

## Student Rights and Responsibilities

Randolph Community College is a learning community with specific expectations regarding student conduct. The college seeks to provide a safe and healthy environment that facilitates teaching, learning, and student success. When a student's conduct adversely affects the college community or the pursuit of RCC's educational objectives, disciplinary action will be taken – first, to resolve the problem, and then to help students learn from mistakes. Discipline issues will be resolved informally whenever possible. Students have the rights to: Education, Freedom of Expression, Participation, Safe Environment, Privacy, Record Review, Student Grievance (Due Process) Academic Integrity Appeal, Freedom from Discrimination. Students also have responsibilities, as part of the college community, including but not limited to: Civility, Academic Integrity, Safety, and Compliance. Additional information regarding these rights and responsibilities may be found at [www.randolph.edu/about-us/policies-and-legal/student-code-of-conduct-rights-and-responsibilities.aspx](http://www.randolph.edu/about-us/policies-and-legal/student-code-of-conduct-rights-and-responsibilities.aspx).

## Rights & Responsibilities of Students Receiving Financial Assistance

Students have the right to know:

- The financial assistance programs are available at Randolph Community College.
- The policies and procedures that must be followed in order to be considered for financial assistance.
- The criteria used in selection of recipients and the method used for calculating need.
- The various programs in the financial assistance package and how the amount was determined.
- The refund and withdrawal policies at the College.
- How the Office of Financial Assistance and Engagement makes its determination on such questions as student progress, the appeal process, and other decisions.
- The method by which financial assistance disbursements will be made to students and the frequency of those disbursements.
- The way the school provides for students eligible for financial assistance to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out.
- The general conditions and terms applicable to any federal work-study employment provided to students as part of their financial assistance package.
- The special facilities and services available to those needing accommodations for disabilities.

Students are responsible for:

- The timely and proper completion of all necessary forms by the established deadlines, and the accuracy of any information provided to the College in the financial assistance application.

- Promptly providing any additional information requested by the Office of Financial Assistance and Engagement.
- Keeping the Office of Financial Assistance and Engagement informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reading and understanding all forms sent and/or signed and keeping copies of forms.
- Notifying the Office of Financial Assistance and Engagement of any scholarship, grant, or other resources made available from non-College sources while receiving financial assistance.
- Notifying the Office of Financial Assistance and Engagement if the student withdraws from the College or changes enrollment status. Because some repayment may be expected on a prorated basis, future aid may be suspended if arrangements for payment are not made with the Office of Financial Assistance and Engagement and/or the Business Office.
- Maintaining satisfactory progress in order to be considered for financial assistance.
- Comply with the provisions of any agreements that they must sign (ex. Work-study contract).
- Performing, in a satisfactory manner, the work that is agreed upon in a work-study position.
- Understanding the college's refund policy and the Office of Financial Assistance and Engagement policies pertaining to the return of federal and state funds.
- Re-applying for aid each year.

