

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

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

- make an appointment with faculty advisor to discuss credit by proficiency;
- make an appointment with the instructor responsible for administering the proficiency examination to determine eligibility for the examination based on experience and educational background;
- obtain form from the instructor responsible for administering proficiency exam;
- return the completed form to the instructor with any required paperwork which the student provides to demonstrate possible proficiency in the course;
- schedule the proficiency exam;
- 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 43).

■ **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 43).

■ **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 43).

■ **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 43). 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 and no examinations are required. Attendance, participation in class, etc., are at the discretion of the instructor. A student must register officially for the course and pay regular tuition during the specified registration and schedule adjustment period.

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 “AU” and do not affect earned credits or GPA.

Students who receive a Pell Grant should consult with someone in the Financial Aid Office before auditing a course.

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 (I) is assigned at the discretion of the instructor for incomplete course work. In order for an incomplete to be assigned, the incomplete contract needs to be completed between the student and the instructor. The incomplete 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 online 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. Courses are offered in three formats varying from completely online to 50 percent online and 50 percent on campus.

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 online 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. Online courses carry the same number of credit hours as the equivalent courses offered through traditional methods. The main difference between an online course and an on-campus course is the delivery method.

Students must complete a mandatory online learning account at www.virtualrandolph.org to obtain access to courses and other online services offered by the Virtual Campus. In addition to providing access to courses and services, the account creation process also provides a brief tutorial that introduces students to the requirements of online learning. A valid e-mail address is required to create an online learning account.

Students considering online 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. Students needing assistance with these skills may attend on-campus help sessions offered at the beginning of each semester. Alternately, the student may use the technical support resources available online. The help session schedule and online resources are available at the Virtual Campus web site: www.virtualrandolph.org. Equally important is student access to a computer with the necessary hardware and software. All online students must have ongoing access to the needed tools whether it is at home, at the library, at work, or on campus.

Courses offered in the Virtual Campus represent many curriculum areas and allow for the completion of several associate degree programs completely online. Courses schedules for the fall, spring, and summer sessions, on-campus meeting dates, technical support and other necessary information are posted on the Virtual Campus web site: www.virtualrandolph.org. Registration is the same as for local and degree seeking students as for all other College courses. Visiting students at a distance may register by following the Curriculum Admission Guidelines posted on the Virtual Campus web site. Once enrolled at RCC, students pay regular tuition and fees, have access to all student services, study under the College's rules and regulations, and receive academic credit.

■ Student Wireless Internet Access

To sign up for wireless access, simply go by the Student Information Desk and ask for a Student Wireless Agreement. Complete the Student Wireless Agreement and bring it, along with your student photo I.D. and your laptop with current Anti-Virus software, to Computer Services, located in the CTC building.

Wireless access is available for student use in the Student Lounge, Armadillo Café, and the Library.

■ Veterans Enrolling in Online 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 online course:

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

The following grading system is used at Randolph Community College.

<u>Grade</u>	<u>Description</u>	<u>Grade Point Value</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
WF	Stopped Attending (did not withdraw)	0.0
Additional Letter Symbols (Not computed in GPA)		
I	Incomplete	0.0
AU	Audit	0.0
X	Credit by Proficiency	0.0
TR	Transfer Credit	0.0
W	Withdrawal Without Penalty	0.0
NS	No Show	0.0
NR	Not Reported	0.0
AW	Administrative Withdrawal	0.0
FW	Faculty Withdrawal from Developmental Studies Courses	0.0

Letter grades with an (*) are not counted in computing GPA or in the hours earned for completion of a program.

■ Grade Point Average

The college computes grade point average (GPA) by adding the quality points earned for each course in which an A, B, C, D, F or WF are received, excluding developmental courses (courses numbered less than 100), and dividing by the total number of credit hours for those courses.

■ 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 Student Support Services located in the Student Information Building.

Academic Probation (Standards of Progress)

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, diploma, or degree. At the end of each semester a student's cumulative grade point average is examined. For the purpose of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted (for which grades of A, B, C, D, F and WF are received).

Curriculum students who have attempted at least 12 credit hours and have a cumulative grade point average below a 2.0, will be placed on academic probation at the end of the semester.

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 of his/her probationary status and before registration.

Students on probation will have the next two semesters in which to get his/her cumulative GPA up to a 2.0. A student who fails to bring his/her GPA up to a 2.0 within the next two semesters will be placed on academic suspension, which means the student is not eligible to register for curriculum courses the following semester. In order to be readmitted, a student must send a written request to the Dean of Students. The request should be made at least one month prior to the beginning of the semester in which the student wishes to return.

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.

Radiography students must maintain a grade of "C" or better in all radiography courses and BIO 163 and PSY 150 in order to continue in the program. Students who choose to take BIO 168 and BIO 169 will receive credit for BIO 163 if they earn a grade of 'C' or better in both courses.

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 below).
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.

2003 – 2004 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 2003–2004 follows.

Measure	Standard Average	System	Randolph Community College
Progress of Basic Skills Students	75%	80%	90%
Passing Rates on Licensure/Certification Exams for First-Time Test Takers	Aggregate = 80% Exams = 70%	85%	84%
Goal Completion of Completers	95%	99%	96%
Employment Status of Graduates Performance of College Transfer Students	95% (adjusted) Equivalent to Native UNC Sophomores and Juniors (86.8%)	99.43% 83.1%	99.20% 88.6%
Student Satisfaction of Completers and NonCompleters	90%	98%	98%
Passing Rates in Developmental Courses	70%	81%	85%
Success Rate of Developmental Students in Subsequent College-Level Courses	No Statistically Significant Difference Between Developmental and Non-Developmental Students	Dev. 86% Non Dev. 87%	Dev. 88% Non Dev. 83%
Curriculum Student Retention & Graduation	60%	65%	65%
Employer Satisfaction with Graduates	85%	95%	94%
Business/Industry Satisfaction with Services Provided	90%	100%	100%
Program Enrollment	Three-Year Average Annual Enrollment of Less Than 10	NA	1