

## The “Open Door” Policy

Randolph Community College is an “open door” admission institution. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution. Counseling and advising services are available to help students decide which programs best serve their needs and objectives in life, as indicated by their background, abilities and expressed interests.

The “open door” policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. When students are able to meet the specific admission requirements for a given curriculum they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum.

Although the College follows an “open door” policy, there will be no compromise with academic standards set by the State Board of Community Colleges and the Randolph Community College Board of Trustees.

The College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College. The dean of Student Services is designated as the admissions officer for the College.

## General Admissions Requirements for Curriculum Programs

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants for degree, diploma, and certificate programs. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. For students who have not earned a high school diploma or GED certificate, taking an ability-to-benefit test may be an option. If so, the student will be referred to the appropriate office for further discussion. If the ability-to-benefit test is taken, a passing score must be achieved in order to enroll.

Randolph Community College will admit high school students between the ages of 16 and 18 to appropriate courses at the College. Guidelines established by RCC and area schools will be observed. Academically gifted and mature students under the age of 16 also may be admitted under very specific guidelines which may be obtained from the Information Center at (336) 633-0224.

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applications can be obtained from high school counselors and from Student Services. This office is open from 8 a.m. – 8 p.m., Monday through Thursday, and from 8 a.m. – 5 p.m., on Friday. For admissions information, call Student Services, (336) 633-0224. If needed, individual appointments may be made by personally speaking with a counselor at (336) 633-0224.

Developmental Studies courses exist as prerequisites to General Education courses. Removal of these prerequisites is subject to the approval of the chair of the General Education department. The College uses the Assessing Student Success Entry Transfer/Computerized Adaptive Assessment and Support System (ASSET/COMPASS) test to determine whether students have met Developmental Studies prerequisites for General Education courses. This test is given as part of RCC’s admissions process. In place of the College’s testing, students may present appropriate, prior college credit or adequate SAT or other standardized test scores to document their meeting these prerequisites. See the ASSET/COMPASS Placement Testing section on pages 14 – 15 for additional information.

Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading, or English courses in Developmental Studies prior to enrolling in certain General Education courses. Developmental Studies classes are offered day and evening to accommodate every

student who needs them. Grades earned in Developmental Studies are not included in the student's grade point average and credit hours earned do not count toward graduation.

At the time of testing, the test administrator will help applicants who are affected by any situation that might reduce test performance to make arrangements for alternate testing. Applicants with diagnosed learning disabilities are especially encouraged to make an appointment for untimed testing. It is the applicant's responsibility to make the test administrator aware of any special testing needs.

Applicants for the *Associate Degree Nursing* program, the *Basic Law Enforcement Training* program, the *Radiography* program and the *Community Spanish Interpreter* program (advanced certificate only) have additional admissions requirements. For more information, see pages 15 – 21. Applicants for the *Physical Therapist Assistant* program have additional admissions requirements. For more information contact Student Services at (336) 633-0224, or the Health Occupations Department at (336) 633-0264.

Information regarding transfer student admissions is on page 21 – 22.

## Steps to Enrolling

- Complete an RCC application.
- Provide official copies of high school transcript and/or GED test scores and all college transcripts.\*
- Call (336) 633-0224 to discuss placement testing.
- Meet with someone in RCC's financial aid office if necessary.
- Meet with your faculty advisor (during specified registration period).
- Register for classes (during specified registration period).

\*Applicants who are high school graduates should request their high school counselors to submit a copy of their high school transcript. In cases where the last six weeks' work is not completed, a supplemental transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

## ASSET/COMPASS Placement Testing

### ■ What is ASSET/COMPASS?

ASSET/COMPASS is a series of short placement tests covering the areas of English, reading, and mathematics developed by American College Testing (ACT).

### ■ Who Takes ASSET/COMPASS?

All students applying for an associate degree program at Randolph Community College are required to take the ASSET/COMPASS tests unless determined to be exempt. Possible exemptions are listed below.

1. Students who have attended another accredited postsecondary institution and have earned credit for
  - entry-level English composition (exempt from Reading and Writing Skills),
  - math (exempt from Numerical Skills), or
  - college algebra (exempt from Numerical Skills, Elementary & Intermediate Algebra)
2. RCC will accept ASSET/COMPASS, SAT, ACT test scores from another school taken within a five-year period. These scores should be received prior to tests taken on this campus.
3. Students who have taken the SAT within the last five years will be placed into appropriate college-level English and math courses if their scores are
  - 480 (new score) or above on the verbal portion (exempt from Writing & English Skills),
  - 480 (new score) or above on math portion (exempt from Numerical Skills & Elementary Algebra), or
  - 520 (new score) or above on math portion (exempt from all developmental math requirements).

### ■ When Do You Need to Take ASSET/COMPASS?

Students required to take ASSET/COMPASS should do so before they register for their first semester at RCC. Students unable to test before the term begins may not register for English or math courses before testing and are permitted to register for one term only before testing.

### ■ Why Do You Need to Take ASSET/COMPASS?

RCC counselors and advisors use test scores as an assessment of an applicant's skill level in reading, English, and math. Students' scores on ASSET and COMPASS determine placement into or exemption

from Developmental Studies courses. For more information about Development Studies courses, see page 56. The test scores for exemption from Developmental Studies courses follow:

<u>Developmental Studies Course</u>	<u>ASSET Test</u>	<u>COMPASS Test</u>
ENG 085 Reading & Writing Foundations	*70	*109
ENG 090 Composition Strategies	40	48
MAT 060 Essential Mathematics	40	43
MAT 070 Introductory Algebra	44	41
MAT 080 Intermediate Algebra	43	53
RED 090 Improved College Reading	40	76

\*Indicates combined scores of reading and writing.

**■ Retest Procedure**

Retesting is allowed in many community colleges in North Carolina. At RCC, a student may retest once. He/she may not retest after enrolling in the Developmental Studies course(s) recommended from the original test score. Students must wait at least two weeks from the original test date before retesting. Students must successfully complete their Developmental Studies course work before enrolling in English and/or math classes required for their program. Should a student be required to enroll in ENG 085, an additional retest may be given after successful completion of the course.

**■ Special Needs & Accommodations for Testing**

Testing accommodations for students with special needs are available upon request and with appropriate documentation. Contact the Information Center at (336) 633-0224 before scheduling placement testing.

**Basic Skills Programs Referral Policy**

RCC offers two levels of remedial instruction. In addition to Developmental Studies, the College offers Basic Skills. Following College placement testing, the RCC admissions counselors will advise students who would be better served in Basic Skills. Basic Skills staff will administer the CASAS placement test, and students who show need below the ninth grade level may work in Adult Basic Education. After working in ABE, these students will enter the Developmental Studies program as needed and will take other curriculum courses as may be appropriate. There is no charge for instruction in Basic Skills Programs.

**Additional Admissions Information**

**■ Associate Degree Nursing Admissions Policies & Procedures**

**Admissions Requirements**

1. Complete general admission requirements for the College including placement testing.
  - a. Students currently enrolled as high school seniors may be included in the applicant pool for the ADN program contingent upon satisfactory completion of high school requirements and achievement of high school diploma.
  - b. Achieve the cutoff score listed below on either ASSET or COMPASS Tests.
  - c. Students who do not meet the cut scores on placement test(s) must complete Developmental Studies classes as indicated.
  - d. SAT/ACT scores may be used to fulfill general admission requirements as published in the Randolph Community College Catalog.
  - e. Prior math and English credits will be considered as possible testing exemptions as published in the Randolph Community College Catalog.

<b>Placement Test Cut-Off Scores (Testing must have been completed within the past 5 years.)</b>				
<b>TEST</b>	<b>ASSET</b>	<b>SAT</b>	<b>ACT</b>	<b>COMPASS</b>
Writing	40	480	21	48
Reading	40	480	21	76
Numerical	40	480	21	43
Elementary Algebra	44	520	23	41

2. Evidence of “C” or greater in the following:
  - High school biology, or equivalent biology in Basic Skills Programs, or college-level general biology, or SCI 095.
  - High school chemistry or equivalent chemistry in Basic Skills Programs or college-level general chemistry, or SCI 095.
  - High school algebra, or college algebra, or has met the ASSET/COMPASS cut score for MAT 070, or successfully complete MAT 070, if required.

**NOTE: Once a student has met requirements 1 & 2, his/her name is added to the admission list.**

3. Attend information session.
4. Certification as a Nursing Assistant I and listing on the North Carolina Department of Human Services Division of Facility Services Health Care Personnel NAI Registry. \*NAI Certification must be completed prior to registration for the initial nursing course. Admission to the ADN program is contingent upon completion of NAI certification and listing.
- \* 5. Current CPR certification for adults and children.
- \* 6. Completion of student medical information form and evidence of physical and emotional health as defined by the North Carolina Board of Nursing Standards for Educational Unit in Nursing.
- \* 7. Evidence of health insurance/accident insurance.
- \*\*8. Purchase liability insurance.
9. **If a student declines admission or withdraws from nursing classes, he/she is required to reapply and become a part of the new applicant pool.**
  - \* *Evidence of CPR certification, completion of medical information form, and evidence of health/accident insurance must be presented prior to admission to the ADN program and prior to registration for initial nursing classes.*
  - \*\* *Liability insurance is purchased at the time fees are paid annually each fall while enrolled in the ADN program.*

#### **Ranking Process for Nursing Admissions**

1. Admissions are on a first-come, first-served basis for all qualified applicants who have met all the admission requirements.
2. Two dates are used to rank applicants for admissions: the date of the original application and the date the applicant completes all admission requirements in #1 and #2 of above listed admissions requirements.
3. Placement INTO an Applicant Pool:  
First, the date of completing #1 and #2 admission requirements places a prospective student into a pool of applicants along with all others who completed their admission requirements that same semester. There is a separate pool of applicants for each semester, comprised of all who completed their admission requirements that semester, regardless of the date of the original application.
4. Placement WITHIN an Applicant Pool:  
Applicants are then ranked within their own pool of applicants according to the date of their original application.
5. The date of the original application is used only to rank a student within the pool of applicants he/she qualified for by completing all admission requirements. The date of the original application CANNOT be used to qualify a student for an earlier semester’s pool of applicants.

#### **Example:**

The fall 2003 pool of applicants is considered before the spring 2004 pool of applicants, which is considered before the summer 2004 pool of applicants, etc.

Therefore, the admissions ranking list for the Fall 2004 class might look similar to this:

Fall 2003 (applicants who completed all admission requirements during the fall 2003 semester, ranked within the fall 2003 applicant pool according to the date of the original application):

- (1) Ms. Brown (Date of Application: 3-18-02)
- (2) Mr. Smith (Date of Application: 10-14-02)
- (3) Ms. Howard (Date of Application: 1-15-03)
- (4) Ms. Franklin (Date of Application: 2-1-03)
- (5) Mr. Hamilton (Date of Application: 11-16-03)

Spring 2004 (applicants who completed all admission requirements during the spring 2004 semester, ranked within the spring 2004 applicant pool according to the date of the original application):

- (6) Ms. King (Date of Application: 4-28-01)
- (7) Mr. White (Date of Application: 2-23-02)
- (8) Ms. Jones (Date of Application: 8-10-02)
- (9) Ms. Edens (Date of Application: 3-15-03)

Summer 2004 (applicants who completed all admission requirements during the summer 2004 semester, ranked within the summer 2004 applicant pool according to the date of the original application):

- (10) Ms. Clark (Date of Application: 6-19-99)
- (11) Mr. Atkins (Date of Application: 5-22-02)
- (12) Ms. Hedrick (Date of Application: 2-24-04)
- (13) Ms. Clifton (Date of Application: 2-25-04)

**In Summary:**

1. Students are placed into an applicant pool according to the semester they complete #1 and #2 admission requirements, regardless of the date of original application.
2. Within their own applicant pool, they are then ranked according to their date of original application.
3. Applicants from earlier semesters' applicant pools are considered before applicants from later semesters' applicant pools, regardless of the date of the original application.
4. The date of original application affects a student's ranking only within his/her pool of applicants, but cannot qualify the student to move to an earlier semester's pool of applicants.

**Notification of Admission/Information Session**

When items 1-2 of the admission requirements are successfully completed, applicants will be scheduled to attend an information session. The purpose of the information session is to answer questions about the program and for representatives from the ADN program to share important information.

Letters of notification of admission into the ADN program will be mailed by February 15 for fall admission of the same year. These letters are for admission into the fall semester and will be mailed to the top forty (40) students on the admissions list. If any applicant who receives an admissions letter declines his/her position, the space will be filled according to the highest ranked student on the admissions list.

**Readmissions**

If a student declines admission from nursing classes, he/she is required to reapply and become a part of the new applicant pool. Readmission to the ADN program is on a space-available basis. Readmission is limited to a maximum of one time. Only in extreme circumstances will an application for second readmission be considered. Those circumstances must be documented in writing. The documentation must include a compelling reason why a second readmission should be granted. For more information, see page 36.

**No Reactivations**

The ADN curriculum will follow Randolph Community College's procedure regarding students who do not follow through with the admissions process as outlined by the College.

**Physical & Emotional Health**

The Board of Nursing Standards for Educational Units in Nursing require that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe nursing care to the public. This is documented initially on the medical form completed by a physician.

**Guidelines for Evaluation of Physical Health**

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Initial assessment of physical health is based on a completed physical/health form. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The Admissions Office will provide each applicant with a copy of the physical examination form. This examination may be performed by a licensed physician, a registered physician's assistant, or a certified nurse practitioner. Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical

performance, the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

**Guidelines for Evaluation of Emotional Health**

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stress effectively, using healthy coping mechanisms, and understanding one’s own ability to cope with stressful situations.

Initial assessment of emotional health is based on physician information provided through the completed health history form.

If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional. The recommendation of the professional will be utilized to determine whether admission or continued enrollment in the program is appropriate.

Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

**Courses**

While waiting for admission into the ADN program, students may take courses in the General Occupational Technology Curriculum which would apply toward the Associate Degree in Nursing.

If a student elects to take BIO 168, BIO 169, PSY 110, he/she must make a grade of “C” or better. If the student earns less than a “C,” the course must be repeated with a grade of “C” or better BEFORE the student can be admitted into the ADN curriculum. The student’s name and rank will be retained on the admissions list, however, he/she will not be accepted into the ADN curriculum until that course(s) has been repeated with a grade of “C” or better.

**Transfer Credit for Nursing Courses**

Students requesting transfer credit for a nursing course from another college or university are required to submit a copy of the course outline and syllabus for the course. The student is required to successfully complete a written and practical competency exam for the course prior to transfer credit being granted.

**Advanced Placement for Licensed Practical Nurses**

Licensed practical nurses requesting advanced placement will be granted credit for NUR 110, NUR 120, and NUR 130 under the following conditions:

1. Have current unrestricted license as an LPN in North Carolina
2. Graduate of an approved practical nurse program with no grade less than “C” in all nursing courses
3. Documentation of at least six months full-time work experience within the last 12 months in a position which includes responsibilities representative of the legal scope of practice for LPNs
4. Have met the current admissions criteria required of the Associate Degree Nursing program
5. Have successfully completed, with a minimum of “C,” BIO 168, BIO 169, PSY 110, ENG 111, PSY 150, and SOC 210
6. Successful completion of NUR 187 and NUR 189.

Qualified LPNs will enter NUR 210 on a space-available basis after readmitted students have been given a space in the program. Qualified LPNs will be ranked according to the date of application and date of completion of 1-6 above.

**■ Basic Law Enforcement Training Admissions Requirements**

In addition to the admissions requirements on pages 13 – 14, Basic Law Enforcement Training students must be 20 years of age by the first day of class. Also, they must submit health history and physical examination forms that are available in the BLET information packet from RCC.

**■ Radiography Admissions Requirements**

1. Have completed general admission requirements for the College including placement testing.
  - a. Students currently enrolled as high school seniors may be included in the applicant pool for the Radiography program contingent upon satisfactory completion of high school requirements and achievement of high school diploma.
  - b. Have achieved the cutoff score listed on the next page on either ASSET or COMPASS Tests.
  - c. Students who do not meet the cut scores on placement test(s) must complete Developmental Studies classes as indicated.

- d. SAT/ACT scores may be used to fulfill general admission requirements as published in the Randolph Community College Catalog.
- e. Prior math and English credits will be considered as possible testing exemptions as published in the Randolph Community College Catalog.

Placement Test Cut-Off Scores (Testing must have been completed within the past 5 years.)				
TEST	ASSET	SAT	ACT	COMPASS
Writing	40	480	21	48
Reading	40	480	21	76
Numerical	40	480	21	43
Elementary Algebra	44	520	23	41

- 2. Evidence of “C” or greater in the following:
  - High school biology, equivalent biology in Basic Skills Programs, or college-level general biology
  - High school chemistry, equivalent chemistry in Basic Skills Programs, or college-level general chemistry
  - High school algebra, college algebra, has met the ASSET/COMPASS cut score for MAT 070, or has successfully completed MAT 070, if required.

**NOTE: Once a student has met requirements 1 & 2, his/her name is added to the admission list.**

- 3. Attend information session.
- 4. Twelve hour observation experience in radiography. This experience will be set up through the Health Occupations Department at Randolph Community College.
- 5. Basic computer skill knowledge demonstrated through competency testing.
- \* 6. Current CPR certification.
- \* 7. Completion of student medical information form (including immunizations and negative TB test).
- \* 8. Evidence of health insurance/accident insurance.
- \*\*9. Purchase liability insurance.
- 10. **If a student declines admission or withdraws from Radiography classes, he/she is required to reapply and become a part of the new applicant pool.**
  - \* Evidence of CPR certification, completion of medical information form, and evidence of health/accident insurance must be presented prior to admission to the Radiography program and prior to registration for initial Radiography classes.
  - \*\*Liability insurance is purchased at the time fees are paid annually each fall while enrolled in the Radiography program.

**Ranking Process for Radiography Admissions**

- 1. Admissions are on a first-come, first-served basis for all qualified applicants who have met all the admission requirements. This is a limited enrollment program; 20 students will be admitted each fall beginning with fall 2003.
- 2. Two dates are used to rank applicants for admissions—the date of the original application and the date the applicant completed all admission requirements.
- 3. Placement INTO an Applicant Pool:
 

First, the date of completing all admission requirements places a prospective student into a pool of applicants along with all others who completed their admission requirements that same semester. There is a separate pool of applicants for each semester, comprised of all who completed their admission requirements that semester, regardless of the date of the original application.
- 4. Placement WITHIN an Applicant Pool:
 

Applicants are then ranked within their own pool of applicants according to the date of their original application.
- 5. The date of the original application is used only to rank a student within the pool of applicants he/she qualified for by completing all admission requirements. The date of the original application CANNOT be used to qualify a student for an earlier semester’s pool of applicants.

**Example:**

The fall 2003 pool of applicants is considered before the spring 2004 pool of applicants, which is considered before the summer 2004 pool of applicants, etc.

Therefore, the admissions ranking list for the Fall 2004 class might look similar to this:

Fall 2003 (applicants who completed all admission requirements during the fall 2003 semester, ranked within the fall 2003 applicant pool according to the date of the original application):

- (1) Ms. Brown (Date of Application: 9-10-01)
- (2) Mr. Smith (Date of Application: 10-14-01)
- (3) Ms. Howard (Date of Application: 1-15-02)
- (4) Ms. Franklin (Date of Application: 2-1-02)
- (5) Mr. Hamilton (Date of Application: 9-16-02)

Spring 2003 (applicants who completed all admission requirements during the spring 2003 semester, ranked within the spring 2003 applicant pool according to the date of the original application):

- (6) Ms. King (Date of Application: 4-28-02)
- (7) Mr. White (Date of Application: 6-23-02)
- (8) Ms. Jones (Date of Application: 8-10-02)
- (9) Ms. Edens (Date of Application: 10-10-02)

Summer 2003 (applicants who completed all admission requirements during the summer 2003 semester, ranked within the summer 2003 applicant pool according to the date of the original application):

- (10) Ms. Clark (Date of Application: 1-22-02)
- (11) Mr. Atkins (Date of Application: 5-22-02)
- (12) Ms. Hedrick (Date of Application: 10-24-02)
- (13) Ms. Clifton (Date of Application: 2-25-03)

**In summary:**

1. Students are placed into an applicant pool according to the semester they complete all admission requirements, regardless of the date of original application.
2. Within their own applicant pool, they are then ranked according to their date of original application.
3. Applicants from earlier semesters' applicant pools are considered before applicants from later semesters' applicant pools, regardless of the date of the original application.
4. The date of original application affects a student's ranking only within his/her pool of applicants, but cannot qualify the student to move to an earlier semester's pool of applicants.
5. This is a limited enrollment program; 20 students will be admitted each fall beginning with fall 2003.

**Notification of Admission/Information Session**

When items 1-2 of the admission requirements are successfully completed, applicants will be scheduled to attend an information session. The purpose of the information session is to answer questions about the program and for representatives from the Radiography program to share important information.

Letters of notification of admission into the Radiography program will be mailed by March 15. These letters are for admission into the fall semester and will be mailed to the top twenty (20) students on the admissions list. If any applicant who receives an admissions letter declines his/her position, the space will be filled according to the highest ranked student on the admissions waiting list.

**Readmissions**

If a student declines admission or withdraws from Radiography classes, he/she is required to reapply and become a part of the new applicant pool. Readmission to the Radiography program is on a space-available basis. Readmission is limited to a maximum of one time. Only in extreme circumstances will an application for second readmission be considered. Those circumstances must be documented in writing. The documentation must include a compelling reason why a second readmission should be granted. For more information see page 36.

**No Reactivations**

The Radiography curriculum will follow Randolph Community College's procedure regarding students who do not follow through with the admissions process as outlined by the College.

**Physical & Emotional Health**

It is required that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe care to the public.

Evaluation of health will continue throughout the program. This will be the responsibility of the Radiography faculty. An applicant or student who presents problems in physical or emotional health which have not responded to appropriate treatment within a reasonable time may be denied admission or asked to withdraw. The student is denied admission or asked to withdraw to protect his/her own health and that of clients to whom he/she is assigned.

### **Guidelines for Evaluation of Physical Health**

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Initial assessment of physical health is based on a completed physical/health form. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The Admissions Office will provide each applicant with a copy of the physical examination form. This examination may be performed by a licensed physician, a registered physician's assistant, or a certified nurse practitioner. Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

### **Guidelines for Evaluation of Emotional Health**

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stress effectively, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Initial assessment of emotional health is based on an physician information provided through the completed health history form.

If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional. The recommendation of the professional will be utilized to advise the applicant or student regarding admission or continued enrollment.

Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

### **Courses**

While waiting for admission into the Radiography program students may take courses in the General Occupational Technology Curriculum which would apply toward Radiography.

If a student elects to take BIO 163 and/or PSY 150, he/she must make a grade of "C" or better. If the student earns less than a "C," the course must be repeated with a grade of "C" or better BEFORE the student can be admitted into the Radiography curriculum. The student's name and rank will be retained on the admissions list, however, he/she will not be accepted into the Radiography curriculum until that course(s) has been repeated with a grade of "C" or better. A student who chooses to take BIO 168 and BIO 169 instead of BIO 163 will receive credit for BIO 163 if he/she earns a grade of "C" or better.

### **■ Community Spanish Interpreter (advanced certificate only)**

#### **Admissions Requirements**

In addition to the admissions requirements on pages 13 – 14, a student must prove current competency of Spanish language skills through SPA 212 by **one** of the following methods in order to enroll in the Community Spanish Interpreter (advanced certificate) program.

- By taking the Wisconsin Placement Test (one examination covers all four courses (SPA 111, SPA 112, SPA 211, and SPA 212)
- By using scores on file if test has been taken within past academic year before application for this certificate
- By completion of the Community Spanish Interpreter basic certificate within the past academic year before application
- By completion of SPA 212 with a "C" or better within the last year at another accredited postsecondary institution

### **■ Transfer Student Admissions**

Transfer students must

1. apply to the institution;
2. submit evidence of placement testing (ASSET/COMPASS, SAT, ACT), prior credit for English and/or math, or make arrangements to be tested by RCC; and
3. request official transcripts from high school or school awarding GED and all colleges attended.

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study. Transfer **credit may be granted if the student is transferring from a regionally accredited institution, a member of the North Carolina Community College System, an institution accredited by the Board of Governors, or a nonaccredited institution of higher learning**

that meets the SACS guidelines (accredited by other accrediting associations such as “Bible Colleges or Business Schools”). Any exception to this credit transfer policy must have the approval of the appropriate instructor (when necessary for evaluation purposes), the departmental chair, the dean of curriculum programs, and the dean of Student Services or designee. Transfer students will be informed of transfer credit prior to the end of the first academic term in which they are enrolled, if official transcripts are received in a timely manner. Transfer credit from other institutions may not exceed 75% of course requirements for completion of a degree, diploma, or certificate program.

No course with a grade lower than “C” may be transferred. Randolph Community College reserves the right to accept or reject credits earned at other universities, colleges, and institutions. The final decision on transfer credit will be determined by the dean of Student Services. Transfer credit from other colleges may satisfy course requirements, but will not influence a student’s grade point average on the Randolph Community College transcript.

For more information about transfer student admissions, contact Grover Yancey at (336) 633-0246.

### ■ International (F-I Visa) Student Admissions

In addition to the admissions procedures required of native students, international applicants must demonstrate English comprehension. International applicants, for whom English is not a native language, may demonstrate adequate comprehension of English by one of two methods.

1. Submission of a TOEFL score of 500 or above paper based or 173 or above computer based.
2. Successful completion of one or more years of a U.S. high school or postsecondary education and a TOEFL score of 450 or above paper based or 133 or above computer based.

In addition, international applicants must submit an RCC application for admissions, high school/ GED evidence of completion, and college transcripts if applicable, and take the College’s placement test.

Please note: International applicants are responsible for having their transcripts translated into English, if needed, and evaluated by an approved transcript evaluation service if requested. The international student counselor in Student Services can provide assistance in locating such services.

Application materials for admission should be received from international applicants two months prior to the semester in which the student wishes to enroll. Also, U.S. Immigration law requires proof of financial support for the student’s entire program of study. Once all requirements have been met, RCC will issue the I-20 immigration form.

For more information about international student admissions, contact Ron Bushnell by phone at (336) 633-0201, by fax at (336) 629-4695, or by E-mail at [rwbushnell@randolph.edu](mailto:rwbushnell@randolph.edu).

### ■ Special Students

Students who have not applied for admission into a specific curriculum, but are otherwise qualified to enroll in Curriculum classes, are classified as Special Students. Special Students are required to submit an application for admission and are eligible to take an unlimited number of courses. A maximum of 25 percent of the courses required for a degree or a diploma can be earned while students are under the classification of Special Student.

Should a Special Student desire to declare a major, he/she should contact the College’s admissions office, provide the appropriate transcripts, and participate in placement testing.

The responsibility for initiating the change from Special Student status to a major lies with the student. Any questions should be directed to the admissions office.

### ■ Visiting Students

A visiting student is a student pursuing a degree at another institution who wishes to take courses at RCC with the intent of transferring credit for those courses to the home institution. To be considered for admission as a visiting student, an applicant must

1. submit an application form, and
2. obtain written permission from his/her home institution, listing specific courses here which will be acceptable for transfer credit at the institution.

Visiting students who do not have written permission from their home institution to take courses at RCC will be required to meet all regular RCC admissions requirements.

Visiting students should contact Students Services at (336) 633-0224 for more information.

### ■ Accommodations for Students with Disabilities

Randolph Community College is committed to providing reasonable accommodations for all students with documented disabilities. Applicants with disabilities who wish to request accommodations in compliance with the Vocational Rehabilitation Act of 1974 and the Americans with Disabilities Act of

1990 must identify themselves to the admissions counselor before placement testing.

If you would like to receive a Request for Accommodation form, a copy of the College's policy on accommodations for students with disabilities, or would like more information, E-mail Student Services at [ssmuse@randolph.edu](mailto:ssmuse@randolph.edu) or call (336) 633-0224.

Currently enrolled students with disabilities who wish to request accommodations under ADA must contact Special Services in sufficient time for the College to assist if necessary. Contact Special Services at (336) 633-0230.

### ■ Housing

Randolph Community College has no dormitory facilities. Students who must live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use campus bulletin boards, local newspapers, and realtors as aids in obtaining housing.

### ■ General Admissions Requirements for Continuing Education Programs

1. Participation in RCC's Continuing Education programs is open to any adult, 18 years or older, who is not currently enrolled in the public school system. (In some cases, high school students between 16 and 18 years old may participate on a space available basis with written permission from their principals.)
2. A very simple registration procedure is available to students enrolling in Continuing Education programs. Registration takes place during the first class session with the completion of a short registration form and payment of any applicable fees. It is recommended that persons preregister by phone to insure that a slot is reserved for them.

For more information, contact Continuing Education, (336) 633-0267.

## Cooperative Programs

The purpose of Cooperative Programs (Huskins and Concurrent Enrollment) is to provide an opportunity for selected high school students to enroll in college credit courses not otherwise available at the high school. College tuition is waived for high school students enrolled in Cooperative Programs courses. Responsibility for the costs of textbooks, materials, and other fees is determined by the applicable board of education. High school students enrolled in Cooperative Programs courses are considered college students in all aspects and receive college credit for courses taken. Cooperative Programs students are required to meet all prerequisite and course admission requirements.

### ■ Huskins

Huskins courses are college-level courses designated specifically for high school student enrollment.

To be eligible for the Huskins program students must

1. be juniors or seniors in high school,
2. be at least 16 years of age,
3. have attained the academic and social maturity to succeed in a college-level course,
4. be enrolled in high school courses for at least one-half of the school day and making progress toward graduation (or, in the case of courses offered in the summer, must have been enrolled in high school courses for at least one-half of the school day during the preceding year),
5. be able to benefit from the enrichment opportunity, and
6. be recommended by their high school principal and approved by the president of the College.

Randolph Community College offers Huskins courses in a variety of academic, technical, and advanced vocational subject areas.

### ■ Concurrent Enrollment

Concurrent Enrollment allows high school students to enroll in regularly scheduled college credit courses. To be eligible for Concurrent Enrollment students must

1. be junior or seniors in high school,
2. be at least 16 years of age,
3. have attained the academic and social maturity to succeed in a college-level course,
4. be enrolled in high school courses for at least one-half of the school day and making progress toward graduation (or, in the case of courses offered in the summer, must have been enrolled in high school courses for at least one-half of the school day during the preceding year),
5. be able to benefit from the enrichment opportunity, and
6. be recommended by their high school principal and approved by the president of the College.

Concurrently enrolled students may take any course (numbered 100 and above from the Common Course Library) offered in vocational, technical, college transfer, or Continuing Education programs as

long as it does not duplicate course work at the high school and their enrollment does not displace adult college students.

### ■ Placement Testing for Cooperative Programs Students

High school students desiring to enroll in a Cooperative Programs English or math course are required to take the ASSET placement test or present acceptable SAT scores. Placement test scores will not be used to place Cooperative Programs students, but will be used to determine eligibility to enroll in college credit courses.

Those students who do not achieve the current cutoff score(s) on the placement tests will need to work with the RCC counselor and a counselor from their home school to decide what classes they are eligible for.

Students seeking admission to Cooperative Programs courses that require placement tests must make an appointment for placement testing before the registration dates. Call Student Services for placement testing times and dates, (336) 633-0224.

## Academically Gifted, Mature Students Under the Age of 16

State law permits academically gifted, mature students under the age of 16 to enroll in the state's community colleges. These enrollments are governed by some very specific guidelines and restrictions. For more information or an Under 16 Application Packet, contact the Information Center at (336) 633-0224.

## Tech Prep

Tech Prep is defined as a combined secondary and postsecondary program that builds student competencies in math, science, and communications and leads to an associate degree, two-year certificate, two-year registered apprenticeship and leads to employment. This course of study in the high school allows high school students to earn community college credit for certain courses taken while in high school. In order for community college credit to be awarded, a grade of "B" or higher must be attained for the course and a raw score of 80 or higher must be achieved on the standardized VoCATS post-assessment test. Official standardized VoCATS scores are required to verify that the criteria has been met to award credit for articulated course work. In order to receive articulated credit, students must enroll in a community college within two years of their high school graduation date. The student must inform the RCC registrar that he/she wishes to receive Tech Prep credit. The courses covered by Tech Prep articulation agreements vary from school to school. Consult the high school guidance counselor to see what courses offered are covered by the Tech Prep articulation agreement.

## Student Services

Randolph Community College strives to create an atmosphere where the student is the focus of the academic community. The College's attention is thereby fixed on the student and his/her life at the College. Student Services serves as a facilitator to the student for the various areas of campus life, including the following:

1. An effort to assist the student in making the adjustment to the more specialized and/or general postsecondary education of Randolph Community College
2. Personal guidance of students that will encourage openness and involvement, and will aid in developing self-reliant, responsible behavior
3. A testing and placement program in keeping with the needs of the College to accurately recommend proper classes
4. Up-to-date and accurate records on all students of the College with necessary security and confidentiality enforced
5. Accurate and informative recruiting/marketing programs
6. Seeking avenues of financial aid for eligible students
7. Leadership and encouragement for the development of student organizations and activities
8. Health promotion activities appropriate to the needs of the student body
9. Information and aid to students for career development, job referral, and program advisement

## Orientation

Orientation is provided to promote an understanding of the philosophy and standards of Randolph Community College. All new students are required to participate in orientation. The objectives of orientation are

1. to acquaint students with the physical, academic, and social environments of the College;
2. to present school policies, regulations, and procedures to the students;
3. to provide an opportunity for staff and faculty to welcome and get acquainted with students; and
4. to acquaint students with the enrollment procedures to insure a smooth beginning in their college experience.

## Faculty Advisors

Students enrolling in a curriculum program of study will be assigned a faculty advisor as part of the admissions process. Once an application for admission has been received by the admissions office, an advisor is assigned based on the choice of curriculum area made by the student. (Faculty in certain programs, i.e., Interior Design, Photographic Technology, Advertising & Graphic Design, may assign different advisors after the student has been enrolled.) Students will meet with their advisor prior to enrolling each term. For students who are undecided about their major, an admissions counselor will be assigned to help with course selection.

## Registration

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each semester or at other specified times. Certain days are set aside in the academic calendar for the purpose of registration. On these days, personnel are available to aid students in completing forms and to collect tuition and fees. **Registration is not complete until all tuition and fees are paid.**

## Counseling

Professionally trained counselors are available to assist students at Randolph Community College with academic/educational, occupational, and personal problems. Counseling services are available during the College's day and evening operating hours, except weekends, and may be used by applicants and the general community, as well as by current and former students. Those in need of counseling services are encouraged to contact a member of the counseling staff. Individual appointments are recommended and most often can be made at a time convenient to the student.

Admissions counseling is provided to assist students to understand the various types of training programs available at the College and to clarify matters which pertain to qualifications and prerequisites.

Career counseling is provided to students to assist selection of a college major and vocational objective. Counselors may utilize interest inventories, aptitude testing, and personal interviews to obtain a vocational history and other pertinent information while exploring career alternatives with a student. Interest inventories may be correlated with current RCC programs.

## Career Development/Placement

RCC offers career assessments, vocational guidance, occupational resource information, job listings, and career decision-making instruction through the JobLink Career Center and the Student Services counseling staff.

### ■ JobLink Career Center

The JobLink Career Center, located on Randolph Community College's Asheboro Campus, is a partnership among the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst program), Vocational Rehabilitation (VR), Regional Consolidated Services (RCS with Job Training Partnership Act or JTPA program), public schools (with JobReady/School-to-Work program), and Randolph Community College. Operating hours are Monday – Friday, 8 a.m. – 5 p.m.

JobLink's convenient location in the Student Services Center provides students and residents with easy access to a variety of resources and services offered by the partner agencies. Typical services include academic/vocational assessments, job-seeking and keeping skills, employment referral, job openings in print and on computer, and career counseling. In addition, students may seek assistance through programs such as JTPA, VR, and WorkFirst; and English as a Second Language (ESL) and Human Resources Development (HRD) classes.

## Expenses (Tuition & Fees)

Asheboro and Randolph County area Curriculum students who commute to Randolph Community College may expect to spend an average of \$2,000 per year for tuition, books, and supplies, depending on the major selected. Books and supplies will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Interior Design, and Photographic Technology. Transportation is an additional expense. Certain students must consider off-campus room and board and personal expenses in addition to the above. Students in this category could expect a substantial difference in expense. Students are advised to contact the admissions office for specific College expenses.

### Tuition & Activity Fees for Curriculum Programs

The College reserves the right to modify, revoke, and add to tuition and fees at any time as defined under North Carolina Community College System, State Board of Community Colleges guidelines.

#### Semester Hours

<b>In-State</b>	1 through 15	\$35.50/Credit Hour
	16 and up	\$568.00/Semester
<b>Out-of-State</b>	1 through 15	\$197.00/Credit Hour
	16 and up	\$3,152.00/Semester

\*Activity Fee – \$1.00 per credit hour (\$16.00 maximum per semester)

\*Technology Fee – \$1.00 per credit hour (\$16.00 maximum per semester)

\*All full-time and part-time regular students will pay an activity fee by the semester on an academic year basis. Activity fees for the summer session will be one half the normal charge, up to 12 credit hours (\$6 maximum). Activity fees are used for items and activities that directly benefits students. Examples include accident insurance, parking stickers, spring and fall flings, student identification cards, and diploma paper and covers.

N.C. residents 65 years or older are exempt from registration fees.

### Books & Supplies for Curriculum Programs (per year)

The cost for books and supplies will vary according to programs. Costs listed are estimated averages per year. Equipment costs will be presented at the time of the admissions interview.

Accounting – \$836  
 Advertising & Graphic Design – \$1,193  
 Associate Degree Nursing – \$1,024  
 Associate in Arts (College Transfer) – \$650  
 \*Autobody Repair – \$440  
 \*Automotive Systems Technology – \$721  
 Basic Law Enforcement Training – \$255  
 Business Administration – \$721  
 Community Spanish Interpreter – \$662  
 Criminal Justice Technology – \$725  
 Early Childhood Associate – \$492  
 +Electric Lineman Technology – \$113  
 \*Electrical/Electronics Technology – \$568  
 General Occupational Technology – \$631  
 Industrial Systems Technology – \$473

Information Systems – \$648  
 Interior Design – \$1,376  
 \*Machining Technology – \$471  
 Nursing Assistant – \$339  
 Office Systems Technology – \$676  
 Photographic Technology – \$2,380  
 +Physical Therapist Assistant – \$662  
 Radiography – \$740  
 Welding Technology – \$221

*\*Books and supply costs for certificate options in these programs will average \$255-\$385 per year.*

*+These programs are offered in conjunction with another community college.*

## Fees for Continuing Education Programs

Registration fees for Continuing Education courses vary according to the type of course and are set by the College according to the State Board of Community Colleges regulations.

Fees are as follows:

Adult Basic Education – No fee

Community Service – The majority of these courses are self-supporting. Fees are determined by course length and total cost.

Compensatory Education – No fee

English as a Second Language – No fee

General Educational Development (classroom) – Cost of text only

Human Resources Development – Free to those who are unemployed, have been notified of impending layoff, or meet eligibility requirements.

Small Business Center Seminars – No fee

Occupational Extension – (including Hosiery Technology Center and Small Business Center classes) – Fees are determined by course length according to the following schedule. A fee for materials may be charged in addition to the registration fee.

\$50 0-10 hours

\$55 11-30 hours

\$60 31-100 hours

\$65 101 or more hours

Occupational Extension – Fee supported

In unique situations, it may be beneficial for all parties involved for the College to conduct training on a fee-supported basis. The College reserves the right to make that determination.

If the decision is made to conduct training using this option, the fee is established according to actual costs incurred by the College in providing training.

The College reserves the right to revise Continuing Education fees on a course-by-course basis, depending upon total instructional and support costs.

North Carolina residents 65 years or older are exempt from registration fees, except in self-supporting courses.

### ■ Course Repeat Policy

Students who take a Continuing Education Occupational Extension course (the same course title) more than twice within a five-year period are required to pay a fee more in line with the actual cost of providing instruction. An example of the difference in pricing is as follows: For a 33-hour course, the fee for a person who is taking the same course for the third time would be \$183.15 (\$5.55 per hour of scheduled instruction) rather than the current \$60 registration.

## Institutional Refund Policy

### ■ Curriculum

A 75 percent tuition refund may be made upon the request of the student if the student officially withdraws from the class prior to or on the official 10 percent point of the semester. Activity fees are nonrefundable except when a course fails to materialize. The student should initiate the withdrawal process by contacting the director of admissions/registrar. You may receive a full refund if you officially withdraw from a class before the first day of classes for the semester or if a class is cancelled by the College.

No refunds will be made after the 10 percent point, even though the student may not have attended all classes up to that point. **Exception:** A statutory refund calculation is required if the student received student financial aid funds and the student withdrew on or before the 60 percent point of the enrollment period for which he/she was charged.

Refunds on behalf of student financial aid recipients must be distributed in the following order\*:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Unsubsidized Federal Direct Stafford Loan
5. Subsidized Federal Direct Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Perkins Loan
8. Federal Pell Grant

9. Federal Supplemental Educational Opportunity Grant
10. Other student financial aid programs
11. Other Federal, State, private, or institutional sources of aid
12. The student

\*RCC does not offer all forms of financial aid listed.

### ■ Continuing Education - Occupational Extension

A student who officially withdraws from an extension class prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment. After the class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Students should see their instructor for further details.

No refunds will be made after the 10 percent point, even though the student may not have attended all classes up to that point.

### ■ Continuing Education - Self-Supporting & Community Service

No refunds shall be made for self-supporting or community service classes.

### ■ Continuing Education - On-Line Courses

Refunds do not apply to publisher access codes or course material fees.

## Residency for Tuition Purposes

North Carolina law (G.S. 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residency (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a N.C. resident. Every applicant for admission shall be required to make a statement as to his/her length of residence in the state.

To be eligible for classification as a resident for tuition purposes, a person must establish that his/her position in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

When a student initially completes an application for admission to the College, he/she will acclaim his/her residency status by responding to specific questions. Should the College need additional information in order to determine residency status for tuition purposes, additional documentation may be requested.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is placed on the applicant for such classification.

### ■ Institutional Appeal Procedure Relative to Residency Classifications for Tuition Purposes

Students who have been initially classified as nonresident for tuition purposes have the right to appeal to the institutional residency committee for a change in classification to that of resident. A student wishing to appeal the initial decision shall file written notice which must contain a simple declaration of intention of process and appeal before the campus residency committee and must be personally signed by the student.

All appeals are to be in writing, directed to the dean of Student Services, and received by the institution no later than 10 working days after the initial residency determination of status.

The dean of Student Services shall, upon receipt of notice of appeal, prepare and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner’s notice of appeal.

The campus residency committee, composed of the dean of Student Services as chairman, one staff member, and one faculty member, shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have a staff or faculty advisor present. No other individuals including attorneys may attend this appeal. Only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student within 10 working days of the date of decision.

### ■ Regulations

Regulations concerning the classification of students for residency purposes 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.* Each student considering enrollment should review the *Manual* if he/she has any questions. Copies of the *Manual* are available for review at the Randolph Community College library or from the dean of Student Services.

### **Debts to the College**

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the College. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. There is a \$25 fee for all checks returned due to insufficient funds. Students with unpaid financial obligations to the school and/or incomplete admission applications will not be permitted to register for the upcoming semester until all obligations are met. Grades, transcripts, and diplomas will not be released until all obligations are met.

# Student Financial Aid Consumer Information

Randolph Community College makes every effort within the limitations of its available financial resources to assure that no qualified student will be denied the opportunity to attend the College because of a lack of adequate funds to meet expenses. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Grants, work-study, loans, and scholarships may be used singularly or in combination to meet a student's total need.

Financial aid is awarded without regard to the applicant's race, religion, color, national origin, political affiliation, age, handicap, or sex. However, students must demonstrate financial need and maintain satisfactory academic progress.

Because the North Carolina Community College System was initiated in order to make higher education readily available to all adult citizens of North Carolina regardless of their age or financial status, the state of North Carolina provides considerable financial support for institutions in the system. Thus, the tuition charged by Randolph Community College (set by the State Board of Community Colleges) in no way reflects the actual cost of the education the student receives. High-quality instruction, coupled with well-equipped laboratories and other educational facilities are available to the RCC student.

Student eligibility requirements for receiving grants and work-study funds follow:

1. A student must be a U.S. citizen or an eligible noncitizen.
2. A student must submit an acceptable form of needs analysis to the financial aid office. The preferred form of needs analysis is the Free Application for Federal Student Aid (FAFSA).
3. A student must be enrolled in an approved program of study at RCC.
4. A student must maintain satisfactory academic progress while enrolled at RCC to continue to receive financial aid.
5. A student receiving federal financial aid must not be in default on any student federal loan or owe a refund on any Title IV grant at any educational institution. Individual situations may require additional documentation.
6. A student must never have been convicted of any illegal drug offense. A drug-related conviction does not necessarily make a student ineligible for aid. Call 1-800-433-3243 for more information.

Students may apply, but may not receive financial aid at RCC until they have first been accepted for admission by the admissions office. Any student wishing to use financial aid funds to pay for tuition and fees at registration should have completed his/her financial aid file two weeks prior to registration. The financial aid office will make every effort to complete files that have late submissions; however, availability of eligible funds at registration is not guaranteed.

Rights and responsibilities of students receiving aid under the Title IV programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study) include the following:

1. The student has the right to accept or decline any aid package presented.
2. The student has the responsibility of notifying the financial aid officer of any other scholarships, grants, or loans extended to him/her from sources outside the College.
3. All awards are based on full-time enrollment for the academic year. Adjustments will be made accordingly if a student is enrolled for less than full time or does not attend the entire year.
4. Students must maintain satisfactory academic progress as outlined by the College Catalog and Student Handbook in order to receive any type of financial assistance.
5. The student who withdraws from school and creates an overpayment will not be allowed to receive federal or institutionally awarded financial assistance until the overpayment has been repaid in full.
6. Financial need will be reevaluated each year and appropriate increases or decreases in the amount of the assistance offered will be made. For the purpose of this reevaluation, a new application is required through needs analysis.

Financial aid will be considered and awarded according to the student's appropriate classification:

**Regular Student** – Continuing programs of the College leading to an associate degree or diploma;

**Full-Time Student** – 12 or more credit hours; **Part-Time Student** – 1 through 11 credit hours.

Following are types of aid available:

## Federal Pell Grant

All students seeking financial aid at Randolph Community College begin the process by filling out the Free Application for Federal Student Aid (FAFSA) and mailing or electronically submitting it (via the Internet) to the federal processor. Within three to six weeks the student will receive the resulting Student Aid Report (SAR). Concurrently, the SAR will be drawn down electronically by the College's financial aid office. The SAR is the official notification of the student's eligibility to receive a Federal Pell Grant. Determination of the grant amount is made by the information provided on the student's SAR and materials furnished by the FAFSA to those institutions approved to administer the Federal Pell Grant.

Federal Pell Grants are disbursed each semester by a voucher system. Students eligible to receive a Federal Pell Grant will be able to register, receive books and supplies, and charge these initial costs toward the Federal Pell Grant funds (provided the student has completed all of his/her paperwork). If there are any Pell monies remaining, when these other charges are subtracted, this balance will go to the student.

## Federal Supplemental Educational Opportunity Grant

The financial aid office will award the Federal Supplemental Educational Opportunity Grant to eligible students on an individual basis. Student eligibility is determined by a student submitting a FAFSA as a needs analysis statement. This grant varies in amount and is awarded based upon student need each semester by a voucher system. As monies are limited in this fund, students are encouraged to apply early.

## North Carolina Student Incentive Grant

College Foundation Inc., P.O. Box 12100, Raleigh, N.C. 27605-2100, is the source for the North Carolina Student Incentive Grant. Application for this grant is made through the FAFSA. To be eligible to receive these funds, a student must (1) be a legal resident of North Carolina, (2) be enrolled or accepted for enrollment on a full-time basis, (3) demonstrate substantial financial need based on the FAFSA information, and (4) submit FAFSA application prior to the March 15 deadline of the academic year preceding enrollment. Grant monies are disbursed each semester by check following attendance in every class.

## Scholarships

Various individuals and organizations contribute monies yearly for scholarships. The scholarships are normally used for supplies, living expenses, and books. Some of the scholarships are restricted according to program of enrollment, home area, etc. The first step in applying is to complete the RCC Foundation Scholarship application available in the financial aid office. Scholarship monies are disbursed each semester by check following 30 days of attendance in every class.

## Federal Work-Study

Randolph Community College participates in the Federal Work-Study (FWS) program, which gives part-time employment to students who need the income to help meet the costs of postsecondary education. Federal Work-Study employment is available on the campus on a part-time basis while classes are in session (usually 5-20 hours per week). The first step in applying is to complete and mail the FAFSA along with completing a work-study employment application. Payment is made by check on the fifteenth of the month for hours worked in the preceding month.

## North Carolina Community College Grant

College Foundation Inc., P.O. Box 12100, Raleigh, N.C. 27605-2100, is the source for the North Carolina Community College Grant. Application for this grant is made through the FAFSA. To be eligible to receive these funds, a student must (1) be a legal resident of North Carolina, (2) be enrolled or accepted for enrollment at a community college in North Carolina on at least a half-time basis, and (3) demonstrate moderate financial need based on the FAFSA information. Grant monies are disbursed each semester by check following 30 days of attendance.

## Privately Insured Student Loan Programs

The College has established a loan portfolio of private lenders to aid students in choosing the best lender for their individual needs. Loan repayment can be deferred for up to six months following graduation or withdrawal. Students can borrow up to \$25,000 per academic year and take as long as 20 years to repay. There is no minimum hour requirement and Continuing Education students are eligible under this program. Contact the financial aid office for more information, (336) 633-0222.

## Short-Term Emergency Loans

Short-term emergency loan funds are available to regularly enrolled students who have an unforeseeable and uncontrollable financial emergency. To qualify for emergency loan funds a student must have a GPA of at least 2.0, no outstanding RCC debts, proof of employment (or method of repayment), and not be in violation of any RCC satisfactory academic progress standard. Loans must be repaid within 30 days with no interest required. For more information and specific guidelines contact the financial aid office.

## U.S. Department of Veterans Affairs Educational Assistance

Programs of this institution are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G. I. Bill Contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring, who have applied, met all admissions criteria, been fully accepted, and actively matriculated, may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. Information may be obtained by contacting the veteran's certifying official at RCC, (336) 633-0201, or the DVA at 1-800-827-1000.

## Outside Scholarships

Students are encouraged to seek outside resources in addition to those provided through RCC. Some material on outside scholarships is available through the individual's high school or in RCC's library. Other sources may include, but not be limited to, the Department of Social Services; Regional Consolidated Services; Vocational Rehabilitation; hospitals (for nursing students); Guilford Native American Association (for native Americans); Department of Veterans Affairs (for veterans); and other civic, social, and religious affiliations.

## Standards of Progress

Financial aid recipients must meet satisfactory progress standards that are both *qualitative* and *quantitative* in their progress toward attaining their degree/diploma.

The *qualitative* measurement of satisfactory progress at RCC follows:

Each student at RCC is expected to maintain satisfactory progress toward a degree or diploma. At the end of each semester a student's grade point average for that semester and his/her cumulative grade point average are examined. For the purposes of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted. The grade point average scale is shown on page 41.

A student with six or more credit hours under a specified curriculum of study in a degree or diploma program who falls below these minimum requirements will be placed on probation for one semester in which he/she will be able to receive financial aid. Curriculum students on probation who fail to make satisfactory improvement in their grade point averages during the semester they are on probation will not be allowed to continue in their program or receive any Title IV funding.

The student may be readmitted after a suspension period; however, until the student has established good academic standing in his/her grade point average, he/she will not receive financial aid. If the student decides during the probation period that he/she will be changing programs, the student must be in good academic standing in his/her present program at the end of the probation period before he/she can receive financial aid under the new program. If at the end of the probation period the student is not in good academic standing under the current program and changes to a new

program, then the student must attend the first semester without any financial aid. Satisfactory progress in the new program must be demonstrated before a student is reinstated on financial aid. The **quantitative** measurement of satisfactory progress at RCC follows:

Students must pass at least 67 percent of all credit hours attempted. A financial aid recipient who fails to pass at least 67 percent of all credit hours attempted will be placed on financial aid probation. An associate degree student on financial aid probation may receive aid for one academic year. To be removed from probationary status, a student must bring his/her pass percentage up to at least 67 percent. If a student on financial aid probation fails to bring his/her pass percentage up to 67 percent after one academic year, the student will be in violation of the satisfactory academic progress requirement and will lose all financial aid benefits. To be reinstated, a student must attain a pass percentage of 67 percent or higher at his/her own expense. Such reinstatement would restore eligibility for benefits the following term of enrollment.

**Example of the 67 percent rule:** John is a student at RCC in the Photographic Technology program. He has attempted 33 credit hours and earned 21 of those. John is placed on financial aid probation because he has earned only 64 percent of the hours he has attempted (21 divided by 33 multiplied by 100 equals 64). John decides to change his major to Criminal Justice Technology. He is still on financial aid probation because the 67 percent rule counts all hours attempted, not just the hours within his current major.

Students also must complete the eligible program of study within 150 percent of the required credit hours. Federal regulations concerning the time frame for the completion of undergraduate programs allow students to attempt up to 150 percent of the total number of semester hours needed to complete the program of study. **The total hours attempted includes any courses appearing on the student's academic transcript.** This includes withdrawals, no shows, Developmental Studies classes, audits, transfer credits, and incompletes. Attempted hours are totaled for all periods of enrollment (including those semester hours for which the student did not receive financial aid). Students who exceed the 150 percent time limitation will be terminated from receiving any additional financial aid. When a student graduates from a program, the 150 percent time limit can be recalculated for another program of study.

**Example of the 150 percent rule:** All Criminal Justice Technology majors must complete 71 credit hours to graduate. The 150 percent rule states that, for financial aid purposes, John may attempt 106.5 hours (71 multiplied by 150 percent equals 106.5). Any hours attempted beyond 106.5, John must take at his own expense.

### Appeal Process

A student who is terminated from a financial aid program may appeal the financial aid termination. The process for appeal is as follows:

1. A student may appeal in writing to the financial aid officer explaining why he/she did not meet the satisfactory progress requirements. Documentation for extenuating circumstances is required.
2. A student may appeal in writing to the dean of Student Services if a resolution has not been reached with the financial aid officer. The decision of the dean is final.

## Credit from Nontraditional Sources

Randolph Community College awards credit from sources other than traditional classroom instruction. Credit for prior learning may be awarded from several sources including College administered proficiency examinations, the Advanced Placement program, College Level Examination Program, military service, and experiential learning.

For consideration of the above mentioned credits the following apply.

1. Credit is awarded only to students who have enrolled in a Curriculum program at Randolph Community College. The same number of hours will be credited as would have been earned by taking the course in the traditional way.
2. The student is responsible for providing to the director of admissions/registrar the required official documentation. Students should obtain the Official Request for Credit Form from the registrar's office. (In the case of credit by proficiency, guidelines for applying for credit are within that policy).
3. A minimum of 25 percent of the required semester hours must be earned credits (either classroom instruction or distance education) at Randolph Community College for a student to be eligible for a degree, diploma, or certificate.
4. Duplicate credit will not be awarded.
5. Randolph Community College reserves the right to accept or reject credits earned from nontraditional sources.

### ■ Credit by Proficiency

Credit by proficiency provides credit for a course based on a proficiency examination for the course. These are instructor developed examinations. A copy of each exam is kept on file in the office of the dean of Curriculum programs.

A student may be eligible for credit by proficiency when the student's occupational experience and/or educational background closely parallels those experiences and objectives required by a course. The instructor involved may evaluate the student's performance in these academics or skills by appropriate proficiency examinations to determine waivers of such course(s).

The student must be accepted to the College and complete all placement testing prior to being considered for a proficiency examination. A proficiency examination may be attempted only once per course. Proficiency exams may not be taken for courses previously audited. Students must **register** and **pay** for the course to be challenged unless the exam is being taken to validate prior courses taken at Randolph Community College. A grade of "X" will be recorded on the transcript. Hours awarded will not count toward the GPA. A maximum of 25 percent of credit toward graduation will be allowed per student per curriculum in proficiency hours.

All proficiency examinations must be completed prior to the end of the add period for the semester in which the course would normally first be taken. RCC courses for which proficiency exams are available are denoted as such in the course description and are listed below. (Some departments may impose additional requirements upon successful completion of the proficiency examination.)

CIS 110 Introduction to Computers	MAC 151 Machining Calculations
CIS 113 Computer Basics	MAC 152 Advanced Machining Calculations
CIS 120 Spreadsheet I	MAC 241 Jigs & Fixtures I
CIS 126 Graphic Software Introduction	MAC 245 Mold Construction I
CIS 152 Database Concepts & Applications	MAT 101 Applied Mathematics I
CIS 215 Hardware Installation/Maintenance	MAT 115 Mathematical Models
CJC 121 Law Enforcement Operations	MAT 171 Precalculus Algebra
EDU 144 Child Development I	OST 131 Keyboarding
EDU 145 Child Development II	OST 136 Word Processing
EDU 153 Health, Safety & Nutrition	SPA 111 Elementary Spanish I
EDU 153A Health, Safety & Nutrition Lab	SPA 112 Elementary Spanish II
ELC 125 Diagrams & Schematics	SPA 211 Intermediate Spanish I
ELC 126 Electrical Computations	SPA 212 Intermediate Spanish II

Students wishing to apply for credit by proficiency must complete the following steps:

1. Make an appointment with faculty advisor to discuss credit by proficiency
2. Make an appointment with the instructor responsible for administering the proficiency examination to determine eligibility for the examination based on experience and educational background
3. Obtain form from the instructor responsible for administering proficiency exam
4. Return the completed form to the instructor with any required paperwork which the student provides to demonstrate possible proficiency in the course
5. Schedule the proficiency exam
6. Take the proficiency exam

The instructor who administers the proficiency examination will determine whether or not proficiency is granted based on the student's score on the exam. The minimal score for each proficiency exam will be printed on the test form. The instructor(s) who develop the exam will determine the score which must be attained to demonstrate proficiency in the course.

Once the instructor has made the determination as to whether proficiency is granted, the form will be forwarded to the departmental chair and then to the dean of Curriculum programs for final approval. The form will then be sent to Student Services to be filed with the director of admissions/registrar for course credit. The form will be kept in the student's permanent record. A copy of the form also will be given to the student.

Note: Some colleges do not accept transfer credit for courses if credit was gained through proficiency testing. It is the responsibility of the student to determine whether another school will accept transfer credit for any course in which RCC grants credit by proficiency. Credit hours granted cannot be used for U.S. Department of Veterans Affairs Educational Assistance.

#### ■ **Advanced Placement Program**

The College may give credit for applicable courses in which College Entrance Examination Board Advanced Placement Examinations have been given provided the appropriate levels of competence have been demonstrated. If the student has taken Advanced Placement courses in high school and the respective examination with a grade of three or better, he/she may receive college credit. It is the student's responsibility to provide documentation to the registrar's office. A maximum of 25 percent of credit toward graduation will be allowed for AP credit (see Enrollment Requirements for Graduation on page 41).

#### ■ **College Level Examination Program**

The College Level Examination Program is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. These exams are administered by area colleges and public libraries. Credit for a CLEP exam will be considered upon the director of admissions/registrar's receipt of an official score report. The student is responsible for providing documentation of test results to the registrar's office. Recommendations of the American Council on Education will be considered for individual subject exam scores. A maximum of 25 percent of credit toward graduation will be allowed for CLEP credit (see Enrollment Requirements for Graduation on page 41).

#### ■ **Defense Activity for Nontraditional Educational Support**

The DANTES program is a testing service conducted by the Educational Testing Service to enable military personnel to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the armed forces. The College considers applicable credit following the guidelines set by the American Council on Education. It is the student's responsibility to provide documentation of test results to the registrar's office. A maximum of 25 percent of credit toward graduation will be allowed for DANTES (see Enrollment Requirements for Graduation on page 41).

#### ■ **Experiential Learning**

The College recognizes that college-level learning occurs in settings other than the traditional classroom. Learning from experiences in job-related training and other life experiences may be considered for credit if the learning experience corresponds to the student's curriculum. While experiential learning credit may be possible, there is no guarantee that credit will be awarded. Credit is awarded only for documented learning that is equivalent to that in subjects in the Randolph Community College curriculum and that is considered sufficient in content and length to warrant consideration for credit. It is the student's responsibility to provide proper documentation of experiences to be considered for credit. A maximum of 25 percent of credit toward graduation will be allowed for experiential learning (see Enrollment Requirements for Graduation on page 41). Forms for requesting Experiential Learning may be obtained in the registrar's office.

## Auditing

Auditing a course is the privilege of being present in class when space permits. No credit is awarded, no examinations are required, and no grade is reported. Attendance, participation in class, etc., are at the discretion of the instructor. A student must register officially for the course and pay regular tuition.

Registration for an audit course can be changed to credit no later than the last date courses can be added. A registration for a credit course can be changed to audit with instructor approval, through the last date to drop a course without grade penalty. Auditing a course does not fulfill any prerequisite requirements. Also, a student may audit a particular course only once. Under extreme circumstances, a student may request to audit a course a second time through the departmental chair with approval by the dean of Curriculum programs and the dean of Student Services. Audits are reported on grade cards and transcripts as “Y” and do not affect earned credits or GPA.

Students who receive a Pell Grant should consult with someone in the financial aid office before registering for or changing to audit status.

## Readmission

Students who have been suspended for academic or disciplinary reasons may request readmission to the College through the dean of Student Services. The written request should be made one month prior to the semester in which they wish to seek readmission to RCC. Requests for readmission will be reviewed by the Admissions Committee, consisting of the dean of Student Services, the departmental chair, and the director of admissions/registrar. If readmission is granted, the Admissions Committee may impose certain restrictions, such as unit load or periodic grade reviews, upon the student. Failure to meet conditions of the readmission may result in the student’s dismissal.

## Repeating a Course

Students who fail a required course must repeat that course to graduate. Students who have completed course requirements and graduated from a curriculum may not repeat a course within that curriculum for credit, except for licensure/certification purposes, but students may repeat a course in that curriculum through an audit procedure. Students may not repeat a course where they have previously received a grade of “B” or better in order to raise their quality point average. For purposes of readmission, the Admissions Committee may require some courses to be repeated.

## Reentry to a Curriculum

Students who wish to reenter a curriculum with a new GPA should make written request to the dean of Student Services one month prior to the semester they wish to enroll.

The request is reviewed by the Admissions Committee, consisting of the dean of Student Services, the departmental chair and the director of admissions/registrar. If reentry is granted, then each course in the curriculum must be repeated, meeting all prerequisites. A student may repeat a curriculum with a new quality point average only once.

Previous grades are not actually removed from the student’s transcript, but are not calculated into the student’s new GPA at Randolph Community College. Colleges to which the student may transfer in the future may choose to recalculate GPA based on all grades received.

Federal financial aid and Veterans regulations will be adhered to with respect to this procedure. Students considering reentry to a Curriculum program must contact the financial aid officer.

## Transferring Between Programs

If a student wishes to transfer from one program to another, the following procedures are to be observed: (1) the student contacts the registrar’s office for a change of program form; (2) after counseling, faculty advising, and financial aid consultation, if appropriate, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

## Prerequisites

Some curricula have requirements for entry and should be discussed with counselors and/or departmental chairs to insure proper prerequisites. Course prerequisites must be met as indicated in the College Catalog.

## Incomplete

An incomplete grade “I” is assigned at the discretion of the instructor for incomplete course work. In order for an incomplete to be assigned, the incomplete removal contract needs to be completed between the student and the instructor. The incomplete removal contract may be found in the office of the dean of Curriculum Programs. In the course(s) for which an “I” is assigned, hours will not be counted in quality point computation for that semester. However, an “I” must be completed the following semester, or it automatically becomes an “F.”

## Withdrawal/Drop/Add/Section Transfer

### ■ Before the Last Date to Drop/Add a Class

Students desiring to withdraw, drop or add a course, or transfer to a different section of the same course after initial registration should contact the registrar’s office to obtain the necessary Registration Change form.

*Merely ceasing to attend classes does not constitute official withdrawal, nor does notification to the instructors alone. Failure to submit the required form for official withdrawal will result in the student receiving an “F” on the permanent record. Contact the registrar’s office if you have questions.*

Curriculum students may withdraw from courses without grade penalty during the drop period. During this period, a “W” will be assigned indicating withdrawal. A student withdrawing after the published drop date will be assigned an “F” for the course unless granted an exception by the dean of Student Services or the director of admissions/registrar based on **documented** special or unique circumstances which must be attached to the Registration Change form.

### ■ After the Last Date to Drop/Add a Class

Students requesting to be granted an administrative exception to drop a class after the deadline must complete the Registration Change form. Copies of documentation supporting the student’s request for special consideration must be attached before submitting the completed form, with all signatures, to the dean of Student Services or the director of admissions/registrar. Students wishing to change sections or add a class after the last published date to drop/add must complete the Registration Change form and obtain signatures from the following individuals: all instructors involved, student’s advisor, and the dean of Curriculum programs or assignee. In addition, if the student is receiving financial aid, including DVA benefits, a financial aid officer and/or the DVA certifying official’s signature is required. Finally, the student will present the completed form to the dean of Student Services or the director of admissions/registrar for final approval.

## Classification of Curriculum Students

### ■ Full-Time Students

Students registered for 12 or more credit hours (nine or more credit hours during the summer session) are considered full-time students.

### ■ Part-Time Students

Students enrolled for one through 11 credit hours (one through eight credit hours in the summer session) are considered part-time students.

### ■ Pell Grant Students

Students receiving a Pell Grant must be enrolled 12 or more hours regardless of the semester to be considered full time for financial aid purposes.

## Credit Hours

Credits for courses leading to Associate in Applied Science degrees, vocational diplomas and certificates, and the Associate in Arts are earned on a semester credit hour basis.

1. Credit of one semester hour is awarded for each 16 hours of class work. Class work is lecture and other classroom instruction that is under the supervision of an instructor.
2. Credit of one semester hour is awarded for each 32 or 48 hours of laboratory work. Laboratory involves demonstration by an instructor, and experimentation and application by students. Laboratory is under the supervision of an instructor.
3. Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job

proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.

4. Credit of one semester hour is awarded for 160 hours of work experience such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a College representative, and the employer is responsible for the control and supervision of the student on the job.

## Work Experience

Work experience is a learning experience in an employment situation. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Work experience is a required component of some curriculum programs. The work experience portion of a curriculum is approved as a part of the curriculum application and each time a curriculum standard is filed. Student activity in work experience is planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer and the institution.

## The Virtual Campus

Randolph Community College offers on-line courses as an option and convenience to students. Students who require flexible scheduling, who are unable to travel to and from campus, or who cannot fit a course into their schedule, often discover that courses provided through the Virtual Campus are a good choice. Most courses require few, if any, on-site sessions.

Course requirements are comparable to traditional courses in content, assignments, and examinations. Each course has an assigned instructor from the appropriate department and adjunct instructors teaching on-line courses are assigned a full-time instructor as a liaison. Courses require that students meet deadlines for assignments, examinations, and other course work just as in traditional courses. On-line courses carry the same number of credit hours as the equivalent courses offered through traditional methods. The main difference between an on-line course and an on-campus course is the delivery method.

Students must complete a mandatory on-line learning tutorial before receiving access to courses. Late completion of the tutorial will result in a delay in starting course work. Some courses also include required or optional on-campus course workshops conducted by the course instructor. The tutorial introduces students to on-line learning while the course workshops focus on course content, grading policies, and other requirements.

Students considering on-line courses should have adequate computer skills prior to enrolling in a course. A basic understanding of the computer should be coupled with skills in using the Internet, sending and receiving E-mail, and attaching files to E-mail. Equally important is student access to a computer with the necessary hardware and software. All on-line students must have ongoing access to the needed tools whether it is at home, at the library, at work, or on campus.

Courses in art, business, psychology, criminal justice, historic preservation, English, history, and computer technology are some of the areas offered through the Virtual Campus. Courses are offered fall, spring, and summer. Course listings, workshop dates and locations, technical support, and other critical information are posted on the Virtual Campus web site: [www.virtualrandolph.org](http://www.virtualrandolph.org). Registration is the same as for other College courses. Students enroll at RCC, pay regular tuition and fees, have access to all student services, study under the College's rules and regulations, and receive academic credit.

### ■ Weekend College

The Weekend College at Archdale is designed for the working adult who needs convenient, accessible courses leading to an Associate in Arts degree. Courses are delivered as hybrids that include on-line (Internet) and in-classroom components. All classroom sessions will take place on selected Saturdays on the Archdale Campus. Admissions and registration for the Weekend College are identical to the processes for other Curriculum on-line courses. For specific information, review the RCC Curriculum Admission Guidelines on the Virtual Campus web site.

### ■ Veterans Enrolling in On-Line Courses

In order to maintain a high quality of educational and academic excellence, all students receiving educational benefits from the Department of Veterans Affairs will meet the following criteria before

enrolling in an on-line course.

1. The student must first meet with the DVA certifying official before registration, so that proper information and procedures can be discussed.
2. The student must have completed 12 hours of course work in the current major with a grade point average of 2.0 or better.
3. The student must have completed any remedial work needed as determined by the Randolph Community College placement test.
4. The on-line course must be an integral part of the student's current program.
5. The student must pass each on-line course attempted in order to use his/her DVA benefits for a subsequent on-line course.
6. No additional charge is required for enrolling in an on-line course.

## Attendance

Each student is expected to attend all class sessions. As all students are considered adults, some with many responsibilities, an occasional absence from class may be necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. It is the student's responsibility to contact each instructor in the event that he/she is unable to attend classes. Additionally, it is the student's responsibility to contact each instructor to determine if work missed can be made up. Each instructor has the right to develop more specific attendance policies for his/her own class. For on-line courses, participation in on-line activities may be considered "attendance."

## Privacy of Student Educational Records

The College's policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. FERPA affords students certain rights with respect to their educational records. They are as follows:

1. **The right to inspect and review the student's educational records** within 45 days of the day RCC receives a request for access. Students should submit to the registrar, dean of Student Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Randolph Community College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.
5. **The right to obtain a copy of Randolph Community College's student records policy (available from the registrar's office)**

## Release of Directory Information

Randolph Community College routinely honors appropriate requests for public or directory information from student records in compliance with the Family Educational Rights and Privacy Act. Directory information includes student's name, address, E-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, attendance, degrees and awards received, academic honors, and the most recent educational agency or institution attended by the student.

Randolph Community College may disclose any of the above items without prior written consent, unless notified in writing to the contrary. Notification must be made to the office of the registrar within seven days after registration of the current term of enrollment.

## Grading System

Letter symbols are used in the evaluation of achievement in all programs. Grade points are assigned to letter grades in computing grade point averages. Grade point averages are determined by dividing total quality points earned by total credit hours attempted. Cumulative grade point averages are determined by dividing total quality points by total credit hours attempted for a period of more than one semester. Grades with an asterisk (\*) are not counted in computing GPA or in hours earned for completion of a program.

	<u>Quality Points Earned</u>	
A	93 – 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	70 – 76	1.0
F	Below 70	0.0
I	Incomplete	0.0
Y	Audit	0.0
X	Credit by Proficiency	0.0
CR	Transfer Credit	0.0
W/WD	Withdraw Without Penalty	0.0
NS	No Show	0.0
AP	Credit for Advanced Placement	0.0
EL	Learning by Experience	0.0
AW	Administrative Withdrawal	0.0
FW	Faculty Withdrawal from Developmental Studies Courses	0.0

### ■ Grade Reports

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Grade reports will be mailed to all students. **No grades may be given over the phone.**

### ■ Recognition of Honor Students

Students enrolled 12 credit hours for the semester, excluding Developmental Studies hours and proficiency hours, with no incompletes are eligible for the following honor lists: President's List — GPA of 4.00; Dean's List — GPA of 3.50-3.99; Honor List — GPA of 3.00-3.49. Students completing less than 12 credit hours, but at least six hours for the semester with a GPA between 3.00-4.00, excluding Developmental Studies hours and proficiency hours, with no incompletes also are eligible for the Honor List.

## Peer Tutorial

The Peer Tutorial program is designed for students who are having difficulty in a specific course or area of instruction. Each student is assigned to an available peer tutor for one-on-one assistance with regular course work. Students and tutors must be approved by the instructor in the course. The program is not designed for developmental work that requires professional assistance. Students in curriculum, general education, and occupational extension programs are eligible for this free service. Students should contact their instructor or apply for this service at the Information Center in the Student Services Center.

## Academic Probation (Standards of Progress)

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, degree, or diploma. At the end of each semester a student's grade point average for that semester and his/her cumulative grade point average are examined. For the purposes of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted. Minimum cumulative grade point averages for remaining in good standing follow:

### Grade Point Average Scale for Satisfactory Progress

Degree Programs		Diploma Programs		Certificate Programs	
<u>Credit Hrs. Att.</u>	<u>GPA</u>	<u>Credit Hrs. Att.</u>	<u>GPA</u>	<u>Credit Hrs. Att.</u>	<u>GPA</u>
3 – 20	1.50	3 – 17	1.50	3 – 5	1.50
21 – 30	1.60	18 – 27	1.70	6 – 11	1.75
31 – 40	1.70	28 – 35	1.90	12 →	2.00
41 – 50	1.80	36 →	2.00		
51 – 60	1.90				
61 →	2.00				

Any student who falls below these minimum requirements will be placed on probation. When a student is placed on probation he/she is notified in writing by the registrar's office. Any student on academic probation must schedule a conference with his/her academic advisor after being notified about probationary status and before registration. Curriculum students on probation who fail to make satisfactory improvement in their grade point averages, i.e., at least a 2.0 grade point average during the semester they are on probation, will be suspended for the following term. In order to be readmitted, a student must meet the requirements of the Admissions Committee. **Associate Degree Nursing** students must maintain a grade of "C" or better in all nursing courses and BIO 168, BIO 169, and PSY 110 in order to continue in the program.

All student veterans and eligible dependents of veterans who have applied for DVA educational benefits must maintain satisfactory progress. If satisfactory progress is not maintained during the probationary semester, DVA educational benefits will be terminated.

Students receiving DVA educational benefits for secondary education are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. These students will be terminated by the Department of Veteran Affairs for pay purposes. In addition, preparation for the General Educational Development certificate may not exceed 648 hours.

The Basic Skills instructor will be responsible for determining satisfactory progress for veterans enrolled in secondary education and notifying the DVA certifying official of the College who makes the necessary change of status to the Department of Veterans Affairs for pay purposes.

## Graduation Requirements

1. Fulfillment of all requirements for the certificate, diploma, or associate degree applied for, as well as official application for graduation, is the student's responsibility.
2. Students must complete all required courses within their curriculum as published in their Catalog of record (see next page).
3. Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
4. Nursing students must maintain a 2.0 GPA in all nursing and nursing-related courses with no grade less than a "C."
5. At or before the beginning of the spring semester in which graduation is expected, students should officially apply to the director of admissions/registrar for graduation. Applications are available in the registrar's office. A \$20 fee is assessed for each degree.

Graduation exercises are held at the end of the spring semester. The specific date is listed in the College Calendar. Students who will complete requirements during the following summer may participate in the May graduation. Caps and gowns, purchased through RCC's Campus Store, are required for participation in the graduation ceremony. Credits transferred in for graduation must be received before the end of the summer semester of the year in which the student would normally have graduated.

Students with questions regarding graduation should contact the registrar's office.

### ■ Enrollment Requirements for Graduation

Students must complete 25 percent of their semester hour requirements at Randolph Community College in order to qualify for graduation.

■ **Catalog of Record for Graduation**

All students in all programs must maintain continuous, uninterrupted, successive semester enrollment (including the summer session if the program has a summer session) in order to graduate under the Catalog which was in effect at the time of the student’s initial enrollment.

Any break or interruption in enrollment for any reason would require that the student reapply and meet the program requirements in the Catalog in effect at the time of reenrollment.

**Student Right to Know**

The U.S. Department of Education’s Right-to-Know and Campus Security Act of 1991 requires institutions to make available to applicants and currently enrolled students the number of students who were successful in their program.

This information is available in the registrar’s office at the Asheboro Campus. Students interested in the success rate for a particular program may come by the registrar’s office Monday – Friday, 8 a.m. – 5 p.m.

**2001 – 2002 Summary Report on Performance Measures  
Randolph Community College**

The General Assembly has adopted a performance-based budget incentive plan in which community colleges must meet standards set on 12 criteria. RCC’s performance on the 12 criteria for 2001–2002 follows.

Measure	Standard	System Average	Randolph Community College
Progress of Basic Skills Students	75%	78%	90%
Passing Rates on Licensure/Certification Exams for First-Time Test Takers	Aggregate = 80% Exams = 70%	86%	81%*
Goal Completion for Completers and Noncompleters	95%	99%	99%
Employment Status of Graduates	95% (adjusted)	99.47%	100%
Performance of College Transfer Students	Equivalent to native UNC sophomores and juniors 82.9% >= 2.0	81.3%	86.9%
Student Satisfaction of Completers and Noncompleters	90%	97%	97%
Passing Rates in Developmental Courses	70%	82%	85%
Success Rate of Developmental Students in Subsequent College Level Courses	No Statistically Significant Difference Between Developmental and Nondevelopmental Students	Dev.: 86% Nondev.: 86%	Dev.: 89% Nondev.: 90%
Curriculum Student Retention & Graduation	60%	67%	70%
Employer Satisfaction with Graduates	85%	95%	94%
Business/Industry Satisfaction with Services Provided	90%	99%	99%
Program Enrollment	0 programs with 3 Year Average Annual Enrollment of <10	NA	0

\*Standard: An aggregate institutional passing rate of 80% for all first-time test takers of licensure/certification examinations, plus no passing rate falling below 70% for any single examination. RCC had 2 exams that fell below the 70% passing rate.

# Other Regulations

## Traffic & Parking Regulations

Under the provisions of Chapter 115D-21 the Randolph Community College Board of Trustees has an agreement with the Asheboro Police Department to assist RCC's security officers as needed in the control of traffic regulations. Parking control will be the responsibility of RCC's security officers. All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the state of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the RCC campus. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on campus shall upon conviction thereof be punished as prescribed in the section.

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the RCC campus.

### ■ Parking

Park only in lined parking spaces. All spaces lined in white may be used by students. Spaces marked in yellow are reserved for faculty, staff, visitors, and handicapped persons. Parking in any unlined area, alley, driveway, sidewalk, building entrance, or reserved parking space for faculty, staff, visitors, and handicapped persons will be considered as a parking violation. A fine of \$5 will be assessed for most parking violations. Illegally parking in a space reserved for handicapped persons will result in a fine of no less than \$100 and up to \$250. Fines are to be paid in the College's business office. As with other financial obligations to the College, students with unpaid fines will not be allowed to register for classes, graduate, receive grade reports, or receive transcripts.

### ■ Speed Limit

The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as affixed by the Board of Trustees.

Any person violating any of the above rules and regulations shall upon conviction thereof be guilty of a misdemeanor and shall be punishable as outlined in Chapter 115D-21 of the General Statutes of North Carolina.

## Student Conduct & Regulations

### ■ Be Informed

It is the responsibility of each student to be knowledgeable of all rules, regulations, and events as described in the Catalog, Handbook, student bulletins, and bulletin board notices. Each student will be held accountable for staying informed. Students are expected to check the message board in the Student Services Center.

### ■ Campus Security

Randolph Community College strives to provide a safe environment conducive to the overall educational mission of the College for students, faculty, staff, and visitors. The success of this mission will not be complete without all individuals at the College recognizing that they must assume some of the responsibility for their own personal safety. Working together as a campus community is essential for crime prevention.

For your benefit, the following summary should aid in the understanding of and participation in ensuring a safe campus. Also, any suggestions for improved security measures should be directed to RCC's Health & Safety Committee, the security officers, or the vice president of Administrative Services.

### Reporting Criminal Actions

All known or suspected violations of federal and North Carolina criminal laws which occur on the Asheboro Campus, Archdale Campus, or any facility controlled by Randolph Community College should be reported to the Information Center in Student Services. Local law enforcement assistance (e.g., Asheboro Police Department, Randolph County Sheriff's Office, RCC's security officers, or Archdale Police Department) will be summoned as necessary to aid in the investigation and documentation of such reported violations.

### Security Alert

Through cooperative agreements with local law enforcement agencies, the College will be notified of any criminal activities which have occurred in the vicinity of the campus whereby there is a

recommendation for the campus community to be on alert. Should an alert be necessary, notices will be posted promptly throughout the facilities in high visibility areas. Full-time and part-time instructors also will be given a copy of the alert to read to the students at the beginning of each class period.

**Access to Campus Facilities**

All RCC campus locations are open to faculty, staff, students, and visitors during normal operating hours (8 a.m. until 10 p.m. Monday through Thursday and 8 a.m. until 5 p.m. on Friday). Some instructional areas also are open 8 a.m. until 4 p.m. on Saturday. Anyone desiring access during nonoperational periods must secure permission and usage guidelines from the office of the vice president of Administrative Services. Also, the issuance and control of keys will be managed through the same office.

**Security Personnel**

The Asheboro Campus employs two full-time sworn deputy sheriffs through the Randolph County Sheriff's Office. The deputies serve as security officers for RCC's Asheboro Campus as well as security advisors for the Archdale Campus plus any facility in Randolph County where any Randolph Community College course of any type (Curriculum or Continuing Education) is held. The security officers work a flexible 40 hours per week schedule and, if on campus, can be contacted by radio through the Information Center (ext. 200).

In addition, the College has asked the Randolph County Sheriff's Office and the Asheboro City Police Department to assist the security officers as needed or when they are absent from the campus.

The Asheboro Campus also employs one non-sworn security officer during the hours of 6 – 10 p.m., Monday – Thursday. This officer also can be contacted by radio through the Information Center during on-duty hours.

**Criminal Activity at Off Campus Student Organizations**

Criminal incidents occurring off campus to students participating in a College function should be reported to the law enforcement agency having jurisdiction. Campus security should be notified as soon as possible of such incidents by calling (336) 633-0200 during operational or nonoperational hours.

**History of Reported Crimes**

Following are statistics regarding reported crimes at RCC during the years as noted:

<u>Offense</u>	<u>Calendar Year</u> <u>2003</u>	<u>Calendar Year</u> <u>2002</u>	<u>Calendar Year</u> <u>2001</u>
Murder	0	0	0
Sex Offenses, Forcible & Nonforcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violations	0	1	0
Drug Abuse Violations	0	2	0
Weapons Violations	1	1	0

**Sexual Assault Policy**

The College does not tolerate rape or other sexual offenses. Such acts violate College policy and criminal law.

**Rape** - North Carolina defines rape as forced sexual intercourse by a male on a female against her will. The "force" necessary to be convicted for rape can be physical force or fear, fright, or duress, and those who aid or abet may be equally guilty. Forced sexual intercourse with a woman who is physically helpless, as from overuse of alcohol, or mentally incapacitated constitutes rape.

Date or acquaintance rape describes forced intercourse by a male on a female he knows. His social relationship with the female does not make the act legal if force is used and the act is against her will. Criminal law makes no distinction between rape by an acquaintance or a stranger.

Sexual offense is a sexual act by a person of either sex where the act is by force and against the will of the victim. It does not involve intercourse.

Educational material regarding the prevention of rape/sexual offenses is available through Student Services. Other crisis counseling may be available through services such as the Family Crisis Center, (336) 629-4159, and Randolph County Mental Health Center, (336) 633-7200.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff's Office) should be notified immediately. The sooner a rape or sexual offense is reported, the sooner treatment may be provided. Remember to preserve physical evidence and do not shower, douche, or

change clothes. The dean of Student Services will provide assistance in such cases where the student requests help in notifying the proper authorities.

With the consent of the victim, the College shall pursue disciplinary action against the alleged offender. Students who wish to bring disciplinary actions may contact the dean of Student Services. Both the accuser and the accused are provided with information in case of such allegations and both parties shall be informed of the outcome of the disciplinary hearing.

### ■ Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of a College official (such as a security officer, director, dean, or senior administrator), a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of that community. The purpose of this Student Code of Conduct is to set forth the acceptable standard of student conduct and the disciplinary procedures that are authorized to enforce it. It is not intended to restrict student rights, but to protect the rights of all students in their academic pursuits.

Students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of scholarship and behavior. The following types of student behavior are explicitly prohibited.

1. **Academic Dishonesty**—Taking or acquiring possession of any academic material from a College employee or fellow student without permission; receiving or giving help during tests or other assignments; submitting papers or reports as originals that are not the student's own; plagiarism (using another person's work, words, or ideas as one's own).
2. **Misuse, Damage, or Theft of College Property**—Also included are the misuse, damage, or theft of the property of another member of the College community or campus visitor. The unauthorized entry into a College facility or unauthorized presence in a College facility after closing hours also is prohibited.
3. **Drug & Alcohol Use**—See RCC's full policy on page 48.
4. **Lewd, Indecent, or Offensive Conduct or Apparel**—Any such behavior, whether physical or verbal, is strictly prohibited. Any clothing that is indecent in appearance or displays offensive pictures, symbols, or slogans is prohibited.
5. **Mental, Physical, Psychological, or Verbal Abuse**—No type of abusive behavior will be permitted toward any person on campus or at College-sponsored functions.
6. **Sexual Harassment**—See RCC's full policy on pages 48– 49.
7. **Possession or Use of a Firearm, Incendiary Device, Explosive, or Other Weapons**—See RCC's full policy on page 47– 48.
8. **Forgery**—No College documents, records, or instruments of identification may be taken without permission, forged, altered, misrepresented, or misused in any way with the intent to deceive.
9. **Unlawful Conduct**—No behavior that is a violation of a local, state, or federal law will be permitted on campus or at a College-sponsored activity.
10. **Other**—Any other behavior that is deemed by College officials to be a violation of commonly accepted standards of decency and safety, or which threaten the learning environment of students or the working environment of faculty, staff, and administration, will not be permitted on campus or at a College-sponsored activity.

### Discipline

If an act of misconduct threatens the health, well being, function, or orderly conduct of a class, person, activity, or the College as a whole, the following actions may be taken:

1. A College official or instructor may direct the student(s) involved to cease such conduct and advise him/her that failing to cease may result in immediate suspension.
2. Normal classroom discipline is the responsibility of the instructor. If classroom misconduct continues after a warning is given, the instructor may then temporarily suspend the student from the class.
3. If misconduct outside the classroom continues after a warning is given, a College official may temporarily suspend the student(s) from his or her classes, or the College, until the matter is resolved.
4. The instructor or College official invoking such suspension shall notify immediate supervisors as appropriate and the dean of Student Services as soon as possible concerning the matter, but no more than one day following the incident.

The president, vice president for Instructional & Student Services, and the dean of Student Services are authorized to **suspend** immediately any student who violates the Student Code of Conduct. Any student who has been suspended will receive a hearing with the dean of Student Services within five days of suspension. Following the hearing, the dean of Student Services may act as follows:

1. Drop the charges and reinstate the student
2. Impose a sanction that is appropriate for the infraction
3. Refer the student to a community agency for intervention services

*Note: In instances where the student cannot be reached to schedule an appointment with the dean of Student Services, or where the student refuses to cooperate, the dean of Student Services will send a certified letter to the student's last known address. The letter must provide the student with a list of charges, the decision of the dean of Student Services, and instructions governing the appeal process.*

The president, vice president for Instructional & Student Services, and dean of Student Services are authorized to **expel** immediately any student who commits behavior that is prohibited by federal, state, or local laws. In addition, the student may face arrest, criminal charges, or other appropriate actions. Any student who has been expelled due to unlawful conduct will have the right to offer a written statement to the dean of Student Services within five days of expulsion. The dean of Student Services will arrange a hearing with the student within five days after receiving the student's letter of appeal. Following this hearing, the student will have access to the same appeals procedure that is available to any student charged with misconduct.

### Sanctions

The dean of Student Services, as a result of student misconduct, may impose the following sanctions:

1. **Reprimand**—A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. **Restitution**—Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, students, or visitors to the campus.
3. **Loss of Academic Credit or Grade**—Imposed as a result of academic dishonesty.
4. **Interim Suspension**—Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
5. **Suspension**—Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. Students who receive this sanction must get specific written permission from the dean of Student Services before returning to campus.
6. **Expulsion**—Dismissal from campus for an indefinite period of time. The student loses his/her student status. The student may be readmitted to the College only with the approval of the president.

### Appeals Procedure for Student Code of Conduct

1. **Appeal to the vice president for Instructional & Student Services**—A student who disagrees with the decision of the dean of Student Services may appeal the decision to the vice president for Instructional & Student Services. This request must be submitted to the vice president within three working days of the decision of the dean of Student Services. The vice president has the authority to
  - A. hear from the student and the dean of Student Services before ruling on the appeal;
  - B. approve, modify, or overturn the decision of the dean of Student Services; and
  - C. inform the student in writing of the final decision within 10 working days of the appeal.
2. **Appeal to president**—A student who disagrees with the decision of the vice president for Instructional & Student Services may appeal the decision to the president. This request must be submitted to the president within five working days of the decision of the vice president for Instructional & Student Services. The president has the authority to
  - A. hear from the student, the dean of Student Services, and the vice president for Instructional & Student Services before ruling on the appeal;
  - B. approve, modify, or overturn the decision of the vice president for Instructional & Student Services; and
  - C. inform the student in writing of the final decision within ten working days of the appeal.

The president's decision will be final.

### ■ Sales Personnel & Visitors on Campus

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited. Product or services information may be left at the Information Center for subsequent distribution to appropriate personnel.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. All sales personnel and visitors must obtain clearance from the Information Center prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Information Center. **Visitors on campus are subject to the same code of conduct required of students and College personnel.**

Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus. Representatives must have prior approval from the dean of Student Services before expecting to set up any displays.

Membership drives and materials distribution must be limited to the mission of the College. The vice president for Instructional & Student Services is charged with the determination of approval.

### ■ News Media on Campus

Permission to visit any class may be granted to the news media by the Public Affairs office or the College president. Members of the media may not disrupt classroom instruction by unauthorized visitations, interviews, or filming.

### ■ Children

Students are not to bring their children to class with them, nor to any placement test, or leave children on campus unattended.

### ■ Animals

Animals and pets are not allowed in any building unless used in some manner of instruction. The use of a service animal by an individual with an approved disability is permitted.

### ■ Food & Drink

Food and beverage are allowed in all general purpose classrooms at the discretion of the instructor with the following restrictions:

- All beverages must have lids.
- All spills must be cleaned up immediately by the person responsible for the spill.
- All trash must be placed in appropriate receptacles.

Food and beverage are **not** allowed in the following buildings/rooms:

- Administration/Education Center 018, 117, and Photographic Technology
- Business Education Center 107, 111, 113, 114, 116, and 117
- Campus Store
- Computer Technology Center 103, 104, 107, 107A, 114, 118, and 120
- Design Center 102, 103, 104, 109, 110, CAD Lab, Resource Room, and Sample Room
- Greenhouse
- Health & Science Center Computer Lab, Nursing Lab, Biology Lab, and Chemistry Lab
- Learning Resources Center Auditorium, Library, Computer Lab, Basic Skills Lab Area, Testing Room, Assessment Room, and Basic Skills Classroom
- Vocational/Technical Center 201 and 203
- Archdale Campus 107 and 108

### ■ Weapons Policy

Following is House Bill 1008 outlining the policy for weapons on educational property.

G.S. 14-269.2b—It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property.

G.S. 14-269.2d—It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for shaving purposes), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property.

G.S. 14-269.2f—Notwithstanding subsection (b), it shall be a misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property if

1. the person is not a student attending school on the educational property;
2. the firearm is not concealed within the meaning of G.S. 14-269;
3. the firearm is not loaded and is in a locked container, a locked vehicle, or a locked firearm rack which is on a motor vehicle; and

4. the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

G.S. 14-269.2g—This section shall not apply to

1. a weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority; or
2. armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, and any private police employed by an educational institution when acting in the discharge of their official duties.

**Note:** The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

## ■ Tobacco Usage

### Smoking

The Randolph County Board of Health adopted a countywide smoking policy effective October 11, 1993. This policy prohibits smoking within the interiors of all buildings on Randolph Community College's campuses. Violation of this policy is considered a misdemeanor, as provided by North Carolina General Statutes 130A-25. Those who smoke are requested to smoke away from building entrances as a courtesy to others.

### Smokeless Tobacco

The use of smokeless tobacco is prohibited in all eating areas on the campuses. The use of smokeless tobacco in classrooms, laboratories, shops, and offices is left to the discretion of the instructor and/or occupant of the office.

## ■ Drugs & Alcohol

Under no conditions will illegal drugs, alcoholic beverages, or narcotics be permitted in or on the school premises. No one under the influence of illegal drugs, alcohol, or narcotics will be allowed on school premises. Following is RCC's Drug & Alcohol policy in detail.

Drug and alcohol abuse poses a serious threat to our society. The problems are complex with no easy solutions. Randolph Community College, in an effort to protect the well-being of its students and employees, the educational environment, and the properties of the College and students and employees, does strictly enforce the following policies in regard to the illegal use, possession, or distribution of drugs and alcohol.

No student or employee shall illegally own, possess, use, transport, distribute, manufacture, buy, sell, or be under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on College premises or during the time when the student or employee is participating in any College-sponsored activities. Use of drugs as prescribed by a registered physician is not a violation of policy. However, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs. Under no circumstances may prescription drugs be bought, sold, or given from one individual to another.

Any student or employee violating the above policies will be subject to disciplinary action (consistent with local, state, and federal law) up to and including expulsion, termination, and referral for prosecution.

Individual counseling sessions will be available in Student Services during normal operating hours. Students should contact Student Services for further information.

As an added resource, RCC counselors may make a referral to the Randolph County Mental Health Center. Contact an RCC counselor for further details.

See the College's Student Handbook for details about legal sanctions, resources, and commonly used drugs and warning signs.

## ■ Sexual Harassment

Students have a right to study in an environment free of discrimination, which encompasses freedom from sexual harassment. Randolph Community College prohibits sexual harassment of its students in any form.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no instructor shall threaten or insinuate, either explicitly or implicitly, that any student's submission to or rejection of sexual advances will in any way influence any decision regarding the student's grades or educational development.

Other sexually harassing conduct, whether physical or verbal, committed by instructional or noninstructional personnel also is prohibited. This includes offensive sexual flirtation, advances,

propositions, continual or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; the display in the workplace of sexually suggestive objects or pictures; and the insinuation of educational, financial, or employment privileges exchanged for sexual favors.

Students should report such conduct to the dean of Student Services. Where investigations confirm the allegations, appropriate corrective action will be taken.

### ■ **Complaints (Written & Verbal)**

Any student wishing to voice a complaint may do so. Complaints may be presented in writing or verbally. The following procedure will be followed:

- Written or verbal complaints will be directed to the dean of Student Services.
- Students will be scheduled for a meeting to discuss the complaint.
- Students will be encouraged to discuss the complaint with individuals involved or with individuals who have knowledge necessary to discuss the issue.
- Should the issue not be resolved at this level, the student will be directed to the appropriate individual at a supervisory level, if necessary.
- Failing success at the supervisory level, the dean of Student Services will discuss the Grievance Procedures, if appropriate, as outlined in the College Catalog and Student Handbook.

Complaints will be addressed as soon as possible. Every attempt will be made to reach a reasonable end to the concern. However, should the student believe that his/her complaint is not being adequately considered, action through the Grievance Procedures is made available.

### ■ **Student Grievance Policy**

#### **Purpose of the Student Grievance Policy**

The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff, or other College employees concerning

1. discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences;
2. sexual harassment;
3. unfair treatment that is in violation of students' basic rights, as set forth in the College Catalog and Student Handbook; and
4. academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in College-sponsored activities.

**Notes:** *If any of the above are committed against a student by another student instead of a College employee, the offended student should report the matter immediately to a College official. The offending student will then be dealt with according to the Student Code of Conduct.*

*Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).*

#### **Grievance Procedures (Due Process)**

RCC has established three grievance procedures for students to follow depending on the nature of the grievance. These three procedures, Standard Grievance Procedure, Procedure for Resolving a Sexual Harassment Grievance, and Procedure for Resolving an Academic Grievance, are explained in detail on the following pages.

##### **Standard Grievance Procedure**

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

1. **The Offending Person**—The student must first go to the offending person within 10 school days. A conference between the student and employee will be held to resolve the matter informally. The exception to this requirement is sexual harassment complaints, which may be taken directly to the dean of Student Services, as described on the next page.
2. **The Dean of Student Services**—If the complaint is not resolved in the informal conference with the employee, the student may then appeal to the dean of Student Services, who will schedule a conference with the student and the other involved parties.

3. **Vice President for Instructional & Student Services**—If the grievance is not resolved by the dean of Student Services, the student may then appeal to the vice president of Instructional & Student Services, who will schedule a conference with the student and the other involved parties.
4. **The Appeals Committee**—If the grievance is not resolved by the vice president for Instructional & Student Services, the student may request a hearing before the Appeals Committee.
  - A. The student must present his/her case in writing to the Appeals Committee within five days after the meeting with the vice president for Instructional & Student Services.
  - B. The Appeals Committee is comprised of two faculty members, the director of admissions/registrar, the dean of business & industry services, the affirmative action officer of the College, the SGA president, and any additional members appointed by the president of the College.
  - C. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity.
  - D. The Appeals Committee will send to the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.
  - E. The Appeals Committee must render a decision and respond to the student within 10 working days following the hearing.
5. **The President**—If the grievance is not resolved by the Appeals Committee, the student may request a hearing before the president of the College. The student must present his/her grievance in a signed and dated document to the office of the president within five working days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time.
6. **The Personnel Committee of the Board of Trustees**—If the grievance is not resolved at this final step in the College's administrative process, the student may appeal to the Personnel Committee of the Board of Trustees. The student must make this request to the president in writing, signed and dated, within five working days of receiving the decision of the president. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days.
7. **The Board of Trustees**—If the grievance is not resolved in this hearing with the Personnel Committee of the Board of Trustees, the student may request a hearing before the full Board of Trustees. The student must present this request to the president in writing, signed and dated, within five working days of receiving the decision of the Personnel Committee of the Board of Trustees. The Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The Board of Trustees shall serve as the final governing authority of the College.

#### **Procedure for Resolving a Sexual Harassment Grievance**

If the grievance pertains to a charge of sexual harassment by an employee of the College, the student may go directly to the dean of Student Services rather than to the offending person. If the matter is not resolved by the dean of Student Services, the student has access to the Standard Grievance Procedure described above.

#### **Procedure for Resolving an Academic Grievance**

If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **The Departmental Chair/Director/Coordinator**—If the informal conference with the instructor does not resolve the grievance, the student may then go within five school days of the informal conference to the next level of appeal.
  - A. Students in **Curriculum** programs may appeal to the departmental chair.
  - B. Most students in **Continuing Education** do not have a departmental chair/director/coordinator, and may appeal to the dean of Extension programs, with the following exceptions:
    - (1) Students in Emergency Medical Services may appeal to the director of emergency services.
    - (2) Students in the Nursing Assistant I and II programs may appeal to the Nursing Assistant program coordinator.
  - C. Students in **Developmental & Basic Skills** programs may appeal to the program coordinator.
  - D. Students in the **Business & Industry Training** program do not have a departmental chair/director/coordinator and may appeal to the dean of Business & Industry Services.

3. **The dean of the appropriate educational program (i.e., dean of Curriculum programs, dean of Extension programs, dean of Developmental & Basic Skills, or the dean of Business & Industry Services)**—If the meeting with the departmental chair/director/coordinator does not resolve the grievance, the student may then go within five school days to the dean of the program to seek resolution.
4. **The Regular Grievance Procedure**—If the grievance is not resolved in the meeting with the dean of the appropriate educational program, the student has access to the Standard Grievance Procedure beginning with the dean of Student Services. He/she may initiate this procedure by requesting a hearing with the dean of Student Services, stating the grievance in writing to the dean of Student Services within five school days of the meeting with the dean of the student's educational program.
5. **Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the dean of Student Services, with the assistance of the dean of that student's educational program, will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the dean of Student Services may decide that the student should be removed from class and/or the campus until the appeals process has ended.

### ■ Challenged Courses Policy

Courses offered through Curriculum programs are selected from courses approved by the Department of Community Colleges through the Common Course Library. Each Curriculum program offered by RCC is approved by the Curriculum Committee of the College, the RCC Board of Trustees, the Department of Community Colleges, and the State Board of Community Colleges. This also is the process for changes in courses being offered within each Curriculum program. Challenges to the appropriateness of course content should be directed using the following sequence: instructor for the course, departmental chair, dean of Curriculum programs, vice president for Instructional & Student Services. If the complaint or concern regarding the course content is not resolved at any of these levels, the policy listed in items 1-4 below will be followed.

Courses offered through Continuing Education are approved by the vice president for Instructional & Student Services and/or other state agencies or accrediting bodies. Challenges to the appropriateness of course content should be directed using the following sequence: appropriate director and/or dean, vice president for Instructional & Student Services. If the complaint or concern regarding the course content is not resolved at either of these levels the following policy will be applied:

1. The individual or group making the complaint will be expected to make a formal statement to the president of the College that specifies the nature of the inappropriate materials and present specific evidence that justifies the claim.
2. The president will appoint an ad hoc committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review.
3. The committee must review the course and render a recommendation to the president within 10 working days after receipt of the complaint.
4. The ad hoc committee will adhere to the following procedures:
  - Review the American Association of University Professor's *Statement of Principles on Academic Freedom and Tenure*
  - Review any professional standards of academic freedom or professional standards specific to the area of concern
  - Examine the course outline, syllabus, or other class materials in addition to the specific elements of the complaint
  - Solicit responses from the instructor(s) and students as necessary
  - Evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards, or within the definition of academic freedom
  - Seek guidance from appropriate academic or professional organizations if necessary
  - Submit a report of the committee's findings and recommendations to the president of the College

The decision concerning the complaint will reside with the president unless he/she determines Board of Trustee action is appropriate.

### ■ Electronic Access Acceptable Use Policy

In order to fulfill the mission and goals of Randolph Community College, the College provides electronic access to campus and global resources. These resources are available to faculty, staff, and

students. Selected resources also are available to adult community members. Responsible and ethical behavior is both expected and required.

This policy is subordinate to any local, state, and federal statutes related to technology resources or systems. Users of these resources are responsible for identifying and adhering to pertinent laws.

Technology used to provide electronic access includes, but is not limited to, computers, storage devices, peripheral devices, software, and networks. This technology is provided in the library, classrooms, laboratories, offices, administrative settings, and points of remote access.

Individual departments within the College may establish rules and regulations for the use of technology under their control. These rules and regulations must be consistent with the overall College policy but may provide additional guidelines or restrictions.

The College accepts and adopts the “EDUCOM Code of Software and Intellectual Rights” as the guiding principle for acceptable use of its computing resources:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise.

This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Anyone who violates College policies or applicable law shall be subjected to disciplinary action. This action includes, but is not limited to, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of College computers to access any on-line network, fines, restitution, probation, suspension, expulsion, termination of employment, or other action (or any combination thereof). In the case where violations constitute criminal offense, the College will contact appropriate state or federal authorities for prosecution.

#### **Guidelines for Network/Internet Access**

Randolph Community College cannot guarantee absolute privacy in the use of its computing resources. The director of computer services or the network administrator has the right to view and monitor computer activities for the purpose of backups, network management, and other types of maintenance. It shall not be the policy of the College or its employees to routinely view files and messages, but the College reserves the right to review files and communications to maintain system integrity and insure that users are operating the system responsibly.

To ensure appropriate use of information systems and networks, users must do the following:

1. Use resources only for authorized purposes
2. Protect any user ID and password from unauthorized use
3. Access only files and data that are publicly available, or to which the user has been given authorized access
4. Use only legal versions of copyrighted software in compliance with vendor license agreements
5. Be considerate in the use of shared network resources; users should refrain from monopolizing systems, overworking networks with excessive data transfers or downloads, and abusing disk space on workstations or network servers with personal data
6. Immediately inform the network administrator of any occurrence of a computer virus

Prohibited actions include, but are not limited to, the following:

1. Intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking, or obscene text and/or images
2. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers
3. Making or using illegal copies of copyrighted software, storing such copies on the College system, or transmitting them over College networks
4. Attempting to circumvent, subvert, or damage system software or security measures
5. Using another person’s user ID/password or trespassing in another user’s files or folders without permission
6. Intentionally wasting limited resources including network bandwidth
7. Employing the network for commercial purposes

8. Creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages
9. Violating any copyright laws

## Unscheduled Closings/Delays

In the event of unscheduled closings or delays, the College will adhere to the following policies.

### ■ Day & Evening Classes

Classes will be canceled by the vice president for Administrative Services (president's designee) or the president in collaboration with other administrators of the College. Students are asked to check the following avenues to find out about closing or changes in schedules:

1. Call 336-633-0200 (RCC's Main Campus), 336-862-7980 (Archdale), or 336-633-4165 (ESTC) for voice mail message.
2. Visit the RCC web site for message ([www.randolph.edu](http://www.randolph.edu)).
3. View one of the following TV stations:  
WFMY-TV (CBS), Greensboro, N.C., or visit web site ([www.wfmynews2.com](http://www.wfmynews2.com)).  
WXII-TV (NBC), Winston-Salem, N.C., or visit web site ([www.wxii12.com](http://www.wxii12.com)).  
WGHP-TV (FOX 8), High Point, N.C., or visit web site ([www.fox8wghp.com](http://www.fox8wghp.com)).

Announcements will be made by 6 a.m. and 4 p.m. for the day and evening classes respectively. If possible, the information will be available for day closings at 5:30 a.m. on voice mail at (336) 633-0200 and the RCC web site ([www.randolph.edu](http://www.randolph.edu)).

Announcements may be made in one of the following ways:

1. **Randolph Community College is closed (may add: for day OR evening classes).**
2. **Randolph Community College is closed for day and/or evening classes. Optional faculty/staff workday (may add: with \_\_\_\_ hour delay).**
3. **Randolph Community College: \_\_\_\_ hour delay.**

Note: This option allows for a delayed opening. In the case of a delayed opening, normal class schedules are not altered. Students should report to the class that would normally be in session at the time of opening. (Example: If you have an 8:10 – 11 a.m. class and the College opens at 10 a.m., your class will meet from 10 – 11 a.m.)

Individuals, especially those commuting from other counties or remote locations, should exercise personal judgement concerning road conditions regardless of College announcement.

### ■ Extracurricular Activities/Events

All extracurricular activities or other scheduled events normally will be canceled when it is necessary to cancel classes due to unscheduled College closings. The person who is in charge of the activity/event will be responsible for rescheduling the activity/event, if necessary.

### ■ Missed or Canceled Classes

Scheduled classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the appropriate dean.

## Health Services/Accidental Injury

Randolph Community College has no facilities for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students. Students should report all accidents to their instructor or to Student Services even if the accident is perceived to be minor.

Student accident insurance is provided for curriculum students and is paid for through the student activity fees. Claim forms are available through the Business Office. Continuing Education students can purchase student accident insurance at the time of registration. Check with your instructor for current cost. The College reserves the right to change fees as needed.