– SINCE 1964 –

RICHMOND

COMMUNITY COLLEGE

2026 – 2027

Student Handbook

Table of Contents

TABLE OF CONTENTS 2

CHAPTER ONE - ABOUT RICHMOND COMMUNITY COLLEGE 8

Mission 10

Vision 10

Values Statement 10

Strategic Directives 10

Accreditation and Certifications 11

Performance Measures for Student Success Report 12

Location 13

Facilities 13

CHAPTER TWO - STUDENT SERVICES 17

2026-2027 Semester Dates 18

Academic Forgiveness Policy 18

Access to Achievement (A2A) 19

Admissions Policy 19

Admissions Procedures 20

Readmission 21
Special Admissions Policies and Procedures 21
International Students 21
J-2 Visitors 21
Associate Degree Nursing (ADN) 22
Practical Nursing (LPN) 29

Animals on Campus 38

Audit Policy 39

Audit Students 39

Campus Security Act 39

Campus Security Policy 42

Responsibilities 42
Personal Actions to Improve Security 43

Career and Transfer Advising Center 43

Catalog Requirements for Graduation 44

Graduation Procedures 44
Graduation Requirements for Diplomas and Degrees 44
Graduation Requirements for Certificates 45
Graduation Honors 45
Graduation Awards 45

Changing a Curriculum Major 46

Children on Campus Policy 46

Career and College Promise 46

Comprehensive Articulation Agreement (CAA) 47

Counseling 47

Accessibility Services 48
Building Brighter Futures Grant 48

Credit for Prior Learning 49

ACA-122 49
Certifications and Licensures 49
Continuing Education Course Completion 50
High School to Community College Articulated Credit 52
Military Training 52
North Carolina School of Science and Mathematics 52
Portfolio for Life and Work Experience 52
Proficiency Tests for Credit 53
Public Safety Training 53
Standardized Exams 55
Transfer of Credit to RichmondCC 60

Criminal Background Checks and Drug Testing 61

Degree Curricula 61

Developmental Education 61

Diploma/Certificate Curricula 61

Drug and Alcohol Abuse and Prevention Information 61

Standards of Conduct 61
Disciplinary Sanctions 62
Health Risks 62
Available Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs 62

Early College High School 64

Educational Guarantee 64

Grades 64

Grade Point Average 66
How to Figure GPA 67
Grade Appeal Process 67

Grievance Procedures 68

Inclement Weather/Emergency Closings Policy 69

Intellectual Property 69

Off-Campus Student Services **70**
Parking **70**
Placement Testing Policies **70**
Multiple Measure Placement Guide 72
Policy on Outside Groups or Individuals **75**
Registration **76**
Religious Observance Absence Policy **76**
Request for Credit Overload **76**
Restricted Uses on Campus **76**
RichmondCC Computers and Networks **76**
Computer Policy 76
Self Service **77**
Satisfactory Academic Progress Policy **78**
Smoking/Tobacco Free Campus **78**
Spanish Placement Test and Credit by Examination **79**
Special Credit **80**
Special Provisions for Senior Citizens **80**
Specific Prohibitions **80**
Student Financial Assistance **80**
Department of Veterans Affairs 80
Recruiting Tactics for Service Member Enrollments 81
Procedures for Veteran's Benefits 81
Satisfactory Progress for Veterans 81
Payment of DVA Benefits 82
In-State Tuition 82
Overpayment of DVA Benefits 82
Attendance 82
Readmissions of Service Members 82
Federal Work-Study Program 84
General Eligibility Requirements for Financial Aid 84
North Carolina Guarantee Scholarship Grant 84
Satisfactory Academic Progress Policy for Financial Aid Recipients 84
Maximum Timeframe (150%) 89
Overpayments 89
Federal Pell Grant 89
Verification 89
Payment of Awards 89
Early Scheduling/Tuition Payment 89
Required Repayment of Pell Grant and Other Financial Aid (Return to Title IV Funds Policy) 90
Lifetime Total for Federal Pell Grant 90
Federal Supplemental Educational Opportunity Grant (FSEOG) 90
Scholarships 90
Vocational Rehabilitation 90

Student Orientation **90**

Student Records **91**

Access to and Release of Student Records (FERPA) 91

Textbooks **92**

Tuition and Expenses **93**

Curriculum Tuition and Fees 93
How to Pay for Curriculum Tuition 94
Continuing Education Tuition and Fees 94
Tuition Refunds 95
Excused Absences and Tuition Refund for Military Service 96

Transcript Requests **96**

Transferring to Another College **97**

Transfer of Credits **97**

Unlawful Harassment & Discrimination (TITLE IX) **97**

Vaccination Policy **98**

Student Rights, Responsibilities, and Due Process **99**

Student Rights and Responsibilities 99
Rights 99
Responsibilities 99
Expected Classroom Behavior/Conduct 100
Student Code of Conduct 101
Sanctions 105

Procedures for Charges, Hearings, and Appeals **106**

Charges 106
Appeal Procedure of the Vice President of Student Services Decision 107
Discipline Committee 107
Discipline Hearing Procedures 108
Appeal to the President 108
Presidential Designee 108

CHAPTER THREE - ACADEMIC SUPPORT SERVICES **109**

Academic Success Center **110**

Library **110**

Math Lab **110**

RichmondCC's Quality Enhancement Plan (QEP) **110**

Test Proctoring Service **111**

Tutoring **111**

Upswing **111**

Writing Center **111**

CHAPTER FOUR - INSTRUCTION **113**

Academic Achievement **114**
President's and Dean's Lists 114
Service Learning and Academic Honors 114
Academic Integrity **115**
Academic Integrity Committee Hearing Process 116
Hearing Protocols 117
Presidential Designee 117
Appeal to the President 117
Academic Policies and Procedures **117**
ACA Student Success Courses **118**
Career Readiness Center **118**
Changing Course Sections **118**
Class Attendance **118**
Continuing Education Programs **119**
Transcripts 119
Continuing Education Programs List **119**
Admission of High School Dropouts 119
Adult Basic Education (ABE) 119
Adult High School 120
College and Career Readiness 120
Class Locations 120
Customized Training 120
What We Do 121
English as a Second Language (ESL) 121
High School Equivalency (HSE) Diploma Program 121
Next Steps 121
Eligibility Criteria: 121
Steps to Completion: 122
Next Steps Contact Information 122
Occupational Skills 122
Personal Enrichment Courses 123
Public Safety 123
Skills Enhancement 123
Continuing Education Unit **123**
Course Substitutions **124**
Distance Learning **124**
Independent Study **125**
Pre-Employment Program **125**
Repeat Policy **125**
Small Business Center **126**
Location 126
Individual Counseling 126
Seminars and Professional Development 126

Resource Center 126
Business Alliances 127

Student Withdrawals 127

College & Career Readiness Courses 127
Continuing Education Courses 127
Curriculum Courses 128

Student Withdrawal Appeal Process 129

Work-Based Learning 129

CHAPTER FIVE - STUDENT LIFE 131

Ambassadors 132

Clubs and Organizations 132

Mini-Grant Program 133
Honor Society 134
Active Student Clubs and Organizations 134

Communicable Diseases 135

Food/Beverages 135

Student Activities 135

Student Government Association 135

The Constitution of the Student Government Association 135

Student Health 142

Telephone Calls 142

CHAPTER SIX - TRUSTEES, ADMINISTRATION, FACULTY, AND STAFF 143

Board of Trustees 144

Office of the President 144

Administrative Services 145

Instruction 145

Student Services 146

Continuing Education 146

Deans 147

Faculty Department Chairs/Program Coordinators 147

Faculty 148

APPENDIX A 153

Chapter One - About Richmond Community College

Table of Contents

Richmond Community College
P.O. Box 1189
1042 Hamlet Avenue
Hamlet, North Carolina 28345
(910) 410-1700 Fax: (910) 582-7028 or 582-7102

President *Mr. Brent T. Barbee*
Administrative Services *Vice President for Administrative Services and Chief Financial Officer, Dave Belkoski*
Instruction, Other Academic Matters *Executive Vice President and Chief Academic Officer, Kevin Parsons*
Student Services *Vice President of Student Services, Sheri Dunn-Ramsay*
Gifts, Bequests, Foundation *Associate Vice President of Development, Dr. Wendy Kelly Jordan*
Career and Transfer Advising Services *Associate Vice President of Student Services, Patsy Stanley*
Financial Aid *Director of Financial Aid, Emily Jarrell*
Industry Training *Director of Customized Training, Leighton Bell*
Public Relations *Director of Marketing, Wylie Bell*
Scheduling of Tours and Presentations *Director of Marketing, Wylie Bell*
Small Business Center *Director, Flynne Meares*
Student Activities *Assistant Director of Marketing and Communications/Campus Activities, Brandi Miller*
Transcripts, Records of Students *Registrar, Cayce Holmes*
Veterans Affairs *School Certifying Official, Crystal Shepard*

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, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, 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 in the Hugh A. Lee Building as soon as they arrive on campus.

Table of Contents

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.

Table of Contents

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 Commission on Colleges and Universities (*formerly known as the Southern Association of Colleges and Schools Commission on Colleges, SACSCOC*) to award associate degrees. Richmond Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Richmond Community College may be directed in writing to The Commission on Colleges and Universities at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on the Commission's website (**www.sacscoc.org**).

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 the Commission's requirement or standard.

Curriculum Programs and Courses

- Associate Degree Nursing and Practical Nursing programs are approved by the North Carolina Board of Nursing.
- Criminal Justice Technology program is certified as meeting the educational and program requirements of the North Carolina Criminal Justice Education and Training Standards Commission.
- Medical Assisting Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs.
- Nurse Aide I course is approved by the North Carolina Department of Health and Human Services.
- Nurse Aide II course is approved by the North Carolina Board of Nursing.

Continuing Education Programs and Courses

- Basic Law Enforcement Training program is certified by the North Carolina Criminal Justice Training Standards Commission.
- Alive @ 25 course is certified by the Safety and Health Council of North Carolina.
- Department of Social Service Income Maintenance Case Worker Phase I and II courses are certified by the North Carolina Department of Health and Human Services.
- Detention Certificate course is certified by the North Carolina Sheriff's Education and Training Standards Commission.
- EKG Technician course is certified by National Health Career Association.
- Electrical courses are certified by the North Carolina Board of Examiners of Electrical Contractors.
- Electric Lineman program is a member of The Carolinas Energy Workforce Consortium.
- Electronic Health Records courses are certified by National Health Career Association.

Table of Contents

- Emergency Medical Service courses are approved by Office of Emergency Medical Services (OEMS)
- Fire Protection courses are certified by North Carolina Fire and Rescue Commission. Medical Billing and Coding courses are certified by the National Health Career Association. Medication Administration courses are approved by the North Carolina Board of Nursing.
- Motor Vehicle Dealer License Renewal approved by the North Carolina Division of Motor Vehicles.
- National Center for Construction Education and Research (NCCER) Electrical courses are certified by NCCER.
- NCCER Heating, Ventilation and Air Conditioning courses are certified by NCCER. NCCER Plumbing courses are certified by NCCER.
- Nurse Aide I course is approved by the North Carolina Department of Health and Human Services.
- Nurse Aide Refresher course is approved by the North Carolina Department of Health and Human Services.
- Real Estate Pre-Licensing course is approved by the North Carolina Real Estate Commission.
- Vehicle Safety Inspection course is approved by the North Carolina Division of Motor Vehicles.

Performance Measures for Student Success Report

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

Every three years, a committee, inclusive of college leaders, subject matter experts, and research and assessment professionals, is appointed to review the measures and recommend deletions, revisions, and additions.

Baseline levels are set two standard deviations below the system's average index score and excellence levels are set one standard deviation above the system's average index scores. The average band is within 0.5 standard deviations above or below the average index score.

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
- Above average band, below excellence level
- Within average band
- Below average band, above baseline level
- Below baseline level

Table of Contents

Performance Measure Results 2026

Shown below are the performance measure results as published in the NCCCS 2026

Performance Measures for Student Success Report:

Performance Measure	System Excellence Level	Goal – Average Band Max	System Mean	Average Band Min	Threshold – System Baseline	RichmondCC Results	RichmondCC Performance
Basic Skills Progress	1.236	1.139	1.041	0.943	0.650	0.953	Within Average Band
Student Success Rate in College-Level English Courses	1.090	1.011	0.933	03854	0.618	0.874	Within Average Band
Student Success Rate in College-Level Math Courses	1.144	1.059	0.973	0.888	0.631	0.751	Below Average Band, Above Baseline
First Year Progression	1.056	1.030	1.004	0.977	0.898	0.980	Within Average Band
Curriculum Completion Rate	1.056	1.010	0.964	0.919	0.781	0.929	Within Average Band
Licensure and Certification Passing Rate	1.078	1.028	0.979	0.929	0.780	1.030	Above Average Band, Below Excellence
College Transfer Performance	1.047	1.008	0.970	0.931	0.814	0.886	Below Average Band, Above Baseline

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 Robinette Building, located on Court Street in downtown Rockingham 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, and community auditorium and banquet rooms. Continuing Education courses are taught in various locations, including the main campus,

Table of Contents

the Robinette 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

Located on the main campus in Hamlet, the Hugh A. Lee building houses the Career and Transfer Center, the Richmond Early College High School (REACH), and Student Services. This building also contains several classrooms and approximately thirty-five faculty and staff offices.

The Janet Lindsey-Petris Building

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.

RichmondCC Café

The RichmondCC Café is on the Hamlet Campus and overlooks the campus lake. It is open to both students and the public with both indoor and outdoor seating. It is open from 7:30 a.m. to 10 a.m. for breakfast and 10 a.m. to 2 p.m. for lunch. The café utilizes the Toast app for pre-orders and pick-up.

John E. Forte Engineering Building

The John E. Forte Engineering Building houses the following programs and related labs:

- Computer Engineering Technology
- Computer Integrated Machining
- Electronics Engineering Technology
- Electrical Systems Technology
- Electric Utility Substation and Relay Technology
- Industrial Systems Technology
- Mechanical Engineering Technology
- Mechatronics Engineering Technology
- Welding Technology

The Forte Annex Building houses the relay labs for the Electric Utility Substation and Relay Technology program.

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 free test proctoring to the students of RichmondCC and to students from universities that have signed articulation agreements with RichmondCC. Those students who are neither may schedule test proctoring for a fee.

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 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 Continuing Education courses. Also at the Honeycutt Center are Covington Street Building and the Morgan Center. Covington Street houses the Scotland Early College High School (SEarCH), as well as classrooms for traditional college students and a large meeting space for college events. The Morgan Center provides additional classrooms and computer labs.

Table of Contents

The Robinette Building

Located in downtown Rockingham, the Kenneth and Claudia Robinette Building houses the Leon Levine School of Business & Information Technology. The 44,000-square foot building has faculty offices, multiple conference rooms, state-of-the-art classrooms and meeting spaces for personal enrichment and continuing education classes. It also houses the Small Business Center, Cybersecurity program.

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.

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.

Table of Contents

Chapter Two - Student Services

Table of Contents

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 of Student Services.

2026-2027 Semester Dates

2026 Fall	16-Week Session	G Session* (CCP only)	B Session 12 weeks (Traditional only)	D Session (2nd 8 weeks)	C Session (1st 8 weeks)
Start Date:	8/19/2026	8/31/2026*	9/14/2026	10/19/2026	8/19/2026
End Date:	12/16/2026	12/16/2026	12/16/2026	12/16/2026	10/14/2026

*G session follows the high school schedule.

2027 Spring	16-Week Session	G Session* (CCP only)	B Session 12 weeks (Traditional only)	D Session (2nd 8 weeks)	C Session (1st 8 weeks)
Start Date:	1/8/2027	1/25/2027	2/8/2027	3/8/2027	1/8/2027
End Date:	5/10/2027	5/10/2027	5/10/2027	5/10/2027	3/5/2027

*G session follows high school schedule.

Summer 2027	
	8-Week Session
Start Date:	5/24/2027
End Date:	7/20/2027

BLET Fall 2026	
Start Date:	7/20/2026
End Date:	12/17/2026
BLET Spring 2027	
Start Date:	1/19/2027
End Date:	6/11/2027
BLET Fall 2027	
Start Date:	7/19/2027
End Date:	12/17/2027

Academic Forgiveness Policy

Any RichmondCC student who has experienced a lapse of enrollment at the College for a period of one (1) consecutive academic year may, upon reenrollment, make a request with the Registrar to have prior course work forgiven from their cumulative grade point average calculation. The following criteria must be met:

- The student must first complete at least 6 semester hours of credit with a 2.0 grade point

average before requesting academic forgiveness.

- The request must be made during the subsequent semester after the 6 semester hours have been completed.
- Prior course work must be at least two years old.
- Only prior courses with grades below a "C" will be eligible for academic forgiveness.
- The student must complete an Academic Forgiveness Request Form, which is available in the Student Services Registrar's Office.
- Only one 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.

In instances in which academic 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.

Financial aid and/or veterans' benefits are subject to federal regulations. These regulations require satisfactory academic progress based on all academic work attempted and are, therefore, not affected by any academic forgiveness.

Access to Achievement (A2A)

Access to Achievement is a state-funded workforce training program designed to support individuals with intellectual and developmental disabilities (IDD) in reaching their education and career goals with confidence.

Our mission is to create inclusive and accessible learning pathways that build independence, prepare you for the workforce, and encourage active participation in the community.

No formal documentation about a disability is required, just self-identification, and we'll provide the support and tools you need to succeed.

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, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation 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 of Student Services. The Vice President of 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 of Student Services, in accordance with the Student Grievance Policy, may appeal the decision to the President, whose decision will be final.

Table of Contents

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 (GED, HiSET). Exceptions to this policy may be made for students enrolled concurrently in the College and Career Readiness program and those students eligible for the U.S. Department of Education Ability to Benefit provision. The Ability to Benefit provision allows eligible students that are not high school graduates and have not completed a high school equivalency program to enroll in an eligible career pathway program.

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.

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. Complete and submit the North Carolina residency determination request

3. Send an official copy of his/her high school transcript or high school equivalent to RichmondCC, along with official transcripts from any post-secondary schools attended. If he/she graduated from a non-public high school, a transcript is still required.
   If there are extenuating circumstances preventing the student from obtaining their high school transcript prior to registering, additional time may be given. The Registrar's office will determine if additional time is needed. Proof of the transcript request may be required.

   Receipt of an official transcript confirming a Bachelor's Degree or higher from a regionally accredited institution will exempt the student from needing to provide a high school completion transcript.

   Receipt of a verification letter from RichmondCC's College and Career Readiness Department verifying completion of the GED or HiSET will exempt the student from needing to provide a high school completion transcript.

4. Schedule to take the College placement test if needed. College readiness will be determined based on Multiple Measures: more information may be found under Placement Testing Policies.

5. Talk with a Student Advisor about course placement and your educational goals. The Associate Degree Nursing and Practical Nursing programs have special admission requirements. A college advisor or counselor can provide additional information.

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 of 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.

Special Admissions Policies and Procedures

International Students

Students Seeking F-1 Visa to study in the U.S.

To study in the United States, applicants need a Form I-20, Certificate of Eligibility for Nonimmigrant Student Status. To attend Richmond Community College, the I-20 must be issued by Richmond Community College.

The below must be completed in addition to regular admissions requirements:

1. Complete I-20 Request Form
   - Include a copy of passport showing your full legal name
   - Include a copy of current I-20 if transferring institutions
   - Include information regarding dependents (if applicable)
   - Include evidence of financial support
   - Include Test of English as a Foreign Language (TOEFL iBT®) scores. A minimum total score of 60 is required.
     Equivalent tests may be accepted upon approval of the Registrar. Applicants from countries where English is the language of instruction or who already live in the vicinity of Richmond Community College may request to waive this requirement. Waivers are granted on a case-by-case basis.
2. Send a transcript of academic records with a certified English translation (if applicable) and U.S. equivalency of high school completion. It is the applicant's responsibility to provide a translation of all transcripts and to secure the services of an independent academic credential evaluation provider.
3. Send transcripts of post-secondary education with a certified English translation (if applicable) if requesting transfer credit. Please note that only institutions that are recognized by the US Department of Education as regionally accredited will be considered for transfer credit.

J-2 Visitors

J-2 visitors may enroll in curriculum academic programs after completing all standard admissions requirements. A copy of the student's current J-2 Visa is required. Students may enroll full-time or part-time and discontinue their program at any time. J-2 visitors are required to pay out-of-state tuition. J-2 visitors who have not completed their academic program

by the time the principal J-1's status ends may petition for a change to F-1 student status, provided they are not subject to the Two-Year Home Residency Requirement. F-1 student status is not guaranteed.

Associate Degree Nursing (ADN)

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.

ADN ADMISSIONS POLICY AND PROCEDURES

To enter the nursing program, a student must first be admitted to RichmondCC. Admission to RichmondCC, 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:

1. Be a high school graduate or equivalent.
2. A Nursing Applicant must have already completed or exempted out of the following prerequisites: MAT 043 and ENG 011
3. Students interested in the Associate Nursing Degree Program will need to fill out a separate Admissions application located on the ADN academic page on the RichmondCC's website. If needed, potential nursing students are welcome to request assistance from Student Services to complete this application. ADN admissions applications must be submitted before March 31st of the year they wish to enter into the ADN program. New applications are available in June annually. Students are encouraged to apply early, even if they do not meet all requirements.

    - CNA I must be completed at State Approved Programs and applicants must have current state certifications.
    - If an applicant has successfully completed NUR 111 or NUR 101 in the last 5 years, the CNAI and requirement can be waived. All other courses listed above are still required.
    - Potential ADN Applicants must complete or transfer in BIO 165/166 within 5-years of registration into NUR courses. Only a grade of "B" will be accepted. Courses older than 5 years will be considered expired and the applicant will be asked to retake them prior to acceptance.

4. Richmond CC Associate Degree Nursing Program has a competitive admissions process. A calculated program GPA will be considered if the number of qualified students exceeds the number of seats available for the program. This includes successful completion of the following courses: BIO 165, BIO 166, ENG 111, ENG 112, PSY 150, SOC 210, HUM 115, MAT 143. Students will be ranked from highest to lowest GPA and the top students will be selected. If applicants have identical GPAs, 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 points are still identical, the person with the earliest ADN admissions application completion date will be ranked higher.
5. 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.

Table of Contents

6. All nursing applicants are required to complete the Reading Comprehension and Math test on the Accuplacer Test. The first attempt of this test is free, and students must score 250 points or higher on each test. This test must be completed during the open application period and can only be taken two times, prior to entering the ADN program. This test will help determine a potential students' need for additional remediation prior to entering the ADN program. The goal is to encourage students to improve reading comprehension since this is vital in completing the program. *Please note that external test scores will not be accepted for RichmondCC Nursing Programs.*

Students who have been in a nursing program before must complete a RichmondCC Statement of Good Standing Form completed by the previous nursing director. This is to verify that the student left their previous nursing program in good standing. These forms can be obtained from the RichmondCC Nursing Department or Student Services. The form must be sent directly from the previous nursing director to RichmondCC Director of Nursing. Applicants deemed not in good standing from a previously attended nursing program will not be permitted acceptance in the ADN or PN programs at RichmondCC.

LPN to ADN Admissions Requirements

- LPN applicants will be required to successfully complete the following before being accepted into the ADN Program:
- HS graduate or equivalent
- Completed or exempted out of MAT 043 and ENG011
- Complete the RichmondCC ADN Application
- Potential ADN Applicants must complete or transfer in BIO 165/166 within 5-years of registration into NUR courses. Only a grade of "B" will be accepted. Courses older than 5 years will be considered expired and the applicant will be asked to retake them prior to acceptance.
- All nursing applicants are required to complete the Reading Comprehension and Math test on the Accuplacer Test. This test is free, and students must score 250 points or higher. This test must be completed during the open application period and can only be taken two times, prior to entering the ADN program. This test will help determine a potential students' need for additional remediation prior to entering the ADN program. The goal is to encourage students to improve reading comprehension since this is vital in completing the program. Please note that external test scores will not be accepted for RichmondCC Nursing Programs.
- If an applicant is a licensed practical nursing (LPN), the CNAI requirement can be waived.
- LPN applicants will be required to successfully pass a written theory exam to receive advanced placement into the ADN program. Students who successfully complete this examination will be placed in NUR 113 along with an LPN to ADN transitions course.
- LPN applicants must have the following courses completed prior to acceptance: BIO 165, BIO 166, PSY 150, ENG 111, ENG 112, PSY 241, BIO 275, MAT 143, SOC 210, HUM 115.
- The LPN applicants licensed within the last 5 years will not be required to retake BIO 165/166. LPN applicants that have been licensed greater than 5 years will be required to take BIO 163 and successfully pass this course with a grade of "B" or higher.

Table of Contents

- Richmond CC Associate Degree Nursing Program has a competitive admissions process. A calculated program GPA will be considered if the number of qualified students exceeds the number of seats available for the program. This includes successful completion of the following courses: BIO 165, BIO 166, ENG 111, ENG 112, PSY 150, SOC 210, HUM 115, MAT 143. Students will be ranked from highest to lowest GPA and the top students will be selected. If applicants have identical GPAs, 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 points are still identical, the person with the earliest ADN admissions application completion date will be ranked higher.
- 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 who have been in a nursing program before must complete a RichmondCC Statement of Good Standing Form completed by the previous nursing director. This is to verify that the student left their previous nursing program in good standing. These forms can be obtained from the RichmondCC Nursing Department or Student Services. The form must be sent directly from the previous nursing director to RichmondCC Director of Nursing. Applicants deemed not in good standing from a previously attended nursing program will not be permitted acceptance in the ADN or PN programs at RichmondCC.

ADN Progression Policy

Students enrolled in a nursing curriculum must obtain a grade of 80 or higher in all NUR and a 80 (B) or better in all BIO prefix courses in the NUR curriculum in order to progress and graduate in the nursing program. Students must make a C or higher in additional required courses for the ADN 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 (ICR) 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

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. If denied clinical placement based on criminal background check and/or drug test the student will not be eligible for readmission into any nursing program at Richmond Community College for 5 years due to our clinical affiliation with FirstHealth of the Carolinas.

No clinical facility reassignments will be made.

Table of Contents

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

Readmission will be limited to one (1) time. Students who enrolled 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. The student must complete a new nursing admissions application for that current year and check to make sure no required classes have expired. Students will be expected to meet current admission criteria including retaking the reading comprehension test. No special consideration will be given. Readmission is not guaranteed.

Any student seeking readmissions must submit a written request for readmission to the Director of Nursing. Readmission is not guaranteed. The Allied Health Admissions Committee will review and approve requests for readmission. The Allied Health Admissions Committee consists of the Director of Nursing, Dean of Allied Health Sciences, the program coordinators for all Allied Health Programs, , two nursing faculty members and at least 1 nursing staff member. Decisions regarding eligibility for readmission will be made on an individual basis and determined based on available slots, GPA, and the student's previous academic and professional performance in the program. The Allied Health Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission. Additionally, the student will need pass a written competency examination (includes medication competency) with a score of 80 or above for NUR coursepreviously taken and passed. No competency exams are administered for a course not completed with an 80 or higher grade or for a NUR course older than 5 years. Students may be required to perform appropriate nursing skills for course(s) successfully completed to ensure competency. Readmission students are advised to check their non-nursing courses for expiration (BIO 165, BIO 166,. BIO 165, BIO 166, must be within 5 years at the time of readmission.

Potential students that wish to transfer from one ADN program to another are subjected to the same rules and standards as those in the above policies for readmission. Students who have been in another nursing program before must submit a RichmondCC Statement of Good Standing Form completed by the previous nursing director. This is to verify that the potential transfer student left their previous nursing program in good standing. These forms can be obtained from the RichmondCC Nursing Department or Student Services. The form must be sent directly from the previous nursing director to RichmondCC Director of Nursing.. Applicants deemed not in good standing from a previously attended nursing program will not be permitted acceptance in the ADN or PN program at RichmondCC.

NURSING DISMISSAL POLICY

The nursing faculty reserves the right to dismiss a student from the nursing program for the following reasons but are not limited to:

1. Failure to function within the ANA Code of Ethics, and Standards of Practice.
   a. Negligent acts that result in harm or potential harm to a patient.
   b. Performance and/or behavior deemed unsafe as characterized by dangerous, inappropriate, irresponsible or unethical behaviors that actually or potentially

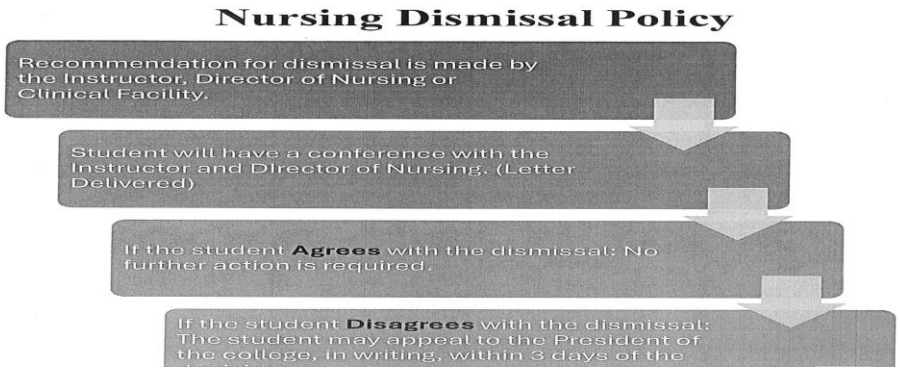
places the patient, family, healthcare team members, faculty or peers in jeopardy.
   c. Infraction of health agency policies while on affiliation in that agency.
   d. Violation of the patient's right to privacy by not protecting information of a confidential nature.
2. Behavior which reflects impaired judgment and/or behavior which requires an inordinate amount of instructor time as determined by the Director of Nursing. Impaired judgment is defined as a failure to assess or act appropriately on information that most students at the same level would recognize as important to patient health and safety.
3. Behavior or appearance which provides reasonable suspicion that the student is under the influence of alcohol, controlled substances, or illicit drugs in class, lab, or clinical settings. 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.
4. A positive drug screen or criminal background check determined unsatisfactory by any clinical agency, will result in dismissal from the program.
5. 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. Removal from clinical site or preceptorship by clinical facility staff or RCC faculty. Or if prohibited from returning to a clinical facility. No clinical reassignment will be made.
6. Misuse of written/virtual communication. (Social Media, text message, email, blogs, message boards etc.) Unprofessional oral communication with faculty, staff, or clinical site staff. (foul language, slander of any parties affiliated in the clinical agreement)
7. Failure to comply with nursing program policies: uniform, attendance, testing and poor performance evaluations.
8. Unprofessional conduct. Including but not limited to: combativeness, Bullying, disrespect, insubordination, inappropriate outburst in class or at clinical sites, failure to recognize culture, lack of cooperation, and the inability to work with or get along with others. Or any other behaviors considered unprofessional by faculty or the clinical agency.

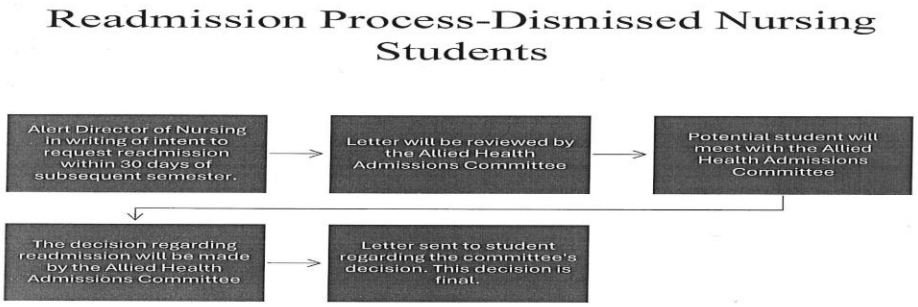
**Depending on the nature of the violation of any of the above, a student may be subject to a written warning or immediate dismissal from the Nursing Program. This decision will be determined by the Dean of Allied Health and Human Services.*

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Director of Nursing 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 may appeal to the President of the College. This appeal must be filed with the President within three (3) 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 Allied Health Admissions Committee. A meeting with the Allied Health Admissions Committee may be required. The decision regarding

readmission will be made by the Allied Health Admissions Committee and a letter sent to the student regarding the committee's decision. Readmission is not guaranteed. The decision of the Allied Health Admissions Committee is final.





History Note: *Amended Effective: February 2, 2010*
Amended Effective: October 1, 2013
Amended Effective: June 2, 2015
Amended Effective: June 7, 2022
Reviewed: August 6, 2024

Table of Contents

Practical Nursing (LPN)

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 OBJECTIVES

The curriculum of the Practical Nursing Education (PN) Program prepares the graduate to:

1. Communicate therapeutically with clients(s) and significant other(s).
2. Practice nursing that is characterized by clinical competence, client advocacy, and commitment to caring in multiple settings.
3. Practice as an accountable, responsible member within the profession's legal and ethical framework.
4. Participate in the nursing process to maintain, promote, and/or restore health throughout the lifespan.
5. Assume responsibility for the application of principles within the scope of practice, maintain accountability for care and professional development, and function as a member of the health care team.
6. Employ the nursing process to safely administer pharmacological agents.

PROGRAM OUTCOMES

Upon completion of the Licensed Practical Nursing program, the graduate will upon licensure:

1. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.

Table of Contents

2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.

LPN ADMISSIONS POLICY AND PROCEDURES

To enter the Practical Nursing (PN) Program, a student must first be admitted to Richmond Community College. 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.

I. The following policies and procedures are Admissions' Requirements for potential Practical Nursing students to meet:

1. Be a high school graduate or equivalent.
2. Complete all of RichmondCC's General Admissions' requirements including submission of official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.
3. Students interested in the Practical Nursing (PN) Program will need to fill out a separate admissions application located on the PN academic page on the RichmondCC's website. If needed, potential nursing students are welcome to request assistance from Student Services to complete this application. Applications will open June 1st every year and close January 31st every year. Applicants are notified of Admissions status by May 31st.
4. A Nursing Applicant must have already completed or exempted out of the following prerequisites: MAT 043 and ENG 011
5. Must have a calculated a Program GPA of 2.5. GPA is calculated based on the following courses: BIO 165, BIO 166, ENG 111, and PSY 150. A PN applicant must have at least 10 credit hours completed or the unweighted high school GPA will be used or cumulative GPA from a college degree from a regionally accredited college. The Program GPA must be at least a 2.5. GPAs are calculated by the end of May each year prior to the Fall they are wishing to be admitted into the PN program.
6. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO or NUR prefixes.

If BIO 165 or BIO 166 is greater than five (5) years old at the time of admission and received a B or higher, the applicant must complete BIO 163 or retake BIO 165 and BIO 166. Anatomy and Physiology I and II must be completed at the same college.

7. All PN applicants are required to complete the Reading Comprehension and Math test on the Accuplacer Test. Students must score 250 points or higher. This test must be completed during the open application period and can only be taken two times, prior to entering the PN program. This test will help determine a potential students' need for additional remediation prior to entering the PN program. The goal is to encourage students to improve reading comprehension since this is vital in completing the program. Please note that external test scores will not be accepted for RichmondCC Nursing Programs.
8. Attend an orientation session with the Practical Nursing faculty and Admission Staff in April.
9. Only 20 students are admitted every Fall semester in the Practical Nursing Program. This admissions process is very competitive. Students are ranked on a point system using the following worksheet:

Application Deadline 01/31/2025
Revised 06/18/2024

Richmond Community College
Lillian Duer James School of Nursing
Practical Nursing Admissions Point Sheet
Fall 2025

Applicant:_____ ID#_____

Box 1:
BIO 165 & BIO 166 must be a B or higher within the last 5 years. Both A&P courses must be completed at the same college.
Scale: A = 10 points, B = 5 points, and C or lower = 0 points

Course & Semester	Grade	Points
BIO 165*		
BIO 166*		

Box 2:
Scale: A = 2 points, B = 1 point, and C or lower = 0 points

Course & Semester	Grade	Points
ENG 111		
PSY 150		

Box 3: Point Allocation for scores on the Accuplacer
(250 minimum score is required on Reading and Math for LPN Admissions)

Accuplacer Reading Scores	Points Awarded
276+	10
263-275	5

Box 3: Points for previous experience (In order to receive credit certifications and licenses must be current)

Certifications & Licenses	Points
CNA I	1
CNA II	1
EMT	1
CMA	1

Overall Total Points	

*No credit given if more than 5 years old at time of admission

10. Decisions regarding admission into the PN program are based upon an applicant's Accuplacer test scores, GPA, and achievement in related courses. A student must meet all minimum requirements for Admissions into the Nursing Program as noted previously in "Admission Requirements". Applicants previously enrolled in a school

Table of Contents

of nursing must meet current admissions requirements and submit a statement of good standing form from the previous Program Director stating that there were no professional or clinical performance issues while enrolled in the NUR curriculum. If the Statement of Good Standing Form is not submitted by July 31st, admission to the PN program will not be granted. Applicants deemed not in good standing from a previously attended nursing program will not be permitted acceptance in the ADN or PN program at RichmondCC. Accuplacer scores, grades in specific courses, and current certifications/licenses as noted on the current point sheet are given point values. 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 highest grade in BIO 165 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in BIO 166 will be ranked higher. If the applicants are still tied, the person with the earliest PN admissions application date will be ranked higher.

11. Applicants are notified of Admissions status by May 31st. Students notified of acceptance will be required to submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR certification must be submitted. Findings from the physical examination are not used to determine admission status. Note: 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).
12. 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.
13. 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 from year to 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 Program Director for Practical Nursing or advisor to discuss a plan of study.

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 Program Director for Practical Nursing. A student who believes he or she qualifies under the

Americans with Disabilities Act must see the VP of Student Services. Reasonable accommodations may be made for some disabilities; however, each candidate is expected to perform in a safe and reasonably independent manner.

1. 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.
2. 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.
3. 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.
4. 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 client response, and report to others the patient's response to nursing care.
5. 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.
6. Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding. 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.
7. 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.
8. Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
9. 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:

1. 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.
2. 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.

3. Demonstrate integrity and accountability in clinical and academic setting. Example: Complete all assignments in a timely manner while adhering to the RCC code of ethics. Example: Respond appropriately to constructive feedback. Example: Take all nursing tests and final examinations as scheduled.
4. 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.
5. 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.
6. Maintain confidential information about the college, employees, students, clinical agencies, and clients served. Example: Abide by HIPPA regulations.

III. 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. In addition, there must be approval by the Nursing Program Director and admissions committee. 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. An interview with the Nursing Admission 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 statement of good standing from the previous Program Director stating that there were no professional or clinical performance issues while enrolled in the NUR curriculum. The admission committee reserves the right to determine admission eligibility based upon the Statement of Good Standing.

IV. PN Progression Policy

Students enrolled in a nursing curriculum must obtain a grade of 80 or higher in all NUR courses and a 80 (B) or higher in all BIO prefix 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

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. If denied clinical placement based on criminal background check and/or drug test the student will not be eligible for readmission into any nursing program at Richmond Community College for 5 years due to our clinical affiliation with FirstHealth of the Carolinas.

PRACTICAL NURSING READMISSION POLICY

I. 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 an advisor.
2. The Allied Health 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, the student's previous academic and professional performance in the program, and the ranking in the applicant pool. The Allied Health Admissions Committee will meet with the student as needed. The student will be notified regarding eligibility for readmission.
3. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedures.
4. 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, 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.

Table of Contents

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 will 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.
12. In the event that there are more readmission applicants than slots available, applicants will be ranked based on competency exam scores.

NURSING DISMISSAL POLICY

The nursing faculty reserves the right to dismiss a student from the practical nursing program for the following reasons but are not limited to:

1. Failure to function within the ANA Code of Ethics, and Standards of Practice.
   a. Negligent acts that result in harm or potential harm to a patient.
   b. 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.
   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.
2. Behavior which reflects impaired judgment and/or behavior which requires an inordinate amount of instructor time as determined by the Director of Nursing. Impaired judgment is defined as a failure to assess or act appropriately on information that most students at the same level would recognize as important to patient health and safety.
3. Behavior or appearance which provides reasonable suspicion that the student is under the influence of alcohol, controlled substances, or illicit drugs in class, lab, or clinical settings. 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.

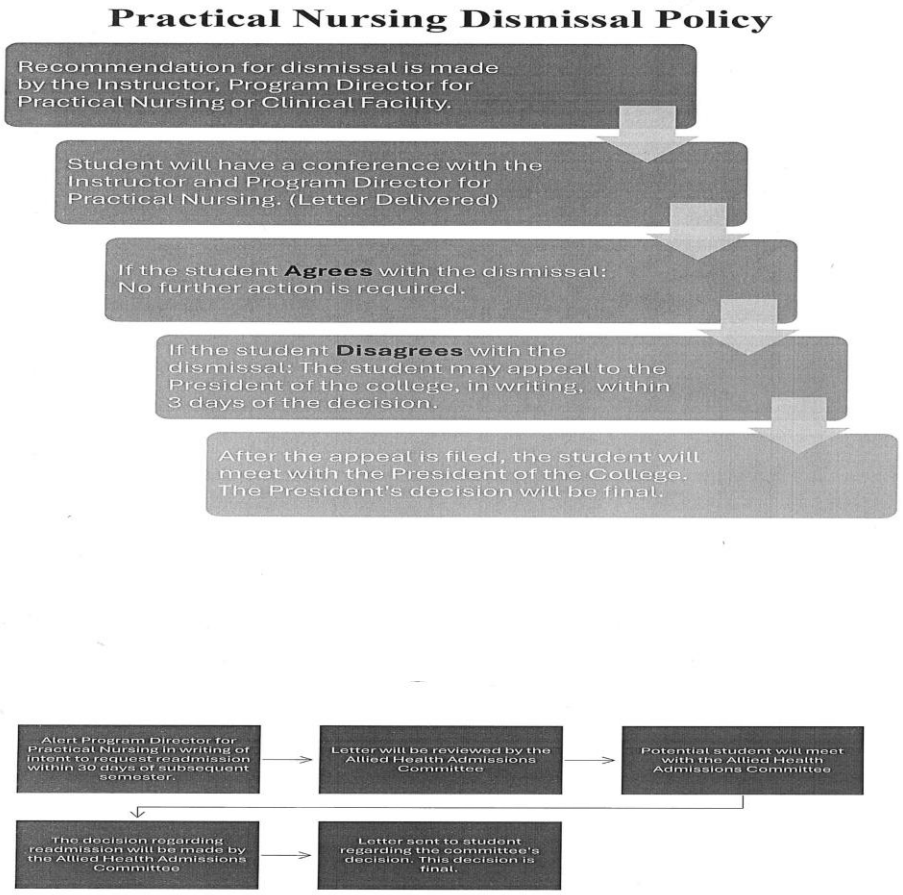
4. A positive drug screen or criminal background check determined unsatisfactory by any clinical agency, will result in dismissal from the program.
5. The clinical facility has the right to deny the student clinical access to the facility. Should the student be denied clinical privileges, the student will be dismissed from the program. Removal from clinical site or preceptorship by clinical facility staff or RCC faculty. Or if prohibited from returning to a clinical facility. No clinical reassignment will be made.
6. Misuse of written/virtual communication. (Social Media, text message, email, blogs, message boards etc.) Unprofessional oral communication with faculty, staff, or clinical site staff. (foul language, slander of any parties affiliated in the clinical agreement)
7. Failure to comply with nursing program policies: uniform, attendance, testing and poor performance evaluations.
8. Unprofessional conduct. Including but not limited to: combativeness, Bullying, disrespect, insubordination, inappropriate outburst in class or at clinical sites, failure to recognize culture, lack of cooperation, and the inability to work with or get along with others. Or any other behaviors considered unprofessional by faculty or the clinical agency.
9. Failure to successfully complete the Medication Administration Competency Exam as defined in the course ICR/Syllabus.

**Depending on the nature of the violation of any of the above, a student may be subject to a written warning or immediate dismissal from the Practical Nursing Program. This decision will be determined by the Dean of Allied Health and Human Services.*

Any student who is recommended for dismissal from the Practical Nursing curriculum will have a conference with the instructor and the Program Director for Practical Nursing to discuss the reason(s) for dismissal. If the student disagrees with the dismissal, he/she may appeal to the President of the College. This appeal must be filed with the President of the College within three (3) 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 Practical Nursing program under the Practical Nursing Dismissal Policy has thirty (30) days to notify the Program Director for Practical Nursing in writing of their intent to request readmission to the Practical Nursing program in a subsequent semester. The applicant’s request for readmission will be reviewed by the Allied Health Admissions Committee. A meeting with the Allied Health Admissions Committee may be required. The decision regarding readmission will be made by the Allied Health Admission Committee and a letter sent to the student regarding the committee’s decision. Readmission is not guaranteed. The decision of the Allied Health Admission Committee is final.

Table of Contents



History Notes: *Amended Effective: June 2, 2015*
Amended Effective: June 7, 2022
Amended: August 6, 2024

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 of Student Services.

Table of Contents

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 or take examinations but must adhere to the class attendance policy in order to receive a grade of "AU" (audit) on their transcript. If a student is withdrawn for non-attendance or chooses to withdraw voluntarily, the student 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 Executive Vice President/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. Unless approved under the Special Provisions for Senior Citizens, 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.

Audit Students

Tuition and fees for audit students are the same as for regular students unless the student is eligible under the Special Provisions for Senior Citizens.

Campus Security Act

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

1. **Criminal Offenses**
   - a) **Criminal Homicide:** The willful and non-negligent killing of one human being by another.
   - b) **Sexual Assault:**
     - i. **Rape**: The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.
     - ii. **Fondling**: The intentional touching of the private parts of another person for the purpose of sexual gratification, without the consent of the individual, including instance where the person is incapable of giving consent due to age or temporary or permanent mental or physical incapacity.
     - iii. **Incest**: Sexual acts between people who are related to each other within degrees that make such relationships legally prohibited.
     - iv. **Statutory Rape**: Sexual acts with a person who is under the age of consent, even if it is consensual.
   - b) **Robbery**: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person(s) by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

c) **Aggravated Assault**: An unlawful attack by one (1) person upon another person wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note: an unsuccessful attempt to commit murder would be classified as an aggravated assault.

d) **Burglary (breaking or entering)**: The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note: forced entry is not a required element of the offense so long as the entry is unlawful (constituting a trespass) - it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

e) **Motor Vehicle Theft**: Someone who takes another's motor vehicle with the intent to permanently deprive the owner of it commits the crime of larceny. Larceny also applies when a person receives or possesses a stolen car.

f) **Arson**: The willful and malicious burning of property (such as a building) especially with criminal or fraudulent intent.

2. Hate Crimes (any of the above-mentioned offenses, and any incidents of)

a) **Larceny-theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another, when the act is motivated, in whole or in part, by bias against the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

b) **Simple assault**: The unlawful physical attack or attempted attack by one person upon another where neither a weapon is used nor the victim suffers obvious severe or aggravated bodily injury, when the act is motivated, in whole or in part, by bias against the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

c) **Intimidation**: The unlawful act of intentionally placing another person in reasonable fear of bodily harm through threatening words, conduct, or other actions without the use of a weapon or actual physical attack, when the act is motivated, in whole or in part, by bias against the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

d) **Destruction/damage/vandalism of property**: The willful or malicious destruction, damage, defacement, or other harm to real or personal property, without the consent of the owner or person having custody or control of it, when the act is motivated, in whole or in part, by bias against the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

3. VAWA Offenses

a) **Domestic Violence**: Crimes of violence committed by a current or former spouse or intimate partner, someone the victim shares a child with, someone living with the victim as a spouse or intimate partner, or any person protected under applicable domestic or family violence laws.

b) **Dating Violence**: Violence committed by a person who is or has been in a romantic or intimate relationship with the victim. It includes physical, sexual, or emotional harm or the threat of harm, and the nature of the relationship is determined by factors such as the length, type, and frequency of interaction.

c) **Stalking**: A course of conduct directed at a specific person that causes fear for their safety or the safety of others. This includes repeated behaviors, such as following, harassing, or threatening the victim, which cause emotional distress and the reasonable belief that the victim's safety is in jeopardy.

4. Arrests and Referrals for Disciplinary Action

a) **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).

b) **Drug abuse violations**: 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.

c) **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.

Any of the above criminal offenses that show evidence of prejudice based on race, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation ("hate crimes") also must be reported.

The College must report the number of arrests for the following crimes listed below that occur on campus. 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.

Anyone that observes or becomes knowledgeable about any of the following crimes should report it immediately to the campus police officer on duty and/or call 911.

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary (breaking or entering)
6. Motor Vehicle Theft
7. Arson
8. Larceny-Theft

9. Simple Assault
10. Intimidation
11. Destruction/Damage/Vandalism of property
12. Hate Crimes
13. Domestic/Dating Violence or stalking
14. Liquor law violations
15. Drug abuse violations
16. Weapons possession

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.

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 of Student Services.

Table of Contents

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.

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.

Career and Transfer Advising Center

The Career & Transfer Center supports students in all aspects of career planning and college transfer preparation. Whether you're exploring career options, looking to improve in your current job, or planning to transfer to a four-year institution, the Center provides personalized support to help you reach your goals.

Locations:

- Lee Building, Main Campus
- Honeycutt Center, Scotland County Campus

Services include (at no cost for students):

- Career assessments
- Resume writing assistance
- Interview preparation
- Job search support
- Job shadowing opportunities
- Campus employment
- Internships and apprenticeships
- Transfer advice and college planning
- Degree pathway development
- Transfer scholarships
- College partnerships and articulation agreements
- Volunteer opportunities

Table of Contents

Students are encouraged to contact the Career & Transfer Center early in their academic journey to develop a clear plan for success.

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

Commencement ceremonies are held in the Spring and Summer semesters for diploma and degree earning students. Students completing their program during the Fall semester may attend the following Spring ceremony. There is no commencement ceremony for certificate completers. Students must satisfy all requirements for program completion prior to the ceremony. To participate in the ceremony, students must submit a completed graduation application by the published due date and have the approval of their advisor or program designee. Participation in commencement ceremonies is not required to graduate from Richmond Community College.

Graduation Requirements for Diplomas and Degrees

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 or a grade of "B" or better if required by an Allied Health program 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 program requirements for graduation will be allowed to participate in commencement exercises. To participate in the commencement ceremony, students must complete the graduation application prior to the stated deadline.

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.

Graduation Requirements for Certificates

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.

To receive a certificate from RichmondCC, a student must:

1. Complete all required courses for the curriculum as listed in the catalog.
2. Have a grade of "C" or better in all core courses for the program of study or a grade of "B" or better if required by an Allied Health program. Core courses are listed with each curriculum requirements section of the catalog.
3. Have completed at least 25% of the required program courses at RichmondCC.
4. Have a minimum 2.0 grade point average for the program of study.
5. Satisfy all financial obligations to the College.

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 the Phi Theta Kappa Honor Society are allowed to wear the Phi Theta Kappa honor stole and/or the Phi Theta Kappa 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. Members of Phi Theta Kappa electing to wear the Phi Theta Kappa honor stole and/or the Phi Theta Kappa double honor cord must purchase them at their own expense through the Phi Theta Kappa online store.

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. Robert D. Street Academic Excellence in Business Technologies 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.

Academic Excellence Award

NCCCS provides a student with an award at graduation based on the overall academic accomplishments. The student receives a plaque and a medallion to honor these achievements. To be eligible for the award a student must be currently enrolled and must have completed at least 12 semester hours in an associate degree program and must have a cumulative GPA of no less than 3.25.

Changing a Curriculum Major

A student wishing to change his major must see a Student Advisor 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.

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.

Career and College 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.

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" of 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.

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

Table of Contents

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.

Accessibility Services

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

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

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

Any student wishing to utilize these services should contact the Accessibility Services Coordinator. Referrals from RichmondCC faculty, staff, or others who may be aware of students with special needs are strongly encouraged.

ADA Student Coordinator: Sandra Ellis, (910)410-1766, saellis@richmondcc.edu
Office Location: Hamlet Campus, Lee Building, Room 114

Building Brighter Futures Grant

Richmond Community College is working with local reentry programs and addiction treatment facilities to help individuals recovering from addiction and those recently released from prison turn their lives around. The Building Brighter Futures program will provide job training, essential life skills and support services that will help at-risk populations with recovery and re-integration into the community. Building Brighter Futures is funded in part by a grant from the Drug Endangered Family Task Force (D.E.F.T.).

Counselors at RichmondCC have a passion for helping others improve their lives. Here's what they have to offer:

- Individual and group counseling
- Behavioral therapy
- Conflict resolution and anger management
- Mentoring and support programs
- Crisis intervention
- Connections to community support

Building Brighter Futures Contact Information
Chris Gardner, Director of Counseling
(910) 410-1731
csgardner@richmondcc.edu

Table of Contents

Credit for Prior Learning

Curriculum credit may be awarded to students when prior learning through certification, exams, and similar course work has been completed. Below are the available opportunities for students to receive credit for prior learning.

ACA-122

ACA-122, College Transfer Success, provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills. Students are strongly encouraged to take ACA-122 at RichmondCC to gain these skills and to learn about specific RichmondCC policies and procedures.

However, students that have already completed an associate degree or higher from a regionally accredited institution, may receive credit for ACA-122. The student's advisor or a Career and Transfer Advisor will discuss the content in ACA-122 with the student and determine if the student already understands the topics that would be covered. The student's academic plan and career plan should already be established. To receive this credit, a request from an advisor must be made to the RichmondCC Registrar. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

Certifications and Licensures

Students may receive credit for holding certain certifications or licensures. Students interested in such credit must have the proof of certification or licensure listed below 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.

Nurse Aid 1
Curriculum Course
NAS-101

To receive this credit, students must hold an unexpired certification and be listed on the NC Nursing Registry. Request for this credit must be made to the RichmondCC Registrar.

Nurse Aid 2
Curriculum Course
NAS-102

To receive this credit, students must hold an unexpired certification and be listed on the NC Nursing Registry. Request for this credit must be made to the RichmondCC Registrar.

LPN (Licensed Practical Nurse) Advanced Placement
Curriculum Course
NUR-111

The advanced placement option is designed for the LPN who is returning to college to earn an Associate Degree Nursing (ADN). Admission into the ADN program is not guaranteed. 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 stated pre-requisites are met.

To receive credit, the student must

- hold a current and unrestricted license as a LPN
- meet all the admissions requirements of the ADN program
- have a minimum 2.5 college GPA
- pass a fundamentals theory and medication competency exam with a score of 80 or above
- complete with a B or higher (80% competency level) BIO 165 and PSY 150. 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. If the student has not completed CIS 110, this course must be completed before the end of the Summer semester. The CIS 110 cannot be greater than seven (7) years old at the time of admission.

The student will receive credit for NUR 111 upon successful completion of NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, and NUR 213. Request for credit for NUR-111 must be submitted to the Registrar's Office by the nursing admissions counselor or nursing faculty.

Refrigerant Certification
Curriculum Course
AHR-160

To receive college credit, students must successfully complete the continuing education classes HVAC Level 1, and HVAC Level 2 after January 2018. They must provide documentation that they passed the EPA Certification after January 2018 and obtain the approval of the college's AHRT Program Coordinator. Request for this credit must be made to the RichmondCC Registrar.

Continuing Education Course Completion

Students may receive curriculum course credit for successful completion of certain RichmondCC continuing education courses. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

Basic Anatomy and Physiology
Curriculum Courses
BIO-163

This credit may be awarded to students for successful completion of the RichmondCC EMS-3163 course. To receive this credit, students must request it from the RichmondCC Registrar.

Effective Teacher Training
Curriculum Courses
EDU-275

This credit may be awarded to students for successful completion of the Effective Teacher Training program. To receive this credit, students must present their official certification to the RichmondCC Registrar.

Table of Contents

Healthcare Billing and Coding
Curriculum Courses
HMT-210

This credit may be awarded to students for successful completion of the RichmondCC continuing education course MED-3030 and successful completion of Medical Terminology I, MED-121. To receive this credit, the student must receive the recommendation of the Healthcare Management Technology Program Coordinator and request credit from the RichmondCC Registrar.

Community Resource Management
Curriculum Courses
HSE-155

This credit may be awarded to students for successful completion of the RichmondCC continuing education course HSE-HSP1, Introduction to Human Services DSS: NCFAST Phase I. To receive this credit, the request it from the RichmondCC Registrar.

Financial Services
Curriculum Courses
HSE-250

This credit may be awarded to students for successful completion of the RichmondCC continuing education course HSE-HSP2, Introduction to Human Services DSS: NCFAST Phase II. To receive this credit, the request it from the RichmondCC Registrar.

Computer Aided Drafting
Curriculum Courses
DFT-151

This credit may be awarded to students for successful completion of the RichmondCC continuing education course DFT-3100, AutoCAD, after August 1, 2019. To receive this credit, the student must receive the recommendation of the Mechatronics Engineering Technology Program Coordinator and request credit from the RichmondCC Registrar.

Industrial Systems
Curriculum Courses
ELC-131
ELC-117
HYD-110
ISC-112
MEC-130

This credit may be awarded to students for successful completion of the RichmondCC Industrial Systems Phase I and Phase II (MNT-3065) courses taken after Fall 2023. No curriculum credit will be given for completion of only one phase. To receive this credit, the student must receive the recommendation of the Industrial Systems Program Coordinator and request credit from the RichmondCC Registrar.

Table of Contents

High School to Community College Articulated Credit

Curriculum Courses

CTE Course List

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 RichmondCC Registrar or their high school counselor.

The complete list of CTE Articulated credit is located at NC High School to Community College Agreement.

To receive credit, students must enroll at RichmondCC within two years of high school graduation and meet the following criteria:

- Final grade of B or higher in the high school course AND
- Score of 90 or higher on the CTE post assessment

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/program coordinator, if needed, before granting credit. Students should submit a Joint Services Transcript to the Admissions Office. Military service experiences are evaluated using ACE Guide recommendations. The grade “MT” on the academic record will indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

North Carolina School of Science and Mathematics

Students graduating from the North Carolina School of Science and Mathematics (NCSSM) may be eligible to receive college credit for some of their completed courses. Official transcripts will be reviewed by the Registrar and Program Coordinator/Department Chair to determine credit. Students interested in such credit must contact the Registrar’s Office.

Portfolio for Life and Work Experience

Students can present prior learning and work experience in a portfolio format to request credit for a specific course required for their program of study. Suggested documentation includes, but is not limited to, resume, certifications, letters of recommendation, and samples of work. The portfolio will be evaluated by members of the College staff and faculty for course credit consideration and recommendation. An interview with the student may be requested. If the

portfolio is recommended for credit, it will be submitted to the Executive Vice President/Chief Academic Officer for approval.

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/Program Coordinator determine readiness for a proficiency examination preferably before classes begin but no later than the last day of the drop/add period. A written request must be made to the appropriate Department Chair/ Program Coordinator 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/ Program Coordinator 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 or one course, whichever is greater, in their curriculum program by means of Proficiency Credit.

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.

Public Safety Training

Students may receive credit for completing public safety training or holding certain certifications or licensures. Students interested in such credit must have the proof of certification or licensure listed below 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.

Basic Law Enforcement Training (BELT)
Curriculum Courses
CJC-131
CJC-132
CJC-221
CJC-231

This credit may be awarded to students for successful completion of the Basic Law Enforcement Training NC State Comprehensive Written Examination. To receive this credit, students must present their Student Course Completion Record from the N.C. Department of Justice to the RichmondCC Registrar.

Correctional & Detention Officer Training
Curriculum Courses

Table of Contents

CJC-141
CJC-225
CJC-233

The NC Community College System Curriculum Course Review Committee approved for the above credit be awarded to students for successful completion of the N.C. Department of Adult Correction course or the N.C. Detention Officer Certification course. Request for this credit must be made to the RichmondCC Registrar upon successful completion of the Basic Correction Officer Course or Sheriffs' Detention Officer Course from a NC Community College. Proof of completion will be required unless the course is completed at Richmond Community College. Students may also present their N.C. Department of Adult Correction or the N.C. Detention Officer course certification to receive credit.

Emergency Medical Technician (EMT)
Curriculum Courses

EMS-110

This credit may be awarded to students for successful completion of the continuing education EMT course, EMS-4200, and are listed on the North Carolina OEMS Registry and/or The National EMT Registry. To receive this credit, students must present their EMT card to the RichmondCC Registrar and receive the approval of the EMS Program Coordinator.

Paramedic (EMS Bridging Program)
Curriculum Courses

EMS-110
EMS-122
EMS-130
EMS-131
EMS-160
EMS-220
EMS-221
EMS-231
EMS-240
EMS-241
EMS-250
EMS-260
EMS-270
EMS-285

The Emergency Medical Science Bridging program is designed to allow a currently credentialed non-degree holding paramedic to earn a two-year Associate of Applied Science degree in Emergency Medical Science in two semesters.

The prerequisites for admission to the EMS Bridging program include current credential/ certification in all of the following:

- North Carolina or National Registry Paramedic Credential
- American Heart Association Advanced Cardiac Life Support Certification
- American Heart Association Pediatric Advanced Life Support Certification (or NREMT equivalent)

Table of Contents

- American Heart Association Basic Life Support Certification (or PHTLS)

This credit may be awarded to students for successful completion of the continuing education paramedic course and are listed on the North Carolina OEMS Registry and/or The National EMT Registry. To receive this credit, students must present proof of the above certifications to the EMS Program Coordinator.

PSAP Manager's Course
Curriculum Courses
EME-111
EME-112

This credit may be awarded to students for successful completion of the continuing education courses EME-PSPI, EME-OPP1, EME-OPP2, EME-THP1, and EME-THP2. Students must complete and pass these courses with a minimum of 80. To receive this credit, students must show proof of completion to the RichmondCC Registrar.

Standardized Exams

Students can receive non-course credit for certain standardized exams. These exam scores are valid for credit for five years from the exam date.

Advance 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. These exam scores are valid for credit for five years from the exam date.

AP Exam Name	Minimum Score Required	Number of Credit Hours	Equivalent Course
AP 2-D Art and Design	3	3	ART 121
AP 3-D Art and Design	3	3	ART 122
AP Art History	3	3	ART 111
AP Biology	5	8	BIO 111 and 112
AP Biology	3	4	BIO 111
AP Calculus AB	3	4	MAT 271
AP Calculus BC	5	8	MAT 271 and 272
AP Chemistry	5	8	CHM 151 and 152
AP Chemistry	3	4	CHM 151
AP Computer Science A	3	3	CIS 110
AP Computer Science Principles	3	3	CIS 115
AP Drawing	3	3	ART 131
AP English Language and Composition	3	3	ENG 111
AP Environmental Science	3	4	BIO 140/140A

Table of Contents

AP European History	5	6	HIS 121 and 122
AP European History	3	3	HIS 121
AP Human Geography	3	3	GEO-112
AP Macroeconomics	3	3	ECO 252
AP Microeconomics	3	3	ECO 251
AP Music Theory	3	3	MUS 110
AP Physics C: Electricity and Magnetism	3	4	PHY 252
AP Physics C: Mechanics	3	4	PHY 251
AP Psychology	3	3	PSY 150
AP Spanish Language and Culture	3	3	SPA 111
AP Statistics	3	4	MAT-152
AP United States Government and Politics	3	3	POL 120
AP United States History	3	3	HIS 131
AP United States History	5	6	HIS 131 and 132
AP World History: Modern	3	3	HIS 111
AP World History: Modern	5	6	HIS 111 and 112

College-Level Examination Program (CLEP)

Students may receive college credit if the appropriate score is achieved on the College-Level Examination Program (CLEP). 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. These exam scores are valid for credit for five years from the exam date.

CLEP Exam Name	Minimum Score Required	Number of Credit Hours	Equivalent Course
BUSINESS			
Financial Accounting	50	4	ACC 120
Information Systems	50	3	CIS 110
Introductory Business Law	50	3	BUS 115
Principles of Management	50	3	BUS 137
Principles of Marketing	50	3	MKT 120
COMPOSITION AND LITERACY			

American Literature	50	3	ENG 231
Analyzing and Interpreting Literature	50	3	ENG 131
College Composition	50	3	ENG 111
College Composition Modular	50	3	ENG 111
English Literature	50	3	ENG 241
Humanities	50	3	HUM 211
HISTORY AND SOCIAL SCIENCES			
American Government	50	3	POL 120
History of the US I: Early Colonization 1877	50	3	HIS 131
History of the US II: 1865 to the Present	50	3	HIS 132
Human Growth & Development	50	3	PSY 241
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Principles of Macroeconomics	50	3	ECO 252
Principles of Microeconomics	50	3	ECO 251
Western Civilization I: Ancient Near to 1648	50	3	HIS 121
Western Civilization II: 1648 to the Present	50	3	HIS 122
SCIENCE AND MATHEMATICS			
Biology	50	8	BIO 111 & BIO 112
Calculus	50	4	MAT 271
Chemistry	50	8	CHM 151 & CHM 152
College Algebra	50	4	MAT 171
College Mathematics	50	3	MAT 143

Table of Contents

Natural Science	50	4	BIO 110
Precalculus	50	3	MAT 172
WORLD LANGUAGES			
French level I	50	6	FRE 111 & FRE 112
French level II	59	6	FRE 211 & FRE 212
German level I	50	6	GER 111 & GER 112
German level II	60	6	GER 211 & GER 212
Spanish level I	50	6	SPA 111 & SPA 112
Spanish Level II	63	6	SPA 211 & SPA 212
Spanish w/ Writing level I	50	6	SPA 111 & SPA 112
Spanish w/ Writing level II	65	12	SPA 111, SPA 112, SPA 211, SPA 212

DANTES Subject Standardized Tests (DSST)

Students may receive college credit if the appropriate score is achieved on the DANTES Subject Standardized Tests (DSST). Students interested in such credit must have official score reports or transcript from DSST submitted to the Registrar's Office. Once received, the Registrar will evaluate, consult with the Program Coordinator/Department Chair, if needed, 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. Exam equivalencies will be evaluated on a case-by-case basis. These exam scores are valid for credit for five years from the exam date.

International Baccalaureate (IB)

Students may receive college credit if the appropriate score is achieved on the IB examination. Students interested in such credit must have an official transcript from International Baccalaureate submitted to the Registrar's Office. Once received, the Registrar will evaluate, consult with the Program Coordinator/Department Chair, if needed, 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. Exam equivalencies will be evaluated on a case-by-case basis. These exam scores are valid for credit for five years from the exam date.

Cambridge International Exam

Students may receive college credit if the appropriate score is achieved on the Cambridge International AS or A Level examination. Students interested in such credit must have an official

transcript from Cambridge International 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. These exam scores are valid for credit for five years from the exam date.

Grade of E or higher is required on these exams to receive the credits listed below.

Exam	Exam Level Grade E or Higher	Total Credits	Equivalent Course
Accounting	AS Level		No equivalent
	A Level	8	ACC-120 & ACC 121
Art & Design	AS Level	3	ART-111
	A Level	3	ART-111
Biblical Studies	AS Level	3	REL-212
	A Level	3	REL-211 & REL-212
Biological Sciences	AS Level	4	BIO-110
	A Level	8	BIO-111 & BIO 112
Business	AS Level	3	BUS-110
	A Level	3	BUS-110
Chemistry	A Level	8	CHM-151 & CHM-152
Classical Studies	AS Level		No equivalent
	A Level		No equivalent
Computer Science	AS Level	3	CIS-110
	A Level	3	CIS-110
Drama	AS Level	3	DRA-111
	A Level	3	DRA-111
Economics	AS Level	3	ECO-151
	A Level	6	ECO-251 & ECO-252
English – Language	AS Level	3	ENG-111
	A Level	6	ENG-111 & ENG-112
English – Language and Literature	AS Level	3	ENG-131
English – Literature	AS Level	3	ENG-231
	A Level	6	ENG-231 & ENG-232
Environmental Science	AS Level	4	BIO-140 & BIO-140A
	A Level	4	BIO-140 & BIO-140A
Geography	AS Level	3	GEO-110
	A Level	3	GEO-110

Table of Contents

History	AS Level European	3	HIS-121
	AS Level USA	3	HIS-131
	AS Level International	3	HIS-111
History	A Level European	6	HIS-121 & HIS-122
	A Level USA	6	HIS-131 & HIS-132
	A Level International	6	HIS-111 & HIS-112
Information Tech	AS Level	3	CIS-110
	A Level	6	CIS-110 & CTS-115
Languages – Foreign	AS Level	6	Foreign Language Subject 111 & 112 (Example SPA-111 & SPA-112)
	A Level	6	Foreign Language Subject 211 & 212 (Example SPA-211 & SPA-212)
Law	AS Level		No equivalent
	A Level		No equivalent
Mathematics	A Level	8	MAT-171 & MAT-172
Mathematics-Further	A Level	8	MAT-271 & MAT-272
Music	AS Level	3	MUS-110
	A Level	3	MUS-110
Physics	AS Level	8	PHY-151 & PHY-152
	A Level	8	PHY-151 & PHY-152
Psychology	AS Level	3	PSY-150
	A Level	3	PSY-150
Sociology	AS Level	3	SOC-210
	A Level	3	SOC-210
Thinking skills	AS Level	3	HUM-115
	A Level	3	HUM-115

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 will be informed of their transfer credit by the end of their first term of enrollment. No transfer credit is permitted for courses completed by proficiency at other institutions.

Table of Contents

The Richmond Community College (RichmondCC) transcript and student record will show courses accepted for transfer credit. 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. Some programs have special restrictions on transfer credits. Those restrictions are located in the Program and Course Catalog.

Academic credit earned at RichmondCC can be used toward multiple curricula programs when the same course is needed for each program. Grades earned will be used in computing the program grade point average for each program.

Criminal Background Checks and Drug Testing

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

Degree Curricula

The College offers curricula that lead to Associate in Arts, Associate in Science, Associate in Fine Arts in Visual Arts, Associate in Engineering, and Associate in Applied Science degrees. Applicants to any of these curricula must be high school graduates or the equivalent.

Developmental Education

Placement standards, which may or may not include assessments, are used to determine student progression in gateway courses (English and Math) as well as other program requirements. Students will be placed into appropriate developmental courses based on prior academic work and assessments. Students can locate curriculum course descriptions on the RichmondCC website, www.richmondcc.edu to check pre-requisites/co-requisites.

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.

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 comprise 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

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/l/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/

Table of Contents

Early College High School

Richmond and Scotland County Public School Systems have joined RichmondCC in establishing Early College High Schools on the RichmondCC 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.

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 Executive Vice President/Chief Academic Officer 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.

Grades

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

TRANSCRIPT CODE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failure	Below 60	0

Table of Contents

NF	Non-Completion Failure	0
AU	Audit	N/A
SR	Senior Audit	N/A
AP	Advanced Placement	N/A
AR	Articulated Credit	N/A
I	Incomplete	N/A
IE	Incomplete Emergency (COVID-19 issues)	N/A
EI	Emergency Incomplete	N/A
MT	Credit for Military Training	N/A
P	Pass	N/A
R	Repeat (DMA and DRE Courses Only)	N/A
T	Transfer	N/A
S	Satisfactory	N/A
U	Unsatisfactory	N/A
W	Withdrawal	N/A
WE	Withdrawal Emergency (COVID-19 issues)	N/A
EW	Emergency Withdrawal	N/A
X	Proficiency	N/A
NA	Never Attended – Continuing Education	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 "SR" was registered for and took the course under the special provision for senior citizens but did not earn credit for the course. An audited class under the special provision for senior citizens 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.

A student who receives a grade of "AR" has earned articulated credit. Articulated credit may be given for credit for prior learning including, but not limited to, certifications and licensures, high school career and technical education, life experience, public safety training, and continuing education course. Credit hours will be assigned for such credit; however, no quality points will be assigned.

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 grade of "IE" is assigned at the discretion of the instructor when a student who is passing has not completed all work in the course due to an emergency situation related to COVID-19. The student must complete the remaining course work by the expiration date determined by

the instructor but no later than 16 weeks from the end of the semester. Failure to do so will result in the "IE" grade being changed to a grade of "F".

The grade of "EI" is assigned when a student who is passing a course has not completed all work in the course due to an emergency resulting from a natural disaster, State emergency, or College emergency. Prior approval to assign this grade must be given by the Chief Academic Officer. The student must complete the remaining course work by the expiration date determined by the instructor but no later than 16 weeks from the end of the semester. Failure to do so will result in the "EI" grade being changed to a grade of "EW".

The grade of "MT" is assigned to indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

If the student withdraws or is withdrawn by the College, 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.

If the student withdraws or is withdrawn by the College, due to an emergency situation related to COVID-19 the student will receive a grade of "WE" for the class and will not receive credit for the course. The "WE" grade will not be used to compute hours earned or to compute the student's grade point average.

If the student withdraws or is withdrawn by the College due to an emergency resulting from a natural disaster, State emergency, or College emergency the student will receive a grade of "EW" for the class and will not receive credit for the course. The "EW" grade will not be used to compute hours earned or to compute the student's grade point average.

The grade of "NF" may be 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.

A grade of "X" will be recorded on the student's transcript upon successful completion of a 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.

Continuing education courses will also be graded using the above grades with the exception that for final grades lower than a C, a grade of U will be assigned. Grades for continuing education courses will be recorded on the student's transcript, but no quality points will be assigned.

A grade of "NA" will be recorded on the student's transcript for failing to attend a registered continuing education course.

Grade Point Average

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

Table of Contents

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. Some Allied Health programs require a "B" or better in all core courses.

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 143	3	C	2	6
ACA 122	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 ÷ 14 = 2.21 grade point average (GPA).

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 five (5) business 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 Executive Vice President/Chief Academic Officer to discuss the appeal. The decision of the Executive Vice President/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.

Grievance Procedures

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 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 of 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 of 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 grievant within fifteen (15) calendar days. In the event the action taken by the Vice President of 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 twenty (20) days after the date that the report of the Vice President of 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 of Student Services along with a copy of the original grievance and related documents that the grievant submitted to the Vice President of Student Services.

The President shall act within thirty (30) calendar 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.

Table of Contents

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 Executive Vice President/Chief Academic Officer will ensure that all class make-ups are appropriately documented.
6. When adjunct instructors in Continuing Education miss classes for any reason and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly. The Dean of Corporate and Continuing Educationwill 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.

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.

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 Robinette Building and the Scotland Center are considered on-campus locations.

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 Lee Building or F. Dianne Honeycutt Center.
2. Registration of a vehicle does not guarantee or reserve a parking space.
3. All vehicles must be parked in designated spaces or subject to being towed at the owner's expense.
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 permit and can only be used by the person assigned the tag.
   b) Fire lanes: Parking is not allowed in any space marked with yellow stripes, in order to allow access for emergency vehicles.
   c) Other restricted spaces: These spaces throughout the campus are designated and marked for specific purposes, events, or personnel.
6. The Police will enforce the usage of all restricted parking spaces, as authorized by City Ordinance and State Law.
7. Parking in restricted parking spaces can result in a citation from the Police and a possible fine.
8. A vehicle left unattended overnight without authorization, is subject to towing at the owner's expense.

Placement Testing Policies

I. RichmondCC Placement Standards

Richmond Community College utilizes the Multiple Measures model for students wishing to take curriculum programs. Placement standards, which may or may not include assessments,

are used to determine student progression into gateway courses (English and math) as well as other program requirements.

II. High School GPA Placement and Testing Requirements

Students who apply to Richmond Community College will be assessed for college readiness based on Multiple Measures placement standards. These standards help students to quickly progress into English and math courses required for their program of study.

Students who graduated from a US high school will be placed into courses based on their unweighted high school GPA; they may also use previous SAT or ACT scores for placement if taken within the last ten years.

Students who graduated with an unweighted high school GPA of 2.8 or above will be placed directly into gateway English and math courses. Students who graduated with an unweighted high school GPA between 2.0 and 2.79 will be placed into developmental math and English. These students may request to take the placement test to bypass developmental math and/or English. Students who graduated high school with an unweighted GPA less than 2.0 will be required to take the placement test unless they have sufficient SAT or ACT scores.

Students that require placement testing may call (910) 410-1700 (Hamlet, Main Campus) or (910) 410-1831 (Honeycutt Center, Laurinburg) for an appointment or schedule the appointment online at https://richmondcc.edu/admissions/testing-services. Test-takers 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.

Placement testing for Career and College Promise students is conducted at the direction of the Dean of K-12 Partnerships.

Students who need placement testing may retake the English and/or math placement test with a minimum of one week between attempts of the same section and at a cost of $5.00 per test and section.

III. Placement Test Exemptions

The following students may be exempt from testing and placed directly into the gateway English and/or math course:

1. Applicants who possess an associate degree or higher from a regionally accredited college or university

2. Applicants who have previous TABE, RISE, ACCUPLACER, NCDAP, SAT, or ACT scores within the past ten years which correlate to the current minimum Accuplacer Next Generation scores required

3. Special Credit applicants who plan to take courses that do not have a developmental prerequisite

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/or math courses

5. Applicants who have completed college-level English and math coursework and can provide a post-secondary transcript documenting successful course completion (grade C or higher). The Registrar will determine transfer credit.

6. Applicants who have graduated from high school and completed a high school Calculus with a letter grade of "B" or better within five (5) years of applying to RichmondCC may place directly into MAT 171, Precalculus Algebra.

7. Students who have completed MAT 143 or MAT 152 with a "B" or higher may place directly into MAT 171, Precalculus Algebra.

8. Applicants who have met certain criteria within five (5) years of applying to RichmondCC may place directly into MAT 271, Calculus I. Follow link for a complete list of direct placement criteria: NCCCS - MAT 271 Direct Placement

9. The Director of Counseling and the Registrar may make a determination that a student is exempt from placement testing based on a combination of previous course work, placement test scores or unique circumstances.

Multiple Measure Placement Guide

English Placement Testing Requirements - Curriculum Changed to Accuplacer Next-Generation October 2023		
Score	**Test**	**Placement Course**
229 and below	Next-Generation Reading	Skills Enhancement
230-249	Next-Generation Reading	ENG 025
250 or higher	Next-Generation Reading	ENG 111

Math Placement Testing Requirements – Curriculum Changed to Accuplacer Next-Generation October 2023		
For programs that require MAT-143 or MAT 152		
229 and below	Next-Generation Quantitative Reasoning	Skills Enhancement
230-249	Next Generation Quantitative Reasoning	MAT 025
250 or higher	Next Generation Quantitative Reasoning	MAT 143, MAT 152
For programs that require MAT 171		

Table of Contents

229 and below	Next-Generation Advanced Algebra & Function	Skills Enhancement
230-249	Next-Generation Advanced Algebra & Function	MAT 035
250 or higher	Next-Generation Advanced Algebra & Function	MAT 171

Continuing Education Program Testing Requirements

Changed to Accuplacer Next-Generation October 2023

CE Program	Test	Score
Electric Lineworker	Accuplacer Next-Generation Reading	237 or higher
Industrial Systems Technician	Accuplacer Next-Generation Reading	237 or higher
Class A, Class B & Behind-the-Wheel Truck Driver Training	Accuplacer Next-Generation Reading	237 or higher
EMT & Emergency Medical Responder Training	Accuplacer Next-Generation Reading	230 or higher
Paramedic	Accuplacer Next-Generation Reading	250 or higher
Paramedic	Accuplacer Next-Generation Quantitative Reasoning	250 or higher
BLET	Accuplacer Next-Generation Reading	230 or higher
Pharmacy Tech I	Accuplacer Next-Generation Reading	250 or higher
Pharmacy Tech I	Accuplacer Next-Generation Quantitative Reasoning	250 or higher
CNA I – Traditional	Accuplacer Next-Generation Reading	250 or higher
CNA I – Hybrid	Accuplacer Next-Generation Reading	250 or higher
Phlebotomy	Accuplacer Next-Generation Reading	250 or higher

High School Measures

Updated April 2025

HS GPA	Placement Description
Less than 2.0	Take placement test
2.0-2.79	Take developmental courses or placement test
2.8 or higher	Take gateway English and math courses

SAT (Applies to all students)

Updated October 2023

Table of Contents

Pre-December 2011	January 2012 – February 2016	March 2016 - Present
Reading 510 or higher **Writing** 510 or higher **Mathematics** 510 or higher	**Critical Reading** 500 or higher **English** 500 or higher **Mathematics** 500 or higher	**Evidence-Based Reading & Writing** 480 or higher **Mathematics** 530 or higher
Placement Description	**Reading or Writing (Pre-December 2011)**- Gateway English **Critical Reading or English (2012-2016))**- Gateway English **Reading and Writing (2016-Present)** - Gateway English, Support Course, or Foundational Skills **Mathematics** - Gateway Math	

ACT (Applies to all students) Updated October 2023			
Pre-December 2011	**January 2012 – February 2016**	**March 2016 – Present**	
			Score - Placement
English 22 or higher	English 18 or higher	English	**18** or higher – ENG-111
Reading 22 or higher	Reading 21 or higher	Reading	**22** or higher – ENG-111
Mathematics 22 or higher	Mathematics 22 or higher	Mathematics	**22** or higher – MAT-143, 152

General Education Development (GED)	
Validity Date	**Passing Score**
1/1/2014 to Present	165 or higher on <u>all</u> tests.
Placement Description	**Reading and Math** - Gateway English and Math

High School Equivalency Test (HiSET)	
Validity Date	**Passing Score**
1/1/2014 to Present	15 or higher on <u>all</u> subject tests, with a minimum of 4 on the Essay.
Placement Description	**Reading and Math** - Gateway English and Math

IV. Testing Accommodations

Disability Services (DS) complies with ADAAA (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.

Table of Contents

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.

VII. Transferring Test Scores

Richmond Community College accepts TABE, RISE, NC_DAP, and ACCUPLACER placement scores from other schools if the testing has occurred within the last ten years. Score reports may be sent to the attention of the Office of Admissions. Students may request official copies of SAT or ACT scores at www.collegeboard.com or www.act.org.

Students who have taken TABE, RISE, 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 the testing center. The Testing Center Coordinator will verify the information, complete the form, and mail it to the requested college.

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 of Student Services.
    b. The Vice President of Student Services will determine if the request is in compliance with the visitor policy.
    c. If determined to be in compliance, the Vice President of 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.

Table of Contents

Registration

Registration is the process by which students schedule classes and pay tuition each semester. The registration period is specified in the Academic Calendar. During registration, students confer with their assigned advisors, complete the necessary registration forms, pay tuition and activity fees, and purchase books and supplies. Students are expected to attend any scheduled classes on the first day of classes.

All students are allowed to register once semester registration is open. Registration open date is published in the Academic Calendar.

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.

Request for Credit Overload

Students with a program GPA of 3.0 or higher are limited to 24 credit hours per semester. Students with a program GPA below 3.0 are limited to 21 credit hours per semester. To request permission to register more than the allowed credit hours, students must complete the Request for Credit Overload form with their advisor and submit that form to the Vice President for Student Services. A meeting may be requested with the student and/or advisor to discuss the need for the credit overload. If approved, the additional course section(s) will be added to the student's schedule by the Registrar's Office. The decision of the Vice President for Student Services is final.

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.

RichmondCC Computers and Networks

RichmondCC computers and networks should be used for educational purposes only. Pursuant to S.L. 2024-26 of the General Statutes: G.S. 143-805 students can be held liable for any attempt to view inappropriate content on RichmondCC computers and/or networks including, but not limited to using RichmondCC Wifi while on personal devices.

SL 2024-26 (HB 971) (ncleg.gov)

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.

Table of Contents

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.
8. Use of a virtual privacy network (VPN) or other anonymizing service, on or off campus, is not permitted when accessing RichmondCC provided services including but not limited to Email, Moodle, and Self Service.
9. Students will comply with each instructor's course policy regarding the use of artificial intelligence (AI), if applicable.
10. In accordance with North Carolina S.L. 2024-26 and G.S. 143-805, users are strictly prohibited from accessing, viewing, or distributing pornographic material using college-owned technology resources. Pornography is defined under North Carolina G.S. 14-190.13. Violation of this policy will result in disciplinary action, up to and including revocation of access privileges, suspension, or termination, as appropriate. Violations will be reported to the State of North Carolina Chief Information Officer.

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

Self Service

Self Service 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.

Table of Contents

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 (RichmondCC) 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's assigned advisor. The student's assigned advisor will contact the student to discuss services and support available at RichmondCC and ways to improve the student's grades.

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 and their advisor. To improve their GPA, a student on academic probation should retake courses where he/she has a D, F, NF, or WF. The student will be required to meet with his/her academic advisor to develop 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 Vice President of Student Services. The Vice President of Student Services will meet with the student concerning the appeal and render a decision. The decision of the Vice President will 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, NF, or WF, if those courses are available.

C. Re-enrollment after Academic Suspension

A student may re-enroll 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, NF, or WF to increase his/her GPA and will be limited to a reduced load of no more than nine (9) credit hours.

Note: Associate Degree Nursing, Medical Assisting, and Practical Nursing curriculum programs are also governed by their progression policies as outlined in the current student handbook.

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

Smoking/Tobacco Free Campus

Smoking and the use of tobacco products are NOT permitted in or on the grounds of RichmondCC facilities. This includes all buildings and college-owned land on the Hamlet campus, the Scotland County campus, the Robinette Building, and any other facilities where classes are

taught by RichmondCC personnel, regardless of the location. Smoking and the use of tobacco products is also NOT permitted in RichmondCC-owned vehicles. This also includes all classes taught by RCC personnel, regardless of the location.

Faculty and staff are asked to observe smoking and tobacco regulations as a courtesy and as a safety precaution.

Tobacco products are defined as all tobacco-derived or containing products, including but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, vaporized cigarettes (vapes, vaping), cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chewing, and snuff) and nasal tobacco (e.g. inhaled sprays or snuff). 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 use of tobacco inside a personally-owned vehicle.

Smoking will be allowed only outside the Cole Auditorium in a designated area by Auditorium event patrons.

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 Dr. Angie Adams, Dean of Arts and Sciences, at (910) 410-1857 or agadams@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.

Table of Contents

Special Credit

A student who does not wish to pursue a degree or diploma may enroll as a "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 Executive Vice President/Chief Academic Officer.) Proof of the prerequisite must be provided in the form of an official transcript from the institution that awarded the prerequisite credit. If the course prerequisite requires successful completion of a placement test, the placement test scores must be provided by the institution where the test was administered. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as "special credit students."

Special Provisions for Senior Citizens

When space is available, students at least 65 years of age as of the first day of the applicable course section may audit that course section without payment of any required tuition or registration fees. All policies and procedures of the Audit Policy apply equally to students auditing a course under the Special Provisions for Senior Citizens, except student auditing under the Special Provisions for Senior Citizens receive a grade of "SR" (senior audit) on their transcript.

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.

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 ensure every qualified student will have an opportunity to attend, regardless of financial ability. Students demonstrating eligibility receive a financial aid award composed of scholarships, grants and/or work-study. Application forms and additional information are available from the Financial Aid Office or online at www.RichmondCC.edu.

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 GI 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.

Recruiting Tactics for Service Member Enrollments

Richmond Community College refrains from high-pressure recruitment tactics such as multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

Military Service Member is defined as a member of the "uniformed services," consisting of the armed forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) and the Commissioned Corps of the Public Health Services.

Any violation of these guidelines or procedures by Richmond Community College staff or faculty will lead to disciplinary action.

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, official transcript of academic record for each college previously attended, and official military transcripts.
3. Enrollment Certification Worksheet

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, (6) dropped or withdrawn classes, and (7) special credit. 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. 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, non-completion courses, 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. Students using VA education benefits will adhere to Richmond Community College's Satisfactory Academic Progress policy to continue receiving VA education benefits.

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 the 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. The Satisfactory Academic Progress is reviewed at the end of each semester to determine whether the student has made the expected progress. Students should refer to the Satisfactory Progress Standards for Academic Warning, Probation, and Suspension Policy.

Payment of DVA Benefits

RichmondCC will allow GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend classes for up to 90 days from the date the beneficiary provides confirmation of benefits by submitting a certificate of eligibility or a valid VAF 28-1905. The certifying official may also verify eligibility for Chapter 33 beneficiaries by calling the VA. Chapter 33 and Chapter 31 beneficiaries are not penalized for late payments received from the VA. In the event payment is not confirmed from the VA, the student will be responsible for payment of all tuition and fees.

In-State Tuition

Veterans and dependents qualify for in-state residency after initial classification of out-of-state. Isakson and Roe section 1005, requires any beneficiaries residing in-state shall be charged in-state tuition regardless of when they were discharged from the military. This takes effect Aug. 1, 2021. Documentation showing military affiliation may be requested.

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.

Readmissions of Service Members

Richmond Community College acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Richmond Community College encourages such students to resume their education once a military

service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Richmond Community College will promptly readmit servicemembers who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to: (1) servicemembers who are unable to attend classes for more than 30 consecutive days; and (2) servicemembers who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the college.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

Notification

A student must provide oral or written notice of a uniformed service obligation to the college as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the college.

The student must also give oral or written notice of his/her intent to return to Richmond Community College within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy. The returning student may be required to provide supporting documentation.

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other servicemember education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If the college determines that a returning student is not prepared to resume the program or is unable to complete the program, the college must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the college, the college is not required to readmit the student.

Table of Contents

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, servicemembers who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

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. A Free Application for Federal Student Aid form must be submitted. Funds are given to students with financial need.

General Eligibility Requirements for Financial Aid

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

- submit the Free Application for Federal Student Aid online at www.studentaid.gov.
- be a U.S. citizen or eligible non-citizen
- be enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate. A financial aid award cannot be made until a student is accepted, but a student does 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.
- maintain satisfactory academic progress as outlined by the College policy.
- not be in default of a student loan and do not owe money on a federal student grant. .
- demonstrate financial need according to the specific requirements of each aid program.
- have a valid Social Security number.
- have a high school diploma or recognized equivalent, or has completed one of the ability-to benefit (ATB) alternatives.

North Carolina Guarantee Scholarship Grant

Recipients are selected based on the information provided by the student on the Free Application for Federal Student Aid. Students enrolled in at least six credit hours in the fall and or spring semester, be a North Carolina Resident and have an Expected Family Contribution (EFC) of 7,500 or less may qualify.

Satisfactory Academic Progress Policy for Financial Aid Recipients

A. Purpose

The purpose of financial aid at Richmond Community College (RichmondCC) is to supplement the resources of the student and the family. Richmond Community College (RichmondCC) makes every effort to ensure that every student will have an opportunity to attend, regardless of financial ability. However, students have a 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 certificate, diploma or degree requires that a student earn a cumulative grade point average (GPA) of 2.00 on all hours completed.

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, and veteran benefits. Students must maintain satisfactory academic progress before financial aid can be awarded. The Financial Aid Office will evaluate the student's entire academic record in determining the student's compliance regardless of the age of the record or whether or not aid was received. Certain special awards, i.e., academic scholarships, may require higher academic achievement than the standard policy.

B. Policy Statement

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

1. **Qualitative Standard** – The minimum cumulative grade point average (GPA) requirement a student must maintain to receive and/or continue receiving financial aid assistance is 2.0
2. **Quantitative Standard** - Students must make progress toward their degree or diploma by successfully completing a minimum percentage of coursework attempted. Successful completion is defined as completion of at least 67 percent of the total hours attempted. 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, IE. U, X, W, WP, WE and WF are not considered as successfully completed. All courses taken for credit in which a student is enrolled after the official tuition refund period has ended are counted as attempted hours and are shown on the academic transcript. Courses resulting in final grades of AU, AP, AR, SR and NA are not considered as attempted or earned hours.
3. **Quantative Standard Maximum Timeframe** - Students must complete their educational program of study in a timeframe not to exceed 150 percent of the published length of program. 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 97 credit hours attempted). All hours attempted at Richmond Community College and hours transferred from other post secondary institutions, regardless of when they were attempted, are counted toward the maximum timeframe for program completion. An additional 30 credit hours may be allowed for required remedial coursework.

C. Eligibility Status

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

Warning: A student whose cumulative grade point average is below 2.00 and/or has not completed 67 percent of his cumulative attempted credit hours will be placed on financial aid warning the following semester of enrollment. A warning period allows a 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, the student remains eligible for 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 is below the required 67 percent completion of attempted credit hours, the student's financial

aid will be terminated. Also, students who cannot complete their program of study by the 150percent maximum timeframe 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. Students whose appeals have been approved will be placed on financial aid probation for the next semester of enrollment. While on probation, the student must earn a minimum 2.00 GPA and earn passing credits in 100 percent of the attempted classes. 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.

D. 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. **Withdrawal Emergency (WE)** – A grade of WE is a withdrawal due to a COVID related emergency. This withdrawal must occur before the 90 percent date as a recorded on the Academic Calendar. The "WE" grade will not be used to compute hours earned or to compute the student's grade point average; however, it will count as attempted hours.
4. **Student Initiated Withdrawal After 75% Point (WF)** – A student who officially withdraws from a course(s) after the 75 percent 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.
5. **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 the program within the maximum timeframe.
6. **Instructor Initiated Withdrawal After the 75% Point of the term (WP or WF)** – If an instructor has an attendance policy, and if a student violates the instructor's 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.

Table of Contents

7. **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. The grade of "NF" (Non-completion Failure) 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 a course period. These grades will negatively impact the student's ability to maintain compliance with the SAP standards.
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 request to the Financial Aid Office when the coursework has been completed. The Satisfactory Academic Progress Appeal Form is available on the Richmond Community College website.
9. **Grade or "Incomplete Emergency" (IE)** - A grade of IE is an incomplete grade that is COVID related. It 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 IE grades 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 request to the Financial Aid Office when the coursework has been completed. The Satisfactory Academic Progress Form is avalable on the Richmond Community College website.
10. **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.**
11. **Course Repeats** - Students may be allowed to repeat a course in accordance with the policy outlined in the Student Handbook. For financial aid purposes, all hours attempted and/or completed are included in the calculation of SAP.
12. **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.
13. **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.
14. **Transfer Credit** - Transfer credit hours are included in the calculation of SAP.
15. **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.
16. **Program of Study** – If a student is enrolled in courses that do not count toward their degree they cannot be used to determine enrollment status unless they are courses that a student is required to take based on placement testing. This means that courses taken that do not fulfill a requirement on the program evaluation will not be covered by Title IV funds. They will, however, be counted in the qualitative and quantitative standards.

Table of Contents

17. **Change of Majors** – Students who change their major are still responsible for maintaining satisfactory academic progress in accordance with the procedures as outlined. A review of satisfactory academic progress will be based on the student's current active and primary program of study. A student changing from an associate program into a diploma or certificate program may lose federal and state eligibility immediately upon making the change. Academic progress is calculated on the student's active program. *Special note: It is always in the best interest of the student to contact the financial aid office before changing programs and/or withdrawing from any courses.*
18. **Summer Session** – Credit hours attempted and earned during the summer session are included in the calculation of SAP, just as for any other term of study.

E. Monitoring and Notification Process

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

To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each semester or period of enrollment. Once the student is determined to be ineligible for financial aid, the student will be notified that he/she 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/she is determined to be ineligible at that time for aid and the student will be terminated from the financial aid programs. The student will notified that financial aid eligibility has been terminated. This notification will also appear on the student's Self Service Account.

F. Regaining Satisfactory Academic Progress

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

Financial Aid Appeals Process Qualitative and Quantitative Standard

A student who has become ineligible for financial aid due to lack of satisfactory grade point average or percentage of credit hours completed, may appeal his/her status to the Financial Aid Office . 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/her from successfully completing his classes.

Appeals must be made in writing along with a Financial Aid Satisfactory Academic Progress Appeal Form. This form may be found on the RichmondCC website or in the Financial Aid Office. 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 and students will be notified of the decision rendered. The decision will also be seen on Self Service. The decision of the Financial Aid Office is final.

Table of Contents

Maximum Timeframe (150%)

Students who exceed the maximum allowable timeframe to complete a program of study must provide a Graduation Plan. The student will submit the Graduation Plan along with the Maximim Timeframe Appeal Form to the Financial Aid Office. This form may be found on the RichmondCC website or in the Financial Aid Office. Included in the appeal should be a description of the circumstances which caused the student not to meet the maximum timeframe standard. In addition, the student should describe how those circumstances have changed in order for them to successfully meet the conditions for progress. All appeals, along with any supporting documentation, must be submitted to the Financial Aid Office and students will be notified of the decision rendered. The decision will also be available on Self Service. The decision of the Financial Aid Office is 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.

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, FWS). 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 form, a 1040, a written statement verifying untaxed income, and/or statement of educational purpose. 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.

Payment of Awards

Financial aid funds (with the exemption of Federal Work-Study) are distributed to students by directly crediting their Accounts Receivable. Any remaining funds after charges have been deducted will be paid directly to the student. Funds will be mailed to the student's address on file with the Registrar's Office according to a set schedule(availble on our website). Federal Work-Study 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 third day of each month. Students are paid 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/she is expected to attend those classes. If he decides to change his schedule or not to attend RichmondCC, he must see an advisor or counselor 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.

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 may 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).

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. 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.

Scholarships

Scholarships vary in amount and availability. Interested students may see more information and apply on the RichmondCC website.

A complete list of available scholarships is shown on Appendix A – List of Scholarships.

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.

Student Orientation

Starting college is a big step — and we're here to make sure you start off strong! Whether you're fresh out of high school, returning to school, or transferring in, orientation is one of the most important parts of your journey at RichmondCC.

Orientation is more than just a campus tour. It's your opportunity to:

- Learn how to navigate your classes, both in-person and online
- Understand financial aid, billing, and student resources
- Meet your support team — advisors, tutors, and campus staff
- Discover tools for success, including Moodle, student email, and Starfish
- Build confidence by getting your questions answered before classes begin

Students who attend orientation are more likely to stay on track and succeed — and we want that for you!

Student Orientations are held both in-person and online. Reach out to the Student Services Office at (910) 410-1700 or orientation@richmondcc.edu.

Student Records

The Office of the Registrar maintains all student records. 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.

Continuing Education records are maintained following the same guidelines.

Access to and Release of Student Records (FERPA)

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."

Regarding the education records of students under the age of 18, each minor student will complete a form prior to registering for a class at Richmond Community College acknowledging their education record shall be provided to their parent if the parent claims the student as a dependent for federal tax purposes. Also, to the extent allowed under FERPA, the education records of the minor student shall be provided to the school administrators and school counselors at the school if the student is dually enrolled. The only individuals or agencies authorized to see a student's record, other than the parent of a minor student and 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 of students 18 and older and outside agencies only with the written consent of the student.

Table of Contents

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 or parent of a minor student may also view the records by submitting a written request to the Vice President of Student Services or Registrar. An appointment will be made with one of the counselors, the Registrar, or the Vice President of Student Services to review the record within 15 days. Every effort will be made to expedite the request. 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.
- Student recruiting information as it relates to compliance with the Solomon Amendment (*Name, address, phone number, year of birth, level of education, and program of study)*

The College may disclose any of the above "Directory Information" items without prior written consent. Requests for Directory Information must be made to the Registrar's Office. Any student who does not wish any or all of this information to be released must give written notification to the Vice President of 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.

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.

Textbooks

Most textbooks are provided by digital course materials and OER (open educational resources) course materials available in Moodle at the start of each class. Digital book cost is $90 per book/courseware. Some courses may still require a printed textbook and other courseware

materials that are not part of the digital pricing program, but in either case, all required textbook charges will be added to a student's tuition statement and shall be paid prior to the start of class.

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 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 $30.00 for students enrolled 12 or more semester credit hours, $23.00 for students enrolled less than 12 semester credit hours, and no fee for summer semesters. This fee covers admission to student activities. Students who enroll in classes that have a clinical component are required to purchase or show evidence of having professional liability insurance prior to enrollment. There is a $26.00 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.

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)	$30.00
Part-Time (1 - 11 hours)	$23.00

Table of Contents

Technology Fee (all students)	$26.00
Technology Fee (All CCP Students)	$10.00
CAPS Fee (Campus Access, Parking, & Security)	$10.00
Student Malpractice Insurance:	$13.00
For Medical Assisting, Nursing, and Nursing Assistant Clinical, and for Co-op students	
Pre-Admissions Test Fee	$ 5.00
ID Replacement	$ 5.00
Parking Permit Replacement	$ 5.00
Placement Retest Fee (Per Section)	$ 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 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._

How to Pay for Curriculum Tuition

Students can make tuition payments to RichmondCC online using our Self-Service program. Be sure to read through the helpful **How to Make a Payment Guide** before you get started.

At RichmondCC, we understand the financial burden that college can be for many families. Our Business Office is willing to work with you on a Payment Plan. Please call (910) 410-1801 to set up a **Payment Plan**.

Continuing Education Tuition and Fees

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

ACTIVITY & LIABILITY FEE CHARGES

Student Activity Fee	$30.00
Technology Fee	$ 5.00
CAPS Fee (Campus Access, Parking, & Security)	$10.00

Table of Contents

Student Malpractice Insurance:	$13.00
For Allied Health (NA, Phlebotomy, Pharm. Tech., etc.)	
For EMT, Paramedic, BLET	
Pre-Admissions Test Fee	$ 5.00
ID Replacement	$ 5.00
Parking Permit Replacement	$ 5.00
Placement Retest Fee (Per Section)	$ 5.00

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

The approximate costs for the BLET program are provided below:

Registration Fee: $180.00 (can be waived with sponsorship letter from approved Law Enforcement agency)
BLET Lab Fees: $1,142.00
Insurance: $13.00
Student Fee: $45.00
Uniforms and books will be purchased by the student or agency prior to the start of class.
TOTAL $1,380.00

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.

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

drops a class 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 drops a class on or before the census 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 date of that section. A 75% refund shall be made if the student officially drops the class on or before the census date.

For continuing education classes, a 75% tuition refund shall be made if the student officially withdraws from the class on or before the census date. Specific course fees are not refundable unless the student officially withdraws at least 5 business days prior to the start of the class.

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

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

Excused Absences and Tuition Refund for Military Service

In the event a student who is in the United States Armed Forces or National Guard has received temporary or permanent re-assignment as a result of military operations or State active duty during an academic term, RichmondCC shall grant excused absences, upon request of the student, for the period of time the student is on active duty.

If desired, the student shall receive the opportunity to make up any tests or other work missed during the excused absences and, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty. The student shall also have the opportunity to receive a grade of incomplete (I) for the course(s) missed due to active-duty assignment. However, the student must complete the course requirements within the period of time specified by the college to avoid receiving a failing grade for the course.

Upon request of the student, RichmondCC may remove the student from course(s) without penalty and grant a full refund of tuition and fees if the student is not able to complete the course(s) missed due to active-duty assignment. To every extent possible, RichmondCC will assist students in coordinating with the bookstore for potential refunds on textbooks.

Transcript Requests

An official record of curriculum academic credit earned at RichmondCC will be issued upon the completion of the college's transcript request procedures and applicable payment. The Registrar's office requires one full business day notice of the written request unless the request is processed as on demand. Transcripts issued through a written transcript request can be received by mail or picked up. An electronic transcript request is also available through the National Student Clearinghouse. These requests are typically processed the same day. Transcripts issued through the electronic transcript request can be received digitally, by mail or picked up. During registration, schedule adjustment, and end of semester grading, processing of transcripts may be delayed. RichmondCC does not fax or email transcripts. Unofficial transcripts for currently enrolled students may be printed from Self-Service. 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. Vouchers can't be used for electronic requests.

Transferring to Another College

RichmondCC received community college status in July 1987 and offers college transfer degrees. 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. The Registrar's office requires one full business day's notice of the written request unless the request is processed as on demand.

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.

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.

Unlawful Harassment & Discrimination (TITLE IX)

As a recipient of federal funds, Richmond Community College ("RichmondCC" 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/gender or sexual orientation or gender identity or expression in educational programs, activities, admission, and employment. The College does not discriminate on the basis of sex or sexual orientation or gender identity or expression in its education programs or activities and follows all guidelines provided by the U.S. Department of Education's Office for Civil Rights. Inquiries concerning the application of Title IX may be referred to one of Richmond Community College's Title IX Coordinators or to the U.S. Department of Education's Office for Civil Rights.

Policy Statements and Overview of Procedures

1. RichmondCC is committed to providing an educational environment free from discrimination based on sex/gender or sexual orientation or gender identity or expression.
1. RichmondCC's commitment to preventing and addressing instances of sex-based discrimination, harassment, and misconduct can be found in the Unlawful Harassment & Discrimination Procedures on the College's website. The Richmond Community College's Unlawful Harassment & Discrimination Procedures apply to the conduct of, and protection of:
    a. College students and applicants for admissions into the College
    b. College employees and applicants for employment
    c. College student organizations
    d. Third parties participating in a College education program or activity.

Legal References

1. Title VI and VII of the Civil Rights Act of 1964
2. The Americans with Disabilities Act of 1990
3. Section 504 of the Rehabilitations Act of 1973
4. The Age Discrimination in Employment Act of 1967
5. Equal Pay Act of 1963
6. Title II of the Genetic information Nondiscrimination Act of 2008
7. Title IX of the Higher Education Amendments of 1972
8. Lily Ledbetter Act
9. NC Equal Employment Practices Act
10. NC Retaliatory Employment Discrimination Act
11. Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990
12. Campus Sexual Assault Victim's Bill of Rights of 1992
13. Violence Against Women Act of 1994
14. Campus Sexual Violence Elimination Act of 2013
15. Pregnant Workers Fairness At of 2023

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

Title IX Coordinator, Employees:
Karen Bostick, HR Director
DeWitt Building, Office #202
Phone: 910-410-1804
Email: krbostick@RichmondCC.edu

Vaccination Policy

Richmond Community College complies with the Higher Education Act by disclosing that the college is exempt from requiring students to provide a certification of immunizations for admission to the college as noted in NC General Statue 130A-155.1. However, students enrolled in selected programs may be required to submit proof of current immunization due to clinical and laboratory assignments.

Table of Contents

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. Students enrolled in RichmondCC accept college policies and procedures and are responsible for learning these rights and responsibilities. All College employees that deal directly with students need to be familiar with RichmondCC policies and procedures as well. In addition, RichmondCC faculty and staff shall strive to protect academic integrity, students' rights and the reputation of the College.

Rights

1. The right to the opportunity for an education free from discrimination. This affords them the right to freely study and discuss various ideas in a courteous manner inside and outside the classroom.
2. The right to participate in any club or organization chartered or recognized by RichmondCC regardless of race, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation. Early College students must have permission of their respective Principal to join college clubs as a delegate or an officer.
3. The right to inquire about and know all RichmondCC rules, regulations, and policies by which students are governed, and those which the College is to abide.
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 advocate 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 expect a safe environment that ensures continuity of the educational process.
8. The right to confidentiality of educational records and the right to review official records consistent with 20 USC & 1232g; 34CFR Part 99.
9. The right to file a grievance against college staff, faculty and/or college peers.

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.

Table of Contents

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.

Violations may result in charges and/or hearings.

Expected Classroom Behavior/Conduct

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. To create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. 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, regardless of course delivery method.

The following guidelines are set for student classroom conduct and behavior to ensure that the collegiate environment is not compromised, These guidelines are applicable to all RichmondCC students and should be followed mutually with the Student Code of Conduct set forth herein.

1. Attendance – Students 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 students 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. 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, after class, or during posted office hours.
5. Other Activities: You may not work on other activities while in class. This includes homework for other courses or other personal activities.
6. Any violation of the Student Code of Conduct.

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. Instructors have the following authority and responsibility as it pertains to student classroom behavior and conduct:

1. The instructor has the authority, at their discretion, to warn a student against violating the Student Code of Conduct.
2. The instructor has the authority to dismiss a student from a single class date and/or activity for the duration of that specific class or activity and remove any element that

disrupts the educational environment or interferes with the rights of other members to learn.

3. The instructor has an obligation to make students aware of rules for the class and to inform students if they are violating any class rules.
4. The instructor has authority to address classroom behavior issues with students directly and has the authority, if deemed necessary, to refer students to speak with counselors as a preventative measure.
5. The instructor must document all student issues as it relates to classroom conduct and behavior and Student Code of Conduct addressed. This documentation must be noted in the student record in our Student Advising Software (SAS).
6. The instructor can elevate a student issue to be considered for potential disciplinary action to the Vice President of Student Services by following the disciplinary procedures set forth herein.
7. If an instructor refers a student for disciplinary action that is registered for a program that requires course specific standards and policies to be signed by the student, these must be provided to the Vice President of Student Services.
8. Also, if an additional student(s) has voiced a legitimate complaint about another student, that complaint must be put in writing and provided to the Vice President of Student Services. However, at no time should student(s) that has otherwise not complained be encouraged to craft a written complaint against another student in an effort to build additional evidence.
9. The instructor can recommend to the Vice President of Student Services that a student be dismissed from a course and provide evidence that supports this recommendation.
10. The instructor does not have the authority to dismiss a student completely from a course or program of study unless specific program policies have been approved by the Board of Trustees. That responsibility lies with the Vice President of Student Services as part of the disciplinary procedures set forth herein.

Student Code of Conduct

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.

When a violation of the Student Code of Conduct occurs, RichmondCC reserves the right, in the interest of all its students, to impose an appropriate sanction as set forth herein. Sanctions may include a reprimand, probation, suspension, or expulsion. The College may also demand restitution for damages or impose other appropriate sanctions.

College students have a legal and moral right to know the specific areas of prohibited conduct and to be judged as to charges or commission of such conduct by a fair and impartial hearing.

RichmondCC is committed to providing due process and protecting the rights of its students. All regulations concerning the conduct of students and sanctions for violations are based on the principle of equal treatment without regard to race, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation. Students charged with a violation of the Student Code of Conduct have the right to a fair and impartial hearing as outlined in the Charges, Hearings, and Appeals Policy.

Table of Contents

Set forth below are RichmondCC regulations prohibiting certain types of student conduct and constitute offenses against the college community. These regulations are applicable to all RichmondCC students.

1. **Violations of Expected Classroom Behavior/Conduct:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not following generally accepted standards of conduct.
2. **Classroom 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.
3. **Campus Internet/Wi-Fi:** Not using appropriate online etiquette while using any RichmondCC computer and while using RichmondCC's Wi-Fi on personally owned devices.
4. **College Computers/Electronic Equipment/College Systems:** The use or attempted use of any malicious device to download malicious software and/or malware. This includes but is not limited to College computers, electronic equipment, and College systems.
5. **Sleep:** Do not sleep in class, student common areas, the library, or Academic Success Center.
6. **Disrespect/Attitude:** You are expected to maintain a civil attitude in class and on campus. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students on College premises or at College sponsored or College supervised functions.
7. **Profanity and Offensive Language:** You may not use profanity or offensive language on College premises or at College sponsored or College supervised functions.
8. **Cell phones and electronic devices:** Unauthorized use of cellphones, smart watches, and other electronic devices are prohibited. You may not receive or send telephone calls and/or text messages where use is directly prohibited such as but not limited to class, library, and Academic Success Center, etc.
9. **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 ensure 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.
10. **Food and Drink:** You may not have food or drink in unauthorized areas.
11. **Tobacco/Vape Products:** All RichmondCC Campuses are tobacco free. Smoking and or using any form of tobacco products, this includes, but not limited to, e-cigarettes, and vapes are prohibited on the College premises. While parking lots are considered tobacco-free, this policy will not restrict a person's tobacco/vape product use inside a personally owned vehicle.
12. **Animals/Pets on Campus:** Animals may not be brought onto 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 and/or student bringing the animal on campus qualifies and has an accommodation plan on file 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.
e. Anyone with questions regarding this policy should see the Vice President of Student Services.

13. **Appearance:** Students must follow the RichmondCC dress code policy at all times on College premises and College sponsored or supervised events. This includes not wearing any items that may pose a safety or security risk or that may distract others or disrupt the learning environment. The following items are not allowed:
    - Any attire that allows undergarments to be visible.
    - Any attire or accessories that are derogatory or offensive to others or that promote violence, gangs, or drugs.

    Specific programs may have additional dress code requirements. If a student is found in violation of the above dress code and can correct the garment error immediately, the student will be allowed to remain in class. Otherwise, the student will be sent home to correct the garment error. Repeatedly failing to comply with the dress code will result in the student being referred to the Discipline Committee.
14. **Disruptions:** Disruptions or obstructions 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 premise.
15. **Harmful Assembly:** Participating in or conducting assembly, demonstration or gathering which threatens, is harmful, or causes injury to person or property, or is obstructive to the educational functions of RichmondCC on the College premises or at College sponsored or College supervised events. Remaining at the scene of such an assembly after being asked to leave by a representative of the College may result in disciplinary action.
16. **Parking Lot/Loitering:** Loitering and playing loud music is not allowed in the parking area. Blocking the flow of traffic or parking outside designated parking areas will not be allowed. Noise, both inside and outside of buildings, should be kept to a minimum.
17. **Gambling:** Gambling in any form is not allowed on any RichmondCC campus.
18. **Acts of Dishonesty:** Including, but not limited to the following:
    a. Furnishing false information to any college official, faculty member or office.
    b. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
    c. Tampering with the election of any college recognized student organization.
    d. Academic dishonesty, which includes cheating, fabrication, falsification, multiple submission, plagiarism, abuse of academic material, and complicity in academic dishonesty.
19. **Failure to Comply:** Failure to comply with direction 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.

20. **Disorderly Conduct:** 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.
21. **Unauthorized Possession:** Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises. This includes but is not limited to occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with customary or authorized use.
22. **Abuse:** Physical abuse, mental abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person on College premises or at College supervised functions.
23. **Theft/Property Damage:** Attempted or actual theft of, misuse of, and/or damage to property of the college or property of a member of the college community or other personal or public property on College premises or at College supervised functions.
24. **Hazing:** 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.
25. **Drugs:** Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
26. **Alcohol:** Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations; or public intoxication.
27. **Weapons:** Illegal or unauthorized possession of and/or use of firearms, explosives, other weapons, or dangerous chemicals on College premises or at College supervised functions.
28. **Disciplinary Decisions:** 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.
    f. Disclosing publicly any evidence or information provided during a disciplinary committee.
29. **Fiscal Irresponsibility:** Fiscal irresponsibility such as failure to pay college levied fines or the passing of worthless checks to College officials.
30. **Trespassing:** Trespass which includes unauthorized entry or presence on the property of the College or in a College facility or any portion thereof which entry or presence has been restricted.
31. **Harassment:** Violation of Title IX, which includes but is not limited to sexual harassment, unlawful harassment, and discrimination of fellow students and/or RichmondCC personnel. See Title IX Policy.
32. **Assault:** Students may not assault or threaten to assault another person for any reason whatsoever. Assault may include a demonstration of force, unlawful physical touching, or striking.
33. **Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Student Conduct of Conduct against another person is strictly prohibited. Retaliation

includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, acts of vengeance or harassment. Retaliation is a serious violation and should be reported immediately.

34. **Use of Social Media**: Students should obey social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breech privacy, discriminate, or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on RichmondCC social media platforms will be deleted immediately and may result in having access to the site blocked permanently.
35. **Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another student or College personnel or that person's child, sibling, spouse, or dependent or willfully threaten to damage the property of another.
36. **Health Safety:** Any act that poses or appears to pose a safety threat or risk to oneself, other students, or College personnel.
37. **College Policies:** Violation of College policies, rules, or regulations.
38. **Federal, State, Local Laws:** Violation of federal, state, or local laws on College premises or at a College sponsored function.

Sanctions

If a student is found responsible for violating any of the above offenses, the following sanction or sanctions may be imposed:

1. Reprimand – a severe or formal written warning.
2. Restitution – repayment of damages.
3. Probation – behavior while at RichmondCC will be under close supervision of the Vice President of Student Services for a specific amount of time. Student will be allowed to stay in College as long as appropriate behavior is observed.
4. Referral – must meet with or attend a College service or community service as directed.
5. Removal – removed from a program of study or class.
6. Suspension – not being allowed to return to RichmondCC for a specified amount of time.
7. Expulsion – not being allowed to return to RichmondCC indefinitely.
8. Other appropriate sanctions with presidential approval.

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, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation.

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*
Amended: June 6, 2017. Effective: Fall Semester 2017
Amended: June 5, 2018. Effective: Fall Semester 2018
Amended: June 1, 2021. Effective Fall Semester 2021
Amended: June 7, 2022. Effective Fall Semester 2022

Table of Contents

Amended: August 6, 2024. Effective Fall Semester 2024

Procedures for Charges, Hearings, and Appeals

RichmondCC STUDENTS

Any student or College employee may initiate a disciplinary action against any student observed violating regulations of the College on campus or at any officially sponsored College function away from campus. Such an allegation must be submitted in writing to the Vice President of Student Services.

Charges

Upon receipt of the written allegation(s) and supporting evidence, the Vice President of Student Services shall investigate the violation. The Vice President of Student Services may temporarily suspend a student 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 others. The Vice President of Student Services shall notify the student in writing, or by other means deemed most appropriate, of the reasons for the interim suspension.

At the conclusion of the investigation, the Vice President of Student Services shall notify the student by means deemed most appropriate and schedule an appointment with the student.

The student will have an opportunity to explain why their 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 others. The student may have a counselor or advisor serve as an advocate and to provide support during the meeting process. Parents of high school students attending RichmondCC may attend the meeting.

Based upon the results of the meeting with the student, the Vice President of Student Services may decide to:

- Dismiss the charges.
- Impose a sanction consistent with the nature of the violation.
- Require the student to appear before the Discipline Committee.

If the investigation results in a sanction other than permanent removal from a class or the College, the student and the Vice President of Student Services will sign a time-specific agreement with a copy provided to the student and any other involved RichmondCC personnel.

The time-specific agreement will include:

- The regulation investigated and determined violated by the student.
- The proposed sanction by the Vice President of Student Services.
- The time, place, and date of the meeting.
- The recommendations/requirements by the Vice President of Student Services for student to continue in a productive manner. i.e., Counseling Services, etc.

Table of Contents

If the student cannot be reached to schedule an appointment with the Vice President of Student Services or refuses to cooperate, the Vice President will send an email to the student's College email and a certified letter to the student's last known address. The letter will provide the student with a list of charges, the Vice President's decision, and instructions governing the appeal process.

If the sanction presented is removal from a class, program of study, or the College, the Vice President of Student Services will expedite the disciplinary hearing procedure, with hearing being scheduled within seven (7) business days of notification to the student, as set forth herein. The student may not be able to attend class(s) until a decision by the disciplinary committee has been made and written notice shall be provided to the student.

The written notice shall contain the following:

1. The regulation alleged to have been violated by the student.
2. The proposed sanction by the Vice President of Student Services.
3. The time, place, and date of the hearing.
4. That the student may present evidence and witnesses in his/her defense.
5. That the student may be represented by counsel at his/her expense.
6. The hearing will be recorded, and the student may request a copy of the recording.
7. Documentation of evidence will be provided to student at least 24 hours prior to the hearing.

If the student receives a sanction from the Vice President of Student Services and disagrees, he/she can request a hearing before the Discipline Committee.

In order to expedite the process and lessen missed class time, the disciplinary hearing will not be postponed due to scheduling conflicts of witnesses or legal counsel.

Appeal Procedure of the Vice President of Student Services Decision

The student has the right to appeal the decision of the Vice President of Student Services that he/she disagrees with by requesting an appeal hearing before the Discipline Committee.

This appeal request must be in writing to the Vice President of Student Services within 3 days of the date of the initial written decision of the Vice President of Student Services.

Discipline Committee

1. The purpose of the Discipline Committee is to conduct a disciplinary hearing for students who have allegedly violated offenses of the Student Code of Conduct and to provide students an opportunity for a hearing when they feel they have been unfairly sanctioned by the Vice President of Student Services.
2. The Discipline Committee shall be composed of at least three (3) college employees, one of whom must be a faculty member, and at least two (2) adult students. The Committee is appointed by the Executive Vice President, based on recommendations from the Vice President of Student Services.
3. The Discipline Committee is empowered to uphold the disciplinary action or modify the discipline ranging from no action to permanent expulsion from the College. If the committee chooses to lower the disciplinary action imposed by the Vice President of Student Services, the committee may do so. The student may appeal the committee's decision to the President of the College.

Discipline Hearing Procedures

1. The Vice President of Student Services will notify the student of the date and time of the hearing. The student's written summary and case information will be forwarded to the Executive Vice President. Whenever possible, at least three (3) business days will be allotted for preparation between the time of notification of the student and the hearing date. Unless unusual circumstances exist, the hearing should be held within seven (7) business days of the submission of the appeal.
2. The student may be represented by legal counsel at his/her expense. The student may also have a college counselor or faculty advisor serve as an advocate during the hearing process. Parents of minor students may attend the hearing.
3. The hearing will be conducted by the Executive Vice President in an orderly, fair, and thorough manner. A member of the leadership team may be appointed to represent the College's interest at the hearing. All questions and responses are expected to be provided respectfully by all parties. Any disruptions to the proceedings will result in the removal of the offending party from the hearing. Only those persons, whose presence is required, as determined by the Discipline Committee, will be permitted to attend. If cause for discipline is related to a program or classroom issue, the Academic Dean and the involved faculty member should be available to the Discipline Committee as witnesses and/or to present their case.
4. If a student fails to appear in person or remotely before the Discipline Committee and fails to notify the Vice President of Student Services, he/she forfeits his/her right to the hearing and will not be allowed to re-enroll until the disciplinary matter is resolved. If there are mitigating circumstances for missing the hearing, as determined by the Vice President of Student Services, the hearing will be rescheduled. The Discipline Committee shall render a decision based solely on the facts presented at the hearing. The Vice President chairing the hearing provides the appropriate sanction.
5. Any witness asked to testify at the hearing is expected to do so. It is expected that all statements made to the Discipline Committee will be true. Students giving false statements may be subject to discipline in accordance with these rules. A student may have up to two (2) character witnesses testify at a hearing. The Committee, the Executive Vice President, and the student charged may ask the witnesses questions.

Appeal to the President

If the student is found responsible, an automatic appeal is scheduled with the President. Unless, the student opts out by accepting the decision. The student will be permitted to speak on his/her behalf. The decision of the President will be final.

Presidential Designee

In the event of a conflict or absence of the assigned Vice President, the President may appoint another member of the leadership team to chair the hearing.

Chapter Three - Academic Support Services

Table of Contents

Academic Success Center

The Academic Success Center offers a large computer lab with multiple printers for student use and private study rooms with computers and whiteboards. The ASC organizes free tutoring to all RichmondCC students who are experiencing academic difficulty. Coordinators provide appropriate tutors and necessary study materials. Instruction is free, and there is no charge for the materials, reference guides, or tutors used by the students in the center. For more information go to http://richmondcc.edu/student-services/tutoring-services

Library

The RichmondCC Library https://library.richmondcc.edu/home, located in the Conder building, is a grand place where RichmondCC's book collection lives. For those that love reading and collecting literature, a library can be a magical place of imagination. It's a great place to find volumes on almost every imaginable topic.
If you are new to college or are coming back, here is a **Top 10** list of what the library can do to help support you in your college classes and coursework:

- Reserve Materials
- Study Spaces
- Internet Access
- Hole Punchers
- Credible Information
- Books!!!
- Movies
- Foreign sources of information
- Information Operatives (a.k.a. Librarians)
- And, the #1 reason you should use the library… Librarians actually ENJOY tracking down information and want to help you with your information needs!

Math Lab

The Math Lab has friendly, knowledgeable tutors who can help with questions from basic arithmetic up through calculus and differential equations. Students of all ability levels are welcome. The Math Lab is a free service; no appointment is necessary. Math tutors are available during lab hours to answer questions and give help on a one-on-one basis to currently enrolled students. The Math Lab provides a variety of resources, including practice tests, formula handouts, videos, and other useful information. For more information go to http://richmondcc.edu/math-lab

RichmondCC's Quality Enhancement Plan (QEP)

Richmond Community College's **Quality Enhancement Plan (QEP)** is entitled ***Getting Prepared for Success (GPS)***. The QEP is designed to assist each student in developing an individual success plan through career exploration, adaptive advising, connecting with employers, and utilizing avenues to senior institutions of higher learning. This plan will foster a campus-wide culture that recognizes the importance of career advising and the critical role it plays in student success, not only in terms of achieving an academic credential, but enjoying a rewarding and fulfilling career.

The QEP is designed not only to implement changes in student career advisement, but to assess the impact these changes have on the following goals:

- **Increase** first-year new student retention and second-year progression rates
- **Increase** the number of students having a completed Career Plan
- **Increase** the number of apprenticeships and internships
- **Increase** the number of students receiving job offers from an employer or acceptance letters from senior institutions before they graduate

As each student defines his or her success with a Career Plan, the College believes the QEP will have a positive impact on student retention and achievement of academic and career goals.

RichmondCC's QEP topic is a result of its on-going institutional planning, evaluation, and research, as well as a review of empirical data and existing literature. The plan includes design and implementation components, along with formative and summative assessment methods. The QEP also has broad-based support from internal and external institutional stakeholders.

Questions about the QEP? Contact **Heath Milligan, QEP Director.**

Test Proctoring Service

The Academic Success Center provides free test proctoring to the students of RichmondCC. Students from universities that have signed articulation agreements with RichmondCC are offered free test proctoring as well. Those students who are neither may schedule test proctoring for a $25 fee (per exam) paid to the business office before testing. Appointments are made via the online scheduling system at http://richmondcc.edu/proctor-scheduling, and students must have a valid student ID when they arrive for their testing appointment. The Academic Success Center ensures the integrity and security of each exam through identification verification and direct supervision in a secure environment. Test proctors monitor students through the entirety of each assessment.

Tutoring

At Richmond Community College, we offer free tutoring services for our students through the Academic Success Center located on the Hamlet and Scotland County campuses. Students can receive personal, one-on-one tutoring or join in small group sessions. For more information go to https://richmondcc.edu/student-services/tutoring-services

Upswing

Upswing is an online tutorial service that provides access to 24/7 academic support for all RichmondCC students at https://richmondcc.upswing.io using their self-service login. Through Upswing's online platform, students can connect with a network of live, in-person academic coaches in all subjects and courses offered at RichmondCC who can provide academic support at times when the college's tutors may be unavailable, such as nights or weekends. Students can connect with tutors who are immediately available or schedule a future tutoring session. Students can get help with classes at times that best suit their schedules. There is no cost for students to use this online service.

Writing Center

The Writing Center provides professional tutors in a comfortable environment to help RichmondCC students with any course involving a written or oral component. This valuable consultation service is completely free by appointment or walk-in if tutors are scheduled and available. For hours of operation and more information, visit the Richmond CC website. If a

student needs help with a paper or video upload assistance and cannot make it to campus, they can upload their work to the Writing Center paper portal online to receive guidance and feedback. A direct link to the online paper portal: https://forms.office.com/pages/responsepage.aspx?id=55Kxv1s2G024Vo10N4cZ_3_vqYe_i9VEjOMHKPY24y5URVhLR0IzUlFITTI2TkswSFRXRktVMkNYRy4u

Table of Contents

Chapter Four - Instruction

Table of Contents

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 6 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 3.50 and earn no letter grade lower than a "B" while carrying 6 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.

Service Learning and Academic Honors

Service Learning

Faculty at Richmond Community College have the option of including a service-learning component in their course. The service-learning component of a class will give students enrolled in that course the opportunity to complete additional coursework and community service to receive a service-learning component for that course. Successful completion of a service-learning component in a course will be listed beside that course in the student's official transcript. All classes that will offer service learning must be approved by the Executive Vice President/Chief Academic Officer. Students taking a class that offers a service-learning component must complete the Service Learning Agreement and submit it to their instructor by the date noted in the class Instructor Course Requirements. The minimum requirements for completion of a Service-Learning component at Richmond Community College will include:

- 10 hours of community service performed in addition to the normal class requirements
- Complete a course-approved reflection that connects the community service to the course Student Learning Outcomes
- If a student is on academic probation, they must receive written permission from their advisor to participate in a service-learning project.

Individual instructors may have additional requirements for successful completion of a service-learning component in their class. Any additional requirements will be noted in the Instructor Course Requirements for that class.

Academic Honors

Faculty at Richmond Community College have the option of including an Academic Honors component to their course. The Academic Honors component will require the student to complete additional coursework related to the SLO's of the course to receive Academic Honors in that course. Completion of the Academic Honors component will be listed next to the course in the student's official transcript. All classes that will offer Academic Honors must be approved by the Executive Vice President/Chief Academic Officer prior to the start of class. Students taking a class that offers Academic Honors must complete the Academic Honors Agreement and submit it to their instructor by the date noted in the class Instructor Course Requirements.

Table of Contents

Academic Integrity

In accordance with our mission and values, Richmond Community College expects students to be ethical and honest in their academic endeavors. Faculty and staff share this responsibility. This expectation of our students fosters a positive educational environment and enhances our commitment to the community that our graduates are proficient in the knowledge and skills taught in our educational programs. It also requires us to hold accountable those students who demonstrate a lack of academic integrity.

I. Violations

Violations of academic integrity include the following:

e. Using, receiving or providing unauthorized information, materials, or devices on quizzes, examinations, submitting academic work generated by artificial intelligence (AI) software and/or app without proper attribution or permission or other assignments.
f. Collaborating with another person or persons during quizzes, examinations, or other assignments except as authorized by the instructor.
g. Serving as a substitute or allowing someone to substitute for you during a quiz or examination.
h. Plagiarizing or presenting someone else's work as your own.
i. Failing to follow "test-taking" procedures established by instructor or staff member, such as not covering one's paper and allowing another student visual access.
j. Fabricating facts, data, and statistics and presenting it as documented information.
k. Changing a graded exam and returning it for more credit.
l. Obtaining unfair advantages based on false information or deception.

II. Possible Consequences

The class instructor will recommend punishment to the appropriate Academic Dean. The Academic Dean will determine if a hearing needs to be scheduled before the Academic Integrity Committee. A student's infraction could lead to dismissal from school, change in status, or dismissal from a program. Listed below are the possible consequences:

1. Written warning
2. Failure of test (0)
3. Loss of credit for assignment(s)
4. Grade reduction in course
5. Failure of course (F)

If #5 is selected, an automatic appeal on behalf of the student will be sent to the Academic Integrity Committee. The student may withdraw the appeal by signing a waiver of this automatic review.

III. Suspecting/Reporting Violations

When an instructor suspects a violation has occurred, the instructor shall notify the appropriate Academic Dean (and if applicable, the Director of K12 Partnerships) and meet with the accused student(s) privately. The instructor will discuss the allegations and will review the supporting evidence with the student. The instructor may resolve the matter in one of the following ways:

1. Dismiss the allegation after conferencing with the student.

Table of Contents

2. If allegations are found to be valid, the instructor will recommend to the appropriate Academic Dean consequences after meeting with the student.

3. The appropriate Academic Dean will review the evidence. The Academic Dean will determine if a hearing needs to be scheduled before the Academic Integrity Committee.

Within five (5) business days of meeting with the student, the instructor shall notify the respective Department Chair and Dean of the outcome. If an academic integrity review is recommended, the Vice President of Instruction, once notified, will immediately begin reviewing all documents. The student may remain in class during the review unless it is determined that a student's continued presence on campus or in the course constitutes a disruption to the normal functions of the institution, to property, to the student himself/herself, or to others. In this case, the Vice President of Student Services will suspend the student while the review is ongoing. Alternate class/homework assignments may be made available. The student may not withdraw from the course during the investigation.

The review will result in one of the following actions:
1. Dismissal of all allegations, or
2. A hearing will be scheduled before the Academic Integrity Committee minus the sub-committee members that originally reviewed the allegations.

IV. Student Due Process

A student has the right to dispute an instructor's decision concerning academic integrity and request the case be heard by the Academic Integrity Committee. The request must be in writing to the Vice President of Instruction within five (5) business days following notification of the instructor's decision. The request must contain documentation to support the student's position. Upon receipt of a student's request, the Vice President of Instruction will schedule a hearing before the Academic Integrity Committee. The hearing will adhere to the protocols described below:

Academic Integrity Committee Hearing Process

The Academic Integrity Committee at Richmond Community College is convened on an "as needed" basis. It is comprised of faculty, staff, and current students. Each hearing has at least three faculty or staff members and at least two students (preferably three). For a scheduled hearing, a student will be notified in writing, by certified mail (or other means deemed most appropriate to the student) at his or her most recent address. The notice shall contain the following information:
1. The time, place, and date of the hearing
2. The alleged violation(s) committed by the student
3. The possible consequences

Pertinent records, exhibits, documents, and written statements may be accepted as evidence for consideration at the discretion of the Chair. In hearings involving more than one student, the Chair may permit hearings concerning each student to be conducted separately. All witnesses will remain outside the hearing room until called. A recording will be made of the hearing. A copy of the recording will be provided to the student at his/her request.

Table of Contents

Hearing Protocols

1. Academic integrity hearings will be conducted in private. Admission of any person to the hearing will be at the discretion of the Chair (Executive Vice President/Chief Academic Officer).
2. The student may have counsel from an individual of his/her choice (at their expense).
3. The Chair will seat the Academic Integrity Committee members and the accused.
4. The Chair will call the hearing to order.
5. The appropriate Academic Dean will review the allegations, and provide documents, statements, information, and evidence gathered during the investigation.
6. The accused may make an opening statement and submit evidence, documents or information for consideration by the Academic Integrity Committee. Any member of the committee may ask questions.
7. If there are witnesses, they will be called one at a time. Any member of the committee may ask questions. Once the witness has concluded his/her testimony, they will be excused, but must remain available for additional questions.
8. The accused will be invited to make a final statement. Any member of the committee may ask questions.
9. Witnesses may be recalled by the committee.
10. All but the members of the Academic Integrity Committee will leave the room.
11. The committee will discuss the case and a determination shall be made based on information provided during the hearing. The determination of the committee shall be made by majority vote.
12. When a decision has been reached, the Chair will return to the room first. The Academic Integrity Committee will inform the Chair of the decision. The Chair (Executive Vice President/Chief Academic Officer) will determine the appropriate sanction. Afterwards, the accused will return to the hearing room. The Chair will inform the accused of the decision of the Academic Integrity Committee and the Executive Vice President/Chief Academic Officer shall provide the appropriate sanction, if any.

Presidential Designee

In the event of a conflict or absence of the assigned Executive Vice President/Chief Academic Officer, the President may appoint another member of the leadership team to chair the hearing.

Appeal to the President

If the student is found responsible for an academic integrity violation, an automatic appeal is scheduled with the President unless the student opts-out by accepting the decision and the sanction imposed by the Executive Vice President/Chief Academic Officer. The student will be permitted to speak on his/her behalf. The President shall act within seven (7) calendar days to render a written decision on this matter. The decision of the President shall be final.

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.

Table of Contents

ACA Student Success Courses

ACA 115 – Success & Study Skills - This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 – College Transfer Success - This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Students enrolled in programs of study requiring an ACA course will be encouraged to enroll in that course during the first semester enrolled at Richmond Community College. Students who do not successfully complete ACA are required to re-enroll the following semester.

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.

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.

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 (ICR).

Table of Contents

Continuing Education 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. Continuing Education 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 Continuing Education Department by calling (910) 410-1831.

Transcripts

The Assistant Registrar, under the direction of the Registrar and the Vice President of Student Services, oversees all Continuing Education student records. A student may receive a transcript or other permanent record information by completing a Transcript Request Form. Transcripts may be mailed to any school or prospective employer but may not be faxed or emailed.

High School Equivalency (HSE) graduates must contact DiplomaSender.com for a transcript or copy of GED® or HiSET® diploma.

Adult High School (AHS) graduates must complete an AHS Transcript Request Form located on RichmondCC's website at https://richmondcc.edu/transcripts.

Continuing Education Programs List

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.

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 the completion of the required Minor Petition for Enrollment form.

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. These course credits may be a combination of credits from the public/private school and Richmond Community College Adult High School program.

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

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.

CCR programs include Adult Basic Education, Adult High School, High School Equivalency, English as a Second Language, and Skills Enhancement classes.

There is no cost to enroll in CCR classes. All classes require the completion of Orientation and an initial assessment to determine academic skills levels and instructional needs. Day and evening classes are available. Online classes are available to those who qualify.

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.

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.

English as a Second Language (ESL)

Classes are designed for non-English speaking students. The program's focus is to enhance reading, writing, speaking, listening and employability skills. Students are placed in the program based on their reading assessment scores and work to improve their educational functioning levels.

High School Equivalency (HSE) Diploma Program

The High School Equivalency (HSE) Diploma Program is designed to help adults 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.

RichmondCC provides testing for GED & HiSET. RichmondCC provides testing for GED® & HiSET®. Information about each HSE test can be found on RichmondCC's website https://richmondcc.edu/academics/adult_education/high_school_equivalency_testing_services_GED_HiSET.

Upon successful completion of the HSE tests, the student will receive a High School Equivalency Diploma from North Carolina State Board of Community Colleges. A graduation ceremony is held twice annually for the Adult High School & HSE Diploma graduates.

Next Steps

Richmond Community College offers Next Steps, a career-focused, tuition-free adult basic education class for adults with beginning-level literacy and numeracy skills, including those with intellectual and developmental disabilities (IDD), who have the goal of preparing for and obtaining employment. Placement will be based on eligibility, assessment results, and individual goals.

Eligibility Criteria:

To qualify for Next Steps, individuals must:

- Be 18 years or older and function below the 12th grade level.
- Obtain a valid score on an NRS-approved assessment.
- Be able to arrange transportation to and from campus.
- Agree to enrollment criteria, attendance and conduct policies

Table of Contents

Steps to Completion:

Step 1: Schedule an Individual Intake Session Incoming students will first meet with college staff to:

- Complete an application and agree to enrollment criteria.
- Discuss educational and career goals for attending Next Steps.
- Learn about student rights and responsibilities.
- Complete an initial assessment in reading to confirm Next Steps placement.

Step 2: Enroll in a Next Steps class for a minimum of 60 hours with regular attendance and maximum of two years.

- Contextualized reading and math instruction
- Career exploration
- Digital literacy
- Inclusive campus participation
- Opportunity to complete personalized goal plan with the Access to Achievement Advisor
- Referral to EIPD (formerly Vocational Rehabilitation), if applicable

Step 3: Transition from Next Steps to fully inclusive career training program or college classes as determined by personal goal plan by working with Access to Achievement Advisor.

- Interviewing and resume building skills
- Attending job fairs
- Potential apprenticeship or internship opportunities
- Plus, the opportunity for certifications and micro-credentials in Hospitality, Retail, Healthcare, Early Childhood Education, etc.

Our program structure is designed with your success in mind. It is individualized to accommodate each student's unique journey where they progress at their own pace.

Next Steps Contact Information

Nicole Worley
Dean of Adult Education
ndworley@richmondcc.edu
(910) 410-1863
Office Location: Hamlet Campus, Lee Building, Room 159

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.

Table of Contents

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.

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.

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.

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.

Table of Contents

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.

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 dean approval before submitting the form to the Executive Vice President/Chief Academic Officer for a final decision.

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 a distance learning format.

RichmondCC provides distance learners with full access to all student support services, regardless of their location.

Students enrolled in hybrid courses are considered to have officially entered the course when they attend a traditional class and complete the first online assignment. In online courses, students must complete the first online assignment to officially enter the course. RichmondCC does not use the Moodle app.

The course instructor establishes the attendance requirements in the Instructor's Course Requirements (ICR) provided to all students. Instructors may assess attendance based on activities, such as:

- completing quizzes or tests by given deadlines
- completing and submitting required assignments
- participating in required online group or discussion activities

- communicating with the instructor

In order to ensure the identity of students who receive credit for course work, RichmondCC utilizes student authentication and test proctoring. The procedures for determining student authentication and test proctoring are located in the Distance Learning Manuals.

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 Executive Vice President/Chief Academic Officer.
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.

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.

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 Executive Vice President/Chief Academic Officer 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.

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.

Location

The Robinette Building is located downtown Rockingham at 121 S. Lee Street.

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.

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.

Table of Contents

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.

Student Withdrawals

College & Career Readiness Courses

A student may officially withdraw from a College and Career Readiness class by presenting a properly signed and completed CCR Withdrawal Form to their coordinator unless they are a minor. If the student is a minor, their parent or guardian must also sign for the withdrawal to be processed.

If a student does not complete the form to withdraw or receive an administrative withdrawal, they will be considered to be an active student in the class.

A student may also be administratively withdrawn from a class by a Coordinator or Dean for issues not limited to disciplinary action, non-participation or disruptive participation in classes, violating college policies, being shipped to another facility (if a justice involved individual), etc. Many reasons for an administrative withdrawal would be covered by FERPA, HIPAA, or other Federal or State laws and will be referred to as administrative withdrawals in order to protect student privacy. A student or parent signature is not required for an administrative withdrawal.

If a student requests to be officially withdrawn or is administratively withdrawn prior to or on the census date of a membership class by proper completion of the CCR Withdrawal Form, they will be dropped and not counted in membership for FTE as required by State Board Code. They will be counted in membership for FTE and graded with a W for withdrawal if the request is made after the census date.

Drop or withdrawal determination will be based on definitions and rules that are in State Board Code on the date of signatures on the withdrawal form. The official date of drop or withdrawal will be determined by the date of the signature of the student if they are requesting to be withdrawn or by the date of the school official's signature if an administrative withdrawal is being done.

If students are voluntarily withdrawing from a class, they will be encouraged to carefully consider the impact withdrawing will have on their education and offered other opportunities if available.

Continuing Education Courses

Students may withdraw from Richmond Community College continuing education courses up to the last day of the course. The student will receive a grade of "W" for the course and will not receive credit for the course. In order to officially withdraw from a course, the student must complete the Continuing Education Course Withdrawal Request Form. The student is encouraged to read through the refund policies, and discuss the impact of withdrawing with their instructor, advisor, Veterans' Coordinator, and potentially any sponsor.

Table of Contents

Instructors may have attendance requirements in individual classes. The instructor will notify the student if they are at risk of being withdrawn from a course due to the attendance requirements outlined on the Instructor's Course Requirements. The instructor will notify the student's advisor and the Veterans' Coordinator if an instructor-initiated withdrawal is imminent for courses that have an attendance policy.

A student may also be administratively withdrawn from a class. Reasons for administrative withdrawal include, but are not limited to, behavior, lack of participation, failure to progress, or violating college policies and procedures.

A withdrawal occurring before the census reporting period ends for that course will not be included on the student's transcript. This is considered dropping a course.

Curriculum Courses

Students may withdraw from Richmond Community College curriculum courses up to the published Last Date to Withdraw (90% point of the section term). 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. If the student presents written documentation of extenuating circumstances which make it impossible to continue in the course after the 90% point, a late withdrawal (occurring after the published Last Date to Withdraw and on or before the last date of the section term) may be approved. A late withdrawal must be approved by the Vice President of Instruction.

In order to formally withdraw from a course, the student must complete a Student Initiated 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 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 student may also be administratively withdrawn from a class. Reasons for administrative withdrawal include, but are not limited to, behavior, lack of participation, failure to progress, or violating college policies and procedures.

A withdrawal occurring before the 10% census reporting period ends for that course will not be included on the student's transcript. This is considered dropping a course.

Depending upon what point in the semester the student withdraws from a course, financial consequences may occur for the student if they are receiving any form of financial aid, scholarships, and/or veterans benefits. 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

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 of Student Services. All decisions rendered by the Appeals Committee are final.

Work-Based Learning

Work-Based Learning allows students to apply what they have learned in the classroom in an actual workplace setting. Students work for an employer in a position directly related to their field of study allowing them to gain practical work experience while pursuing a degree
Work-based learning helps students develop employability competencies – competencies that the college has identified as critical to success in the workplace:

- Communication
- Problem-Solving
- Teamwork
- Leadership
- Work Ethic
- Self-Awareness

Students are awarded academic credit when their work-based learning is completed. For students to enroll in the work-based learning program, they must meet the eligibility requirements and be currently enrolled in a program approved for work-based learning.
Programs Approved for Work-Based Learning Include:

- 911 Communications & Operations
- Accounting & Finance
- Air Conditioning, Heating, & Refrigeration Technology
- Business Administration
- Computer Engineering (*Teach Out Status*)
- Cyber Security
- Early Childhood Education
- Healthcare Management
- Social and Human Services
- Information Technology
- Mechatronic Engineering

Table of Contents

Eligibility

To be eligible to participate in work-based learning, students must meet the following minimum criteria:

1. Must be enrolled in a curriculum program that includes work-based learning for academic credit (requirement or elective).
2. Must have a grade point average of 2.0 or higher.
3. Must obtain approval from their faculty advisor.
4. Must be in good standing with the college and have no major level Student Code of Conduct violations.
5. Have legal authorization to work in the United States. If on a student visa, check to make sure the ability to work and hours are available. U.S. Law requires employers to verify the legal work eligibility of all new employees within three days of employment.
6. Must be willing to work at the approved work-based learning site a minimum of 160 hours.
7. Must have completed at least 9-14 credit hours of core classes in their program of study.
8. Must meet employer requirements. For example, criminal background check, drug testing, health screening, etc.

Registration Process

Students who are interested in enrolling in work-based learning should discuss their options with their faculty advisor. Students must have all appropriate work-based learning forms completed and signed by their faculty advisor when they are enrolled in work-based learning. All students enrolled in their programs work-based learning, WBL-111, must also enroll in the work-based learning seminar course, WBL-115. WBL-111 and WBL-115 must be taken together during the same semester.

Academic Credit

Credit hour(s) for work-based learning (WBL) are determined by hours worked per semester; a one-hour WBL credit has a 160-hour minimum requirement; a two-hour WBL credit has a 320-hour minimum requirement. A grade of satisfactory (S) or unsatisfactory (U) is awarded by the faculty advisor based on the student's specific learning objectives, evaluations, and reports submitted by the student and employer. Completeness and timeliness of reports, forms, and evaluations will be considered in awarding of grades. The work-based learning seminar, WBL-115, is awarded grades separately from WBL-111.

Table of Contents

Chapter Five - Student Life

Table of Contents

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 Robinette 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 with 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.

Ambassadors

The Richmond Community College Ambassadors are a group of currently enrolled students representing a diverse cross-section of the college's student population with a variety of career goals and experiences. Ambassadors serve one-year terms during which they represent the college at a variety of on and off-campus events. The Ambassadors receive a scholarship, public recognition, networking opportunities, job-search support and a powerful addition to his or her resume. The Ambassadors are selected through an ad hoc committee appointed at the discretion of the Vice President of Student Services. The Ambassador program is administered by the Department of Student Services.

Clubs and Organizations

Student clubs/organizations are supervised by the Student Services Office. The counselor assigned to student activities coordinates all student clubs/organizations along with the help of an advisor (except in the Student Government Association (SGA) where the counselor is the advisor). Membership in all student organizations shall be composed of registered students of Richmond Community College, including all campuses under the jurisdiction of RichmondCC. Early College and Career and College Promise (CCP) students should have written permission from the principal of their schools to participate or join a Richmond Community College club or organization. All organizations must follow the standards of conduct as outlined in the "Student Code of Conduct."

Any student group that wishes to organize as an official club or organization must follow the rules set forth by the SGA and complete a formal application. All clubs must maintain a current charter with the SGA Executive Board. At the beginning of each academic year, each chartered

club or organization must submit a letter of intent to operate. Any changes to the charter must also be submitted at that time. This letter of intent will be due no later than September 30th of each academic year. If any club or organization has not submitted the letter by the due date, then the club or organization will not be allowed to operate until this task has been completed. New clubs and re-activation can be requested any time during the academic year by following established protocols.

Student clubs and organizations must be registered and formally approved before using the College's facilities or the College's name in sponsoring any meeting or event. Except regularly scheduled meetings, each club or organization activity must be approved by the counselor assigned to student activities (known as the Student Activities Coordinator).

Each club or organization must have an advisor approved by the Student Activities Coordinator (SAC). Each fall, the SAC will review and update, as needed, the list of advisors for each club or organization. The SAC will keep a list of advisors.

The definition and scope of an "advisor" is a faculty or staff member of Richmond Community College, connected with or interested in the organization, who shall offer support and advice to the officers in fulfilling the purposes of the organization. The advisor shall be available to meet with organization members at their regular meetings, special meetings, and special functions on and off campus. The advisor will ensure that proper procedures are used to schedule events (by utilizing the Club Event and Activities Form), promote and publicize events, and submit event requisitions promptly. The College will accept no liability for a student or group of students who have not completed the Club Event and Activities Form and received approval from the SAC. The advisor will also ensure that the organization abides by the "Student Code of Conduct" at all activities.

It is the responsibility of each advisor and the SGA to oversee all student activities. The College is responsible for all groups and organizations chartered and all events scheduled. Activities must be registered with the SAC at least one week before the event, with copies of the Club Event and Activities Form being sent to:

1. Vice President of Student Services
2. Executive Vice President and CFO

It is the responsibility of the advisors of each club or organization and the SAC for the SGA to see that all forms (travel requests, purchase requisitions and other pertinent documents) are complete at least one week prior to the scheduled event. The advisor must supervise the event. All club/organization funds are managed through an account with the RichmondCC business office. No club or organization will be allowed to have a separate bank account at an off-campus location.

Mini-Grant Program

All properly Chartered and approved Clubs can 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 the Community. Mini-Grant limits are set by the 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 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 academic requirements.

Active Student Clubs and Organizations

ASCEND: Mentoring program: ASCEND, stands for Aspiring Students Connecting to Empower New Directions, is a peer-to-peer mentoring club that allows students to connect, make new friends, build new skills and shape their future goals. Members have access to skills building activities, service learning projects, field trips and networking with guest speakers. (Formerly known as the LAMP program or Dare 2 Lead program.)

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.

HVAC Club: The HVAC club is comprised of students in the Air conditionaing, heating and Refrigeration technology Program. Club members practice their craft to become better technicians by providing community service in a HVAC capacity.

Korean Club: The Korean Club (K-Club) explores the diverse facets of Asian heritage, with a primary focus on South Korean lifestyle and the arts. Given the increasing global influence of Korean media and traditions, our organization serves as a dedicated space for those interested in deepening their cultural understanding. Our mission is to foster an appreciation for Korean culture through the study of its cuisine, societal norms, and linguistics.

Math Team: The math team is a place where students interested in all thing's mathematics can come together. Activities range from math related games and movies to sponsoring campus-wide math competitions and events.

RichmondCC Choir: The RichmondCC Chorus provides a fun, high-quality musical experience for novice and experienced singers.

Student Government Association: Student Government Association (SGA) is responsible for governing student activities, assisting with the execution of institutional policy, and maintaining an appropriate image of RichmondCC in the community.

THE Club: Tender Hearted Educators (THE) Club is designed to encourage students in the curriculum to discover new ways to educate today's children.

Table of Contents

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 of 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.

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 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). Many clubs have been organized with faculty and staff serving as advisors. No student will be excluded from membership in an organization because of race, age, color, sex/gender, sexual orientation, persons with disabilities, national origin, religion, genetic information, or political affiliation. 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 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.

Table of Contents

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.

Table of Contents

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 30th, 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.

Table of Contents

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.

Table of Contents

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.

Table of Contents

5. Students are surveyed annually regarding their level of satisfaction with college services. The results of these surveys are used in the planning process.

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 of 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 of 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 of 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 of 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 of Student Services, he/she may appeal to the President of the institution whose decision is final.

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.

Table of Contents

Chapter Six - Trustees, Administration, Faculty, and Staff

Table of Contents

Board of Trustees

Appointed by the Governor of North Carolina
Mrs. Melanie J. Carroll, Rockingham

Appointed by the Richmond County School Board
Mrs. Claudia S. Robinette, Marston

Appointed by the Richmond County Commissioners
Mrs. Evonne Moore, Rockingham
Mr. Jerry L. Austin, Jr., Rockingham
Mr. John J. Jackson, Rockingham
Mr. Joe C. Kindley, Rockingham

Appointed by the Scotland County Commissioners
Mr. C. Whitfield Gibson, Laurinburg
Mr. Charles Dean Nichols, Jr., Laurinburg

Appointed by the NC House of Representatives
Dr. H. Scott Brewer, Rockingham
Mrs. Willa C. Spivey, Ellerbe
Mr. James M. Wright, Rockingham

Appointed by the NC Senate
Mrs. Iris McRae, Rockingham
Mr. James N. Tate, Rockingham
Dr. W. Steward Thomas, Laurinburg

Ex officio
Student Government Association

Office of the President

President	Brent Barbee
Executive Assistant to the President	Teena Parsons
Director of Institutional Research	Chihoko Terry
Accreditation and Compliance Specialist	Heath Milligan
Associate VP of Development	Wendy Kelly Jordan
Accounting and Donor Specialist	Lisa Harrelson
Associate VP for Administrative Services	Katina Brown
Continuing Education Operations Liason	Myra Locklear
Director of Marketing	Wylie Bell
Assistant Director of Marketing & Campus Activities	Brandi Miller
Digital Content Manager	Jenna Graham
Cole Auditorium Director	Joey Bennett
Cole Auditorium Assistant Director/Technical Coordinator	Sherrie Jenks
Cole Auditorium Assistant Director	Joshua Barbee

Table of Contents

Facility Support Specialist	Tevin Diggs
Facility Support Specialist	Wallace Jones
Café Manager	Monica Locklear

Administrative Services

Vice President of Administrative Services/CFO	Dave Belkoski
Administrative Assistant to the Executive VP	Cindy Martin
Director of Human Resources	Karen Bostick
Human Resource Specialist	Rita Oliver
Associate Vice President for Information Technology/CIO	Lee Montrose
Computer Technician	Birgit Godfrey
Network Systems Engineer	Brent Gibson
Network Systems Administrator	Tug Gainey
Information Technology Specialist	Hunter O'Neal
Controller	Dawn Woodard
Accounting Technician/Payroll	Amanda Motley
Accounting Technician/Cashier	Dawn Leviner
Accounting Technician/AP	Donald Chappell
Purchasing Agent	Martin Bridges
Purchasing Assistant	Luke Vuncannon
Print Shop Technician	Tim Smoot
Director of Facility Services	Scotty Mabe
Assistant Director of Facility Services	Ronnie Caulder
Maintenance Staff	Sheneka Ellis
	Kim Freeman
	Sam Gandy
	Cole Hunt
	Sally Ingram
	Kevin Maynard
	Stephanie McDonald
	Mortimer McLaughlin
	Laura Montrose
	Darlene Rutherford
	Robert Rutherford
	James Saiz, Sr.
	Eddie Schlyer
	Danny Taylor
	Kristian Tillman
	Sean Wilderman
	Dennis Wilson
Head Groundskeeper	David McDonald
Groundskeeper	Ziayer Collins
	Brennan Lacey
	Andrew Phouangphrachanh

Instruction

Executive Vice President/CAO	Kevin Parsons

Table of Contents

Administrative Assistant to the Executive VP/CAO	Julie Hogan
Faculty Administrative Assistant	Sharon Hollon
Nursing Administrative Assistant	Miyaka Mackie
Director of Library Services	Lynnette Butler
Library Assistant	Emily Carlyle
Library Assistant	Maria C. Davis
Director of Distance Learning and Instructional Technology	Katelynn Arner
Academic Success Center Lead Coordinator	Shevonne Lockhart
Evening Academic Success Center Coordinator/OWCCC	Teresa Caballero-Meehan
Academic Success Center Coordinator – Scotland County	Jeffrey Dogan
Assistant Director of K-12 Partnerships	Crystal Collins
Early College High School Liaison – Scotland County	Kirsten McDonald
Richmond Career Coach	Rhonda Singleton
Scotland Career Coach	Lee Anne Sessoms

Student Services

Vice President of Student Services	Sheri Dunn-Ramsay
Administrative Assistant to the VP	Lia Hinson
Associate VP of Student Services	Patsy Stanley
Enrollment Management Coordinator	L.J. Brown
Career and Transfer Services Specialist – Day	Linda Campbell
Career and Transfer Advisor	Nicholas Pearson
Career and Transfer Advisor	Shae Stewart
Access to Achievement Advisor	Rebecca Bradley
Receptionist/Cashier	Megan Wallace
Director of Financial Aid	Emily Jarrell
Assistant Director of Financial Aid	
Financial Aid Specialist	Leigh Hoffman
Financial Aid Specialist and Veterans Affairs	Crystal Shepard
Registrar	Cayce Holmes
Assistant Registrar – Curriculum	Ashley Sligh
Assistant Registrar – Continuing Education	Judy Roberts
Assistant Registrar – Admissions	Cheryl Gilliam
Registrar Technician	Anna Pope
Testing Center Coordinator	Brenna Wilson
Counselor – Hamlet Campus	Chris Gardner
Evening Counselor	Crystal Shaw
Student Success & Outreach/Accessibility Coordinator	Sandra Ellis
Receptionist/Cashier – Scotland County	Kelly Chavis
Career and Transfer Services Specialist – Scotland County	Archie Bullard
Career and Transfer Advisor – Scotland County	Angela Nicholson
Counselor – Scotland County	Tammy Patrick

Continuing Education

Director of Law Enforcement Training	Keith Thomas
Director of Small Business Center & Entrepreneurial Services	Flynne Meares

Table of Contents

Director of Customized Training	Leighton Bell
Director of Program Development	Savannah Quick
Outreach and Apprenticeship Coordinator	Ashleigh Arey
CE Programming Specialist	Nikki Page
Program Development Coordinator	Jessica Jacobs
Administrative Assistant	Michelle Wall
CCR Data & Compliance Coordinator	Jane Perry
Coordinator for Correctional Programs	Daniel O'Donnell

Deans

Dean of Adult Education	Nicole Worley
Dean of Allied Health and Human Services	Dr. Qunna Morrow
Dean of Arts & Sciences	Dr. Angie Adams
Dean of Business Technologies and Public Services	Dr. Miriam Huntley
Dean of Engineering and Trades	John Kester
Dean of K-12 Partnerships	Kary Edmondson

Faculty Department Chairs/Program Coordinators

911 Communications & Operations	Jamison Sears
Accounting	James Murr, III
Adult Education	Cristianne Brown
	Tara McDuffie
	Yushawnda Royster
Allied Health	Leah Grooms
Automotive Technology	Larry Frye
Business Technology	Dr. Miriam Huntley
CDL	Jeff Ivey
Criminal Justice	Robin Smith
Early Childhood Education	Sheila Regan
Electric Lineman	Mitch Daugherty
Elementary Education Residency Licensure (EPP)	Krystal Harris
English	Lara Nosser
EMS	Joe Wincklhofer
ESL	Dagoberto Lopez
EUSRT	Austin Webster
Healthcare Management	Arlinda Billingsley
Humanities and Social Sciences	Jordan Watkins
HVAC Technology	Marcus X
Industrial Systems	Gibby Peele
Information Technology	Lance Barber
Machining	Clayton Dial
Math	Ian Allred
Mechatronics Engineering	Annie Harden
Medical Assisting	Crystal Greene
Nursing	Dana Diaz
Nursing Assistant	Leah Grooms
Practical Nursing	Jessica Brigman

Table of Contents

Science	Quentin Locklear
Social and Human Services	Amanda Brewer
Surgical Technology	Charlotte Fike
Welding	Ricky Freeman

Faculty

Ethan Adams
Welding
Richmond Community College

Will Albertsen
Spanish
M.A., Illinois State University
M.S., Winona State University

James I. Allred
Mathematics
A.A., Richmond Community College
B.S., UNC Pembroke
M.A., UNC Pembroke

Gary Aycock
Physical Education
A.A., Pitt Community College
B.S., UNC Pembroke
M.A., UNC Pembroke

Nichelle Bailey
Adult Education
M.S., Liberty University

W. Lance Barber
Information Systems
B.S., Auburn University
M.S., Auburn University

Kelley Beam
Business Administration
B.A., University of West Georgia
M.A., UNC Pembroke

Arlinda Billingsley
Respiratory Therapy
A.S., Fayetteville Tech Community College
Nursing
A.S., Richmond Community College
B.S., Winston Salem State University

Tamalin Blanton
Nursing Assistant
A.A.S., Richmond Community College
B.S.N., Winston Salem State University

Richard Boles
Electric Utility Substation Technology
A.A.S., Richmond CC

James M. "Reese" Bostic
Computer Information Technology
B.S., Gardner-Webb University
M.A., Webster University

Amanda Brewer
Human Services
A.A., Richmond Community College
B.S., Liberty University
M.A., Liberty University

Lindell Bright
Simulation Technician
A.S., San Diego Community College District
Electronics Technology-Digital

Jessica Brigman
Practical Nursing
A.S., Richmond Community College
B.S.N., Appalachian State University
M.S.N., UNC Wilmington

Shari Brockington
Mathematics
B.S., Winston-Salem State University
M.Ed., Fayetteville State University

Holli H. Brown
Mathematics
B.S., UNC Pembroke
M.A., UNC Pembroke

Angela Butler
Nursing Assistant
A.A.S., Richmond Community College

Amanda Byrd
Nursing Assistant
C.H.S., Northeastern Technical College
D.H.S., Northeastern Technical College
A.S.N., Excelsior University

Table of Contents

Jordan Callahan
Emergency Medical Services
A.A.S., EMS, Davidson Community College

Elizabeth Carriker
Adult Education
B.A., UNC Charlotte
National Board Certification AYA-ELA

Charlotte Carter
Biology
B.S., UNC Charlotte
M.S., UNC Pembroke

Madelyn Campolieta
Music
B.A., Salem College
M.A., Music, UNC Greensboro

Michelle B. Chappell
Mathematics
B.S., UNC Pembroke
M.A., UNC Pembroke

Jon Chavis
CDL
B.S., UNC Pembroke

Tonya Chavis
Human Services
B.S., UNC Pembroke
M.A., UNC Pembroke
M.A., Liberty University
Ed.S., Liberty University

Michael Covington
Commercial Cleaning Instructor
Scotland High School

Tiffany Covington
Sociology
B.A., UNC Pembroke
M.A., Ashford University
M.S., Grand Canyon University

Sebrina Cropper
Mathematics
B.S., Utah State University
M.S., Utah State University

Ashley L. Curtis
Biology
B.S., UNC Pembroke

Mitch Daugherty
Electric Lineman
Santo High School
Weatherford College

Tarrah Dawkins
Psychology
B.S., East Carolina University
M.S., Capella University

Michele Dellay
EMS
A.A.S. Emergency Medical Science, Sandhills Community College
B.S., Western Carolina University

Billy Dennis
Adult Education
B.S., Campbell University
M.A., NC State University

Duncan Dial
CDL
CR England

Peter Clayton Dial
Machining
Diploma, Central Carolina Community College

Dana Diaz
Nursing
A.A.S., Richmond Community College
B.S.N., UNC Wilmington
M.S.N., UNC Wilmington

Charles E. Dickerson
English
B.A., UNC Charlotte
M.A., UNC Charlotte

Marcus Dunn
Art Education
B.F.A., Institute of American Indian Arts
M.F.A., Savannah College of Art and Design

Table of Contents

Jonathan Easterlin
Air Conditioning, Heating and Refrigeration
Certificate in Air Conditioning, Richmond CC
Certificate in Heating, Richmond CC
A.A.S., Richmond Community College

Mary Anne Evans
Chemistry
B.S., University of London
Ph.D., University of Birmingham

Jason Felts
Welding
Diploma, Richmond Community College
A.A.S., Richmond Community College

Charlotte Fike
Surgical Technology
Diploma, Sandhills Community College
B.A., St. Andrews University

Shelby Flynn
Criminal Justice
B.S., Columbia College
M.S., Columbia College

Lori Frear
Biology
B.S., University of New York at OSWEGO
M.S., North Carolina State University
Ph.D., North Carolina State University

Ricky Freeman
Welding
Diploma, Richmond Community College

Whittney Garner
Surgical Technology
Diploma, Sandhills Community College

Joseph Gibbs
Electric Lineman
Matamuskeet High School

Kimberly Goard
Philosophy
B.A., Roanoke College
B.S., Radford University
M.A., University of Louisville, Kentucky
M.A., University of Kentucky
Ph.D., University of Kentucky

Brian Goodman
Computer Information Technology
A.S., Sandhills Community College

Jacob Goodwin
History
Teaching Graduate Certificate, UNC-Charlotte
M.A., Grand Canyon University

Crystal H. Greene
Medical Assisting
A.A.S., Richmond Community College
B.S.N., Queens University

Leah Grooms
Nursing Assistant
A.A.S., Richmond Community College

Annie Harden
Engineering
A.A.S., Richmond Community College
B.S., UNC Charlotte
M.S., NC State University (Currently working on 1 semester remaining to complete)

Krystal Harris
Elementary Education Residency Licensure (EPP)
B.S., UNC Pembroke
M.A., UNC Pembroke

Molly Hayes
Mathematics
B.S., Ohio University
M.A., UNC Pembroke

Althea J. Hunsucker
English
B.S., Wingate University
M.A., UNC Charlotte

Morgan Idol
Art Education
B.F.A., East Carolina University
M.A., University of Florida

Vijay Khanal
Mechatronics Engineering
M.S., Tribhuvan University, Nepal
Ph.D., University of Nevada, Reno

Table of Contents

Quentin Locklear
Biology
A.A.S., Richmond Community College
B.S., UNC Pembroke
M.S., Grand Canyon University

Mitchell Lowery
Blueprint Reading
Machining
Diploma, Central Carolina Community College

Teresa Little
Adult Education

Tara McDuffie
Basic Skills
M.S., UNC Pembroke
NCCCS CCR CORE Credential

Lori McLaughlin
Office Administration
A.A.S., Richmond Community College
B.S., UNC Pembroke
M.A., Frostburg State University

William Mercer
Adult Education/Automotive
B.S., UNC Pembroke
NCCCS CCR CORE Credential

James Murr, III
Accounting
B.S., UNC Pembroke
M.B.A., UNC Charlotte

Lara J. Nosser
English
B.A., Notre Dame University
M.A., Notre Dame University

Julia P. Parks
Mathematics
A.A.S., Sandhills Community College
B.S., UNC Pembroke
M.Ed., Fayetteville State University

Kimberly N. Parsons
Social Sciences
B.A., UNC Greensboro
M.Ed., North Carolina State University

Robert Player
Nursing
A.A.S., Richmond Community College
B.S.N., Aspen University

Giovanna Pratt
Nursing
B.S.N., University of Tennessee, Knoxville
M.S.N., UNC Wilmington

Sheila A. Regan
Early Childhood Education
B.A., State University of New York
M.A., Concordia University

Vanessa Revels
Practical Nursing
B.S.N., Fayetteville State University

Kathleen Rozanski
American Sign Language
B.F.A., Rochester institute of Technology
M.S., Rochester institute of Technology

Joseph Ruperd
Horticulture
A.S., Richmond Community College
B.S., UNC Wilmington

Jamie E. Sadler
English
B.A., Ohio University
M.A.T., Marshall University
M.A., Marshall University

James Saiz
Engineering
A.A.S., Richmond Community College
M.S., East Carolina University

Joshua Schlyer
EUSRT
A.A.S., Richmond Community College
A.A., Richmond Community College

Leslie G. Smith
Math
B.S., UNC Chapel Hill
M.A., UNC Pembroke

Table of Contents

Allison Smith
Nursing
R.N., Sandhills Community College
B.S.N., UNC Greensboro

Robin Smith
Administration of Justice
A.A.S., Southwest Virginia Community College
Criminal Justice and Spanish
B.A., East Tennessee State University
Criminal Justice
M.S., East Carolina University

Trinity Stanley
Electric Utility Substation Technology
Certificate EUSRT, Richmond CC
A.A.S., Richmond Community College

Kayla Taylor
Biology
A.S., Robeson Community College
B.S., UNC Pembroke
M.Ed., University of Phoenix
M.S., Grand Canyon University

Warren Terry
Networking
A.A.S., Richmond Community College
A.A.S., DeVry University
B.S., DeVry University

Jamie Thomas
Developmental Education/English
B.A., UNC Greensboro
M.A., UNC Pembroke

Natalie L. Thompson
Biology
A.A., Daytona Beach Community College
B.S., University of Florida
M.S., University of Florida

Don Tilley
Information Technology
B.S., Western Governors University
M.S., Western Governors University

James P. Wagers
English
B.A., UNC Charlotte
M.A., UNC Charlotte

Jordan Watkins
Physics
B.S., Angelo State University
M.S., University of North Texas

Austin Webster
Electric Utility Substation Technology
Certificate EUSRT, Richmond Community College
Diploma EUTTS, Richmond Community College

William White
CDL
Diploma, South Piedmont Community College

Amy Williams
Psychology
B.A., UNC Pembroke
M.A., UNC Pembroke
Ph.D., Capella University

Joseph Wincklhofer
Emergency Medical Services
A.G.E., Sandhills Community College
A.A.S., Sandhills Community College
B.S., Western Carolina University

Marcus X
Air Conditioning, Heating and Refrigeration
A.A.S., South Piedmont Community College

Table of Contents

APPENDIX A

List of Scholarships

AMVETS Post 316 and Ladies Auxiliary Scholarship

The AMVETS Post 316 and Ladies Auxiliary Scholarship was established to benefit a veteran or child of a veteran.

Mid Carolina Regional Association of REALTORS® Endowed Scholarship

This scholarship was established to benefit deserving students in our region, pursuing careers in construction trades or in support of the residential development industry.

Richmond County Chamber of Commerce Small Business Scholarship

The Richmond County Chamber of Commerce Small Business Scholarship is available to students who demonstrate academic progress, exemplary work ethic, and a strong dedication to foster positive growth for the small business community in Richmond County. Students must be a resident of Richmond County and have a minimum 3.0 GPA with satisfactory progress. Preference will be given to students enrolled in a program focused on business with a desire to own their own business.

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.

Sandhills Regional Medical Center Ladies Auxiliary Scholarship

The Sandhills Regional Medical Center Ladies Auxiliary Scholarship was established to benefit admitted nursing students in the ADN Program. Preference is given to a student who is head-of-household with dependents.

Susanne M. McInnis, R.N. Nursing Scholarship

This scholarship was established in honor of Susanne M. McInnis by her grandchildren, Will Meacham and Olivia Mecham. 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 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.

Table of Contents

The Alice Tyson Moehler Endowed Scholarship

The Alice Tyler Moehler Endowed Scholarship was established to benefit students who are pursuing an Associate Degree in Nursing at Richmond Community College.

The Allen Burgess Memorial Scholarship

Richmond Community College established the Allen Burgess Memorial Scholarship to benefit a second year Nursing student. This scholarship is given by a former RichmondCC nursing graduate. Student must be a second-year nursing student, be in good academic standing, and must be paying his/her way through school. The family hopes this scholarship, in Mr. Burgess' name, will offer encouragement and inspiration to other future nurses who desire to provide care for and advocate for the health and well-being of their patients.

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 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 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 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 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.

Austin Bryant Memorial Scholarship

Richmond Community College hereby establishes the Austin Bryant Memorial Endowed Scholarship Fund to benefit a student who is pursuing any two-year curriculum degree program at RichmondCC. This scholarship was established by Mr. Bryant's family to honor his memory and the legacy he leaves behind. Mr. Bryant was a graduate of Campbell College, now Campbell University, and majored in Business Administration. He was able to masterfully apply his degree

throughout his career in the areas of business, farming and teaching. To be eligible for this $500/semester scholarship, the student must be enrolled full-time, a graduate of Richmond Senior High School, in good standing with the college, and ineligible for Federal Financial Assistance.

The Benny & Connie Parsons Memorial Scholarship

The Benny & Connie Parsons Memorial Scholarship was created to benefit RichmondCC students with at least 2.8 unweighted high school GPA or a 2.5 college GPA. Preference will be given to students residing in the Ellerbe area of Richmond County.

The Bert Unger Memorial Scholarship

The Bert Unger Memorial Scholarship was established to benefit first-year curriculum students at Richmond Community College. Student must be in good academic standing with the college.

The Bob & Ginny Silvestri Memorial Scholarship

The Bob & Ginny Silvestri Memorial Scholarship was established to benefit students in the Electric Utility & Substation Relay Technology Program. Students must have a minimum 2.75 GPA.

Buddy & Jean Way Guarantee Endowment

RichmondCC Foundation hereby establishes the Buddy & Jean Way Guarantee Endowment. Established in March 2024, the Buddy & Jean Way Endowment will help fund the RichmondCC Guarantee for Richmond County students beginning in the 2024 Fall Semester. This fund will support 11 Richmond County Guarantee students annually with two years of free tuition and fees at RichmondCC.

The Carol King Health Care Scholarship

The Carol King Health Care Scholarship was established to benefit a first-year Health Sciences student at RichmondCC. Preference will be given to a Richmond Senior High School graduate.

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.

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 Cindy Locklear Scholarship Fund

The Cindy Locklear Scholarship Fund was established to benefit a student who has had a cancer diagnosis, has a parent with a current or previous diagnosis, or has lost a parent to cancer. Student must be a full-time Richmond County Resident in good standing with the college.

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 Cynthia Gibson Memorial Nursing Scholarship

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

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 Daniel Robert Currie Memorial Scholarship

The Daniel Robert Currie Memorial Scholarship is awarded to a 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 David & Susan Wood Scholarship

The David & Susan Wood Scholarship was established to benefit first and second year medical assisting students. Recipients must have at least a 2.5 GPA and be enrolled in the Medical Assisting Program.

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 and enrolled at least ½ time.

Table of Contents

The Detective D. E. (Donavan) Young Memorial Scholarship

The Detective D. E. (Donavan) Young Memorial Scholarship was established to benefit students enrolled in a full-time curriculum program at Richmond Community College, with a preference for those in the Criminal Justice program.

The Diane Britt McKenzie Memorial Scholarship

The Diane Britt McKenzie Scholarship was established to benefit a student enrolled in the RichmondCC's Associate Degree Nursing program.

The Dorothy King Chisholm Memorial Scholarship

Established by her husband, Ed Chisholm, the Dorothy King Chisholm Scholarship is awarded to a 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 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 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 Dr. R. Kenneth Melvin Memorial Scholarship

The Dr. R. Kenneth Melvin Scholarship was established by Kenny and Leah Melvin to honor the memory of Kenny's father, Dr. R. Kenneth Melvin. This scholarship will benefit students who demonstrate academic progress and exemplary work ethic. Special consideration will be given to applicants who demonstrate leadership skills and community involvement.

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 E. Lazelle and Judy R. Marks Endowed Scholarship

The E. Lazelle and Judy R. Marks Endowed Scholarship was established to benefit students desiring a career in education or the Pharmacy Technician Program. Education applicants must

have a 3.0 GPA. Must be enrolled in a program that supports education, or the Pharmacy Technician Program. Preference will be given to a Richmond County resident.

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 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 Elizabeth Hampton Dunbar Memorial Scholarship

The Elizabeth Hampton Dunbar Memorial Scholarship was established to honor the memory of Elizabeth Hampton Dunbar and to benefit a student in the Business Curriculum Program. Recipient must be enrolled in a two-year program for Business, Accounting, Health Care Management Technology or Office Administration. Also, must have a 2.5 or higher GPA and be a full-time student.

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 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 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 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.

Table of Contents

Eugene T. Hudson, Jr. & Ronald M. Hudson Family Endowment

Richmond Community College hereby establishes Eugene T. Hudson, Jr. & Ronald M. Hudson Family Endowment. The proceeds from this generous gift will be used to support short term training programs such as Welding, Machining, Industrial Maintenance, Line Worker, Surgical Tech, Medical Assisting, Nurse Aide, and any future programs developed for construction & trades/technologies. The donor's desire is to not only help many students financially but provide support to our community and its employers.

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. and Mrs. G. R. Kindley established this scholarship to assist a first-year, full-time student in the 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 Gay Garris Rhyne Memorial Scholarship

The Gay Garris Rhyne Memorial Scholarship was established to honor the memory of Gay Garris Rhyne, and to benefit a student in the Allied Health Program. The recipient must be a single, working parent and have a minimum 2.75 GPA.

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 Gladys Loftis Scholarship

The Gladys Loftis Scholarship was established to benefit Richmond Community College students enrolled at least part time with a GPA of 2.5 or more.

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 Golden "K" Kiwanis Club Scholarships

The Kiwanis Golden K Club of Laurinburg established these scholarships to provide assistance for 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 linage of these scholarships has now passed to the current Kiwanis Club of Laurinburg.

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 Harry T. and George W. Brown Memorial 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 J. Neal Cadieu, Sr. Memorial Scholarships

Established by J. Neal Cadieu, Jr. to honor the memory of his father, J. Neal Cadieu, Sr. 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 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 Engineering Technology programs. 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 Jack R. Hill, III Welding Scholarship

The Jack R. Hill, III Welding Scholarship was established to benefit deserving students enrolled in the Richmond Community College Welding program.

The Jackie Blackmon & Mable Thrush Nursing Scholarship

The Jackie Blackmon & Mable Thrush Nursing Scholarship was established to benefit RichmondCC Nursing students from Richmond and Scotland Counties.

The James Ralph McFayden Endowed Scholarship

The James Ralph McFayden Endowed Scholarship was established to benefit students from Richmond and Scotland Counties. Recipient must be enrolled in a RichmondCC curriculum

program and must be in good standing with the college. Preference is given to students that reside in the northern part of Richmond County (Ellerbe area).

The James Richard and Barbara S. Conder Endowed Basic Skills 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 James Robert McLester Family Scholarship

The James Robert McLester Family Endowment Fund benefits students who are enrolled at Richmond Community College in a full-time Engineering and Technical Trade Program. Preference will be given to students in the Air Conditioning, Heating and Refrigeration Technology Program.

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 Allied Health Program. Recipients will be selected on the basis of need and merit.

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 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. The student must be a Richmond County resident and qualify for the Working Scholarship. Must have a minimum GPA of 2.75.

The John S. & Betty C. Williamson Memorial Scholarship

The John S. and Betty C. Williamson Scholarship was established by the children of John S. and Betty C. Williamson to honor the memory of their parents. The scholarship will benefit working students who do not receive Federal Pell Grant funds. Students must be employed at least 10 hours per week and taking at least 12 credit hours. Preference will be given to students with a 3.0 GPA.

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 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.

Joseph Rex Kester Excellence in Adult Education Scholarship

The Joseph Kester Excellence in Adult Education was established to recognize academic excellence and as a testament to the importance of overcoming barriers and completing the High School Equivalency or Adult High School Program. It is a merit based scholarship that is awarded to the student that has the highest GPA in the Adult High School Program or the highest cumulative score on the High School Equivalency test.

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 Joshua Michael Lamm Memorial Endowed Scholarship

The Joshua Michael Lamm Memorial Endowed Scholarship was established by the J.C. Lamm and Hilda Butler family and friends to honor the memory of Josh. The scholarship will benefit a full or part time student in a curriculum program at Richmond Community College.

The Joyce Engle-Black Memorial Scholarship

The Joyce Engle-Black Memorial Scholarship was established to benefit first-year, curriculum students at RIchmond Community College. The student must exhibit academic promise as well as financial need. Preference will be given to students who have been at Morrison Correctional or to students who have been incarcerated.

Julia Ratliff Scholarship Fund

A $500 scholarship, funded by a bequest from Julia Ratliff, is awarded each year to one attendee of the November Scholarship banquet. If the primary recipient is in their final semester, the recipient may gift the scholarship to another student.

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 program. This scholarship is awarded by consensus from the faculty.

Table of Contents

The Kona Ice Scotland and Richmond County Student Scholarship

Richmond Community College hereby establishes the Kona Ice Scotland and Richmond County Student Scholarship to benefit a Richmond County and Scotland County student annually. Students must be enrolled full-time and in good academic standing at RichmondCC. The desire of Kona Ice is to put a smile on each and every face and to give back to the communities in which they work and currently live.

The Lawrence L. McInnis Entrepreneurial Endowed Scholarship

The Lawrence L. McInnis Entrepreneurial Endowed Scholarship was established to benefit students in the Business Department working towards entrepreneurship.

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 Lee "Iceman" Watson Memorial Scholarship

The Lee "Iceman" Watson Memorial scholarship was established to benefit students in a curriculum program at RichmondCC in memory of Lee Watson. Applicant must have at least a 2.5 GPA and preference will be given to students who are avid runners. Lee "Iceman" Watson was a passionate runner and participated each year in Hamlet's Seaboard Festival 5K.

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 in any Engineering and Technical Trade program. 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 Lois McKay Smith Memorial Scholarship For Future Teachers

The Lois McKay Smith Scholarship For Future Teachers was sponsored by the Kenneth and Claudia Robinette family to benefit students enrolled in a program that supports completion of a four-year degree leading to certification as a teacher. Recipients must be full-time students taking at least 12 credit hours. Recipients must also have and maintain a 2.5 GPA.

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 Engineering Technologies who demonstrates financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

Table of Contents

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 Level One Program. Students must be residents of Scotland County. Must demonstrate financial need.

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 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 Mary Edna Millikin McInnis Health Science Scholarship

The Mary Edna Millikin McInnis Health Science Endowed Scholarship was created to benefit deserving students from Scotland and Richmond counties enrolled in the Associate Degree Nursing Program. This fund is established in honor and memory of Mrs. Mary Edna Millikin McInnis, who was born in Hamlet, North Carolina and especially enjoyed caring for pediatric patients.

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 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 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 Moore Family Emergency Medical Science Scholarship

RichmondCC hereby establishes the Moore Family Emergency Medical Science Endowed Scholarship to benefit deserving students in the Emergency Medical Science Program. This fund is established in honor and memory of John and Carolyn Moore, who volunteered with the Cordova and Ellerbe Rescue Squads from the early 1990s until John's death in the line of duty on August 19, 2002. 1. Recipient must be enrolled in the Emergency Medical Science Program at Richmond

Community College and must be from Richmond, Anson, Montgomery, Moore, or Scotland Counties.

The Neill Graham Excellence in Business 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 Pam Dillman – Treasure Shop "Hope for the Future" Scholarship

RichmondCC hereby establishes the Pam Dillman/Treasure Shop "Hope for the Future" Scholarship to benefit a full-time student currently enrolled in a curriculum program at RichmondCC. This student must have at least a 2.5 GPA to qualify. This scholarship was established in memory of Pam Dillman by the Richmond County Cancer Treasure Shop to honor her time as a board member.

The Patrick Thomas O'Tuel, MSN-FNP Memorial Scholarship

The Patrick Thomas O'Tuel, MSN-FNP Scholarship Fund was established to benefit full-time students enrolled at RichmondCC. Student must be from either Richmond or Scotland County and be in good standing with the college.

The Phil Dawkins Memorial Scholarship

The Phil Dawkins Memorial Scholarship was established to benefit students who do not receive Pell Grant. Student must be enrolled in a curriculum program working toward an Associate Degree. Must be a Richmond County resident and have at least a 2.5 GPA.

The Polly Brown Memorial Scholarship

The Polly Brown Memorial Scholarship was established to benefit a second year, full-time student with a GPA of 3.0 or higher.

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 RichmondCC. Must have a 2.5 minimum GPA.

The Reverend Ricky Jacobs "REV" Memorial Scholarship

This scholarship was established by family and friends in memory of Ricky Jacobs, the REV, to benefit all former Richmond Senior High School athletes who are pursuing a degree from RichmondCC. Each year an award will be given to a female and to a male Richmond Raider athlete that is enrolled as a RichmondCC curriculum student. Student must be a legal resident of Richmond County.

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 for 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 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 demonstrates 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 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 Richmond 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 Richmond Youth Institution are not eligible to apply.

The Richmond Observer Summer Scholarship

The Richmond Observer Summer Scholarship was established by the Richmond Observer management and staff to benefit Richmond Community College students during the summer semester.

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 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 Roberta Clyde Edwards Gore Endowment for Future Teachers

The Roberta Clyde Edwards Gore Endowment was established by her family to benefit a RichmondCC student that is enrolled in a program that supports completion of a four-year degree leading to certification as an elementary teacher. Student must be enrolled for at least 6 credit hours or more and must have (and maintain) a 2.5 GPA. Preference will be given to a student planning to return to Richmond County Schools to teach.

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 any Engineering Technologies programs who demonstrates scholastic promise, academic achievement, and financial need. This scholarship is renewable for a second year upon satisfactory academic performance.

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 Scott and Maner Family Endowment

The Scott and Maner Family Endowment was established to benefit a RichmondCC student enrolled in any STEM program such as Nursing, Engineering, and/or any Technical related program leading to a degree. Recipient must be in good standing with the college.

The Seaboard Festival 5K Scholarship

The Seaboard Festival 5K Scholarship was established to benefit a full-time student accepted for enrollment or enrolled at RichmondCC 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 Senator Thomas M. McInnis Scholarship

The Senator Thomas M. McInnis Scholarship Fund was established to benefit a student enrolled in the Business Program at Richmond Community College. Student may be enrolled part- or full-time and be in good standing with the college.

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 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 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 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 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 Trenton Lewis Wood Memorial Scholarship

The Trenton Lewis Wood memorial Scholarship was given to benefit students enrolled in the Human Services Technology programs at Richmond Community College.

Velma McInnis Nurse Aide Scholarship Fund

Given by Dr. McInnis and family and other generous donors. The Velma McInnis Nurses' Aide Scholarship Fund is awarded to a ConEd student who is seeking a career as a Certified Nurse Assistant. Certified Nurse Assistant or CNAs are trained aides certified by the state and are eligible to work in skill nursing facilities, home settings, acute care settings, doctor offices and assisted living facilities to name a few. The CNAI course offered through ConEd at Richmond Community College is approximately a 4–5-month program that provides students with theory, lab and clinical experiences. The course covers basic nursing skills required to assist others with basic activities of daily living. This training is focused on providing person-centered care in a safe, competent manner with an emphasis placed on the infection control, legal and ethical concerns/issues, communication, dementia and mental health, the aging process, safety, rehabilitation, nutrition and elimination, end-of-life care and all material required by the State of NC. The fund will cover one-half of the tuition and the cost of the state mandated test for CNA1.

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.

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 RichmondCC. Recipient must have and maintain a 3.0 GPA.

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.

Table of Contents

The W.J. and Claudia Cooke Memorial Scholarship

This scholarship was established to benefit students in an Associate Degree program with a GPA of 2.75 or higher. Must be a resident of Richmond or Scotland County. Special consideration will be given to students with honors in high school, club participation, volunteer community service or part-time work experience.

The Wagers Family Endowed Scholarship

The Wagers Family Endowed Scholarship was established to honor the legacy of James and Barbara Wagers of Ellerbe, NC. This recipient must be enrolled in a curriculum program and in good standing with RichmondCC. Preference will be given to residents of Ellerbe or the surrounding area. Preference will also be given to a RichmondCC student with plans to transfer to UNCC to continue their education.

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 Wells Fargo Technical Scholarships

The Wells Fargo Technical scholarships are awarded to two full-time students in the second year of a two-year program. The scholarships are awarded on 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 William Noah King Memorial Scholarship

The William Noah King Memorial Scholarship was established to benefit RichmondCC students. Preference will be given to graduates of Marlboro Academy and students enrolled in the EUSRT or Electrical Lineman programs.

The Woman's Club of Hamlet Susie B. Powers Nursing 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 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 resident of Hamlet; however, this is not a requirement.

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 Working Student Scholarship

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 2.0 GPA who are not receiving other financial aid funding.

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 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.

Therafirm Industrial Maintenance Scholarship

The Therafirm Industrial Maintenance Scholarship as established to benefit students who demonstrate scholastic promise while pursuing a degree in the Engineering and Technical Trades curriculum. This scholarship is given to a full-time student with at least 12 credit hours and a cumulative 3.0 GPA. Preference and selection will be given to a past or present family member who was or is an employee of Therafirm and/or students enrolled in the Electrical Systems Technology program.

Table of Contents

Student Handbook Revisions

8/12/2026 – Updated new faculty information section. LKH

8/19/2026 – Updated 26-27 Semester Dates in Chapter 2; Emailed K. Thomas for BLET Dates for 27SP & 27FA. LKH

8/25/2026 – Updated new employee under Student Services; Registrar Technician. LKH

8/26/2026 – Updated Board of Trustees List; Claudia Robinette added back as appointee for Richmond County School Board. Technically her term ended in 2026. School District will no longer be appointing members that will move to the House and Senate. She was supposed to be appointed by the Senate but that has not been made official yet and probably will not until after the elections in November. This is why she was originally removed as a appointee of the School District. Technically a Board member remains until they are reappointed OR there is someone else appointed to take their place. Therefore, until her appointment by the Senate because official she will remain listed as an appointee of the School District. LKH

9/3/2026 – Updated BLET 26-27 Semester Dates in Chapter 2; Updated Accreditation information in Chapter 1 with new name The Commission on Colleges and Universities (*formerly known as Southern Association of Colleges and Schools Commission on Colleges, SACSCOC*). LKH

9/9/2026 – Updated *Credit for Prior Learning Section* under *Continuing Education Course Completion*, added Industrial Systems per email from Registrar. LKH

9/14/2026 – Corrected where *International Students* was listed. It was showing in the *Credit for Prior Learning* section. Moved it to *Special Admissions* section. LKH

9/16/2026 – Updated new employees announced at the Employee Meeting on 9/15/26. LKH

9/17/2026 – Updated credentials for new instructor. LKH

9/24/2026 – Updated new employees. LKH

10/5/2026 – Updated new employee information and name change for faculty member. LKH

11/5/2026 – Updated Procedures for Veteran Benefits section based on Board approved revision to policy 7.01.02. This policy revision was approved by the Board on June 3, 2025 and the P & P Manual was updated to reflect this revision. However, I missed updating the Student Handbook. LKH

Table of Contents