With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students, and the community. It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RCC students, staff, and community.

TUTORIAL SERVICES *(The Learning Center)*

Robeson Community College offers a variety of tutorial and academic success services, including individual and group tutoring, workshops and educational programs through The Learning Center (TLC). The mission of TLC is to provide students with additional assistance and resources outside of the classroom that enhance their academic success, as well as promote self-directed learning and decision-making; build confidence and motivation; and develop a greater appreciation for education and learning. The Learning Center serves students by offering tutoring, writing assistance, and supplemental instruction in an environment that is supportive and encouraging.

The Learning Center (TLC) assists students who are having difficulty in their classes, who are falling behind, and who need specific assistance with particular concepts in their areas of study. Students seeking to enhance their academic skills may attend a wide range of workshops dedicated to writing, reading, math, and job preparedness. The Center also welcomes students to study in an environment that is conducive to learning, and students may enjoy reading materials, including the latest magazines and a variety of books. Students may also visit TLC for training in Smarthinking and Moodle (please contact TLC for availability of workshops for these computer programs).

In addition to services offered in The Learning Center, students may access the Center's website at www.robeson.edu/tlc for online resources, including links to articles and materials to enhance student understanding of concepts and practices in particular areas of study. Information is also available online about TLC's workshop schedule, policies, and services.

Services provided by TLC are free and available to all RCC students. Students are encouraged to ask their instructors, counselors and advisors to refer them to TLC for assistance in their courses, or they may visit the Center in person to request an application for tutoring assistance. Please note that while TLC staff will attempt to accommodate all student requests, tutoring assistance is not guaranteed. Neither should students expect to earn an "A" in their courses simply by participating in TLC-sponsored programs. Students are expected to study outside of the classroom, and assistance offered through TLC should be used in addition to regular study and class work. To contact, TLC, call 272-3663.

VETERANS SERVICES

Information and requests pertaining to veterans affairs can be secured from the Financial Aid Office in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Veteran students may take distance learning classes which include Internet classes, Information Highway classes, and telecourses as they are offered. Veteran students taking these courses must have contact with the appropriate instructor on a weekly basis and make satisfactory academic progress in order not to be dropped from the course.

VOTER REGISTRATION ASSISTANCE

Information, forms and assistance completing voter registration materials can be secured by contacting a counselor in the Counseling and Career Services Office located in Room 1302 of the Student Center.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FREEDOM AND RESPONSIBILITY POLICY

It is the policy of Robeson Community College to support the concept of academic freedom for its faculty, and as such respect the faculty member's right to teach, investigate, and publish freely in accordance with the provisions and clarifications provided in this policy.

As representatives of Robeson Community College, instructors and students should exercise sound judgment in the interpretation and presentation of instructional materials.

The instructor/student has the freedom to interpret and/or teach the subject within sound academic principles and practices without undue institutional censorship. However, each instructor/student should be mindful that controversial materials that have no relation to the course have no place in the classroom. Personal behavior within the classroom and without reflects upon the college. Each instructor/student must be responsible for his or her own behavior.

Patent and Copyright Policy

It is the policy of Robeson Community College to comply with all applicable laws regarding copyright use and ownership. As an institution devoted to the creation, discovery, and dissemination of knowledge, RCC shall support responsible, good faith exercise of full fair use rights as codified in 17 U.S.C. Section 107, by faculty, librarians, and staff in furtherance of teaching and service activities and copyright ownership for creative, non directed works by faculty, staff, and students subject to the "Copyright Use and Ownership Policy" and the "Patent Policy" on file in the Student Services Office.

ACADEMIC EXPECTATIONS

Student Expectations of Faculty

The faculty of Robeson Community College pledges to provide the highest level of service possible to all of its students all of the time. Your faculty member knows what students need to do to succeed in the course you are

taking, and your instructor wants you to succeed. To this end, it is reasonable for students to expect that faculty will:

- Provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies
- Be a professional who will treat each student respectfully, equally, and honestly.
- Start class on time, be prepared, and use effective teaching strategies to promote learning of the subject material activities for the full time allotted for all classes.
- Strive to create a positive environment in which you may pursue learning.
- Be accessible and approachable.
- Provide timely and consistent feedback regarding student progress.
- Provide reasonable assistance on an individual basis as may be necessary and appropriate.
- Preserve the academic integrity of the course.

Faculty Expectations of Students

Robeson Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. To this end, we believe it is reasonable to expect that students will:

- Treat other students and faculty with respect and treat the classroom as a professional environment.
- Accept the challenge of collegiate studying, thinking, and learning.
- Anticipate that the level and quantity of work in some courses will exceed prior experiences.
- Be informed about instructors' policies presented in the course syllabus, as well as the policies of the college published in this publication
- Attend all classes, except when emergencies arise.
- Adhere to class start times and end times that are prescribed.
- Be an active participant in class.
- Study course material routinely.
- Refrain from any behavior that may distract others.
- Silence all cell phones, pagers, and other communications devices in every class.
- Use the internet for valid, academic purposes only while in any RCC campus computer lab.
- Transact personal business with the instructor (such as asking him or her to sign forms) before instruction begins or after class.

- Let no temptation cause you to compromise or surrender your integrity, ethics, or morals.

ATTENDANCE POLICY AND PROCEDURES

Regular class attendance is expected of students. Faculty keep accurate records of class attendance and tardiness and these records become part of the official records of the institution. The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class. Online students are subject to the same attendance policy as traditional students.

1. When the College offers a class, the faculty and staff shall work together to develop an accurate electronic class roster listing all students enrolled in the class. Student names are on the electronic class roster once they have officially made payment for tuition and fees with the Business office.

2. Students who have not entered class by the census date will be dropped as "Never Attend" without the possibility of reinstatement. Entrance into an online class is defined as logging into the institution's learning management system (Moodle) and completing the required enrollment activity.

3. Once a student is officially enrolled in a class, regular class attendance is expected. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when absent from class.

4. Inasmuch as the College's students are adults, it is understood that absences may be required for a variety of reasons, but when these occur, it is the student's responsibility to make up missed class work or assignments, if makeup work is allowed by the instructor.

5. Being late arriving for class or leaving a class early can be a disruption for both the faculty member and the students, hence tardiness is strongly discouraged.

6. A Student Withdrawal shall occur when a student officially withdraws/drops a class. The withdrawal/drop shall be effective as of the date the student takes his/her official action.

7. An Administrative Withdrawal shall occur when a student fails to adhere to the criteria outlined in course syllabi and/or program student handbooks.
   - An instructor may execute an Administrative Withdrawal if class attendance as described in the instructor's course syllabus or attendance records indicate there is a lack of participation by the students.

- An instructor may execute an Administrative Withdrawal for a student if reasonably assured that the student does not intend to pursue the learning activities of the class due to excessive absences, lack of effort or participation or other good cause.

- An instructor may execute an Administrative Withdrawal when a student completes the minimum objectives stated for a class or transfers to another class.

8. Students who attend Robeson Community College must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets.

9. Inasmuch as the faculty member of record for a class is responsible for official class attendance and tardy records, students who have a grievance regarding class attendance or tardies shall resolve them with the instructor.

10. **Curriculum Classes:** Students attending Robeson Community College must attend 75% of the required contact hours for the class in order to receive credit for the class. If the student misses hours in excess of 25%, the student will be dropped from the course by the instructor. In no case will a student receive credit for a course if he/she misses in excess of 25% of the required contact hours. Should the student so desire, he/she may continue to audit the course after being dropped, but the grade will remain the same. Absences begin with the first session a class is scheduled to meet even though the student may register late.

11. **Developmental Classes:** Student attending RCC must attend 85% of the required contact hours for the class in order to receive credit for the class. If the student misses hours in excess of 15%, the student will be dropped from the course by the instructor. In no case will a student receive credit for a course if he/she misses in excess of 15% of the require contact hours. Should the student so desire, he/she may continue to audit the course after being dropped, but the grade will remain the same. Absences begin with the first session a class is scheduled to meet even though the student my register late.

12. **College and Career Readiness Classes**: Students in all College and Career Readiness classes will be expected to attend class a minimum of 80% of the class time (as established by each individual class schedule) per month to receive credit for the class. In addition, the student must attend a minimum of 80% of the class time for a particular day or the student will be counted tardy for the class. Three tardies will count as one absence.

13. **Religious Observance:** It is the policy of Robeson Community College that any student of the institution must be granted two excused absences each academic year (July 1-June 30) for religious observances required by the faith of the student. The student must submit a written request to the Assistant Vice-President for Student Services or his/her designee for the excused absences at least ten days prior to the date the student intends to be absent for the religious observance. The Assistant Vice-President for Student Services or his/her designee may waive the ten school day requirement during the first ten school days of a student's enrollment. For more information, please contact the Assistant Vice-President for Student Services.

Tardies

The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. Students who attend Robeson Community College must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets.

Tardy shall be defined as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of reason. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy. For the purpose of maintaining class attendance, faculty shall county three tardies as one absence.

Noncontinuous Enrollment

Noncontinuous enrollment is defined as not being enrolled for a period of one year or longer. Upon re-enrollment the student must comply with the requirements of the catalog and student handbook that is current at the time of re-enrollment.

COMPUTING GRADE POINT AVERAGE

Course	Credit	Grade	Grade Points Per Credit Hour	Grade Points Earned
ENG-102	3	C	2	6
AHR-134	7	B	3	21
AHR-110	5	A	4	20
PHY-121	4	F	0	0
MEC-288	1	D	1	1
	20			48

The grade point average is computed by dividing points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 grade point average. All grades A through F, WF (treated as "F"), and Incompletes (treated as "F"), are counted in computing the grade point standing. Credit by transfer and credit by examination are not included in computing the grade point standing.

CREDIT BY EXAMINATION

Advance placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which he/she

can demonstrate a mastery of theory and practical application. A list of courses and/or subject areas which are not suitable nor allowable for proficiency exams may be obtained from the Records and Registration Office. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination and/or transfer credit cannot exceed seventy-five (75) percent of the program requirements.

The following procedure will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations.
    a. Persons who have taken the proficiency examination previously.
    b. Persons who have either enrolled in and/or dropped from the course.
    c. Persons who were enrolled in and failed the course.
    d. Persons who have a cumulative grade point average less than 2.5.

2. For new students enrolled in a curriculum program, the Registrar may grant approval.

3. Make application to the Registrar for the proficiency exam. Application must be made during the drop/add period, and if approved, students are required to register for the exam during the drop/add period.

4. Application approval will be forwarded to the appropriate Assistant Vice President of Educational Services for instructor assignment. NOTE: Only full-time instructors give proficiency exams.

5. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. ALL EXAMS MUST BE TAKEN PRIOR TO THE MID-TERM OF THE SEMESTER.

6. After evaluation of the examination by the instructor, test results will be forwarded to the Registrar and the appropriate Assistant Vice President in Educational Services.

7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining grade point average (GPA) or verification of enrollment.

8. Applicants must be in a program of study. All prerequisites must be met where applicable.

9. Proficiencies are not approved for Summer Term.

For credit by examination, full-time students enrolled in sixteen credit hours or more are exempt from additional tuition charges.However, students enrolled in less than 16 credit hours must pay the Business Office the tuition required by the state for each semester hour credit; this fee is not refundable. A registration form must be completed in the Records and Registration Office after approval has been obtained to take a proficiency examination. Fees will be paid in the Business Office. Any exceptions to the above procedures and requirements must be approved by the Assistant Vice President of Student Services. Exceptions will be made only under rare circumstances.

CREDIT BY TRANSFER

New Students

Robeson Community College may accept credits earned from technical institutes, colleges, universities, and any other educational institutions accredited by The Commission on Colleges of the Southern Association of College and Schools (SACS), other regional accrediting associations recognized by the U.S. Department of Education, and/or other associations accredited by the American Council on Education.

All applicants requesting transfer credit from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended. Any exception to this procedure must be approved by the Assistant Vice President of Student Services and only then by justifiable cause.

Applicants seeking transfer credit from institutions outside the United States will be asked to submit translated documents to WES (World Education Services) and request that course-by-course evaluations and course descriptions be forwarded to Robeson Community College. WES's website is www.wes.org.

Only course grades of "C" or higher will be accepted and such courses must parallel the content of RCC courses. Pre-College English (DRE) and mathematics (DMA) courses from a North Carolina community college will be considered for transfer if the course reflects a grade of "P" for passing. A grade of "TC" is awarded for all transfer credits. Transfer credits do not factor into a student's grade point average. In some cases, courses over five (5) years old will not be considered. For a complete listing of these courses, please review section titled "Program Completion Requirements".

The Registrar, in consultation with appropriate faculty, will determine the transfer credits allowable. In order for transfer credit to be awarded, the course must parallel the content, level, quality and credit hours of a RCC course. This evaluation will be made at the time of acceptance and the student will be notified in writing accordingly. Transfer credits will be posted to the student's permanent record. In addition, transferring students must complete a minimum of twenty-five percent of the total number of credit hours required for a certificate, diploma, or degree program in residence at Robeson Community College.

NON-TRADITIONAL AND PRIOR LEARNING CREDITS

CLEP/AP Credit

Students may request credit for subjects taken under the College Level Examination Program (CLEP) or Advanced Placement (AP) Program. CLEP or AP credit may be evaluated for general or subject area examinations. Official test score reports from College Board must be submitted to the registrar for consideration of CLEP or AP credit. Test scores must meet

the current score recommendations from the American Council on Education (ACE) in order to receive college credit. For College Level Examination Program (CLEP) and Advanced Placement Program (AP) information and transcripts, see www.collegeboard.com.

RCC may also award general education credits for acceptable completion of International Baccalaureate courses. International Baccalaureate transcripts may be obtained from: http://www.ibo.org/.

Community Service Credit

Robeson Community College does not award credit based solely upon community service education.

Military Credits

Credits may be extended to Veterans for DANTES Credit or for educational experiences in the Armed Forces. An original transcript of military educational credits/experiences must be submitted to the Office of the Registrar for consideration of credit. All military credits are evaluated using the ACE Guide recommendations. Veterans may request a copy of their military credits/experiences from:

American Council on Education and the Joint Services Transcript Portal

http://www.acenet.edu/news-room/Pages/Transcripts-for-Military-Personnel.aspx

Continuing Education to Curriculum Non-Course Credits

Students successfully completing a Basic Law Enforcement Training course (since 1985) accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission may receive credit for a number of courses in the Criminal Justice Technology AAS program. See Basic Law Enforcement Training Certificate in this catalog.

Certification Credits

Students who have a current listing of Nurse Aide I with the North Carolina Nurse Aide Registry are eligible to receive non-course credit for Nurse Aide I (NAS-101).

Students who have successfully met the North Carolina Office of Emergency Medical Services (NCOEMS) standards for EMT-Basic credential are eligible to receive non-course credit for EMS 110; students who have successfully met the North Carolina Office of Emergency Medical Services (NCOEMS) standards for EMT-Intermediate credential are eligible to receive non-course credit for EMT 110, EMS 122, EMS 130, EMS 131, EMS 160 and EMS 221; and, students who have completed the EMT-Paramedic credential are eligible to receive non-course credit for EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270 and MED 120.

Students holding industry certifications (no more than 3 years old) may be eligible for non-course credit as follows: IC3 GSE or GS4 (CIS-110 or CIS-111); MOS MS Word 2013-Specialist (OST-136); MOS MS Access 2013-Specialist (DBA-110); MOS MS Excel 2013-Specialist (CTS-130); MOS MS Excel 2013-Expert (CTS-230); Intuit Quickbooks Certified User (ACC-150 and ACC-152); COMP TIA A+ (CTS-120 and CTS-220); AAPC CPC (OST-148); Certified Public Accountant (ACC-120 and ACC-121); MTA Networking Fundamentals or CompTIA Network+ (NET-110); MTA Security Fundamentals or CompTIA Security+ (SEC-110); MAT Windows OS Fundamentals or MCSA Windows 7 or 8 (NOS-130); MTA Windows Server Admin Fundamentals or MCSA Windows Server 2012 (NOS-230).

Other health field and industry non-credit courses or training resulting in the successful completion of nationally recognized or state (North Carolina) examinations for certification or licensure may also be considered for credit on a case-by-case basis.

Prior Learning Assessment

RCC awards applicable credits earned for nontraditional prior learning, however, credit is not awarded simply for experience but for measurable college-level learning which includes knowledge, skills, and competencies students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within RCC regular credit course offerings.

Application for credit for prior learning must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an RCC student.

Credit granted through one of the PLA options may be used to fulfill RCC program requirements; however transferability to other institutions is at the discretion of the receiving institution and is not guaranteed to transfer to other institutions.

Community Service Credit

Robeson Community College does not award credit based solely upon community service.

AUDITING COURSES

Students who wish to audit a course must register through the regular registration procedures. Tuition and fees for auditing are the same as the cost of courses taken for credit. Audits are reported on transcripts as "AU" and do not affect earned credits or influence the grade point average for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid officer before electing to audit a course. To audit a course, a student should state his/her intent to audit no later than the first week of the course. An "AU" will be entered as the student's grade for that course. Audits are not allowed in distance education courses. In Health Science Programs, students must receive appropriate Program Director and Assistant Vice President approval in order to audit an Health Science course.