sup>th</sup> grade or ACT/SAT test scores.

Applicants who graduated prior to 2013 and/or out-of-state applicants will be required to take the placement test unless they qualify for an exemption listed in Section III.

**V. Testing Accommodations**

Disability Services (DS) complies with ADA (American with Disabilities Act Amendments Act) and Sections 504 of the Rehabilitation Act by offering exam accommodations for prospective students with disabilities such as extended time, alternative formats, and assistive technology depending on the student's disability. These accommodations are implemented to give students with disabilities equal access to testing.

If an applicant has a condition that may warrant special testing accommodations, the applicant should contact the Disabilities Services Counselor at (910) 410-1867 at least one week prior to the testing date. The prospective student must present documentation verifying the disability. The DS Counselor will interview the student and review the documentation to determine appropriate accommodations.

**VI. Retesting**

NC\_DAP and ACCUPLACER scores are valid for five years. Applicants may repeat all or part of the NC\_DAP placement test once in a twelve month period unless their scores require placement into Pre-College. Pre-College students must enroll and complete the required number of instructional hours before being permitted to retest. If an applicant places into a Developmental Education course and feels that the placement test did not adequately reflect skill level, then he/she may request a retest. There is a minimum wait of seven days between the first and second administration of the test. However, the waiting period can be waived during the two weeks prior to a final registration period.

Once a student has begun a developmental course sequence, the assessment process is considered complete. Permission of the Department Chair of English/Reading or Department Chair of Math/Science is required for an early exit from the sequence. The cost of the initial assessment is free. Retest fees are \$2 per section and subject to change.

**VII. Transferring Test Scores**

Richmond Community College accepts NC\_DAP and ACCUPLACER scores from other schools if the testing has occurred within the last five years. Score reports may be sent to the attention of the Office of Admissions.

Students who have taken the NC\_DAP or ACCUPLACER at Richmond Community College may request their scores be sent to another college. Students may come by Student Services and complete a request form or call and speak with a counselor. The counselor will verify the information, complete the form, and mail it to the appropriate college.

### **Developmental Education**

Students whose placement test scores indicate a need for extra instruction in English, mathematics, or reading will be required to enroll in appropriate developmental education courses. A list of curriculum courses having developmental prerequisites appears in the Curriculum Programs chapter of this catalog. The student required to take developmental education courses should consult that list before choosing curriculum courses.

### **Spanish Placement Test and Credit by Examination**

#### **Placement Test**

Students who studied Spanish in high school or who have significant experience using Spanish may request a placement test.

#### Example:

- Students who pass the SPA 111 placement test may enroll in SPA 112.*
- Students who pass the SPA 111 and 112 placement tests may enroll in SPA 211.*

#### **Credit by Examination**

After students successfully complete the course into which they placed, they may request credit by examination for those course(s) they placed out of. Passing the placement test is not the same as receiving credit for the course. Credit by examination is only earned after completion of the course into which they placed.

#### Example:

- Students who pass the SPA 111 placement test and complete SPA 112 will be awarded credit by examination for SPA 111.*
- Students who pass the SPA 111 and 112 placement tests and complete SPA 211 will be awarded credit by examination for SPA 111 and 112.*

Hours earned through credit by examination can be transferred and/or applied towards a degree, but are not calculated in grade point averages.

#### **Administration**

Students interested in the Spanish Placement Test and Credit by Examination must contact Lee Ballenger, Department Chair for Humanities and Social Sciences, at (910) 410-1863 or leeb@RichmondCC.edu to determine eligibility and to arrange for testing. The completed placement test(s) and the proficiency credit form will be kept on file in the Office of the Registrar.

## Credit for Nontraditional Learning

### Advanced Credit for High School Students

The North Carolina High School to Community College Articulation Agreement is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System.

The North Carolina High School to Community College Articulation Agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study.

This statewide articulation agreement comprises approximately 50 high school CTE courses that match the knowledge and skills taught in similar community college courses. The articulation agreement ensures that if a student is proficient in his/her high school course, the student can receive college credit for that course at any North Carolina community college. This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes.

Students desiring more information should contact the Registrar or Vice President for Student Services.

### Advanced Placement (AP) Credits

Students may receive college credit if the appropriate score is achieved on the Advanced Placement (AP) examination. Students interested in such credit must have official score reports from the College Board Entrance Examination submitted to the Registrar's Office. Once received, the Registrar will evaluate and award credit accordingly to enrolled students. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

Examination	Minimum Score	RichmondCC Course	Semester Credit Hours
Biology	3	BIO 111	4
Biology	5	BIO 111 and 112	8
Calculus AB	3	MAT 271	4
Calculus BC	5	MAT 271 and 272	8
Chemistry	3	CHM 151	4
Chemistry	5	CHM 151 and 152	8
Computer Science A	3	CIS 110	3
Computer Science AB	3	CIS 115	3
Economics – Macro	3	ECO 252	3
Economics - Micro	3	ECO 251	3
English Language/Comp	3	ENG 111	3
Environmental Science	3	BIO 140 / 140A	4
History (European)	3	HIS 121	3
History (European)	5	HIS 121 and HIS 122	6

History (United States)	3	HIS 131	3
History (United States)	5	HIS 131 and HIS 132	6
History (World)	3	HIS 111	3
History (World)	5	HIS 111 and HIS 112	6
Physics B	3	PHY 151	4
Physics B	5	PHY 151 and 152	8
Physics C			
Part 1 Mechanics	3	PHY 251	4
Part 2 Elec. & Magnet.	3	PHY 252	4
Psychology	3	PSY 150	3
Spanish Language	3	SPA 111	3
U.S. Government and Politics	3	POL 120	3

### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

Test scores must be submitted to the Registrar for evaluation. The College Board offers these examinations at permanent test centers throughout the United States. Test center information can be obtained at: <http://www.collegeboard.com/student/testing/clep/about.html>.

### Basic Law Enforcement Training

The below credit may be awarded to students for successful completion of the BLET NC State Comprehensive Written Examination.

Course	Credit Hours
CJC-131	3
CJC-132	3
CJC-221	4
CJC-231	3

To receive this credit, students must present their Student Course Completion Record from the N.C. Department of Justice to the Richmond Community College Registrar. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

### Human Services

The below credit may be awarded to students for successful completion of Human Services DSS: NCFAST courses.

WED Course	Curriculum Course	Credit Hours
Human Services DSS: NCFAST Phase I	HSE-155	2
Human Services DSS: NCFAST Phase II	HSE-250	2



To receive this credit, students must present their official certifications to the Richmond Community College Registrar. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

### **Effective Teacher Training**

The below credit may be awarded to students for successful completion of the Effective Teacher Training program.

<b>WED Course</b>	<b>Curriculum Course</b>	<b>Credit Hours</b>
Effective Teaching Training Program	EDU-275	2

To receive this credit, students must present their official certifications to the Richmond Community College Registrar. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

### **Nurse Aide**

The below credit may be awarded to students for successful completion of the Nurse Aide Training program.

<b>WED Course</b>	<b>Curriculum Course</b>	<b>Credit Hours</b>
Nursing Assistant I	NAS-101	6

To receive this credit, students must present their official certifications to the Richmond Community College Registrar. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

### **Experiential Learning/Professional Certification**

The college adheres to State mandated course prerequisites and corequisites as specified in the North Carolina Community College Course Library. However, when appropriate, transfer credit, experiential learning credit, advanced placement credit, credit for professional certifications and/or credit by examination may be awarded prior to a student enrolling in the course. The awarding of credit may be used to meet State and local course prerequisites and corequisites. Additionally, prerequisites and corequisites that are specified as a local requirement may be waived with written permission of the instructor of the course.

### **Military Training**

Credit may be awarded to students for educational experience in the armed services. Documentation of experience must be submitted to the Registrar who will consult with the appropriate department chair before granting credit. Students should submit a Joint Services Transcript to the Registrar for evaluation. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the Joint Services Transcript. Military service experiences are evaluated using ACE Guide recommendations. The symbol "MT" on academic transcripts will indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

### **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 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.

### **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. However, applicants from countries where English is the language of instruction or who already live in the vicinity of RichmondCC are not required to submit Test Of English as a Foreign Language (TOEFL) scores.
- 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.

### **Career and Technical Education Students**

The high school Career and Technical Education course of study addresses the growing need for high school graduates to have more technically oriented educational backgrounds. By taking higher level academic and vocational courses, Career and Technical Education Completers are better prepared for the advanced courses at the community college level.

Career and Technical Education graduates should review the Advanced Credit for High School Students Policy to determine whether they may receive academic credit at RichmondCC for courses taken in high school. A counselor may also answer these questions.

### **Special credit**

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll in “special credit student.” Such students may take up to 20 semester credit hours without declaring a curriculum. The “special credit 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 Services.) All work satisfactorily completed by the “special credit student” will be accepted as credit toward graduation. However, the “special credit student” status does not change the student’s graduation requirements which include the need to complete satisfactorily all required courses in his/her curriculum and maintain an overall 2.0 grade point average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as “special credit students.”

### **Early College High School**

Richmond and Scotland County Public School Systems have joined RichmondCC in establishing Early College High Schools on the RichmondCC and St. Andrews University campuses. Students begin in the ninth grade and earn a high school diploma and complete two years of college credit in five years. Students should possess the maturity and independence to accept the challenges of this progressive school, are capable of honors level work, and participate in college classes. Parents should contact a middle school counselor about this program.

### **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 Department Chair responsible for the particular course. Auditing students are not required to participate in discussions; however, they may not 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 chooses to withdraw voluntarily, he 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/Chief Academic Officer. 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.

### **College and Career Promise**

Under certain conditions, public school students who are 16 years of age or older may enroll in college-level courses at RichmondCC while enrolled in high school. Students can obtain Petition for Dual Enrollment forms from the guidance counselors at their schools.

### **Admission to the Academic Success Center**

The Academic Success Center offers a variety of services to RichmondCC students, students enrolled at other colleges and universities, and the general public. Educational materials are

available to RichmondCC students, as well as free tutoring for those RichmondCC students who need academic support.

Coordinators provide appropriate tutors and/or study materials based on instructor referral. Coordinators also provide assistance and materials to students who want to improve their math, writing, or study skills.

Members of the community are welcome to use the Academic Success Center computers to do research and/or type school-related papers. Academic Success Center staff will assist community users, but may not provide tutorial assistance. When the Academic Success Center is busy and computer space and resources are in high demand, RichmondCC students have first priority.

### **Admission of High School Dropouts**

In certain instances, high school dropouts between the ages of 16 and 18 seek enrollment in RichmondCC's College and Career Readiness programs.

These students may enroll after obtaining proper documentation required by the College and Career Readiness program and the local board of education.

Any student suspended from public school shall not be allowed to enroll at RichmondCC until the time limit for public school suspension has expired. i.e. student is suspended from high school in March and will not be allowed to return until September. He must wait the same amount of time if he plans to enroll at RichmondCC. The earliest he can enroll at RichmondCC is September provided all other conditions for admissions are met. For specific enrollment information, please contact the College and Career Readiness Adult High School Coordinator.

### **Readmission**

A student who withdraws from RichmondCC in good standing is permitted to reenter the institution at the beginning of any subsequent semester. However, a student dismissed from the College for medical or disciplinary reasons may be readmitted only through authorization of the Vice President for Student Services. Readmission procedures for students in the Associate Degree Nursing and Practical Nursing programs are exceptions to the above policy. Students interested in readmission should contact the Nursing Department Chairman or the Director of Counseling.

### **Student Right-To-Know**

The Student Right-To-Know Act requires institutions receiving Title IV Funding disclose graduation or completion rates and transfer out rates for the general population of full-time, first-time degree or certificate-seeking undergraduate students (34 CFR 668.45). This information is compiled annually and is available upon request to both currently enrolled and prospective students from the Office of the Registrar.

## **Special Admissions Policies and Procedures**

### **Associate Degree Nursing**

The Department of Nursing is an integral part of the College and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study, which will help them develop intellectually, emotionally, and socially in preparation for nursing practice as a Registered Nurse (RN).

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized client-centered care while employing evidence-based practice, quality improvement, and informatics.

Prospective students need to be aware that clinicals, skills lab, and computer laboratory experiences may be taught during day, evening, night, or weekend hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for clinicals, skills lab, or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Because of the academically demanding program of study in the nursing curriculum, it is highly recommended that a student who anticipates enrolling in the nursing program completes several required general education courses prior to admission.

Upon graduation, the student receives an Associate in Applied Science in Nursing degree and is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse (RN). Permission to take the licensing examination is granted by the state examining board. Please note: Graduates who have been arrested/ convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination. Once licensure has been granted, employment opportunities are vast within the global health care system and may include positions with acute, chronic, extended, industrial, and community health facilities.

### **Program Outcomes**

Upon completion of the Associate Degree Nursing program, the graduate will upon licensure:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.

### **Associate Degree Nursing Admissions Policy and Procedures**

To enter the nursing program, a student must first be admitted to Richmond Community College (RichmondCC). Admission to Richmond Community College, 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.

#### **I. Admission Requirement**

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

- A. Be a high school graduate or equivalent.
- B. Have a minimum high school or program GPA of 2.50. Program GPA will be determined based on the student's performance in the last 12 program hours or an un-weighted High School GPA. Points for admission will be based on GPA performance as defined in "Procedures for Calculating GPA Points for Admission."
- C. Score at the indicated levels or above on the Richmond Community College Placement Assessments:

#### ACCUPLACER

1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. DMA 010	7
4. DMA 020	7
5. DMA 030	7
6. DMA 040	7
7. DMA 050	7

Or NCDAP (North Carolina Diagnostic and Placement) composite score of 151 or higher.

\*Applicants who fail to meet minimum scores on the placement assessment may retake the placement test 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.)

- D. Meet with a counselor. Submit proof of completion of a state-approved CNA program and hold a current, non-restrictive listing as a Nurse Aide I with no pending or substantiated findings. Applicants who do not hold a current CNA certification but who complete their CNA requirements before the first day of Pre-Nursing may be considered in the applicant pool. Applicants must submit documentation of CNA completion and listing to a counselor in Student Services prior to being admitted to Pre-Nursing. 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.
- E. 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.

- F. Attend orientation session with the Nursing faculty and Admissions staff.
- G. 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.
- H. 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 BIO 165 and BIO 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163 or retake BIO 165 and BIO 166.

## **II. Skill and Conduct Required for Successful Admissions to and Completion of the Associate Degree to Nursing Program.**

Applicants to the Nursing program must realize that the program is challenging both academically and professionally. To be successful applicants should self-assess their ability to meet the academic, emotional, physical, and professional conduct requirements of the Nursing program. Students must provide documentations of 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 Services. 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 patient unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for patients 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 patients and healthcare 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 patients and families, document patient response, and report to others the patient'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 patient'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 patients, 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 patients.

Students applying for or enrolled in the nursing program will be expected to demonstrate professional behaviors in all verbal, written, and electronic communications with peers, faculty, patients, families and healthcare team members. In addition, students will be expected to:

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or healthcare environments. Example: Demonstrate emotional stability to participate fully in a clinical and academic setting.
- B. Incorporate professional standards of practice into all activities. Example: Engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults. Example: Work effectively with a team in an academic or healthcare setting. Example: Refrain from using improper grammar, profane or inappropriate communications.
- C. Demonstrate integrity and accountability in clinical and academic settings. Example: Respond appropriately to constructive feedback. Example: Take all nursing tests and final examinations as scheduled.
- D. Present self in a professional manner in clinical and academic settings. Example: Adhere to dress code and all clinical organization policies. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.



- E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others. Example: Use the Moodle Learning Management System to collect course information. Example: Utilize clinical computers to deliver safe patient care. Example: Utilize the internet to collect current information from appropriate sources to provide evidence-based nursing care. Example: Communicate via e-mail or social media in a professional and ethical manner.
- F. Maintain confidential information about the college, employees, students, clinical agencies, and patients served. Example: Abide by HIPPA regulations.

### **III. Procedure for Admission**

1. Submit a completed Richmond Community College 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 successful completion of a state-approved CNA program and Nurse Aide I listing.
4. Take the Richmond Community College 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 Richmond Community College and the TEAS and placement test 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 Richmond Community College. 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 certification must be submitted. Findings from the physical examination are not used to determine admission status.
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 as desired. Neither Richmond Community College 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).

### **IV. ADN Admission Criteria**

Decisions regarding admission into the ADN Program are based upon an applicant's TEAS test score, GPA, 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.

## **V. 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.

## **VI. 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.

## **VII. Admissions and Course Credit for Transfer Students**

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 RichmondCC'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 RichmondCC's transfer policy. 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. In addition, there must be approval by the Nursing Department Chair. An interview with the Nursing Admissions Committee may be scheduled. Students will be required to pass a written theory and medication competency examination with a score of 80 or above for NUR course(s) successfully completed. Students may be required to perform appropriate nursing skills for course(s) successfully completed to ensure competency. Applicants for transfer must meet current admissions requirements and submit a letter from previous Program Director stating that there were no professional or clinical performance issues while enrolled in the NUR curriculum. If the transfer request follows an unsuccessful attempt of a NUR course from another college, the composite TEAS score must meet the same requirements as a student applying for readmission.

## **VIII. LPN (Licensed Practical Nurse) Advanced Placement**

The advanced placement option is designed for the LPN who is returning to college to earn and ADN. The LPN applicant desiring advanced placement must meet all admission requirements of the ADN program. The LPN desiring advanced placement may enter the ADN program in NUR 112 in the spring semester provided space is available and sated pre-requisites are met.

The LPN admitted for advanced placement:

1. will hold a current, unrestricted license as a LPN.
2. will have met the admission requirements of the ADN program. (The LPN student is exempt from the pre-nursing and CNA requirement.)
3. will have successfully completed (78% competency level) BIO 165, CIS 110, and PSY 150. If BIO 165 and BIO 166 is greater than five (5) years old at the time of admission, the LPN must complete BIO 163 or retake BIO 165 and BIO 166. If the student has not completed CIS 110, this course must be completed before the end of the Summer semester.
4. will have a minimum of 2.5 GPA.
5. must pass fundamentals theory and medication competency exam with a score of 80 or above.
6. will receive proficiency credit for NUR 111 upon successful completion of NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, and NUR 213.

### **IX. ADN Progression Policy**

Students enrolled in a nursing curriculum must obtain a grade of 80 or higher in all NUR and a 78 (C) or better in all other courses in the NUR curriculum in order to progress and graduate in the nursing program. In addition, nursing students will be required to pass a Medication Competency Test as defined in the Course Syllabus and Instructor's Course Requirements in order to administer medications in the clinical site and progress to the next nursing course. 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.

#### **Use of External Exams**

External standardized examinations shall not be used solely as a determinant of a student's progression or graduation.

**Criminal background checks and/or drug testing are required by clinical agencies prior to a student's participation in the clinical component of a NUR course.** Failure to meet any 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. No clinical facility reassignments will be made.

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.

## **ASSOCIATE DEGREE NURSING READMISSION POLICY**

### **I. Students, enrolled in but not completing or not achieving a grade of 80 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. Readmission is not guaranteed. 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 RichmondCC need not retake the assessment; however, they may reassess if desired.
3. The Nursing Admissions Committee will review and approve requests for readmission. Decisions regarding eligibility for readmission will be made on an individual basis and determined based on available slots, GPA, TEAS test scores, which must be 10% above the required composite score, the student's previous academic and professional performance in the program, and the ranking in the applicant pool. The Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission.
4. Students selected for admission will be scheduled for an orientation session with other applicants and will follow routine admission procedures.
5. Readmission will be limited to one (1) time.

### **II. Readmission after completing NUR 111 with an 80 or better is contingent upon the following process: Readmission is not guaranteed.**

1. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the nursing counselor. The Nursing Admissions Committee will review and approve requests for readmission. Decisions regarding eligibility for readmission will be made on an individual basis and determined based on available slots, GPA, TEAS test scores, which must be 10% above the required composite score, and the student's previous academic and professional performance in the program. The Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission.
2. All requirements of the current admissions policy must be met.
3. If readmitted for advanced standing, all requirements of the progression policy must be met.
4. 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 Registrar, the nursing counselor(s), and at least two nursing faculty members. Practical Nursing faculty members will be included when matters pertain to Practical Nursing. The Vice President for Student Services serves as an ex-officio member of this committee.)
5. 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.

6. 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 RichmondCC, and (3) current TB results and CPR certification.
7. An interview with the Nursing Admissions Committee may be scheduled.
8. Students will be required to pass a written theory and medication competency examination with a score of 80 or above for NUR course(s)
9. Students may be required to perform appropriate nursing skills for course(s) successfully completed to ensure competency.
10. No competency exams are administered for a course not taken.

### **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 patient.
3. Infraction of health agency policies while on affiliation in that agency.
4. Violation of the patient'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 patient, 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 patient 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 Services. The Vice President for Student Services, 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 Services, 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's request for readmission to the Nursing program will be reviewed by the Nursing Admissions Committee. A meeting with the Nursing Admissions Committee may be required. The decision regarding readmission will be made by the Nursing Admissions Committee and a letter sent to the student regarding the committee's decision. Readmission is not guaranteed. The decision of the Nursing Admissions Committee is final.

## Dialysis Technology Diploma Program

### Admissions Policy and Procedure

1. Complete and submit an application for admission to RichmondCC.
2. Send a copy of his/her high school transcript or HSE equivalent to RichmondCC, along with transcripts from any post-secondary schools attended. If he/she graduated from a non-public high school, proof of current registration with the North Carolina Division of Non-Public Education and a transcript are required.
  - a. A student may be accepted as a "Special Credit" without a high school transcript for one semester.
  - b. A student who is accepted as a special credit student will not be eligible for financial aid until the transcript is received. The student will be responsible for providing all official transcript(s) during the semester before being accepted into a curriculum program. Receipt of an official transcript confirming an Associate Degree or higher from a regionally accredited institution will exempt the student from providing a high school completion transcript.
3. Take the ACCUPLACER assessment to measure performance in the following areas: arithmetic, elementary algebra, reading and sentence skills. The student will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental education course.
  - a. An applicant who holds an associate's degree or higher is not required to take the ACCUPLACER Assessment.
  - b. A student who completes high school with a GPA of 2.6 or higher or whose SAT/ACT scores meet certain requirements may be exempt from the ACCUPLACER Assessment in accordance with Richmond Community College Admittance Policy.
4. Talk to a counselor about your ACCUPLACER results and your educational goals. The applicant is responsible for ensuring requirements 1-4 have been met and all materials have been received. All admission criteria must be met. Completion of requirements does not guarantee admission.
5. All accepted applicants for admission to the Dialysis Technology program must submit a NCCCS "Student Medical Form" along with complete immunization records at new student orientation. The exam must be completed by a licensed healthcare provider. The accepted applicant's status is considered "pending" until this form is returned to and screened by the Dialysis Technology advisor. Once admitted, students will purchase uniforms, stethoscope, and malpractice insurance.
6. Accepted applicants must provide proof of American Heart Association adult, infant, and child CPR certification by the first day of class.
7. Students should be aware upon admission to a program with a clinical component that criminal background checks and/or drug testing may be required by the health facilities used for clinical sites. RichmondCC is an open door college and will not refuse admission to anyone based on a criminal record. However, the clinical site reserves the right to refuse to someone with a criminal

record or visible tattoos the use of its facility. If a student does not complete the clinical portion, he or she will not be able to successfully complete the Dialysis Technology program.

## **Medical Assisting**

Students seeking admission to the Medical Assisting program should be aware of the program progression requirements listed below.

### **A. 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.

### **B. 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 may be repeated.



**C. 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 RichmondCC 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 RichmondCC, 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.

**Practical Nursing**

The Department of Nursing is an integral part of the College and offers educational opportunities to qualified individuals who seek a career as a licensed practical nurse. Students pursue a planned course of study, which will help him/her develop intellectually, emotionally, and socially in preparation for nursing practice as a Licensed Practical Nurse (LPN).

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician offices.

The program includes three nursing courses. In addition to classroom hours, the student will participate in clinical, skills, and computer laboratory experiences.

Prospective students need to be aware that clinical, skills and computer laboratory experiences may be taught during day, evening, night, or weekend hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for

clinical, skills or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Because of the academically demanding program of study in the nursing curriculum, it is highly recommended, but not required, that a student who anticipates enrolling in the nursing program completes several required general education courses prior to admission.

Upon graduation, the student receives the Practical Nursing Diploma and is eligible to apply to take the examination for licensure as a Licensed Practical Nurse (NCLEX-PN). Permission to take the licensing examination is granted by the state examining board. Please note: Graduates who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

### **Program Outcomes**

The Practical Nursing Education graduate will:

1. Demonstrate knowledge of nursing practice necessary for performance as a licensed nurse in the provision of client-centered, culturally competent care.
2. Demonstrate the ability to function in the various roles of the licensed nurse and as a member of the interdisciplinary healthcare team.
3. Demonstrate critical-thinking skills and evidence-based practice in the utilization of the nursing process to meet the needs of culturally diverse clients.
4. Demonstrate the ability to practice in a variety of health care settings within the scope of practice for the licensed nurse.
5. Participate in activities which support the value of life-long learning, including the use of current technology and research in the provision of quality client care.
6. Demonstrate proficiency in written and oral communications as well as computer literacy.
7. Use informatics to communicate, manage knowledge, mitigate error, and support decision making.
8. Demonstrate knowledge of the value of quality improvement processes to measure client outcomes, identify hazards and errors, and participate in the development of changes in processes of client care.

### **Practical Nursing Admission Policy and Procedures**

To enter the Practical Nursing (PN) program, a student must first be admitted to Richmond Community College (RichmondCC). Admission to Richmond Community College, however, does not guarantee admission into the program. A letter from the Admissions office will be sent to the student upon acceptance into the 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:

#### **I. Admission Requirements**

Applicants for the PN program must:

- A. Be a high school graduate or equivalent.
- B. Have a minimum high school or program GPA of 2.5. Program GPA will be determined based on the student's performance in the last 12 program hours or an un-weighted High School GPA. Points for admission will be based on GPA performance as defined in "Procedures for Calculating GPA Points for Admission".

C. Score at the indicated levels or above on the RichmondCC Placement Assessment:  
ACCUPLACER

1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. DMA 010	7
4. DMA 020	7
5. DMA 030	7
6. DMA 040	7
7. DMA 050	7

Or NCDAP (North Carolina Diagnostic and Placement) composite score of 151 or higher.

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

D. Meet with a counselor.

E. 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 provided the minimum composite score has been met.

F. Attend orientation session with the Nursing faculty and Admission Staff.

G. 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.

H. 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 or NUR prefixes. If BIO 165 or BIO 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163 or retake BIO 165 and BIO 166.

**II. Skills and Conduct Required for Successful Admissions to and Completion of the Practical Nursing Program.**

Applicants to the Nursing program must realize that the program is challenging both academically and professionally. To be successful applicants should self-assess their ability to meet the academic, emotional, physical, and professional conduct requirements of the Nursing Program. Students must provide documentation of 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 American with Disabilities Act must

see the Vice President for Student Services. 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 participate in development of nursing care plans.
- (b). Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the patient unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for patients 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 patient 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 patients/family, document patient 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 patient'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 patients, 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.

Students applying for or enrolled in the Nursing program will be expected to demonstrate professional behaviors in all verbal, written, and electronic communications with peers, faculty, patients, families and healthcare team members. In addition, students will be expected to:

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments. Example: Demonstrate emotional stability to participate fully in a clinical and academic setting.
- B. Incorporate professional standards of practice into all activities. Example: Engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults. Example: Work effectively with a team in an academic or health care setting. Example: Refrain from using improper grammar, profane or inappropriate communications.
- C. Demonstrate integrity and accountability in clinical and academic setting. Example: Respond appropriately to constructive feedback. Example: Take all nursing tests and final examinations as scheduled.
- D. Present self in a professional manner in clinical and academic settings. Example: Adhere to dress code and all clinical organization policies. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
- E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others. Example: Use the Moodle Learning Management System to collect course information. Example: Utilize clinical computers to deliver safe patient care. Example: Utilize the internet to collect current information from appropriate sources to provide evidence-based nursing care. Example: Communicate via e-mail or social media in a professional and ethical manner.
- F. Maintain confidential information about the college, employees, students, clinical agencies, and patients served. Example: Abide by HIPPA regulations.

**B. Procedure for Admission**

- 1. Submit a completed RichmondCC 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 RichmondCC assessment test and achieve at required level or take the required remedial classes.
- 4. Schedule an appointment with a counselor to determine that minimum requirements have been met.
- 5. Schedule a time to complete the required admission test (TEAS).
- 6. After ALL transcripts are received by RichmondCC and the TEAS and assessment test scores are achieved or required remedial courses successfully completed, a personal interview with the Nursing Admissions Committee may be scheduled.

7. Submit a physical examination on the form provided by RichmondCC 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 and proof of current CPR must be submitted. Findings from the physical examination are not used to determine admission status.
8. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with a NUR prefix.
9. Students are responsible for obtaining their own health insurance policy as desired. Neither RichmondCC 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 an applicant's TEAS test score, GPA, 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 candidates still be tied, the applicant with the highest grade in BIO166 will be ranked higher. If the candidates are still 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 Chair or counselor to discuss a plan of study.

## VII. Admissions and Course Credit for Transfer Students

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 RichmondCC'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 RichmondCC's transfer policy. 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. In addition, there must be approval by the Nursing Department Chair. An interview with the Nursing Admissions Committee may be scheduled. Students will be required to pass a written theory and medication competency examination with a score of 80 or above for NUR course(s) successfully completed. Students may be required to perform appropriate nursing skills for course(s) successfully completed to ensure competency. Applicants for transfer must meet current admissions requirements and submit a letter from previous Program Director stating that there were no professional or clinical performance issues while enrolled in the NUR curriculum. If the transfer request follows an unsuccessful attempt of a NUR course from another college, the composite TEAS score must meet the same requirements as a student applying for readmission.

## VIII. PN Progression Policy

Students enrolled in a nursing curriculum must obtain a grade of 80 or higher in all NUR courses and a 78 (C) or higher in all other courses in the Practical Nursing Curriculum in order to progress and graduate in the PN curriculum. In addition, nursing students will be required to pass a Medication Competency Test as defined in the Course Syllabus and Instructor's Course Requirements in order to administer medications in the clinical site and progress to the next nursing course. 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.

### Use of External Exams

External standardized examinations shall not be used solely as a determinant of a student's progression or graduation.

**Criminal background checks and/or drug testing are 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. No clinical facility reassignments will be made.

It is important to note that the clinical site, not Richmond Community 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.

## PRACTICAL NURSING READMISSION POLICY

**J. Students enrolled in but not completing or not achieving a grade of 80 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 RichmondCC need not retake the placement test; however, they may reassess if desired.
3. The Nursing Admissions Committee will review and approve requests for readmission. Decisions regarding eligibility for readmission will be made on an individual basis and determined based on available slots, GPA, TEAS test which must be 10% above the required composite score, the student's previous academic and professional performance in the program, and the ranking in the applicant pool. The Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission.
4. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedures.
5. Readmission will be limited to one (1) time.

**II. Readmission after completing NUR 101 with grade of 80 or better is contingent upon the following process:**

1. Readmission is not guaranteed.
2. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the Nursing Counselor. The Nursing Admissions Committee will review and approve requests for readmission. Decisions regarding eligibility for readmission will be made on an individual basis and determined based on available slots, GPA, TEAS composite score which must be 10% above the required composite score and the student's previous academic and professional performance in the program. The Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission.
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 RichmondCC, and (3) current TB and CPR certification.
8. An interview with the Nursing Admission Committee may be scheduled.
9. Students may be required to pass a written theory and medication competency exam with a score of 80 or above for course(s) successfully completed to be readmitted into the Nursing program.
10. Students may be required to perform appropriate nursing skills for course(s) to ensure competency.
11. No competency exams are administered for a course not taken.

## **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:

- A. Failure to function within the North Carolina Nursing Practice Act, ANA Code of Ethics, and/or Standards of Practice.
- B. Negligent acts that result in harm or potential harm to a patient.
- C. Infraction of health agency policies while on affiliation in that agency.
- D. Violation of the patient's right to privacy by not protecting information of a confidential nature.
- E. Performance and/or behavior deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behaviors that actually or potentially places the patient, family, healthcare team members, faculty or peers in jeopardy.
- F. Unprofessional behavior.
- G. Failure to successfully complete the Medication Administration Competency Exam as defined in the course ICR/Syllabus.
- H. 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 patient health and safety.
- I. 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.
- J. 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 the Nursing Department Chair to discuss the reason(s) for dismissal. If the student disagrees with the dismissal, he/she should contact the Vice President for Student Services. The Vice President for Student Services, 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 of Student Services, he/she may appeal to the President of the College. This appeal must be filed with the President of the College within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the President of the College. 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 their intent to request readmission to the Nursing program in a subsequent semester. The applicant's request for readmission will be reviewed by the Nursing Admissions Committee. A meeting with the Nursing Admissions Committee may be required. The decision regarding readmission will be made by the Nursing Admission Committee and a letter sent to the student regarding the committee's decision. Readmission is not guaranteed. The decision of the Nursing Admission Committee is final.

# Tuition and Expenses

The Community College System was established to make postsecondary occupational education readily available to all adult citizens. The state provides considerable financial support for local institutions which keeps tuition at a reasonable cost to students. In addition, several financial aid programs are available to assist the curriculum student with the costs of postsecondary education.

## Curriculum Tuition and Fees

Tuition is set by the State Board of Community Colleges and is subject to change. Visit [www.RichmondCC.edu](http://www.RichmondCC.edu) for current tuition costs. Tuition and fees must be paid at the time of registration. A student activity fee is required of all curriculum students. The fee is \$25.00 for students enrolled 12 or more semester credit hours, \$18.00 for students enrolled less than 12 semester credit hours, and no fee for summer semesters. This fee covers admission to student activities. All students are required to pay a \$2.00 Student Accident Insurance fee each semester enrolled. Students who enroll in Cooperative Education work experiences (COE) and courses that have a clinical component are required to purchase or show evidence of having professional liability insurance prior to enrollment. There is a \$15 technology fee for all students each semester. Other costs to the student are the required books and materials, which vary according to the curriculum in which he/she is enrolled. Nursing students may incur other expenses.

Tuition for full-time, in-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$1,216.00 per semester. Part-time, in-state students taking less than 16 semester credit hours will pay \$76.00 per semester hour. Out-of-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$4,288.00 per semester. Part-time, out-of-state students taking less than 16 semester credit hours will pay \$268.00 per semester hour.

Credit Hours	In-State	Out-of-State
1	76.00	268.00
2	152.00	536.00
3	228.00	804.00
4	304.00	1,072.00
5	380.00	1,340.00
6	456.00	1,608.00
7	532.00	1,876.00
8	608.00	2,144.00
9	684.00	2,412.00
10	760.00	2,680.00
11	836.00	2,948.00
12	912.00	3,216.00

13	988.00	3,484.00
14	1,064.00	3,752.00
15	1,140.00	4,020.00
16	1,216.00	4,288.00

#### **ACTIVITY & LIABILITY FEE CHARGES**

Full-Time (12+ hours)	\$25.00
Part-Time (1 - 11 hours)	\$18.00
Insurance (all students)	\$ 2.00
Technology Fee (all students)	\$15.00
Student Malpractice Insurance:	\$13.00
For Medical Assisting, Nursing, and Nursing Assistant Clinical, and for Co-op students	
Associate Degree Nursing Pre-Admission Test Fee	\$55.00
CPR Test Fee (MED 140)	\$35.00
ID Replacement	\$ 5.00
Parking Permit Replacement	\$ 5.00

Section 115D-39, “Student Tuition and Fees,” of the Community College Laws, allows the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college.

Students who enroll in Cooperative Education work experiences (COE) and courses that have a clinical component are required to purchase or show evidence of having professional liability insurance prior to enrollment.

\*The student activity fee, student Accident Insurance fee, and technology fee will be waived for all Career and College Promise students. Fees are required for Early College Students.

#### **Residence Classification for Tuition**

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that “To qualify as a resident for tuition purposes, a student must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes.” Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the instate tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action.

A student who believes he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.

## **Tuition Refunds**

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.

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

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

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

## **Military Tuition Refund**

Upon request of the student, RichmondCC 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

RichmondCC 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.

## **Textbooks**

Books should be purchased at the bookstore during registration. A textbook usually costs between \$50 and \$125 depending upon the course. Students should budget from \$300 to \$400 per semester to cover the cost of textbooks.

## **Audit Students**

Tuition and fees for audit students are the same as for regular students.

## **Tutoring**

There is no charge to the student for tutoring services.

### Academic Success Center

Instruction in the Academic Success Center is free and there is no charge for the materials, books or tutors used by the students in the center. However, if desired, books used may be purchased from the bookstore by the student.

### Workforce and Economic Development Tuition and Fees

Type of Courses	Registration	Other Fee Charges
Adult Basic Education	None	None
Adult High School	None	None
HSE Completion	None	None
<a href="http://www.ged.com">www.ged.com</a>		Test fee – \$80.00
<a href="http://www.hiset.ets.org">www.hiset.ets.org</a>		Test fee - \$50.00

#### Occupational Courses

1 – 24 hours	\$ 70.00	Textbooks and/or materials
25 – 50 hours	\$125.00	
51+ hours	\$180.00	

#### Self-Supporting Courses

Tuition varies

Tuition is set by the State Board of Community Colleges and is subject to change. Visit [www.RichmondCC.edu](http://www.RichmondCC.edu) for current tuition costs.

In compliance with legislation passed by the 1993 General Assembly, students who take the same occupational extension course more than twice within a five-year period shall pay tuition based on a formula involving the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. Students who can demonstrate course repetition is required by standards governing the certificate or licensing program in which they are enrolled are exempt.

# Student Financial Assistance

The purpose of financial aid is to supplement the resources of the student and the family. Richmond Community College (RichmondCC) makes every effort to insure every qualified student will have an opportunity to attend, regardless of financial ability. Students demonstrating eligibility receive a financial aid award composed of scholarships and grants and/or work-study. Application forms and additional information are available from the Financial Aid Office or online at [www.RichmondCC.edu](http://www.RichmondCC.edu)

## General Eligibility Requirements for Financial Aid

To be considered for financial aid at RichmondCC, a student must:

- submit an acceptable form of need analysis such as the Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov).
- be a U.S. citizen, national or permanent resident.
- be enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate. Financial aid award cannot be made until a student is accepted, but you do not have to wait for an acceptance letter to apply for financial aid.
- not be enrolled in programs which do not qualify for financial assistance, such as Nursing Assistant.
- maintain satisfactory academic progress as outlined by the College policy.
- not owe repayments or refunds to any student aid program nor be in default on a student loan made through any postsecondary institution.
- demonstrate financial need according to the specific requirements of each aid program.
- have a valid Social Security number.
- have a high school or General Educational Development (HSE) diploma, or you must pass an independently administered test approved by the U.S. Department of Education, or meet other standards established by the State that are approved by the Department.
- be registered with the Selective Service, if you are a male at least 18 years old, born after December 31, 1959, and are not currently a member of the U.S. Armed Forces.

## Satisfactory Academic Progress Policy for Financial Aid Recipients

### Purpose

The purpose of financial aid at Richmond Community College (RichmondCC) is to supplement the resources of the student and the family. The College makes every effort to ensure 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, RichmondCC will adhere to the policies stated in this section for determination of satisfactory academic progress for students receiving assistance through RichmondCC's Financial Aid Office. This includes federal, state, and institutional aid. (See separate policy for Veteran students.) Students must maintain 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.

### **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. Students must maintain the proper pace of progression to ensure that they complete a degree program within the maximum timeframe. Successful completion is defined as completion of at least 67% of the total hours attempted with a grade of A, B, C, or D. The pace of progression toward a degree is measured by dividing the cumulative hours the student has completed by the cumulative hours the student has attempted. Courses resulting in final grades of F, I, U, X, W, WP, WF, and NF 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% 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 or pace of progression 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.



### **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% of the published length of the program for a full-time student.

**Warning :** A student whose cumulative grade point average is below 2.00 and/or has not completed 67% of his cumulative attempted credit hours will be placed on financial aid warning for the following semester. A warning period allows the student to receive financial aid for one semester even though the student does not meet all of the requirements. At the end of the warning period, if the student meets all of the Satisfactory Academic Progress requirements, he remains eligible for continued financial aid.

**Termination:** At the conclusion of the warning 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.

**Probation:** Students who have had their financial aid terminated because they did not make satisfactory academic progress have the right to an appeal. The appeal procedures are outlined below. Students whose appeals have been approved will be placed on financial aid probation for one semester. Their academic progress will be reevaluated at the end of that semester. Students who meet the satisfactory academic progress guidelines will be re-instated. Those who do not meet the standards will have their aid terminated. Students may file another appeal if they feel there are mitigating circumstances which hindered their progress. Federal regulations do not provide (allow) for a second appeal that immediately follows a previous probation period. While a student may, over the course of an entire academic career, repeat the financial aid probation period, two such periods cannot be consecutive without an intervening period where the student makes Satisfactory Academic Progress (SAP).

**Academic Plan/Continued Probation:** If a student has a Financial Aid Appeal approved and it is clear that the student WILL NOT be able to meet the progress requirements by the end of the semester for which the student is appealing, the student MUST meet with an Academic Counselor/Advisor who will place the student on an Academic Plan that if followed will ensure that the student will be able to meet the Richmond Community College SAP requirements by a specific point in time without exceeding 150% of the student's degree program. The student must submit a copy of the completed Satisfactory Academic Progress Policy Financial Academic Plan form to the Financial Aid Office within one (1) week of receiving the form following the approved appeal. Students with an appeal approved with an Academic Plan will be considered under the status of "Probation with Academic Plan" meaning the student is eligible for financial aid as long as the student adheres to the Academic Plan as well as earn a 2.5 GPA and successfully completes at least 75% of the total classes attempted each semester they are enrolled while on the Academic Plan.

### **Special Notes**

1. **Withdrawal from College and/or Course Withdrawals (W)** - Students who withdraw from classes at Richmond Community College 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. **Non-completion Failure (NF)** – Grade of NF is assigned when a student unofficially withdraws from a course. This grade is used when computing the GPA and cumulative attempted hours, and will have a negative impact on a student’s grade point average.
  8. **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 to 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 Richmond Community College website.

9. **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 for charges for unreturned books and supplies.**
10. **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.
11. **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% timeframe. In accordance with Federal regulations, students can only be paid Federal financial aid for 30 remedial hours. This includes attempted as well as earned hours.
12. **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.
13. **Transfer Credit** - Transfer credit is included in the total hours attempted and earned.
14. **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.
15. **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).

### **Monitoring and Notification Process**

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

To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each semester or period of enrollment. Once the student is determined to be ineligible for financial aid, the student will be sent written notification informing him that he is being placed on financial aid warning 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 warning semester, he 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 or email notification informing them that his financial aid eligibility has been terminated. This notification will also appear on WebAdvisor.

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

### **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 Services Counselor. The student will submit the Graduation Plan form to the Financial Aid Office. The form will be reviewed by the Financial Aid Appeals Committee. The Graduation Plan form is available on the RichmondCC website and should be submitted to the Financial Aid Office.

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

Deficiencies in cumulative grade point average (GPA) can be remedied by taking courses at RichmondCC 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 RichmondCC website.

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

Deficiencies in hours earned may be remedied by successfully earning hours at RichmondCC 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 RichmondCC website.

### **Financial Aid 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, or for exceeding the maximum time frame, may appeal his 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 the following:

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

Appeals must be made in writing on a Financial Aid Satisfactory Academic Progress Appeal Request Form. These forms are available online. Included in the appeal should be a description of the circumstances which caused the student not to make satisfactory academic progress. In addition, the student should describe how those circumstances have changed in order for him to successfully meet the conditions for progress. All appeals along with any supporting documentation must be submitted to the Financial Aid Office. The Vice President for Student Services or the Director of Financial Aid will notify the student in writing, email, or by phone of

the decision made by the Committee. The decision will also be seen on WebAdvisor. The decision of the Financial Aid Committee will be final.

### **Overpayments**

In the event a student receives an overpayment of his/her financial aid, the overpayment must be repaid by the student, no matter what the reason for the overpayment. The College must notify the U.S. Department of Education if it has serious difficulty in collecting an overpayment from a student.

The student will not be eligible for additional federal financial aid until the overpayment is resolved. The College will not release academic or financial aid transcripts until the overpayment is paid.

### **Federal Pell Grant**

This federal aid program is designed to provide financial assistance to undergraduates entering post-high school educational institutions. The amount of a student's grant is dependent upon the financial status of the student according to an annual congressionally approved formula adopted for the program.

### **Verification**

Verification is the process used to check the accuracy of the information a student has given when applying for federal financial aid (Federal Pell Grant, FSEOG, FWSP). The purpose of verification is to make sure students are providing accurate information about their need for financial aid. Students selected for verification by the processing service or the Financial Aid Office are required to submit the required documentation as soon as possible. The required documentation may include a verification worksheet, a 1040, 1040A, or 1040EZ, a written statement verifying untaxed income, statement of educational purpose/default/repayment certification and statement of registration status. Failure to provide required documentation may result in forfeiture of funds. The Financial Aid Office must be notified if the student is unable to acquire this documentation as soon as possible. The Financial Aid Office will notify the student of his/her verification status on WebAdvisor or by U.S. mail.

### **Payment of Awards**

Financial aid funds (with the exemption of Federal Work-Study or Work-Scholarship funds) are distributed to students by directly crediting their Accounts Receivable. Students wishing to use financial aid funds to pay tuition, fees, books, and supplies must sign a form with the Financial Aid Office authorizing the deduction of the cost from their awards. Any remaining funds will be paid directly to the student approximately four weeks following the last day to withdraw from classes with a tuition refund. Students are given written notification of the exact disbursement dates. Checks will be mailed to the student's address on file with the Registrar's Office. Federal Work-Study and Work Scholarship funds are paid directly to the student on a monthly basis after properly signed timesheets are submitted. Timesheets must be submitted to the Financial Aid Office by the tenth day of each month. Checks are mailed to the student's home address on the last workday of the month.

### **Early Scheduling/Tuition Payment**

Students will be given the opportunity to schedule classes early for each semester. Once the student has scheduled classes, he is expected to attend those classes. If he decides to change his schedule or not to attend RichmondCC, he must see a counselor in person to officially withdraw from the scheduled classes. Failure to withdraw from the classes will result in an overpayment of financial aid funds. This overpayment could prevent the student from receiving future financial aid funds at RichmondCC or any college until the overpayment is repaid. The student will be responsible for repaying the financial aid funds. Also, the student will receive Never Attends (NA's) for the classes he does not attend. This will affect the student's academic progress and may prevent the student from receiving future financial aid funds at RichmondCC.

### **Required Repayment of Pell Grant and Other Financial Aid (Return to Title IV Funds Policy)**

The Federal Return to Title IV Funds Policy affects any student receiving federal financial aid (Pell, FSEOG) who withdraws or is withdrawn by instructor(s) from all classes. Federal Work-Student funds are excluded from this policy.

Under this policy, if you receive federal financial aid and you withdraw or are withdrawn by instructor(s) from all classes before completing more than 60% of the enrollment period, you will be required to return federal financial aid funds.

For example:

Ima Student is enrolled in the Accounting curriculum. She must drop out of college to help her parents harvest the peach crop. Ima was awarded \$1650 Pell Grant funds for the semester. She used \$600 of the \$1650 on registration day to pay tuition, fees, books, and supplies. A check for the other \$1050 was sent to Ima to use for living expenses. She dropped out of day 31 of the 118 day semester (calendar days). Ima was enrolled for 26% of the semester (31/118). She earned 26% of the \$1650 or \$429. Seventy-four percent (74%) of the \$1650 or \$1221 must be returned to the Pell Grant program. RichmondCC is responsible for returning \$777 to the Pell Grant program ( $\$1221 - 444 = \$777$ ). Lucky for Ima, the funds she received were grant funds. The new Federal policy states that if the funds received were grant funds, then the student can reduce the repayment by 50%. Therefore, Ima must repay only \$389 to the Pell Grant program ( $50\% \text{ of } \$777 = \$389$ ).

**Beware**—Under this policy, every student who withdraws completely or is withdrawn by instructor(s) on or before the 60% point of the semester will be required to repay funds.

### **Lifetime Total for Federal Pell Grant**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. Students who have attended school on a part-time basis can receive Pell Grant for a longer period of time.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant is a federal aid program designed for students with the greatest financial need. Priority is given to Federal Pell recipients with a zero expected family contribution.

### **Federal Work-Study Program**

This program, when available, provides jobs on campus to qualified students. During the academic year, work-study employment is limited to a certain number of hours per week. Employment in the Federal Work-Study program is also limited to available funds. Funding of the program is based on contributions from local sources matched with federal monies. A Free Application for Federal Student Aid form must be submitted. Funds are given to students with financial need. Jobs are then assigned by the Financial Aid Office, with the approval of the Financial Aid Director.

### **College Funds Installment Payment Plan**

This plan is available to help students pay tuition and fees that are not covered by financial aid or other resources. Smaller, interest-free monthly payments may be arranged rather than paying a full lump sum at the beginning of the semester. Payments are due on or before the first of each month and may be made by check, money order or automatic bank draft. A nonrefundable enrollment fee is required. Apply online at [www.CFNC.org/cfipayplan](http://www.CFNC.org/cfipayplan).

### **The N.C. Community College Grant Program**

This need-based program assists North Carolina residents whose Pell Grant may not be sufficient to cover tuition, fees, and required books. Students must be admitted and enrolled for at least six hours per semester, have completed and submitted the Free Application for Federal Student Aid (FAFSA), qualify for the grant based upon a valid Expected Family Contribution under Federal Methodology and the program's recognized "required education expenses" for attending a North Carolina Community College; and meet all other eligibility requirements for the federal Pell Grant. The award amounts vary based upon the individual student's eligibility.

### **North Carolina Education Lottery Scholarship**

Recipients are selected based on the information provided by the student on the Free Application for Federal Student Aid. Students not eligible for the Federal Pell Grant with an estimated family contribution of \$5,000 or less will be eligible for the ELS. Recipients must be NC residents and enroll for at least six credit hours per semester.

## **Scholarships**

Scholarships vary in amount and availability. Interested students should contact the Financial Aid Office in the Student Services Department for applications.

### **The Estella Alderman Flynt – Lina Flynt Bauersfeld Memorial Scholarship**

This scholarship was established initially by a gift from Lina Flynt Bauersfeld to honor the memory of her mother, Estella Alderman Flynt. It was expanded later by gifts made in memory of Lina Flynt Bauersfeld by her family, friends, and former students and renamed the Estella Alderman Flynt-Lina Flynt Bauersfeld Memorial Scholarship. The scholarship is awarded to a full-time, second-year student who demonstrates exceptional ability and interest in English.

### **The Annie Brooks Beam Memorial Scholarships**

Francis and Martha Beam de Vos and their children established these scholarships in memory of Mrs. Annie Brooks Beam, the mother of Mrs. de Vos. The scholarships are awarded to Richmond County residents enrolled full time in the Associate Degree Nursing curriculum who demonstrate scholastic promise, academic achievement, and financial need. These scholarships are renewable for a second year upon satisfactory academic performance.

### **The Joseph D. Beam Memorial Scholarships**

Established by Joseph D. Beam, Jr. to honor the memory of his father, the Joseph D. Beam scholarships are awarded to deserving Richmond County residents who have achieved academic excellence and are enrolled full time in Mechanical Engineering Technology or Electronics Engineering Technology. Preference will be given to graduating high school seniors. These awards are renewable for a second year upon satisfactory academic performance.

### **The Bennett Family Memorial Scholarship**

The Bennett Family Scholarship was established in tribute to the memories of James L., James M., and Tim P. Bennett. Recipients must be a customer, an employee, or a family member of a customer or employee of the Ellerbe Telephone Company. Also must be a first year full time student in a two year curriculum program, and have a minimum GPA of 2.5. Preference will be given to those in the Electronics Engineering Technology and the Business Administration first.

### **The Russell E. Bennett III, Memorial Scholarship**

Established by Russell E. Bennett, Jr. to honor the memory of his son, the Russell E. Bennett III Memorial Scholarship is awarded to a Richmond County resident enrolled full time in the first year of the Information Systems curriculum who demonstrates scholastic promise, academic achievement, and financial need. This scholarship is renewable for a second year upon satisfactory academic performance.

### **The Emma Lou Daniels Brown Memorial Scholarship**

Established by her husband, Harry T. Brown, and sister, Kay G. Cavendish, the Emma Lou Daniels Brown Memorial Scholarship is awarded to a student enrolled full time in the first year of an associate degree curriculum who demonstrates scholastic promise, academic achievement, and financial need. The recipient must be a resident of Richmond or Scotland County. The award may be renewable for a second year if the recipient maintains a grade point average of 2.5 or higher.

### **The Harry T. and George W. Brown Craftsman's Continuing Education Endowed Scholarship**

This scholarship was established in memory of Harry T. and George W. Brown by their family. It is intended to provide financial support to individuals wishing to develop skills in the various construction trades either as a hobby or in preparation for a career. It is available to students enrolled in the non-curriculum programs at RichmondCC. The scholarship is awarded based on financial need.



### **The David and Sandra Burns Scholarship**

This scholarship was established in honor of David and Sandra Burns with an initial gift from the Z.V. Pate Foundation. David and Sandra Burns have continued to contribute to the fund as an act of community service. The intent of this scholarship is to provide educational opportunities to students with demonstrated financial need.

### **The Gene and Alice Burrell Scholarship**

This scholarship is awarded to a second-year student who has completed at least 24 semester hours at the Associate in Arts level with a cumulative grade point average of at least 3.0 and no grade lower than “C”. Preference is given to applicants who have also completed at least two history courses at RichmondCC with no grade lower than “A” and have plans to transfer to a four-year college or university to complete a baccalaureate degree with a major in history.

### **The Blue Scope N.A. Foundation Scholarship**

This scholarship is funded by a grant from the Blue Scope N.A. Foundation. The purpose of the scholarship is to encourage and financially support post-secondary educational opportunities critical to the future workforce and community development.

### **The Ruth McFarland Bynum Memorial Scholarship**

Established by her husband, Charles K. Bynum, the Ruth McFarland Bynum Memorial Scholarship is awarded to a deserving Richmond County resident enrolled full time in the Business Administration curriculum. The award is renewable for a second year upon satisfactory academic performance.

### **The CSX Transportation Scholarship**

The CSX Transportation Scholarship is awarded to an employee of the CSX System, a child of an employee or a dislocated employee who is accepted for enrollment in any vocational, technical, or college transfer curriculum. The selection criteria include scholastic promise and academic achievement. The award will be given to a Richmond County resident who is enrolled full time and may be renewable for a second year upon satisfactory academic performance.

### **The J. Neal Cadieu, Sr. Memorial Scholarships**

Established by J. Neal Cadieu, Jr. to honor the memory of his father, the J. Neal Cadieu, Sr. Memorial Scholarships are awarded to students enrolled full time in the Associate Degree Nursing curriculum. The awards will be given to deserving Richmond County residents who demonstrate scholastic promise, academic achievement, and financial need. The scholarships are renewable for a second year upon satisfactory academic performance.

### **The Carolina Farm Credit Poultry Science Scholarship**

This scholarship was established by Carolina Farm Credit to support students pursuing an Associate in Pre-Poultry Science degree at RichmondCC through the college’s Poultry Science Partnership program with N.C. State University. Selection is both need and merit-based, with special consideration also being given for students who demonstrate extra-curricular involvement,

leadership capabilities and long-term interest in the field of Agriculture. Preference will be given to a student who is a child or grandchild of a current member or employee of Carolina Farm Credit. Applicants and annual renewal candidates must maintain a minimum course load of 15 hours per semester and a minimum GPA of 2.5.

#### **The Carolyn Wilson Carter Memorial Nursing Scholarship**

This scholarship was established in memory of Carolyn Wilson Carter by her family and friends. This scholarship is awarded upon recommendation of the Nursing Department Chairman to a second-year Associate Degree Nursing student enrolled full time.

#### **The Cascades Industrial Innovation Scholarship**

Established by Cascades Tissue Group in Rockingham, this scholarship is designed to benefit students who demonstrate scholastic promise and academic achievement while pursuing an Associate in Applied Science Degree in a program focused on industrial training. The Cascades Industrial Innovation Scholarship aims to encourage students who have the potential to bring exemplary critical thinking and troubleshooting skills to employment in an industrial setting. Selection is entirely merit-based, and recipients must maintain a 3.5 cumulative GPA with no grade lower than a “C” while carrying at least a 12-hour course load in order to be eligible for renewal.

#### **The Dorothy King Chisholm Memorial Scholarship**

Established by her husband, Ed Chisholm, the Dorothy King Chisholm Scholarship is awarded to a full-time student entering the Associate Degree Nursing curriculum. The award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

#### **The Chris Clark Memorial Scholarship**

The Chris Clark Memorial Scholarship was established by the Clark-McManus family to honor the memory of Chris Clark, a lifelong resident of Hamlet, NC. To qualify for this scholarship, the student must require developmental courses and must have and maintain a minimum 2.5 GPA. Preference will be given to applicants who are employed by, or have an immediate family member employed by, Richmond County's team of first responders, such as EMS Fire/Rescue or Police.

#### **The Christian Closet Merit Scholarship**

This scholarship was established by the Christian Closet to assist a deserving student in his or her educational efforts. The stipend is to be used for tuition, books, and fees.

#### **The Robert L. Cole Memorial Scholarship**

The Robert L. Cole Memorial Scholarship was established by his wife, Mrs. Sara O. Cole, to assist a full-time student enrolled in the Associate Degree Nursing, Criminal Justice, or Human Services Technology curriculum. The award is given to a deserving Richmond County resident who demonstrates scholastic promise and academic achievement. This scholarship is renewable for a second year upon satisfactory academic performance.

**The Barbara S. Conder Endowed Basic Skills Program Graduate Scholarship**

Established by her husband, J. Richard Conder in her honor, the Barbara S. Conder Endowed Basic Skills Program Graduate Scholarship is awarded to a graduate of the RichmondCC Basic Skills Program who is enrolled full-time in a curriculum program at the College. This scholarship is awarded based on a combination of financial need, scholastic promise, and academic achievement.

**The Abbie G. Covington Scholarship**

Established by Abbie G. Covington, former Mayor of Hamlet and a longtime Accounting instructor at RichmondCC, this scholarship is awarded to a full-time, first-year student in a curriculum program with preference given to an applicant who is a family member of an employee or an employee of the City of Hamlet. In addition, the recipient must demonstrate scholastic promise and financial need. The award is renewable for a second year upon satisfactory academic performance.

**The Daniel Robert Currie Memorial Scholarship**

The Daniel Robert Currie Memorial Scholarship is awarded to a full-time student entering the Associate Degree Nursing curriculum. The scholarship was established by Mr. and Mrs. Daniel F. Currie in tribute to the memory of their son, Daniel Robert Currie, and has been supported by numerous friends and members of the Currie Family. The scholarship is renewable for a second year upon satisfactory academic performance.

**The Jackson L. Dawkins, Jr. Scholarship**

This scholarship was established by Dianne S. Dawkins to benefit students enrolled in Richmond Community College. The Jackson L. Dawkins, Jr. Scholarship is awarded to a full-time student in a vocational, technical, or college transfer curricula. The recipient of the award must have a grade point average of 2.5 for all courses taken in high school, or a minimum score of 275 on the GED test and demonstrate financial need. The award is renewable for a second year upon satisfactory academic progress.

**The Lindsey G. DeWitt Memorial Scholarships**

These scholarships were established in memory of Lindsey Guy DeWitt by the DeWitt family to help full-time students entering the Mechanical Engineering Technology, Electronics Engineering Technology, or Machinist curriculum. Preference is given to Richmond County residents. The recipient must demonstrate academic achievement, scholastic ability, and financial need. The awards are renewable for a second year upon satisfactory academic performance.

**The Eleanor Mary and Betsy Sairfax Dockery Memorial Scholarship**

Miss Betsy Sairfax Dockery established the Eleanor Mary Dockery Memorial Scholarship in memory of her sister. After Miss Sairfax Dockery's death, the family renamed the scholarship to honor both ladies. The award is available to a Richmond County resident on the basis of need. Eligible students must be enrolled full time in a vocational, technical, or college transfer curriculum. The award is renewable for a second year upon satisfactory academic performance.

**The Mary Elizabeth and Nicholas West Dockery, Sr. Memorial Scholarship**

Established by Mary Elizabeth and Nicholas West Dockery, Jr., the Nicholas West Dockery, Sr. Memorial Scholarship is awarded on the basis of financial need to a Richmond County resident enrolled full time in the first year of an associate degree curriculum. This award is renewable for a second year upon satisfactory academic performance.

**The Rhonda W. Dunlap Memorial Scholarship**

Established in memory of Mrs. Rhonda W. Dunlap by her daughters, Mrs. Leone D. McLester and Mrs. Roberta D. Sumpter, this scholarship is awarded to a first-year full- or part-time student in a curriculum program leading to an Associate in Arts degree with a stated intention of pursuing certification as a teacher associate. The part-time student must be enrolled in at least 6 hours each semester. This award is renewable for subsequent semesters with no more than a total of six academic semesters or three academic years.

**The Earl G. Dunn Memorial Scholarship**

This scholarship was established in memory of Chief Deputy Earl G. Dunn to assist a deserving student enrolled full time in the Criminal Justice curriculum. The recipient must be a currently employed Richmond County law enforcement officer, a graduating Richmond Senior High School student, or a second-year Criminal Justice student.

**The Dr. George A. Ferré Memorial Scholarship**

Established by Hamlet Hospital, the family and friends of Dr. George A. Ferré to honor his memory, this scholarship is awarded to a full-time student in the Medical Assisting Technology curriculum who demonstrates scholastic promise, academic achievement, and financial need. The award is renewable for a second year upon satisfactory academic performance.

**The Cynthia Gibson Memorial Nursing Scholarship**

The Cynthia Gibson Memorial Nursing Scholarship was established to assist a single mother demonstrating financial need enrolled in the Associate Degree Nursing Program. The award is renewable for a second year upon satisfactory academic performance.

**The Neill Graham Memorial Scholarship**

Established by Neill Graham, a retired Business instructor at RichmondCC, this scholarship is awarded to a student who has demonstrated excellence in business studies. The recipient shall be a second-year, full-time student who has attained the highest GPA in the Business Division after completing the first year of his/her program as a full-time student.

**The Joseph W. Grimsley Memorial Scholarships**

Funded by a bequest made by RichmondCC's former president, Joseph W. Grimsley, before his death on July 13, 2001, these awards are granted to first-year students on the basis of demonstrated

achievement and leadership. The awards are renewable for a second year based on satisfactory performance.

#### **The Melva W. Hamilton Scholarship**

Melva W. Hamilton established this scholarship for a first-year, full-time student in the Associate Degree Nursing curriculum who demonstrates scholastic promise and financial need. If a qualified Nursing student is not available, the award may be granted to a student in the Medical Assisting Technology curriculum who meets all of the other qualifications. The award is renewable for a second year upon satisfactory academic performance.

#### **The J. Robert (Bob) Harrison Memorial Scholarship**

The J. Robert (Bob) Harrison Memorial Scholarship was established by Mrs. Elizabeth W. Harrison as a tribute to her husband. The scholarship is awarded to a first-year, full- or part-time student enrolled in the Electronics Engineering Technology, Mechanical Engineering Technology, or Information Systems curriculum. Part-time students must be enrolled at least half-time. To be eligible for the scholarship, a student must demonstrate academic achievement, financial need, and be employed part-time in the RichmondCC Cooperative Education Program (Co-op). The scholarship is renewable for a second year upon satisfactory academic performance.

#### **The Tim and Nicole Hayden Scholarship**

The Tim and Nicole Hayden Scholarship was designed to benefit students who demonstrate academic progress, exemplary work ethic, and a strong dedication to foster positive growth for the small business community in Richmond County. Preferred areas of study include Business and Information Technology. The Tim and Nicole Hayden Scholarship was developed by local business owners Tim and Nicole Hayden as a way to encourage students who are excited by all aspects of owning and/or operating a business, from marketing techniques to customer service to personnel. Special consideration will be given to applicants who demonstrate leadership skills and community involvement.

#### **The Wyndie Daniels Brown Hayes Memorial Scholarship**

This scholarship was established in memory of Wyndie Daniels Brown Hayes by her parents, Harry and Emma Brown. The award is given to a deserving Richmond or Scotland County resident enrolled full time in the Associate Degree Nursing curriculum who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

#### **The Thomas B. Hunter Memorial and Florence Ledbetter Hunter Scholarships**

These scholarships were established by the children of Thomas B. and Florence Ledbetter Hunter. The Thomas B. Hunter Memorial Scholarship for Academic Excellence is awarded annually to the entering second-year Associate Degree Nursing student who has achieved the highest GPA on ADN curriculum courses taken during the first year (fall, spring and summer) of the ADN program. The Florence Ledbetter Hunter Scholarship is awarded to the second-year ADN

student who has demonstrated exceptional professional and clinical nursing skills during the first year of the ADN program.

#### **The Johnson – Shepherd Memorial Scholarship**

This scholarship was established by Lonnie T. and Eileen E. Johnson to honor the memories of their parents and grandparents. The recipient must be a first-year, full-time student in a curriculum program leading to an Associate in Arts degree who plans to attend a four-year college or university to attain a baccalaureate degree. In addition, the recipient must demonstrate scholastic promise and financial need. The award is renewable for a second year upon satisfactory academic performance.

#### **The Faye Wilson Jordan Memorial Scholarship**

This scholarship was established by Mr. Bill Jordan in memory of his wife, Faye Wilson Jordan. The intent of the scholarship is to assist a student enrolled in a program or classes that may prepare them to assist others with behavioral issues such as smoking cessation. The award is made to a student enrolled in a behavioral sciences-related program or two behavioral science-related courses in the year of the award.

#### **The G. R. and Mary Ellen Kindley Scholarship**

Mr. & Mrs. G. R. Kindley established this scholarship to assist a first-year, full-time student in the Mechanical Engineering Technology curriculum. The recipient must be a resident of Richmond County and have a minimum grade point average of 2.5 for all courses taken in high school, or a minimum of 275 on the GED. The scholarship may be renewable for a second year upon satisfactory academic performance.

#### **The Kiwanis Club of Laurinburg Bookship**

This scholarship was established by the Kiwanis Club of Laurinburg to assist a deserving Scotland County resident in his or her educational efforts at RichmondCC. The stipends are awarded to full- or part-time students who need financial assistance in purchasing required books and educational materials.

#### **The Kiwanis Golden K Club Scholarships**

The Kiwanis Golden K Club of Laurinburg established these scholarships to provide assistance for full-time students entering the Associate Degree Nursing curriculum. These scholarships are awarded to Scotland County residents who demonstrate scholastic promise, academic achievement, and dedication to the nursing profession. The awards are renewable for a second year upon satisfactory academic performance. The lineage of these scholarships has now passed to the current Kiwanis Club of Laurinburg.

#### **The Annie Louise Lackey Memorial Scholarship**

This scholarship was established to provide assistance to a student enrolling full time in the Associate in Arts or Associate in Science curriculum. The scholarship is awarded to a Richmond

County resident based on need and ability. Preference will be given to applicants who express an interest in completing their baccalaureate studies at Wingate University. The scholarship is renewable for a second year upon satisfactory academic performance.

#### **The Leadership Richmond Scholarship**

Their scholarship was established by the Leadership Richmond Class of 2005-2006 and continued by the Classes of 2006-2007 and 2007-2008. Qualified applicants must reside in Richmond County and be enrolled full or part time in a vocational, technical or college transfer program. Selection is based on both need and merit.

#### **The Thomas and May Burch MacCallum Scholarship**

The MacCallum Scholarship is awarded to a resident of Richmond County who is enrolled full time in a vocational, technical, or college transfer curriculum. The scholarship is awarded based on demonstrated financial need and academic achievement and is renewable for a second year upon satisfactory academic performance.

#### **The Alton L. McAuley Memorial Scholarship**

This scholarship was established by Jackie McAuley in honor of her late husband, Alton McAuley. Alton was an agribusiness owner and lifelong resident of the Ellerbe area who was committed to the growth and success of Richmond County. The intent in establishing this scholarship is to provide opportunity to Richmond County residents so that they may contribute to the economic growth of their community. Applicants must reside in Richmond County to be eligible. Selection is need-based, with preference given to applicants enrolled in an agriculture-related program.

#### **The Reginal Vance McEachin Memorial Scholarship**

The Reginal Vance McEachin Memorial Scholarship was established in memory of Reginald Vance McEachin by his family. This scholarship will benefit graduating seniors of Richmond Senior High School who are enrolled at Richmond Community College. Must have a 2.5 minimum GPA.

#### **Susanne M. McInnis, R.N. Nursing Scholarship**

This scholarship was established in honor of Susanne M. McInnis by her grandchildren, Will Meacham and Olivia Meacham. A graduate of the Hamlet Hospital School of Nursing, Susanne McInnis served as a Registered Nurse and cared for the patients of Hamlet Hospital for over 30 years. This scholarship is to benefit a second year nursing student selected by the Nursing faculty on the basis of merit and need.

#### **The Woodrow and Mary McInnis Educational Scholarship**

This scholarship is established in memory of Woodrow and Mary McInnis with an initial gift from Mr. Thomas M. McInnis and Jeff, Mary Ann, Olivia, and Will Meacham. The scholarship is awarded to a recipient who has passed the 8th grade of Ellerbe Middle School (or the 9th grade of the former Ellerbe Junior High) or resides in the portion of Richmond County served by Ellerbe Middle School. The recipient must be enrolled in a program that supports completion of a four-year degree leading to certification as a teacher in the North Carolina public schools. The award is

for a first-year full-time student who demonstrates financial need and is not renewable for a second year.

#### **The Jo Ann McLaughlin Memorial Scholarship**

The Jo Ann McLaughlin Memorial Scholarship was established by the McLaughlin-Bennett family to honor the memory of Mrs. Jo Ann McLaughlin. Recipients must be enrolled in the Allied Health, Associate Degree or Practical Nursing Program, or someone in any medical field based curriculum. Student must be a Richmond County resident and qualify for the Working Scholarship. Must have a minimum GPA of 2.75.

#### **The Harris McKinnon McRae Memorial Scholarships**

These scholarships were established by the McRae Family in memory of Harris McKinnon McRae to help deserving full-time Business Administration students. Preference for the McRae scholarships will be given to graduating high school seniors residing in the northern part of Richmond County (Ellerbe and above). These scholarships are awarded to full-time students and are renewable for a second year upon satisfactory academic performance.

#### **The Kimberly C. Melton Memorial Scholarship**

This scholarship was established in memory of Kimberly C. Melton by her family to assist a full-time student in the Nursing Assistant curriculum. This scholarship is awarded based on financial need and is normally the only financial aid for which CNA students are eligible to apply through RichmondCC's Financial Aid Office.

#### **The Morrison Correctional Institution Scholarship**

This scholarship was established by the Morrison Youth Institution Social Interaction-Development (SID) Group. A recipient must be enrolled full time in the first year of a technical or vocational curriculum program and have a financial need. Priority of selection will be given to an applicant who is on probation/parole in the correctional system or a former inmate of a correctional institution. The scholarship may be renewed for a second year if the recipient maintains a grade point average of 2.0 or higher. Employees or immediate family members of employees of Morrison Youth Institution are not eligible to apply.

#### **The Lt. Col. Ed O'Neal Scholarship**

The Lt. Col. Ed O'Neal Scholarship was established to benefit non-credit students in the Nurse Aide Training and NCCER Electrical Level One Programs. Students must be a resident of Richmond or Scotland County with preference given to a Richmond County resident. Preference will also be given to a male in the Nurse Aide Training and a female in the NCCER Electrical Level One Program. Must demonstrate financial need.

#### **The Bobbie Sue Ormsby Scholarship**

The Bobbie Sue Ormsby Scholarship was established by Sandy Bryant in honor of Mrs. Bobbie Sue Ormsby. In order to be eligible a recipient must be a single parent.



### **OrthoCarolina Foundation Scholarship**

This scholarship was established by Dr. Bruce V. Darden, II on behalf of the physicians of OrthoCarolina. This one-time annual award fully sponsors all expenses for a second-year Allied Health student. The recipient of this scholarship is carefully selected by the Allied Health faculty as an exemplary student with outstanding potential for employment and progress in the Allied Health field.

### **The Margaret Ussery and Robert Franklin Pence, Jr. Memorial Scholarship**

Established by Mrs. Margaret U. Pence in memory of her husband, this scholarship is awarded to a student enrolled full time in the first year of the Associate Degree Nursing curriculum, is a resident of Richmond County, and who demonstrates scholastic promise, academic achievement, and financial need. After the death of Mrs. Pence, her family requested the scholarship be renamed to honor both of their parents. The award is renewable for a second year upon satisfactory academic achievement.

### **The Janet James Lindsey Petris Scholarship**

The Janet James Lindsey Petris Scholarship was established in honor of Janet James Lindsey Petris by her family. This scholarship is to benefit students in the Health Sciences Program. Recipients will be selected on the basis of need and merit.

### **The Angus D. and Mary T. Phillips Memorial Scholarship**

This scholarship was established in memory of Angus D. and Mary T. Phillips. The recipient must be a second-year student enrolled in the Associate Degree Nursing Program and have a first year grade point average not less than a “B”.

### **The Meg C. Queen Memorial Scholarship**

The Meg C. Queen Memorial Scholarship was established by the family and friends of Meg C. Queen in commemoration of her service to RichmondCC and Richmond County. The scholarship is awarded to a first-year student enrolled full time in a vocational, technical, or college transfer curriculum who demonstrates scholastic promise, academic achievement, and financial need. The award is renewable for a second year upon satisfactory academic performance.

### **The RichmondCC Trustees’ Basic Skills Scholarship**

Established by the RichmondCC Board of Trustees, this endowed scholarship is awarded to graduates of the RichmondCC Basic Skills Program who have been admitted into a RichmondCC curriculum program. This award is available to both part- (prorated) and full-time students and is renewable through the equivalent of two years of full-time study with satisfactory academic performance.

### **The John T. Robich Human Services Scholarship**

This scholarship was established in honor of Professor John T. Robich by a former student, Rachel E. Thompson. It is awarded to a student enrolled full or part-time in the RichmondCC

Human Services curriculum. It is awarded based on need then merit. Scholarship is renewable for up to the equivalent of two full years of study.

#### **The Richmond Community College Foundation Scholarships**

These scholarships are awarded to students enrolled full time in any curriculum. One Richmond County and one Scotland County recipient will be selected. The recipients must demonstrate scholastic promise, academic achievement, and financial need. The scholarships are renewable for a second year upon satisfactory academic progress.

#### **The Richmond Community College Human Services Club Memorial Scholarship**

The Human Services Club of Richmond Community College established this scholarship in memory of Rosa Chambers and Versa Morman, former students who died in the Imperial Foods fire in 1991, to provide assistance to Human Services Technology Students who demonstrate scholastic promise, academic achievement, and dedication to the Human Services profession. The recipients must be entering the second year of studies and maintaining an overall grade point average of 3.0 or better.

#### **The Rockingham Civitan Club Basic Skills Scholarship**

This scholarship was established to provide support and encouragement to graduates of the Richmond Community College Basic Skills Program to continue their education at the postsecondary level. The scholarship is awarded to a graduate of the RichmondCC GED or Adult High School program who enrolls at least half-time in a curriculum program at the College. The recipient must be a resident of Richmond County and is selected on the basis of need and merit.

#### **The Vera Anderson Rose Memorial Scholarship**

This scholarship is established in memory of Vera Anderson Rose by a bequest from the estate of her sister, Madeline A. Jones, to assist a student enrolled in the Associate Degree Nursing curriculum. A recipient must be a resident of Richmond or Scotland County and the award is based on need and merit. The scholarship may be renewable for a second year upon satisfactory academic performance.

#### **Rotary of Rockingham Endowed Scholarship**

This endowment was established by Rotary of Rockingham with the purpose of helping deserving Richmond County students to continue their educations. Funds for this endowment have been raised by the Rotary Club over many years through the Rotary Auction and BBQ fundraiser. Recipients will be selected on the basis of merit and/or need.

#### **The Seaboard Festival 5K Scholarship**

The Seaboard Festival 5K Scholarship was established to benefit a full time student accepted for enrollment, or enrolled at Richmond Community College in a curriculum program. Must have a GPA of 3.0 and be a resident of Richmond County.

### **The SECU “People Helping People” Scholarship**

Established by the State Employees Credit Union Foundation, two \$2,500 annual awards to individuals most deserving of an opportunity to attend college are presented. Students must be full-time; NC residents; demonstrate financial need using the FAFSA; preference will be given to students whose parents or guardians and family members are public sector employees who live and work in NC; preference may be given to students with limited financial aid from other programs; consideration will be given to students who best exemplify the SECU membership philosophy of credit unions, “People Helping People”, and have demonstrated leadership, excellence of character, integrity, and community involvement.

### **The Warner H. Shew Merit Scholarships**

These scholarships were established by the RichmondCC Faculty and Staff to assist first-year students enrolling full-time in any diploma or degree curriculum. The scholarships are renewable for a second year upon satisfactory academic progress. The recipients must be legitimate scholars as demonstrated by prior academic excellence and must be committed to community involvement and lifelong learning.

### **The Jean and John Benjamin Smith, Jr. Memorial Scholarship**

Established in memory of her parents by Ms. Gretchen Smith, this scholarship is awarded to a full-time student enrolled in a vocational, technical, or college transfer curricula. The recipient must be a resident of Richmond County and have a minimum grade point average of 2.5 for all courses taken in high school or a minimum score of 275 on the GED test. The award is renewable for a second year upon satisfactory academic performance.

### **The Lou Ann Smith Singleton Memorial Scholarship**

Established in memory of Lou Ann Smith Singleton by her mother, Margaret Smith, this scholarship will be awarded to a first-year, full-time student enrolled in Mechanical Engineering Technology who demonstrates financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

### **The Emma M. Stancil and Captain Walter R. Stancil, Jr. Memorial Scholarship**

Established by Mr. Walter R. Stancil, Sr., a graduate and trustee of Richmond Community College, to honor the memory of his wife, Emma M. Stancil, and son, Captain Walter R. Stancil, Jr., both of whom were killed in an automobile accident on February 10, 2002. The scholarship is awarded annually on the basis of merit and need to a graduate of RichmondCC’s Basic Skills Program who has been admitted to a RichmondCC curriculum program. The award is renewable for a second year upon satisfactory academic performance.

### **The Dr. Robert D. Street Scholarship**

Established by Dr. Robert D. Street, retired Vice President for Administration at RichmondCC, this scholarship provides an award to a first-year, full-time student in a curriculum program within the Business Technology Division. Recipients will be selected on the basis of academic achievement and financial need. The award may be renewable for a second year upon satisfactory academic performance.

### **The Glenn Sumpter Memorial Scholarship**

The Glenn Sumpter Memorial Scholarship was established by Mrs. Robbyn Sumpter in memory of her husband. This scholarship will benefit students enrolled in a curriculum program at Richmond Community College. Recipients will be selected on the basis of merit and need.

### **The Prentice Taylor Memorial Scholarship**

This scholarship is provided by the Hamlet Rotary Club to commemorate the service of Prentice Taylor to Richmond County. The scholarship is awarded annually to a deserving full-time, second-year student.

### **The Richard Thorpe Memorial Scholarship**

Established by his wife and by his lifelong friend, Bobby Singletary, the Richard Thorpe Memorial Scholarship is awarded to a full-time, first-year student enrolled in a vocational, technical, or college transfer curriculum and may be renewed for a second year. The recipient must be a resident of Richmond County and demonstrate financial need. Priority will be given to applicants who are (a) employed in the textile industry or whose parents are employed in the textile industry (or who have a family member, living or deceased, who is or was employed in the textile industry) and/or (b) are graduates of Rohanen High or Junior High School or children of Rohanen graduates.

### **The Susie B. Thrift Memorial Scholarship**

This scholarship was established the Robert H. and Julia G. McIntosh to honor the memory of Ms. Susie Thrift, former Science Teacher at Ellerbe High School in Ellerbe, NC. Her dedication and ability to perceive and develop the potential in her students serve as a model and inspiration for all instructors. The purpose of this scholarship is to encourage students to continue their education and fully develop their potential. Special consideration is to be given to students who exhibit unforeseen potential through markedly improved performance later in their academic careers.

### **The UNIMIN Corporation Scholarship**

This scholarship was established by the UNIMIN Corporation to benefit students pursuing an Associate Degree or Diploma in a program related to math, science, engineering, or industry with continuation of studies toward a four-year degree. Preference will be given to family members of current UNIMIN employees. The scholarship is available to full- and part-time students with the stipend varying based on hours of enrollment. This award is renewable upon satisfactory academic performance not to exceed the equivalent of two years of full-time study.

### **The Thad and Mary Jane Ussery Scholarship**

This scholarship was established by Thad and Mary Jane Ussery with the intent to support Richmond Community College's efforts to provide a trained and ready workforce. Awards are made to residents of Richmond County enrolled in the Welding or other Science, math, Engineering, or Technology-related programs. Selection is based on a combination of need and merit.

### **The Vulcan Materials Company - D. Gray Kimel, Jr. Scholarship**

Renamed in 2013 in honor of D. Gray Kimel, Jr., for his 40+ years of dedicated service and leadership with Vulcan, concluding as Chairman of the East Region. The Vulcan Materials Company offers this scholarship to a full-time student in a curriculum program who demonstrates academic achievement and financial need. Priority will be given to Vulcan employees or their family members before considering other qualified applicants. If awarded to a first-year student, the scholarship may be renewable for a second year upon satisfactory academic performance.

### **The Wachovia Technical Scholarships**

The Wachovia scholarships are awarded to two full-time students in the second year of a two-year program. The scholarships are awarded on the satisfactory evidence of financial need, scholastic promise, and prior performance at RichmondCC. Each student's performance during the first year of enrollment is a criterion for selection. These scholarships are used for books, tuition, and transportation.

### **The D. D. and Esta C. Wicker Memorial Scholarship**

The D. D. and Esta C. Wicker Memorial Scholarship is awarded to a full-time student entering a college transferable curriculum. This award is given by Thomas G. (Tom) and Kathleen C. Wicker in memory of their parents to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

### **The Dr. B. Wingate Williamson, Jr. Scholarship**

Dr. B. Wingate Williamson, Jr. established this scholarship to assist a first year, full-time student in a two-year curriculum. The recipient must be a resident of Richmond County and have a minimum grade point average of 2.5 for all courses taken in high school, or a minimum score of 275 on the GED. The scholarship may be renewed for a second year if the recipient maintains a cumulative grade point average of 2.5 or higher with no grade lower than "C."

### **The Woman's Club of Hamlet Susie B. Powers Memorial Scholarship**

This scholarship was established in tribute to the memory of Susie B. Powers, a charter member of the Woman's Club of Hamlet. The recipient must be a second-year student enrolled full time in the Associate Degree Nursing curriculum and must have a minimum grade point average of 2.5 for all courses taken in the first year. Preference will be given to a female resident of Hamlet; however, this is not a requirement.

### **The Veronica Scholl Newton Memorial Scholarship**

This Scholarship was jointly founded by grandson Joshua Newton: sons Harry and John Newton; and daughter Mary Anna Newton. This scholarship intends to honor Mrs. Newton's contributions to her family and her community. This scholarship is awarded to a Richmond or Scotland County resident enrolled in the Associate Degree Nursing Program at Richmond Community College. Recipient must have and maintain a 3.0 GPA.

### **The Working Scholarships**

The Working Scholarship was established to benefit students who are working their way through school and are not eligible for traditional forms of financial aid. Recipients must be employed at least 10 hours per week. Preference will be given to students with at least a 3.0 GPA who are not receiving other financial aid funding.

### **Work Scholarships**

These scholarships are awarded to second-year students in a two-year curriculum or second semester students of a one-year curriculum on the basis of academic achievement and expressed need. The work scholarship recipients will be assigned worthwhile duties on campus which will give them on-the-job training related to his/her curriculum. Recipients will be assigned to supervisors who closely evaluate the work performed and the level of performance. The qualifications are as follows:

1. Student must be full-time in his/her second year of a two-year curriculum at RichmondCC or second semester of a one-year curriculum.
2. A minimum of a 2.8 grade point average is required of all students applying.

### **Vocational Rehabilitation**

Students with physical disabilities that constitute vocational handicaps are eligible for scholarships from the Division of Vocational Rehabilitation. The nearest Vocational Rehabilitation district office can supply full details on these scholarships.

### **Department of Veterans Affairs**

Richmond Community College curriculum education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs. Those entitled to DVA benefits are eligible veterans, participants in the Montgomery G.I. Bill contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA Certifying Official provides information and assistance to students applying for DVA educational benefits.

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum.

The student must maintain satisfactory academic progress as set by the policy of RichmondCC.

### **Procedures for Veteran's Benefits**

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification for veteran's benefits.

1. Application for admission.
2. High school transcript or GED scores, transcript of academic record for each college previously attended, and military transcripts.

The veteran or other eligible student may not receive DVA benefits for enrollment in the following: (1) course audits, (2) repeated courses except to attain the academic requirement for a specified grade-level in a course, (3) courses not required in chosen curriculum, (4) courses completed by proficiency, (5) continuing education classes, and (6) dropped or withdrawn classes. All veterans and dependents of veterans receiving education benefits are required to submit an Enrollment Certification Worksheet each semester to the VA School Certifying Official. A student will not be certified for benefits until this worksheet is submitted. If education benefits provide payment of tuition and fees, the Enrollment Certification Worksheet must be submitted prior to the payment deadline to ensure courses are not deleted from your account. In the event payment is not confirmed from VA, the student will be responsible for payment of all tuition and fees. Students receiving VA benefits must submit an Attendance Verification Worksheet every two weeks to the VA School Certifying Official. The Attendance Verification Worksheet must include the instructor's signature or approving email. Failure to submit the Attendance Verification Worksheets could result in termination of your current VA benefits. Students receiving VA benefits must notify the VA School Certifying Official of any changes in course load, attendance, or enrollment status within three days of the change. Failure to notify the VA School Certifying Official of these changes may result in termination of certification of current and future enrollments. Course withdrawals and courses not required for program completion may result in financial penalties including but not limited to repayment to the Department of Veterans Affairs and/or Richmond Community College.

### **Satisfactory Progress for Veterans**

All veterans and dependents of veterans enrolled at RichmondCC and receiving VA education benefits are required to maintain satisfactory academic 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 RichmondCC is a 2.0. Students should refer to the Satisfactory Progress Standards for Academic Warning, Probation, and Suspension Policy if their GPA falls below a 2.0. In the event a veteran or dependent of a veteran is placed on Academic Warning, the student will be allowed enrollment certification for one semester to increase their GPA to at least a 2.0. Subsequently, if the student is placed on Academic Probation, no certification will be submitted until the student raises their GPA to at least a 2.0.

### **Overpayment of DVA Benefits**

The law requires that the DVA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances. This means that if the veteran or other eligible person drops a course, unless he/ she can show the DVA that there are mitigating circumstances, he/she must return all the money paid to him/her for pursuit of that course from the start of the term, not merely from the withdrawal date. Examples of acceptable mitigating circumstances are prolonged illness, severe illness or death in

the immediate family and unscheduled changes in employment or work schedule. Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted. The veteran or other eligible person will be required to submit evidence to support his/her reasons for withdrawal. If the DVA determines that the veteran did not have acceptable mitigating circumstances, an overpayment of benefits will be created. The DVA will attempt to collect any overpayments from a veteran or other eligible person by making a written request for payment and withholding future benefit payments. Debts may be referred to collection agencies or the Justice Department. Approval of DVA home loan guarantees may be delayed pending satisfactory repayment arrangements. Federal income tax refunds may be withheld and applied to DVA debts.

### **Attendance**

Veterans will comply with Richmond Community College class attendance policies and attendance requirements from the Department of Veteran's Affairs.



# Student Services

The College offers a comprehensive program of student development services designed to meet the needs of part-time and full-time students. Commitment of college personnel to the concept of total student development involves extending traditional teaching/learning experiences beyond the classroom into other out-of-class teaching/learning situations which may or may not involve typical classroom activities. While student development is a college-wide priority, the primary responsibility for developing and coordinating student development services lies with the Vice President for Student Services.

## Counseling

The total growth, welfare, and development of all students are of primary concern to the staff and faculty of Richmond Community College (RichmondCC). In addition to academic achievement, the counselors at RichmondCC have a genuine concern for the overall growth and development of RichmondCC students and are dedicated to the betterment of all human beings. RichmondCC is truly fortunate to have well-qualified counselors who meet or exceed the minimum qualifications necessary to hold the title of Professional Counselor. All counselors employed at RichmondCC have at least a master's degree in counseling and several are certified by the National Board of Certified Counselors.

To promote the growth and development of students, the counselors use a variety of skills to help individuals improve their feelings of self-worth and their ability to relate to others. Students desiring personal counseling can receive individualized assistance in a number of areas including:

- Stress management
- Interpersonal communications
- Personal motivation
- Anxiety reduction
- Career concerns
- Goal planning
- Self-esteem

RichmondCC has also developed cooperative agreements with a number of public and private human service agencies that accept referrals from counselors at RichmondCC for students who encounter problems requiring specialized professional assistance.

## Career Center

RichmondCC offers many services for individuals seeking employment and for employers who need a quality workforce. These services include interests, abilities, and values assessments, career counseling, resume writing, training, and preparation for new job opportunities. Before students enroll in college or become too involved in their chosen degrees, they should ask themselves the following questions:

1. Why do I want a degree in this field?
2. What do I plan to do with this degree when I graduate?



Currently enrolled students are allowed to schedule their classes early during the Advising and Class Scheduling week (as indicated in the Academic calendar) and may be allowed to preschedule classes prior to the regular registration period. Prescheduling dates are announced to currently enrolled students. Students who schedule classes during the early scheduling period and do not pay tuition during the tuition payment period for advised students will lose their scheduled classes. Students must pay tuition to reserve their schedules. These students must go through the scheduling and registration process again during the regular registration period.

### WebAdvisor

WebAdvisor is RichmondCC's on-line source for students to have access to their grades, program evaluations, schedules, student financial accounts, and to register for courses. Students who are currently enrolled will have the opportunity to view and print their schedules, their grades, and any other information, from their homes or from any computer lab on campus. The link to gain access is on the College website. A student instructional manual is also located on the website for assistance. The system easily guides students through getting their login names and passwords.

### Grading Policy

Final grades, reflected in student transcripts, are given when earned based on the following system:

Grade	Grade Meaning	Grade Number	Grade Points
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
D	Passing	70-77	1
F	Failure	Below 70	0
NF	Non-Completion Failure		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
P	Pass (DMA and DRE Courses Only)		N/A
R	Repeat (DMA and DRE Courses Only)		N/A
T	Transfer		N/A
S	Satisfactory (Work-Based Learning Only)		N/A
U	Unsatisfactory (Work-based Learning Only)		N/A

W	Withdrawal	N/A
WF	Withdrawal/Failing	N/A
WP	Withdrawal/Passing	N/A
X	Proficiency	N/A

A student who receives a grade of “AU” was registered for and took the course but did not earn credit for the course. 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.

A student who receives a grade of “AP” has earned credit by taking an AP high school course and passing the state test for that AP class with at least the minimum score set by the college for the college course equivalent.

Workforce and Economic Development programs can qualify for articulation credit in specific curriculum programs which have been approved by the Richmond Community College Board of Trustees. Students earning articulation credit receive a grade of “AR” on the curriculum related program courses identified in the Memorandum of Agreement.

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”.

The symbol “MT” on academic transcripts will indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

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.

When a student satisfactorily passes a DRE or DMA course, a grade of “P” will show on the course transcripts indicating the passing of this course. When a course is repeated a transcript code of “R” will show.

Work-based learning courses provide work-based learning experiences with a college-approved employer in an area related to the student’s program of study. Therefore students either earn an “S” for satisfactory work or a “U” for unsatisfactory work in the course.

If the student withdraws before the 75 percent date, as recorded on the academic calendar, 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 withdraws after the 75 percent date, as recorded on the

academic calendar, the student will receive a grade of “WF.” The “WF” grade is calculated as an “F” in computing the student’s GPA.

The grade of “NF” is assigned to a student who did not officially withdraw from a course but who failed to participate in course activities through the end of the course period.

If a student withdrawal after the 75% point of the term but has a quality performance of passing the course at the time of withdrawal, the grade of “WP” will be assigned. 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 requirements to complete his program within the maximum timeframe.

A grade of “X” (Proficiency) will be recorded on the student’s transcript upon successful completion of the proficiency 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.

### Grade Point Average

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours.

In order to receive a degree, diploma or certificate from RichmondCC, a student must have a grade of “C” or better in all core courses for the program of study. Core courses are listed with each curriculum requirements section of the catalog.

### How to Figure GPA

List the courses taken, the credit hours for each course, the grades earned, and the quality point credit for each grade.

Grade points are as follows: A = 4 points, B = 3 points, C = 2 points, D = 1 point.

Multiply the credit hours times the quality points earned for each course.

Course	Credit Hours	Grade	Points	Total Quality Points
ENG 111	3	C	2	6
MAT 140	3	C	2	6
ACA 111	1	A	4	4
BIO 111	4	B	3	12
HIS 112	3	D	1	3
	—			—
	14			31

Divide the total number of quality points by the number of credit hours attempted. Ex.  $31 \div 14 = 2.21$  grade point average (GPA).

## 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, 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 RichmondCC.

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 his/her academic advisor 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 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 and Student Appeals Committee which consists of the Vice President for Student Services, the Vice President for Instruction/Chief Academic Officer, the Director of Counseling, the Dean of Learning Resources and a faculty representative. 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 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 RichmondCC catalog.

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

## **Student Grade Forgiveness Policy**

Any RichmondCC student who has experienced a lapse of enrollment at the College for a period of ten consecutive academic years may, upon reenrollment, make a request with the Registrar to have prior course work forgiven. The following criteria must be met:

- The student must first complete at least 12 semester hours of credit with a 2.0 grade point average before requesting grade forgiveness.
- The request must be made during the subsequent semester (excluding the summer session) after the 12 semester hours have been completed.
- Prior course work must be at least ten years old.
- Only prior courses with grades below a “C” will be eligible for grade forgiveness.
- The student must complete a Grade Forgiveness Request Form, which is available in the Student Services Registrar’s Office.
- Only one grade forgiveness request will be accepted per student. If the request is approved, the record of the earlier course work affected remains on the student’s transcript but is not calculated in the cumulative grade point average for academic purposes only.
- Financial aid and/or veterans’ benefits are subject to federal regulations requiring satisfactory academic progress based on all academic work attempted and are, therefore, not affected by any grade forgiveness.

In instances in which grade forgiveness is granted for courses completed at RichmondCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing the student’s grade point average, possibly disqualifying the student from consideration for admission.

## **Student Records**

The Office of the Registrar maintains all student records. Because these records are of utmost importance, they are kept in locked, fireproof files.

All records including, but not limited to, high school and other college transcripts submitted for a student’s file become the property of Richmond Community College and a part of the student’s permanent record.

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.

Workforce and Economic Development records are maintained following the same guidelines.

## **Access to and Release of Student Records**

The “Family and Education Rights and Privacy Act of 1974” (P.L.93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing “any and all official records, files, and data including all material that is incorporated into each student’s cumulative folder.”

Although that act specifically refers to the access rights of parents, it provides that “whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

The only individuals or agencies authorized to see a student’s record, other than the student himself/herself, without the student’s written consent, are school officials with “legitimate” educational interests, officials of other schools in which the student “intends to enroll,” law enforcement officers, and certain government representatives. Records will be released to parents and outside agencies only with the written consent of the student.

Student records are available to instructors or advisors with authorization by the Registrar or Assistant Registrar. Student records are not to be removed from Student Services without prior approval of the Registrar or Assistant Registrar. A student may view his record when in conference with his instructor, advisor, or an authorized administrative officer. A student may also view his records by submitting a written request to the Vice President for Student Services. An appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Services to review the file within 15 days. No student information, including grades, will be released via telephone.

In keeping with federal regulations on student information, RichmondCC has designated the following as “Directory Information”:

- Student’s name
- Dates of enrollment
- Enrollment status
- County of residence
- Program of study
- Degrees, diplomas or certificates awarded and date awarded
- Honors and awards associated with the College
- Photographs, videos or other media containing a student’s image or likeness.

The College may disclose any of the above “Directory Information” items without prior written consent. Any student who does not wish any or all of this information to be released must give written notification to the Vice President for Student Services within 14 days of the start date of the semester in which he/she is enrolled. Written notification must be given for each semester enrolled.

The Vice President for Administrative Services and Chief Financial Officer is the designated school official for handling violations of the law or alleged violations of the law and is RichmondCC’s designated law enforcement official. Investigative reports and other records created and maintained by the law enforcement units are not considered to be education records subject to FERPA. RichmondCC may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent.



A hold may be applied to the release of an official transcript, unofficial transcript, diploma, degree, certificate, grades, or other information requested from an official record for a student who has a restriction on their account including, but not limited to, a business office hold, library fine, disability services hold, and incomplete file hold.

### **Transcript Requests**

An official record of curriculum academic credit earned at RichmondCC will be sent to any school or prospective employer upon the completion of the college's Transcript Request Form and payment of \$2 fee. All of the student's accounts with RichmondCC must be satisfactorily settled before the College will process the request. The Registrar's office requires one full business day's notice of the written request. During registration, schedule adjustment, and end of semester grading, processing of transcripts will be limited. RichmondCC does not FAX transcripts. The cost for on-demand transcripts will be \$5. Unofficial transcripts for currently enrolled students may be printed from WebAdvisor. Previously enrolled students may request an unofficial transcript at no cost; however the written request and time limits for processing apply. A voucher will be issued to graduates for one free official transcript.

### **Changing a Curriculum Major**

A student wishing to change his major must see a counselor for approval. When a student changes majors, any courses applicable to the new major will be transferred. Grades earned, credit hours, and quality points will be counted in the new major.

### **Transferring to Another College**

RichmondCC received community college status in July 1987 and offers the Associate in Science and Associate in Arts curricula. A student graduating from RichmondCC in good standing with an Associate in Arts or an Associate in Science (College Transfer) degree, is assured admission into one of the 16 University of North Carolina system schools. Admission is not assured to a specific institution, specific program, or major. There are also articulation agreements with many private colleges and universities in the state. A student wishing to transfer from RichmondCC to another college should refer to that college's catalog or website for transfer information. If a transcript of coursework completed at RichmondCC is required by the other institution, it will be provided when the student submits a "Transcript Request Form" or a written approval for release of the transcript. All accounts with RichmondCC must be settled before a transcript will be furnished to another institution. A 24-hour notice is required for transcript requests.

The Associate in Arts and Associate in Science curricula are transfer intensive programs. The Associate in Applied Science Degree from RichmondCC is acceptable for junior status in many public universities in North Carolina. In addition, a number of private institutions accept this degree. In both the public and private sector, the College has many individual institutional and program arrangements for transfer of credits. In some cases these arrangements are on a course-by-course basis or for a particular program.

## **North Carolina Community College Systems – University of North Carolina Comprehensive Articulation Agreement (CAA)**

### **Assurance of Admission to UNC System**

The CAA addresses the admission of community college graduates to UNC institutions and the transfer of credits between institutions within the North Carolina Community College System and institutions within The University of North Carolina. The CAA assures admission to one of the 16 UNC institutions with the following stipulations:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an associate in arts or associate in science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of “C” or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, then he or she will receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website. At the CFNC website (CFNC.org), the student will be presented with the conditions of the TAAP, and if these conditions are met, the student will be given information regarding space availability and contacts within the UNC system. The students should contact those institutions to get specific information about admissions and available majors. If the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

### **Transfer of Credits**

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

**Eligibility:** To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree or have completed the 44-hour general education core as defined in Associate Degree information of this catalog and have an overall grade point average (GPA) of at least 2.0 on a 4.0 scale and a grade of “C” or better in all CAA courses.

### **Transfer of Credit to RichmondCC**

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 a regionally 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 Richmond Community College (RichmondCC) 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 RichmondCC. 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 RichmondCC 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.

### **Catalog Requirements for Graduation**

Students who are continuously enrolled may graduate under the program requirements listed in the catalog at the time of their enrollment or the requirements printed in the catalog the semester they are scheduled to graduate. In the event the catalog requirements are updated, the student can choose to graduate under a catalog published after their enrollment date. This request must be made with the Registrar's Office by completing the Catalog Year Change Request form. However, a student may not revert to a prior catalog year. Under any catalog year, the courses must follow the NCCCS Curriculum Standards.

Students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of re-enrollment or the requirements printed in the catalog the semester they are scheduled to graduate. In the event the catalog requirements are updated, the student can choose to graduate under a catalog published after their re-enrollment date. This request must be made with the Registrar's Office by completing the Catalog Year Change Request form. However, a student may not revert to a prior catalog year. Under any catalog year, the courses must follow the NCCCS Curriculum Standards.

Students entering in semesters other than fall, failing to take a full load, failing to take all courses as listed on the schedule and in the catalog, or taking required developmental courses may take longer to complete requirements for graduation than outlined in the catalog.

### **Graduation Procedures**

Graduation exercises to award degrees and diplomas are held at the end of the spring semester each year. Dates for graduation exercises are listed in the Academic Calendar. During the last semester at RichmondCC, each graduating student is required to file an application for the degree or diploma, see his/her academic advisor to run a program evaluation for graduation requirements, and pay the graduation fee in the Business Office. The application form is available in the Student Services Department.

In order to receive a degree, diploma or certificate from RichmondCC, a student must:

1. Complete all of the required courses for the curriculum as listed in the catalog prior to the day of graduation exercises.

2. Complete the minimum number of credit hours required for the degree, diploma, or certificate.
3. Have a minimum 2.0 cumulative grade point average in courses for program of study and a 2.0 overall cumulative grade point average.
4. Have a grade of “C” or better in all core courses for the program of study. Core courses are listed with each curriculum requirements section of the catalog.
5. Have completed 25% of all required courses in residence at RichmondCC.
6. Satisfy all financial obligations to the College.

Only students who have completed all of the requirements for graduation prior to the commencement exercises will receive diplomas during commencement exercises. Students with special circumstances, and who have four (4) credit hours or less remaining towards completion of their degree(s) can petition the Office of the Registrar for permission to participate in the commencement exercises, but will not receive their diplomas. The student must register and pay for the remaining credits for the upcoming summer term before seeking approval to participate in May commencement exercises. These will be reviewed on a case-by-case basis, but under no circumstances will students with more than four credit hours remaining towards completion of their degrees be allowed to participate in graduation ceremonies or receive their credential.

Graduating students enrolled in a course(s) at another institution during their last semester must a) show proof of enrollment, b) have the instructor of the course give feedback to the Registrar regarding successful completion before the last week of the semester, and c) have an official transcript sent to the Registrar’s office for transfer credit before the degree, diploma, or certificate can be received.

### **Certificate Programs**

Students completing requirements for certificate programs must complete an Application for a Certificate form and return it to the Registrar’s office. Certificates will be mailed to the student at the end of the semester in which requirements are completed.

### **Graduation Honors**

Honors at graduation are based upon the grade point average earned in courses required for the degree or diploma. Students who have earned grade point averages of 3.5 will graduate Cum Laude. Students who have earned grade point averages of 3.75 will graduate Magna Cum Laude. Students who have earned grade point averages of 4.0 will graduate Summa Cum Laude.

Members of Phi Theta Kappa wear both the honor stole and the double honor cord at graduation. The golden honor stole has been worn by Phi Theta Kappa graduates for more than 25 years. This gold satin stole is embroidered with the navy Greek letter monogram of Phi Theta Kappa. The double honor cord twin set in blue and gold is an additional accompaniment worn to signify our student’s academic achievement and membership in Phi Theta Kappa.

## **Graduation Awards**

### **Joseph D. Beam Excellence in Engineering Award**

The Joseph D. Beam Excellence in Engineering Award, established by Joseph D. Beam, Jr., is given to an engineering student who has demonstrated academic excellence and potential in his chosen field.

### **Dodd-Moore Humanities Award**

The Dodd-Moore Humanities award was established by the faculty to honor the 60+ years of service that English faculty members Carol Dodd and Audrey Moore gave to RichmondCC. This award is presented to the graduating Associate in Arts or Associate in Science student who exemplifies both academic achievement in the humanities and, more importantly, a humanitarian spirit in his or her interactions with faculty, staff and classmates.

### **The Excellence in Science Award**

The Excellence in Science Award is given to an Associate in Arts or Associate in Science graduate who has demonstrated special interest and competency in science.

### **Dr. Samuel D. Morgan Memorial Leadership Award**

A cash award of \$100 will be made annually to the president of the Student Government Association. Dr. Morgan (1930-1999) was RichmondCC's first president, serving from 1964-1969.

### **Dr. Robert D. Street Academic Excellence in Business Studies Award**

The Academic Excellence Award in Business Studies was established by Dr. Robert D. Street, former RichmondCC Vice President for Administration, in 1976. The award is made annually to a selected student in the Business Division.

### **Richmond County Historical Society Excellence in History Award**

The Richmond County Historical Society presents an award at graduation to the student with the best record of achievement in history and government. To be eligible for the award a student must have completed at least three history and/or government courses and have an overall GPA of at least 3.0.

# Student Life

At Richmond Community College (RichmondCC) each student is a person, not a number. Counselors are always available to help with problems or to share an experience. Faculty are available before and after class or during scheduled office hours to answer any questions students might have.

All students enrolled in curriculum off-campus courses are afforded comprehensive Student Services. These services consist of registration, advising, and placement and are offered on an as-needed basis. Off-campus classes are classes taught at locations not owned by the College. The James Building and the F. Diane Honeycutt Center are considered on-campus locations. Students enrolled in off-campus programs may use the on-campus services at any time.

Classes at RichmondCC are usually small. Students are encouraged to ask questions and to participate rather than just sit and listen to a lecture. If a student encounters academic difficulties, tutors are usually available to assist. Because many RichmondCC students work in addition to attending school, a major effort is made to schedule classes during hours convenient to students.

Student opinion is sought and respected. Richmond Community College is one of the few colleges where the students decide how most of the student activity funds are utilized. Students serve on College committees and the SGA President is a nonvoting member of the College's Board of Trustees.

The student activities program at Richmond Community College is sponsored by the Student Government Association (SGA). Members of the SGA provide students social, recreational, and service-oriented activities. The SGA also supports various clubs which students are encouraged to join. A complete listing of the clubs and more information about the SGA can be obtained from the SGA advisor. All students enrolled in curriculum programs are members of the SGA.

## Student Activities

Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association (SGA). A number of clubs have been organized with faculty and staff serving as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, disability, or national origin. Special activities are sponsored periodically by the SGA for the enjoyment of all RichmondCC students. Students interested in forming new organizations should consult the SGA President or Advisors for assistance.

## Student Government Association

The SGA was organized and chartered in 1967 and is responsible for governing students, assisting in the execution of institutional policies, and maintaining an appropriate image of RichmondCC in the community. Every student is a member of the SGA, which controls and allocates most of the student activity funds under the guidance of the SGA advisor. SGA officers are elected each April by the student body and serve during the next academic year. The SGA president is an ex officio (nonvoting) member of the RichmondCC Board of Trustees. The SGA

Delegates are composed of RichmondCC students who are members of one of RichmondCC's chartered clubs and those who desire to help the SGA officers complete their task. These representatives are appointed by each club and must complete an application that is accepted by the SGA President and Advisors.

## **The Constitution of the Student Government Association**

### **Preamble:**

We, the students at Richmond Community College, in order to establish justice, maintain high standards of conduct, protect the good names and liberties of all, and to promote unity among the community, faculty, and ourselves, do hereby establish this Constitution. From this day forward, we shall uphold this Constitution by use of the Student Government Association of Richmond Community College.

### **ARTICLE I**

#### **Membership:**

The Student Government Association shall be composed of all registered students of Richmond Community College, including all campuses under the jurisdiction of RichmondCC. Any student attending classes at Richmond Community College, including all campuses under the jurisdiction of RichmondCC, shall be a part of the Richmond Community College Student Government Association.

### **ARTICLE II**

#### **Elections and Procedures:**

Any curriculum student registered at Richmond Community College shall be entitled to vote in any student body election. The Elections Committee shall have sole power to administer rules, verify all candidates' eligibility, and supervise all campus elections.

The annual Student Government elections shall be in April. At this time, all officers of the Executive Council shall be elected. Eligible students may become candidates for an office by submitting in writing a letter of intent with the SGA advisor. Prior to the nominee being accepted as a candidate, the Elections Committee shall obtain, from the director of Student Services, certification of academic eligibility.

Nominations shall be posted, on the student bulletin board, at least one week prior to the election. During this week all candidates will campaign for their position by posting campaign posters and addressing students and informing them of the candidate's intentions and request their vote. A polling place, time, and date shall be posted for each election. Voting will be by electronic ballot. A candidate's name will be entered on the ballot even if he or she is running unopposed. The Elections Committee will be custodians of the ballot box. The Elections Committee will hold an alphabetical list of all eligible voters and may explain only the rules of the election.

The Election Committee will count the ballots. Each candidate may have one representative present at the ballot count. The candidate receiving the simple majority of votes is declared the winner. In the event of a tie, the Elections Committee shall conduct another election for that office. Newly elected officers shall take office on the day of Spring Graduation.

### ARTICLE III

#### **Qualifications of Officers:**

In order for a student to hold the office of Student Government President, he/she must be a second semester student enrolled at least 3/4 time in a two-year curriculum.

All other officers must be second semester students enrolled at least halftime in two-year curricula.

All officers must maintain at least a 2.5 GPA and be approved by the Elections Committee.

### ARTICLE IV

#### **Officers and Duties:**

The board of officers of the Student Government Association shall be comprised of a President, Vice President, Scotland Vice President, Secretary, Treasurer, and Public Information Officer. The duties of all officers shall be to promote cooperation and unity among each other and the greater Richmond Community College student body, participate in all day and evening registration activities, ensure that the student body is represented professionally, aid in creation and performance of committees for elections and SGA sponsored activities.

#### **Duties:**

##### Section I. SGA President:

1. Preside over all meetings of SGA Executive Board
2. Nominate committees necessary to SGA.
3. Appoint chairpersons to all SGA committees.
4. Promote co-operation among officers, Delegates, and student body.
5. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
6. Participate in assigned day and evening registration activities.
7. Participate in assigned graduation activities (ex., rehearsal dinner, ushering).
8. Attend Board of Trustees meetings. Take notes and share pertinent information with other officers.
9. Represent the SGA by participating in activities as requested by the President or other administrators at Richmond Community College.
10. Plan and organize events for student participation.
11. Attend and participate in all SGA sponsored functions.  
(ex., community and school projects, and recreational activities.)
12. Attend weekly meetings of the SGA Executive Board.
13. Assist the Secretary in organizing, planning, and publishing the SGA newsletter.
14. Other duties as deemed necessary by the SGA Advisor.

##### Section II. SGA Vice-President

1. Preside over all meetings of officers and Delegates in the absence of the president.
2. Assist the president in nominating committees necessary to SGA.
3. Assist in planning or organizing events for student body participation.
4. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)



5. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
6. Attend weekly meetings of the SGA Executive Board.
7. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
8. Assist the Secretary in organizing, planning, and publishing the SGA newsletter.
9. Other duties as deemed necessary by the SGA Advisor.

### Section III. Vice-President Scotland

1. Work closely with the Director of Student Services disseminating information to Scotland students.
2. Promote cooperation among officers, Delegates and students.
3. Attend and participate in all Scotland SGA sponsored functions.
4. Participate in all registration activities.
5. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
6. Assist in planning and organizing events for student body participation.
7. Assist the secretary in organizing, planning, and publishing the SGA newsletter.
8. Attend and participate in all graduation and rehearsal activities.
9. Attend weekly meetings of the SGA Executive Board.
10. Other duties as deemed necessary by the SGA Advisor.

### Section IV. Secretary

1. Preside over News Committee.
2. Organize, plan and publish a monthly news bulletin.
3. Keep accurately typed minutes and records of all SGA meetings.
4. Work with the treasurer in maintaining accurate records regarding SGA sales.
5. Attend and participate in all registrations.
6. Attend and participate in all SGA sponsored functions.
7. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
8. Promote cooperation among officers, Delegates, and students.
9. Assist in planning and organizing events for student body participation.
10. Attend and participate in all graduation activities as assigned by SGA advisor.
11. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
12. Attend weekly meetings of the SGA Executive Board.
13. Other duties as deemed necessary by the SGA Advisor.

### Section V. Treasurer

1. Oversee the annual SGA budget.
2. Write purchase orders for items needed for any SGA sponsored activity.
3. Promote cooperation among officers, Delegates, and students.
4. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
5. Assist the secretary in producing a monthly newsletter.

6. Coordinate with other clubs to develop an SGA calendar.
7. Participate in all assigned day and evening registration activities.
8. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)
9. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
10. Assist in planning and organizing events for student body participation.
11. Participate in assigned graduation activities. (ex., rehearsal dinner, and ushering).
12. Attend weekly meetings of the SGA Executive Board.
13. Other duties as deemed necessary by the SGA Advisor.

#### Section VI. Public Information Officer

1. Work directly with the SGA secretary in the production of the SGA newsletter.
2. Assist the different committees in the publication of information needed for an SGA event.
3. Assist the president as a liaison officer to the different clubs on campus.
4. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
5. Promote cooperation among faculty, officers, and the student body.
6. Attend all SGA sponsored functions and activities.
7. Assist in the planning and organization of quarterly events for the students.
8. Represent the SGA by participating in activities as requested by the college president or his/her representative.
9. Participate in all registration activities.
10. Other duties as deemed necessary by the SGA Advisor.

#### Section VII. Delegates

1. Each club will appoint one club member to represent the club as a Delegate to SGA
2. Report on Club events and activities at regular SGA meetings.
3. Assist all SGA officers in preparing for functions and in an emergency assist with responsibilities of any given officer.
4. Attend all Legislative Council meetings and, when requested, Executive Council SGA meetings.
5. Attend and participate in all any SGA sponsored functions that time permits. (ex., school and community projects and recreational activities.)
6. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
7. Assist in planning and organizing events for student body participation.
8. Other duties as deemed necessary by the SGA Advisor

### ARTICLE V

#### Office Vacancies:

In the event any officer's position should become open for any reason, the position shall be offered to the next succeeding officer. In case no officer wishes to accept the vacant position, the Executive Board shall, by 2/3 majority vote, appoint someone to fill the position until the next general election.

## ARTICLE VI

### **Student Delegates:**

Each RichmondCC chartered club and organization is allowed to nominate one (1) student for a maximum of 15 students, who will be referred to as delegates. These delegates will be liaisons between club and organizations and SGA Executive Board. Delegates are to assist in the planning of and to participate in, SGA sponsored events. The SGA Executive Board will assist with events of each club or organization which sponsors a Delegate. If a club or organization fails to nominate a delegate by September 30<sup>th</sup>, the SGA Executive Board will allow other students to apply for a delegate position. No more than 15 delegates in any one semester and delegates must re-apply or be re-appointed for each semester.

The appointed delegates and nominated delegates must meet the following requirements for approval: be a member of a chartered club or be appointed by the SGA President or Advisor, be a second semester full time student in Richmond Community College, and maintain a minimum overall 2.5 GPA. Final approval by SGA Advisor and SGA President.

## ARTICLE VII

### **Meetings:**

Section I. Meetings of the Student Government Association may be called by the President, SGA Advisor, or Vice President of Student Services.

Section II. A minimum of one meeting must be held per month. All meetings (except Executive Board meetings) shall be open to all members of the student body. These students may participate in any and all discussions before the Board, but they may not vote. Executive Board meetings are closed sessions with only officers in attendance. Groups wishing to present business before the Executive Board should present a written notice of their business to the secretary no later than 48 hours preceding the scheduled meeting.

Section III. In the event a member of the Executive Board is absent from three (3) consecutive meetings without legitimate reason to council, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V.

## ARTICLE VIII

### **Powers:**

The Executive Board shall have the power to investigate student complaints related to the college or campus and make recommendations; to discuss issues of importance with the faculty or administration in order to express student opinion; to recommend allocation of part of the student activity fees for events for student participation; to replace by a 2/3 majority vote an officer, chairperson, or representative who does not fulfill the duties of his/her office, or acts in a manner unfavorable to the SGA or Richmond Community College; to require periodic reports from all organizations receiving funds from SGA funds and to make their rules necessary and proper for the general welfare of the student body.

## ARTICLE IX

### **Impeachment:**

Section I. Any officer of the SGA may be removed from office by a 2/3 majority vote of the Executive Board following impeachment proceedings.

Section II. Grounds for impeachment shall be, but not limited to, any demeanor unbecoming a student of this college; malfeasance of office, duty, and responsibility; or failure to comply with any part of this Constitution.

Section III. The Executive Board, by 2/3 vote, may initiate impeachment proceedings by filing a written grievance with the Disciplinary Committee. Once the grievance is filed, the SGA advisor will hold a hearing of the Executive Board. After all arguments are heard, the Board will vote.

Section IV. Appeals may be made to the college president. The college president's ruling is final.

Section V. No one may be tried for impeachment twice for the same charge.

## ARTICLE X

### **Amendments:**

Section I. Amendments to this Constitution may be proposed by a 2/3 vote of the Executive Board

Section II. The text of the proposed amendment shall be published and circulated among the members of the SGA at least one week prior to the election in which the proposed amendment is to be considered.

Section III. An amendment shall become part of this Constitution immediately upon receiving an affirmative vote of 2/3 of the voters voting on the issue in an all campus general election.

## ARTICLE XI

### **Ratification:**

We, the Executive Board of the Student Government Association, in order to eliminate unnecessary wording and to bring our Constitution on-line with that of the North Carolina Council of Community College's Student Government Associations, do hereby submit for review and ratification this copy of the Student Government Association Constitution. On the days of November 9th and 10th, 1997, this Constitution was ratified by the student body of Richmond Community College.

The Executive Board of the Student Government Association have, in order to provide guidelines for the new Mini-Grant program and be in compliance with the North Carolina Council of Community College's Student Government Associations, do hereby submit for review and ratification this copy of the Student Government Association Constitution. On this day March 26, 2013 on behalf of Richmond Community College student body the RichmondCC SGA Executive Board voted unanimously to ratify this Constitution.

## ARTICLE XII

### **Amendments:** Amendments have not been changed

Section I. If an SGA officer fails to perform his/her mandatory four (4) office hours per week without legitimate written notice provided one week in advance to the SGA Advisor,

SGA President, and Executive Council three times throughout the curriculum year he/she is currently serving his/her term of office, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V. \*Events and SGA meetings (of any nature) cannot be credited towards office hours.

Section II. If an SGA Officer fails to attend an Executive Council meeting without prior legitimate notice or presenting a legitimate reason to Executive Council (and the officer must provide proof) three times in the curriculum year the officer is serving his/her term of office, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V. \*Legitimacy of reason will be determined by the Executive Council.

Section III. If an SGA Delegate fails to perform his/her mandatory two (2) office hours per week without legitimate written notice provided one week in advance to the SGA Advisor, SGA President, and Executive Council three times throughout the curriculum year he/she is currently serving his/her term of office, the presiding office may declare the position vacant and fill the vacancy in accordance with Article V. \*Events and SGA meetings (of any nature) cannot be credited towards office hours.

### **Student Participation in RichmondCC's Planning Process and Decision Making**

Students are involved in the planning process at RichmondCC in many ways.

1. The president of the Student Government Association is an ex officio member of the college's Board of Trustees, which approves all planning procedures and processes.
2. Students evaluate faculty performance regularly. These evaluations are used as a part of the planning process.
3. Students serve on most formal campus committees, which give input to the planning process.
4. The Student Government Association regularly makes suggestions to the administration regarding ways to improve the quality of student life. These suggestions are used in planning.
5. Students are surveyed annually regarding their level of satisfaction with college services. The results of these surveys are used in the planning process.

### **Clubs and Organizations**

**Clubs and organizations will be referred to as Clubs in these instructions.**

All clubs must maintain a current Charter with the SGA Executive Board. No activities are permitted until after the club successfully submits a Charter. At the beginning of each academic year each Chartered club must submit a letter of intent to operate as a club and any changes to their charter must be submitted at that time. This letter of intent will be due no later than September 30 of each academic year. If any club has not submitted by due date, said club will not be allowed to operate unless club Advisor or club president notifies SGA President or SGA Advisor of its delay. Each club will be assigned an account number by the business office and all funds will be managed through this account. No club will be allowed to have a separate banking account at an off campus location.

New and re-activated clubs must complete a Clubs and Organization request form which includes instruction on how to create a charter. New clubs and re-activation can be requested any time during the academic year and approved by SGA President, SGA Advisor and V.P. of Student Services.

### **Mini-Grant Program**

All properly Chartered and approved Clubs are allowed to apply for Mini-Grants from the SGA to subsidize their fundraising. The purpose is to establish support for projects of benefit to Students, College and Community. Mini-Grant limits are set by SGA Executive Board each academic year. No Mini-Grant funds can be used for travel or functions unrelated to RichmondCC or clubs. **Clubs must contact SGA President or Advisor to obtain a proposal application packet. Failure to adhere to proposal submission requirements may prevent a club from receiving future funding.**

In order to participate in the mini grant program, Chartered clubs on RichmondCC campus are required to appoint one member to serve as an SGA delegate. Active participation will be required by club delegate in order to be allowed to request Mini-Grant funds. SGA Club Delegates will report on all functions and activities of their club during regular SGA Executive Board meetings. The SGA encourages clubs to participate in the Mini-Grant Program and the Delegate Program for a number of reasons; clubs will be more visible, club events can be larger, clubs can attract more members, and it can take the stress out of raising funds for events. All expenditures are required to be approved by the RichmondCC Business Office prior to being completed.

### **Honor Society**

**The Phi Theta Kappa Honor Society:** is open to all students who meet the academic requirements.

### **Active Student Clubs and Organizations**

**RichmondCC Student Veteran's Association:** open to all veteran students.

**The Criminal Justice Club:** designed for students in the Criminal Justice curriculum who are interested in professionalism in related careers.

**HOSA:** Health Occupations Students of America

**The Human Services Club:** open to students enrolled in the Human Services curriculum.

**LGBT United Akkuabce Club:** open to all RichmondCC students who are interested in promoting tolerance and awareness to students of RichmondCC campus of LGBT issues.

**LAMP: Leadership and Mentoring Program**

**FLEC: Future Leaders of Early Childhood**

**The Student Nurses Association:** open to students enrolled in the Associate Degree Nursing curriculum.

**REaCH SGA:** open to all Richmond Early College High School Students.

**SEarCH SGA:** open to all Scotland Early College High School Students.

**Campus Crusade for Christ:** provides regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting, which provides opportunities for fellowship, encouragement, and spiritual development among members. In addition the organization seeks to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books and articles, all for their benefit and consideration.

### **Inactive Student Clubs and Organizations**

**The African-American Club:** organized in 1973; the purpose of the club is to improve race relations and to create greater awareness of Afro-American heritage. Membership is open to all RichmondCC students.

**The Native American Club:** organized in the fall of 1986; the purpose of the club is to create a greater awareness of American Indian culture, emphasize American Indian heritage and stress the need and importance of education. Membership is open to all RichmondCC students.

**The Mechanical Engineering Club:** open to all students interested in any engineering field of study.

**The RichmondCC Business Students' Association:** provides a medium for all students registered in any of the Business Administration Division curricula to network with leaders within the community. In addition, the association advocates seminars for personal and professional development.

**The Drama Club of RichmondCC:** open to all members of the RichmondCC community who are interested in developing their skills in every area of theater production. It will provide an outlet for creative impulses with the goal of building school spirit and campus community.

**The Social Diversity Club:** purpose is to increase awareness of diversity. This is done by focusing on the characteristics that make each person unique, so that these unique characteristics can be celebrated.

### **Ambassadors**

RichmondCC Ambassadors represent the College at different functions and help with recruiting efforts. They receive a \$500 scholarship each semester. To become an ambassador, students must have a 2.5 grade point average and be nominated by a faculty or staff member. Nominees complete an application and are interviewed for final selection.

### **Telephone Calls**

Only emergency telephone messages will be given to students during classes. Students may use a designated telephone in the Student Services Office at no cost. There is a three minute limit on calls placed from this telephone. Other official telephones of the College may not be used by students for outgoing calls.

### **Food/Beverages**

Food and beverages are permitted only in the Student Center and outside patio areas. Students are expected to help keep the campus clean by using trash and recycling containers located throughout the campus.

### **Student Health**

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

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

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



### **Communicable Diseases**

1. RichmondCC has established a Student Health Committee to provide educational information concerning issues related to student health and communicable diseases (C.D.).
2. Educational programs about health and C.D. will be available to all RichmondCC students and employees.
3. No person with a communicable disease will be denied admission to RichmondCC on that factor alone. The College will analyze and respond to each case as required by its own particular facts. Persons with C.D. who represent no threat for C.D. transmission in the classroom, lab, or clinic should be provided an education in the usual manner.
4. Students will be encouraged to inform the Vice President for Student Services and appropriate Department Chairman if they have a C.D. and/or positive C.D. test. Strict confidentiality will be maintained on any information and will only be used by the College to provide education and protection of other students, faculty, and staff.
5. When there is concern for the health of others, the Student Health Policy shall be invoked.

# Student Rights, Responsibilities, and Due Process

## Student Rights and Responsibilities

Richmond Community College's (RichmondCC) students possess all of the rights and freedoms conferred on them by the constitutions of the United States and the State of N. C. In addition, RichmondCC recognizes the following specific rights and responsibilities of students in all courses hosted and or by Richmond Community College, including but not limited to Curriculum courses, and Workforce and Economic Development courses:

### 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 RichmondCC regardless of race, color, sex, religion, national origin, age, (Early College students must have permission of their respective Principal to join in College clubs as a delegate or an officer) disability, marital or veterans' status.
3. The right to know all RichmondCC rules, regulations, and policies by which students are governed.
4. The right to due process in all student disciplinary proceedings as defined by the constitutions of the State of North Carolina and of the United States.
5. The right to be accompanied by an advisor of the student's choice during all stages of the formal disciplinary process set forth herein.
6. The right to use the appeals procedure set forth herein when disciplinary action adversely affects the student.
7. The right to confidentiality of educational records consistent with 20 USC & 1232g; 34CFR Part 99.

### B. Responsibilities

Membership in the RichmondCC community carries with it certain responsibilities and an obligation to abide by the policies, rules, regulations and standards of RichmondCC. 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 RichmondCC. Any student who violates any of these may be subject to disciplinary sanctions under the Code. Specific responsibilities include the following:

1. RichmondCC students will be required to wear identification badges at all times while on campus and at all off-site locations.
2. Learning and complying with all policies, rules, regulations, and standards of RichmondCC related to student conduct and College activities.
3. Respecting the rights and freedoms of others.
4. Maintaining personal and academic integrity, thus contributing to the integrity of the College community.
5. Using RichmondCC facilities and property in ways that are not damaging to the facilities and property.
6. 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. This includes traditional, hybrid, and online courses.

RichmondCC 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 behavior, which the College has established to ensure that the learning environment is not compromised.

#### All RichmondCC 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, the library, or Academic Success Center.
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 on campus, including but not limited to student common areas, library, and classrooms.
9. **Cell phones and electronic devices:** 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, library, and Academic Success Center.
10. **Guests and Children:** You may not bring friends or children to class. The Board of Trustees of RichmondCC approved the following Children on Campus Policy: RichmondCC 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. RichmondCC 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. All RichmondCC sites became tobacco-free as of January 1, 2010. While parking lots are considered tobacco-free, this policy will not adhere to a person's tobacco use inside a personally-owned vehicle.
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 RichmondCC 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 Services.
14. **Appearance:** You are expected to dress appropriately for the classroom environment. Sagging pants, clothing/jewelry with drug related signs, low cut tops, see through garments, too-short shorts, short skirts, leggings worn alone, halter tops, short midriff 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. If a student is found in violation of the above dress code, the garment error will be immediately corrected and the student can remain in class; or the student will be sent home to correct the garment error; or failure to comply with garment error will result in the student being referred to the Discipline Committee.

15. The instructor has the authority to remove any element that disrupts the instruction process or interferes with the rights of other students to learn, including but not limited to headphones and all other music devices.
16. Breaks are set by the instructor and/or director. Noise, both inside and outside the building, should be kept to a minimum during breaks.
17. Parking Lot/Loitering: Loitering and playing loud music is not allowed in the parking area.
18. Card playing: Card playing in any form including playing cards, magic cards, pokémon cards etc., is not allowed on any RichmondCC campus.
19. Use appropriate online etiquette.

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

RichmondCC 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 all RichmondCC students.

1. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined below. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty to include submission of work previously submitted by the student or any other person.
  - b. Furnishing false information to any college official, faculty member or office.
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
  - d. Tampering with the election of any college recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities including its public-service functions on or off campus, or other authorized non-college activities when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of College policies, rules, or regulations.
9. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations; or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and /or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
15. Abuse of the Discipline Committee decisions, including but not limited to;
  - a. Failure to obey the summons of the Discipline Committee or College official.
  - b. Falsification, distortion, or misrepresentation of information before the Discipline Committee.
  - c. Disruption or interference with the orderly conduct of a disciplinary hearing.
  - d. Harassment (verbal or physical) and/or (intimidation of a member of the Discipline Committee prior to, during, and/or after a disciplinary hearing.
- e. Failure to comply with the sanction(s) imposed under the student code
16. Misuse of online resources such as, but not limited to, hacking, viruses, denial of service attacks, etc.

## All RichmondCC Students

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

1. Re-enrollment prohibited—(Not being allowed to return to RichmondCC)
2. Suspension—(Not being allowed to return to RichmondCC for a specified amount of time)
3. Restitution—(Repayment for damages)
4. Probation—(Behavior while at RichmondCC under close supervision of Vice President for Student Services 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)
6. Grade Change—(Cases involving academic dishonesty)

RichmondCC is committed to providing due process protection for its students. To ensure due process, all RichmondCC 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 genetic information.

This Code of Conduct is RichmondCC's basic policy statement regarding student conduct and discipline. No disciplinary sanction may be imposed upon a student by RichmondCC except in accordance with the provisions of this Code.

*History Notes: Amended Effective March 4, 2014*

## PROCEDURES FOR CHARGES, HEARINGS, AND APPEALS RichmondCC STUDENTS

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 Services. Upon receipt of the charges, the Vice President for Student Services 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 Services shall notify the student in writing, of the charges against him/her and shall schedule a hearing before the Discipline Committee. For distance learning students, this hearing can be scheduled remotely.

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/her defense.

6. That the student may be represented by counsel at his/her expense.

7. The hearing will be recorded. The student may have a copy of the recording.

The Vice President for Student Services deliver the notice via certified mail or other means deemed most appropriate to the student at his/her most recent address on file at the college. The Vice President for Student Services may suspend a student prior to the full hearing upon a determination from the facts that the student's continued presence on campus or in the course constitutes a danger to the normal functions of the institution, to property, to the student himself/herself, 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 Services shall notify the student in writing, or by other means deemed most appropriate, 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 will have an opportunity to explain why his continued presence on campus or in the course does not constitute a danger to the normal functions of the institution, to property, to the student himself/herself, or to others. The 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 in person or remotely before the Discipline Committee and fails to notify the Vice President for Student Services, he/she forfeits his/her 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 Services, 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 Discipline Committee's 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 Discipline Committee. The student will be permitted to speak on his/her behalf. The decision of the President 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.

### **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:

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 appropriate Academic Dean, 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/Chief Academic Officer to discuss the appeal. The decision of the Vice President for Instruction/Chief Academic Officer 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.

### **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 Discipline Committee. In all circumstances, the student has the right to dispute an instructor’s decision and have his/her case heard before the 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.

## **GRIEVANCE PROCEDURE**

Any student who has a complaint or dispute about any aspect of his or her treatment (except for grades) by the College or the manner in which such person has been treated by any other college student or employee is urged to seek resolution of such complaint or dispute through the grievance procedure contained in this section. To the extent permitted by law, compliance with the grievance procedure contained in this section is required before any person may institute litigation against the College or any of the College's employees acting in their official capacities on behalf of the College.

Prior to initiating a grievance as outlined in this procedure, students should use the identified organizational levels of management of supervision to resolve their concerns. Current and former students and student applicants are expected to communicate their complaints or concerns first to their instructor and then, if the matter remains unresolved, to the department head. The College understands, however, that there are circumstances where it is appropriate for a party to skip a level in the aforementioned chain of command and present the grievance at a higher level.

Each grievance should be put in writing (preferably typed or printed) and should contain a sufficiently detailed statement of all circumstances or events as will permit understanding of the grievance to all individuals reviewing the grievance at every stage of the grievance process. If there are documents in existence that relate to the substance of the grievance or that would facilitate communication or understanding of the grievance, these should be attached to the grievance. Grievances of students should be submitted to the Vice President for Student Services. To preserve his or her entitlement to have a grievance reviewed under this grievance procedure, an individual must submit the grievance and all supporting documentation to the Vice President for Student Services within thirty (30) days after the action, incident, or conduct upon which the grievance is founded, occurred, or was first brought to the individual's attention.

Upon receipt of the grievance containing the information required above, the Vice President of Student Services will expeditiously take action on the grievance in cooperation with other individuals within the College and will submit a written report to the grievance. In the event the action taken by the Vice President for Student Services is deemed unsatisfactory to the grievant, the grievant may submit in writing to the President a request for review of the action taken by the Vice President for Student Services. A written request for review must be received by the President within thirty (30) days after the date that the report of the Vice President for Student Services was mailed to the grievant. Along with the grievant's written request for review, the grievant should submit to the President a copy of the written report received by the Vice President for Student Services along with a copy of the original grievance and related documents that the grievant submitted to the Vice President for Student Services.

The President shall act within 30 days to render a written decision on the grievance and a copy of this written decision will be mailed to the grievant. The decision of the President shall be final. All grievance matters are handled confidentially.

# General Policies and Procedures

## Animals 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:

1. The person bringing the animal on campus qualifies for accommodations under the Americans with Disabilities Act.
2. The animal is individually trained.
3. The animal is trained to do specific work or tasks.
4. 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 Services.

## Campus Security Policy

The Campus Security Act requires colleges to record and report certain crimes. The Richmond Community College Campus Security Committee is responsible for developing a campus security policy; reviewing the policy regularly; and updating the policy as needed. Administrative, professional, instructional, paraprofessional, clerical, and maintenance personnel constitute the committee.

Richmond Community College is committed to providing and maintaining an atmosphere that enhances the educational process and fulfills the total mission of the College. It is the objective of the College to enable each student to pursue his/her educational goals in a safe and secure environment. RichmondCC strives to achieve this objective in several ways:

- by closing and locking classroom doors at the beginning of each class.
- by maintaining a caring and helpful attitude among all staff as they address the needs of students, employees, and visitors.
- by providing educational classes relating to sexual assault, drugs, and alcohol for all students, and annual required attendance sessions for faculty and staff.
- by maintaining a safe and well-lit campus and parking area.
- by providing uniformed security patrols during designated times.
- by enforcing the rules of student conduct as published in the RichmondCC General Catalog and Student Handbook.
- by enforcing federal and state laws and the policies of the RichmondCC Board of Trustees.

- by continuously evaluating current policies and procedures and making timely changes to meet the needs of all persons on campus.

### **Responsibilities**

Security of the RichmondCC campus and off-campus centers is the responsibility of the RichmondCC Security Team. The Director of Facility Services under the direction of the Vice President for Administrative Services is assigned the day-to-day responsibility to monitor the program.

The responsibility for enforcing the student conduct policies and the campus parking policy rests with the Vice President for Student Services.

The College contracts with local law enforcement agencies to provide uniformed officers throughout the school year to patrol the main campus and off-campus locations. These officers are on duty primarily to deter crime and are authorized to take actions they deem necessary to ensure the secure nature of the campus. As sworn law enforcement officers, they have arrest authority if required to enforce applicable laws.

However, providing a safe and secure environment is everyone's responsibility. Students are encouraged to report to any administrative office any activity or occurrence which they feel threatens their safety or which constitutes an unsafe environment.

### **Specific Prohibitions**

The RichmondCC General Catalog and Student Handbook outlines certain specifically prohibited conduct by students. Students are encouraged to familiarize themselves with this listing.

Federal and state laws and RichmondCC policy specifically prohibit the following for all persons on campus:

- the possession or use of any firearm or weapon on any College property, except those weapons carried by on-duty law enforcement officers.
- the possession or use of alcoholic beverages at any College-sponsored activity on or off campus.
- the possession, transmission, or use of any illegal narcotic or drug.
- any conduct which is considered to be sexual harassment.
- any activity, behavior, or language which threatens another or causes concern for his/her safety.
- the taking of any College or personal property without the express consent of the owner.

### **Personal Actions to Improve Security**

Ensuring a safe campus is everyone's job, and there are some actions that each student can take to help RichmondCC achieve that goal:

- do not leave purses, bookbags, backpacks or textbooks unattended.
- always lock your automobile.
- do not leave valuables, tapes, or CDs exposed in your car.
- walk with a friend to the parking lot after dark.
- ask at the main desk if you would like an escort to your car.
- report any crime you observe to the main desk personnel.
- report any suspicious behavior in buildings or parking lots.

- treat school property as if it were your own.
- suggest improvements to the RichmondCC Campus Security Program to the Director of Facility Services.

### **Campus Security Act**

Definition of crimes which must be reported to the U.S. Department of Education:

- A. Murder and Non-negligent Manslaughter\* – The willful (non-negligent) killing of one human being by another.
- B. Negligent Manslaughter\* – The killing of another person through gross negligence.
- C. Robbery – The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- D. Aggravated Assault\* – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- E. Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- F. Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding).
- G. Arson\* – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- H. Sex Offenses\* – Forcible – Any sexual act directed against another person, forcible and/or against that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent.
  1. Forcible Rape\* – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  2. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
    - a. Sex Offenses – Nonforcible – Unlawful, nonforcible sexual intercourse.
    - b. Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Any of the above criminal offenses above noted with an “\*” that show evidence of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity (“hate crimes”) also must be reported.

The College must report the number of arrests for the following crimes that occur on campus: liquor law violations, drug abuse violations, and weapons possessions. An arrest has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

Definitions of crimes for which arrests must be reported:

1. Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of driving under the influence or drunkenness).
2. Drug abuse violation: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
3. Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Forms for reporting these crimes are available in administrative offices.

The Annual Security Report is filed in the Student Services Office, the Learning Resources Center and the Business Office.

The complete report, which includes crime statistics, can be accessed at the RichmondCC website, [www.RichmondCC.edu](http://www.RichmondCC.edu).

### **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.

### **Computer Policy**

College-owned or operated computing resources are for the use of faculty, students, staff and other authorized individuals. Exercise responsible, ethical behavior when using these facilities. The College does not attempt to articulate all required or proscribed behavior by its users. Therefore, each individual's judgment on appropriate conduct must be relied upon. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-College related activities.
2. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family, or coworkers to use one's account is a serious violation of these guidelines.
3. All computer software is protected by the federal copyright law, and most are proprietary and protected by legal licensing agreements in addition to the copyright law. Everyone is responsible for being aware of the licensing restrictions for the software they use on any system.

4. Do not engage in activities to damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
5. Be considerate. Do not monopolize or misuse system resources by, for example, requesting multiple copies from printers or by playing games.
6. No one may create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
7. No one may intentionally access or damage systems or information that is not theirs, such as College records, or use any system for illegal activities.

Failure to follow the Acceptable Use Guidelines may result in the suspension or revocation of access accounts or other College disciplinary action.

### **Criminal Background Checks and Drug Testing**

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.

### **Drug and Alcohol Abuse and Prevention Information**

Richmond Community College complies with the Drug-Free Schools and Communities Act (Public Law 101-226) and Drug and Alcohol Abuse Prevention Regulations. These regulations prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol while on college premises or as part of any college-sponsored activities. Drug and Alcohol Abuse and Prevention Information is available to employees in the RichmondCC Policy and Procedure Manual, and to students on the Student Consumer Information page on the RichmondCC website and in the RichmondCC Student Handbook.

### **Standards of Conduct**

The use and abuse of drugs and alcohol has been identified as conduct which adversely affects the college community and threatens the safety of its members. Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses (if any), whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance.

### **Disciplinary Sanctions**

RichmondCC will review each case on an individual basis. Disciplinary sanctions imposed will be determined by the appropriate administrator or disciplinary committee consistent with College policy.

### **Health Risks**

Specific serious health risks are associated with the use and abuse of drugs and alcohol. Some major risks are listed below:

*Alcohol and Other Depressants (barbiturates, sedatives, and tranquilizers)*—Addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

*Marijuana*--Impaired short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.

*Cocaine*-Addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

*Inhalants*—Inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.

*Nicotine*—Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. It also compromises the immune system.

*Prescription Drug Abuse*—Adverse reactions, dependency, withdrawal, and overdose.

### **Available Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs**

Because of the serious problems which can arise from alcohol and drug use and abuse, information concerning drug and alcohol counseling, treatment and rehabilitation programs is available from any counselor in Student Services. Students who seek counseling or medical assistance on campus as a result of alcohol or drug use and abuse can do so with the assurance that strict counseling confidentiality will be observed. No campus disciplinary action will result from information disclosed within the bounds of counseling.



Following is a list of some area alcohol and drug treatment centers. Richmond Community College does not endorse any treatment providers, nor does the college provide financial support for the students' treatment programs.

## **Richmond County Resources**

### ***Mental Health and Substance Abuse Treatment Resources:***

Daymark Recovery Services: 910-895-2462 or <http://www.daymarkrecovery.org/>  
116 Lawrence St, Rockingham, NC 28379

Emergency Contact: If you are in crisis, please call 1-866-275-9552 to be connected to a clinician.

Sandhills Center for Immediate Assistance: 1-800-256-2452 or [www.sandhillscenter.org](http://www.sandhillscenter.org)

Alcoholics Anonymous & Narcotics Anonymous: To obtain information on an updated schedule of meetings please call 910-997-5174, 910-895-8623, or Samaritan Colony at 910-895-3243.

## **Scotland County Resources**

### ***Mental Health and Substance Abuse Treatment Resources:***

Eastpointe Mental Health: 1-800-913-6109 Available 24 hours / 7 days or  
<http://www.eastpointe.net/>

Generations Health Team: 910-291-9909 or <http://treatment-facilities.healthgrove.com/1/6866/Generations-Health-Services-LLC> (Mental Health and Substance Abuse)

Scotland County Family Counseling Center: 910-276-7011 or  
<http://www.scotlandcounseling.org/> (Mental Health Counseling)  
601-B Lauchwood Dr, Laurinburg, NC 28352

Al-Anon: 1-800-356-9996

## Out of State Resources

Alcoholics Anonymous: <http://www.alcoholic-anonymous.org/>

Narcotics Anonymous: <http://na.org>

Al-Anon: <http://www.al-anon.org/>

National Institute on Drug Abuse: <http://www.drugabuse.gov/>

Substance Abuse Treatment Facility Locator: <http://findtreatment.samhas.gov/>

## Educational Guarantee

In compliance with 23 NCAC 02C.0108, Educational Guarantee, Richmond Community College (RichmondCC) guarantees that its graduates are proficient in basic knowledge and skills as presented in our educational programs and taught by College faculty.

Graduates not meeting their employer's entry level expectations during the first six months following graduation may be referred by the employer to RichmondCC for additional course work. The employer's entry level expectations must be consistent with those skills and competencies identified in the course requirements of the graduate's program of study. Additionally, the graduate must have earned a minimum grade of "C" in the course(s) in which the skill or competency should have been mastered and must have passed a licensure exam if applicable. In healthcare programs of study requiring licensure, the graduate is expected to perform at the competence level and scope of practice that is sanctioned by his/her license.

After determining the precise nature of the deficiency from the graduate and his/her employer, the Vice President for Instruction will be responsible for enrolling the graduate in a maximum of three applicable courses at the College. Depending on the nature of the graduate's deficiency and the program schedule of courses, the graduate may have to wait up to one year before a specific course within a curriculum is offered again. These courses will be provided at no charge to the graduate other than books and supplies.

A graduate who is referred to RichmondCC for additional course work must permit the College to give the employer any information that might help explain the graduate's lack of proficiency. This information may include grades and/or attendance records. The guarantee becomes null and void if the graduate refuses to allow the College to share such information with the employer.

The guarantee applies to graduates of one-year diploma programs and two-year associate degree programs. It is not intended to create any specific legal rights or causes of action whatsoever. The exclusive remedy under this guarantee is as provided herein and is intended solely as a statement of educational commitment to employers.

## Intellectual Property

Richmond Community College (RichmondCC) has a clear policy concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. This policy applies to students, faculty, and staff.

The RichmondCC Policy and Procedure Manual section [8.23.03] defines intellectual property as copyrightable or patentable independent works. Ownership of materials depends on whether the materials were developed with or without college support. Specific criteria are clearly enumerated to distinguish the two situations. If the material was developed without college

support, RichmondCC employees and students own all rights. If the material was developed with college support, the college owns all rights.

Under certain circumstances, joint ownership may be established. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.

The Intellectual Property Policy as it applies to students, faculty, and staff is published in the Policy and Procedure Manual. The policy as it applies to students is published in the Policy and Procedure Manual and Student Handbook.

### **Parking**

1. All vehicles parked on the campus by faculty, staff, or students must be registered with the College. Vehicles may be registered during registration or any time in the Student Services office in the Lee Building.
2. Registration of a vehicle does not guarantee or reserve a parking space.
3. All vehicles may be parked in designated spaces only.
4. Parking permits must be displayed on the rear view mirror of vehicles.
5. Restricted parking spaces are clearly designated and include:
  - a. Handicapped parking spaces: Use of these spaces requires a state-issued handicapped permits and can only be used by the person assigned the tag.
  - b. Visitor spaces: Use of these spaces is intended for college visitors and may not be used by faculty, staff, or students.
  - c. Fire lanes: Parking is not allowed in any space marked with yellow stripes, in order to allow access for emergency vehicles.
  - d. Other restricted spaces: These spaces throughout the campus are designated and marked for specific purposes or personnel.
6. The Hamlet City Police will enforce the usage of all restricted parking spaces, as authorized by Hamlet City Ordinance and State Law.
7. Parking in restricted parking spaces other than handicapped spaces will result in a citation from the Hamlet City Police and a \$25 fine. Parking in handicapped spaces may result in a fine of up to \$250. Failure to pay the fine may result in criminal prosecution. Students will not be provided transcripts, allowed to register for classes, or to graduate until all fines are paid in full.
8. The College may require a vehicle to be towed at the owner's expense if:
  - a. The vehicle is parked in a fire lane and the owner cannot be identified to have it moved.
  - b. The owner of the vehicle refuses to move it from a restricted parking space.
  - c. A vehicle is left unattended, without authorization, for 24 hours or longer.
9. Driving off roads and parking lots is prohibited, except upon approval of the Director of Facility Services or the Vice President for Administrative Services.
10. Richmond Community College assumes no responsibility for damage or theft to any vehicle or its contents while it is operated, parked, or towed.

### **Policy on Outside Groups or Individuals**

Outside groups or individuals will not be allowed to solicit, address, recruit, or promote to students or employees on College property, except for College-sponsored activities supporting the Richmond Community College mission or as required by law.

The College reserves the right to limit the location, time, duration, and manner of presentations by outside groups or individuals.

Procedures for Approval of Outside Groups or Individuals:

1. Students
  - a. Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to students must request permission from the Vice President for Student Services.
  - b. The Vice President for Student Services will determine if the request is in compliance with the visitor policy.
  - c. If determined to be in compliance, the Vice President for Student Services will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with students.
  - d. Any deviation from this authorization will result in the group or individual's immediate removal from College property.
2. Employees
  - a. Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to employees must request permission from the Vice President for Administration.
  - b. The Vice President for Administration will determine if the request is in compliance with the visitor policy.
  - c. If the request is determined to be in compliance, the Vice President for Administration will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with employees.
  - d. Any deviation from this authorization will result in the group or individual's immediate removal from College property.

### **Religious Observance Absence Policy**

In compliance with 23 NCAC 02C.0213, "School Absence for Religious Observances," Richmond Community College (RichmondCC) will grant up to two days of excused absences per academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall semester classes in August and ends on the last day of summer classes in the following year.

A student requesting absence from classes for religious observances is required to complete the "Request for Religious Observance Absence" form no later than the 10% point of the semester. The student will be given the opportunity to make up tests or other work missed.

### **Restricted Uses on Campus**

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and insure the safety of all concerned, the following are not allowed: guns, illegal drugs, camping, pet walking, swimming, boating, fishing, skateboarding, skating, and biking.

## **Sexual Misconduct**

As a recipient of federal funds, Richmond Community College (“Richmond CC” or the “College”) is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. The College does not discriminate on the basis of sex in its educational programs or activities, including in the context of admission or employment. Inquiries concerning the application of Title IX may be referred to a Richmond Community College’s Title IX Coordinator\* or to the U.S. Department of Education’s Office for Civil Rights.

### **Definition of Sexual Misconduct**

“Sexual Misconduct” means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Misconduct also includes complicity in Sexual Misconduct. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to the following: Dating Violence; Domestic Violence; Non-forcible Sex Acts; Sexual Assault; Sexual Exploitation; Sexual Harassment; and Stalking.

Please refer to the College’s Sexual Misconduct Procedures for detailed definitions of the capitalized terms above, including “Consent.” A copy of these procedures are located in Student Services and Human Resources offices.

### **Policy Statements and Overview of Procedures**

A. Richmond Community College is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. To that end, the College prohibits Sexual Misconduct, as that term is defined above and by Exhibit B of the College’s Sexual Misconduct Procedures. The College also is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. The College has appointed Title IX Coordinators, established grievance procedures (the College’s Sexual Misconduct Procedures) for the handling of allegations of Sexual Misconduct, and developed Sexual Misconduct-related education and training programs.

B. The College’s Sexual Misconduct Procedures provide instructions and related information for the reporting of Sexual Misconduct, definitions of prohibited conduct, and information regarding resources available for victims of Sexual Misconduct. They also include procedures for the investigation and resolution of Sexual Misconduct allegations and address disciplinary measures available for perpetrators of Sexual Misconduct. This Policy and Richmond Community College’s Sexual Misconduct Procedures apply to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged Sexual Misconduct occurred; if the conduct giving rise to the Complaint is related to the College’s academic, educational, or extracurricular programs or activities. (The College’s disciplinary authority, however, may not extend to third parties who are not students or employees of the College.) In the case of allegations of Sexual Misconduct,

the Sexual Misconduct Procedures supersede all other procedures and policies set forth in other College documents or policy.

Richmond Community College Title IX Campus Resources are:

Title IX Coordinator, Students:  
Crystal Shaw, Counselor  
Lee Building, Student Services  
Phone: 910-410-1729  
Email: [crshaw@RichmondCC.edu](mailto:crshaw@RichmondCC.edu)

Title IX Coordinator, Employees:  
Gaye Clark, HR Director  
DeWitt Building, Office #202  
Phone: 910-410-1804  
Email: [agclark@RichmondCC.edu](mailto:agclark@RichmondCC.edu)

### **Smoking/Tobacco Free Campus**

Smoking is NOT permitted in RichmondCC facilities. This includes all buildings on the main campus, James Building and Scotland Centers, as well as RichmondCC-owned vehicles. This also includes all classes taught by RichmondCC personnel, regardless of the location. Faculty and staff are asked to observe smoking regulations as a courtesy and as a safety precaution.

Smoking will be allowed only outside the Cole Auditorium in a designated area by auditorium event patrons.

Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

Effective January 1, 2010, all Richmond Community College sites became tobacco-free. While parking lots will be considered tobacco-free, this policy does not prevent a person's tobacco use inside a personally-owned vehicle.

### **Inclement Weather/Emergency Closings Policy**

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

1. When the College closes, all classes at all locations are canceled.
2. If weather conditions allow for classes to begin on a delayed schedule, regularly-scheduled classes will begin at the hour designated.
3. Employees will not be required to make up or use vacation time for time missed due to inclement weather or other unanticipated closings, but will be required to work as needed on re-scheduled make up days.

4. Employees designated as non-exempt from the Fair Labor Standards Act that are required to work on days when the College is closed due to inclement weather or other unanticipated closings will be compensated with a stipend of \$50 per full or partial day worked, in addition to their regular salary.
5. Curriculum classes that are missed due to inclement weather or not held for any reason, such as natural disasters or emergencies, must be made up. Classes may be rescheduled during break or holiday periods or may be made up through extended class sessions, individual student conferences, or outside-of-class assignments. The President will determine when and how missed classes will be made up. The Vice President for Instruction/Chief Academic Officer will ensure that all class make-ups are appropriately documented.
6. When adjunct instructors in Workforce and Economic Development miss classes for any reason and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly. The Vice President for Workforce and Economic Development will ensure that all records are corrected.
7. College closing or delayed-opening information is available via the College website, College switchboard, AM/FM radio, and television.

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

# Academic Policies and Procedures

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

## **Class Attendance**

Richmond Community College, as an institution, does not have an attendance policy for curriculum courses. Attendance is recorded during the census reporting period as required by SGSBCC 200.93 in order to verify student membership hours for curriculum classes. Individual instructors may have class-specific attendance requirement which are determined by the instructor and shared with the student on the Instructor Course Requirements.

## Student Withdrawals

Students may withdraw from Richmond Community College courses at any time. However, depending upon what point in the semester the student withdraws from a course may have consequences for the student if they are receiving any form of financial aid, scholarships, and/or veterans benefits.

In order to formally withdraw from a course, the student must complete a Student Withdrawal Form. The student is encouraged to read through the refund policies, and discuss the impact of withdrawing with their instructor, advisor, financial aid staff, and/or Veterans' Coordinator.

Individual instructors may have attendance requirements in individual classes. The instructor will notify the student if they are at risk of being withdrawn from an individual course due to the attendance requirements outlined on the Instructor's Course Requirements for an individual course. The instructor will notify the student's advisor and the Veterans' Coordinator if an instructor initiated student withdrawal is imminent for courses that have an attendance policy. Instructors not having a course specific attendance policy are not allowed to withdraw students due to attendance.

A withdrawal occurring before the 10% census reporting period ends for that course will not be included on the student's transcript.

A withdrawal occurring after the 75% point of the course time-frame will receive either a "WP" or a "WF". A "WP" grade is given to a student who is passing the course at the time of withdrawal. A course for which a "WP" grade is given will be counted as an attempted course. A "WF" grade is given to a student who is not passing the course at the time of withdrawal. 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.

Students receiving financial aid should refer to the Financial Aid Procedures and Policies provided in the Financial Aid Award Letter Supplement and also available at <http://richmondcc.edu/admissions/financial-aid>.

Students receiving VA education benefits should refer to the Department of Veterans Affairs Procedures provided in the RichmondCC Student Handbook available at <http://richmondcc.edu/student-services/student-handbook>.

## Changing Course Sections

Changing course sections after the 10% point (census date) of the course is not recommended. In the event a student has an unforeseen conflict with a course after the census date and needs to change sections of the same course, the student may request that change through the Registrar's office. The instructors of both course sections and the VP of Instruction must approve the change and sign the request. The student will be expected to make up any assignments in the new course section that may have been due prior to being added to the course. If possible, the instructor of the first course will submit any graded assignments to the new instructor. If the request is approved, the student must submit a completed student initiated withdrawal form for the first course. The student will be withdrawn from the first course and added to the new course. A grade of "W" will be issued for the first course and those credit hours will be included in attempted cumulative hours.

If the courses are in different section dates of the same semester, tuition may be charged for both courses. The student will not be charged for the course twice as long as both courses are in the same section dates.



## **Student Withdrawal Appeal Process**

Students who desire to appeal their instructor initiated withdrawal must submit a written (not e-mailed) request of appeal to the appropriate instructor. This request must be submitted within a week of the date the student is notified of the withdrawal. The student must be prepared to support his/her appeal with extenuating circumstances (i.e. documented illness whereby the student has kept up with assignments). If the instructor does not decide to readmit the student, the student may request that the Department Chair/Program Coordinator review the appeal. If the Department Chair/Program Coordinator does not decide to readmit the student, the student may request that the appropriate Dean review the appeal.

If the appeal is not approved by the Dean, the student may request a meeting before the Student Appeals Committee. This request must be made within three business days of the decision rendered by the Dean. The student must bring evidence to the Student Appeals Committee on the date and time assigned by the Vice President for Student Services. All decisions rendered by the Appeals Committee are final.

## **Distance Learning**

Students wishing to enroll in distance learning courses for the first time are required to complete the RichmondCC Online Orientation. Completion of the online orientation will demonstrate students have a minimal proficiency needed to take courses through an online or hybrid delivery format. (All students taking hybrid or online courses will have access to all student support services, regardless of the student's location.)

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 online courses must log in and complete the first online assignment to be considered as having officially entered the course.

In an online environment, absences will be assessed as defined by the instructor based on the course instruction and learning outcomes stated in the course syllabus or Instructor Course Requirements, but may include:

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

In order to ensure the identity of students who receive credit for course work, RichmondCC utilizes a student authentication process. The procedure for determining student authentication is located in the LMS User Guide and in Instructor Course Requirements (ICR).

## **Course Substitutions**

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

Core courses, including concentration courses, cannot be substituted. General education and other major courses hours may be substituted with comparable courses. The appropriate advisor must complete a "Course Substitution Application" form and obtain department chair and

department chair recommendations before submitting the form to the Vice President for Instruction for a final decision.

### **Repeat Policy**

Richmond Community College is committed to student success. As such, RichmondCC has established a policy that allows students to repeat a course within prescribed parameters. The following items apply to any student wanting to repeat a course.

1. RichmondCC's repeat policy applies when the original course and repeat course are both taken at RichmondCC.
2. The course being repeated must be the same course taken previously. No substitutions are allowed.
3. 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.
4. Students may repeat a course a maximum of two times without any additional approvals. On the third time, the student must obtain approval from the Department Chair of that department where the course's program or discipline resides. A fourth or greater attempt requires approval of the Vice President for Instruction for each repeat enrollment.
5. Approval to repeat a course may require additional mandatory academic activities by the student, such as tutoring. Failure to meet these additional obligations will result in the student being removed from the course and may affect future requests to repeat the affected course and any requests to repeat other courses.
6. All entries remain a part of the student's permanent record.

### **Independent Study**

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

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

### **Cooperative Education**

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

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

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

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

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

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

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

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

## **Academic Achievement**

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

### **President's and Dean's Lists**

The President's List and Dean's List are published at the end of each semester. The President's List identifies students who earn an "A" in all courses and have a 4.0 grade point average while carrying 12 or more semester credit hours excluding developmental credits. The Dean's List includes the names of students who attain a minimum grade point average of 3.25 and earn no letter grade lower than a "B" while carrying 12 or more semester hours excluding developmental credits. A news release is also forwarded to the hometown newspaper of those students named to the President's and Dean's Lists. Students who do not want to be on the President's or Dean's lists must contact the Registrar.

# Trustees, Administration, Faculty, and Staff

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## Student Services

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Assistant Registrar	Patsy Morgan
Admissions Assistant	Cheryl Vincett
Student Services Support Specialist	Hailey Stafford
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<b>Math and Science</b> – Carl D. Howald
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<b>Public Services</b> – Traci C. Etheridge

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## Student Handbook Revisions

09/10/2015.....Updated Vision Statement  
10/08/2015.....Updated Admissions Procedures  
08/01/2016.....Updated All Approved Policy Changes  
08/23/2016.....Updated Performance Measures, Values, Accreditation and Certifications  
09/12/2016.....Updated Multiple Measures Policy  
06/14/2017.....Updated All Approved Policy Changes  
08/25/2017.....Updated Drug and Alcohol Abuse and Prevention Information  
10/09/2017.....Updated Performance Measures, Values, Accreditation and Certifications  
01/30/2018.....Added Changing Course Sections Information  
02/01/2018.....Updated Independent Study  
02/26/2018.....Updated Advanced Credit for High School Students  
04/20/2018.....Updated Student Withdrawal Appeal Process