

4.1 ADMISSION – 6/16/98; revised 8/17/10, 3/19/19

Richland Community College shall admit students in accordance with all qualifications and preferences set forth in Illinois Revised Statutes, 110 ILCS 205/9.07, and in the guidelines established by the Illinois Community College Board.

Eligibility for admission, requirements, procedures, and options are published in the College Catalog and online.

4.1.1 Admission to the College – 8/17/10; revised 3/19/19

Richland Community College is open to all people who

1. Have graduated from high school, or
2. Have received a High School Equivalency Certificate based on the GED test, or
3. Intend to enroll in a GED course, or
4. Are high school or gifted students who have principal/administrator approval to enroll.

4.1.1.1 New Student Orientation – 2/21/06; revised 8/17/10, 5/19/15

New Student Orientation should be attended by all new degree and certificate seeking students. A new student is defined as someone who has not previously completed any college courses at Richland Community College or had taken college courses only as part of a dual credit program.

4.1.2 Admission to a Program or Courses – 8/17/10; revised 3/19/19

Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement.

4.1.2.1 Course Placement Methods

Placement in courses with prerequisites may be done using a variety of measures:

- Sufficient ACT or SAT scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.

- A high school cumulative Grade Point Average (GPA) of 2.75 or higher for placement in English or courses with a prerequisite of eligibility for ENGL 101.
- A high school cumulative GPA of 2.75 or higher with successful completion of a 4th year of mathematics for placement in identified mathematics courses.
- An appropriate high school transition course in mathematics with a grade of C or higher.
- A GED score in mathematics and English of 165 or compatible score on other high school equivalency tests.
- Successful completion of English and/or mathematics course(s) at an accredited college or university, as recognized by the Higher Education Directory. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible.
- Completion of an appropriate developmental course in mathematics, English, and/or reading at another accredited college or university
- Results of mathematics, Reading, or Sentence Skills placement tests administered at Richland. Placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Scores are valid for the length of time determined administratively.
- Results of a placement exam identical to Richland Community College's exam taken at another college or university within the determined time and presented as officially validated scores for evaluation prior to registration.

4.1.2.2 Course Placement Testing – 12/16/03; revised 5/17/11, 5/19/15, 3/19/19

Students tested in mathematics, English, reading, math, or other areas may take one test of each type at no cost. A student may retest by waiting a minimum of twenty-four hours and paying a retest fee. A student may be allowed to take the test a third time only with appropriate permission and payment of the retest fee. The student is required to retest, at no charge, if the previously determined time has passed since the student tested the first time.

4.1.2.3 Foreign Language Placement

Placement in a foreign language course will be determined by a student's previous foreign language education in high school or college. Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned quality points as outlined in the College Catalog. Foreign language faculty may grant exceptions, based on individual assessment. All persons whose most recent prior study of the language was more than five years ago should start their college study with the course number 101.

4.1.2.4 Technology Orientation – 5/15/12

All students enrolling in a course utilizing a learning management system are required to successfully complete the mandatory technology orientation.

4.1.3 Admission to a Program of Study – 6/16/98; revised 8/17/10, 5/19/15, 3/19/19

Each program of study (for example, Nursing, Accounting, Associate in Arts in Teaching, etc.) has specific requirements for admission. These requirements are based on the student's previous education, work experience, and levels of achievement.

Information that may be used in admission to a program includes

1. A transcript of the student's high school and college records. The student should request a transcript from the school(s) to be sent to the Records Office at Richland.
2. Test scores. Richland uses either the ACT or the SAT. Other comparable test results may be submitted if approved by appropriate Richland staff.
3. Application and personal interview, including related experiences since leaving school or college.

Students may be provisionally admitted to a program, even though they fail to meet all the requirements. Students provisionally admitted may be required to enroll in developmental courses, take a reduced load, complete further testing, and/or receive career counseling.

Similar procedures may also be applied to students enrolling in individual courses only.

4.1.4 Admission of High School Students and "Gifted" High School Students – 6/16/98; revised 8/17/10, 5/19/15

High school students may take Richland courses for either application toward a high school diploma or a college credit. Eligibility for enrollment as a high school student is decided as follows:

1. The student is a high school student.
2. The student's high school principal submits the appropriate form stating the student is taking the course(s) for high school or college credit, and has the principal's approval.
3. A high school transcript is submitted to Richland.
4. Tuition may be determined by course and delivery.
5. Final approval for enrollment is then determined by Richland.

"Gifted students" are students with exceptionally high academic ability as determined by the students' school and the College.

4.1.5 Student Enrollment Status – 1/16/01; revised 8/17/10

Verification of student enrollment status, for any purpose, may be obtained only through the Student Records Office. Documentation from other individuals or College offices does not represent an official College record.

4.2 RESIDENCY STATUS – 10/19/93; revised 8/17/10; revised 5/27/25

Students enrolling at Richland Community College shall be classified as in-district resident, out-of-district resident, or out-of-state resident for tuition and fee purposes according to ICCB Administrative Rule 1501.501-05. The College is authorized to require such documentation to verify residency status.

A student is considered a resident of Richland Community College District 537 if the student occupied a dwelling within the district for at least 30 days immediately before starting classes.* The College shall maintain documentation verifying State or district residency of students.

Special Residency Status

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a case worker or other personnel of the Department, or the student's attorney or guardian ad litem.

Richland will charge in-district tuition rates for students utilizing benefits

under the federal All-Volunteer Force Educational Assistance Program or the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act.

Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are: federal job corps workers stationed in the district; inmates of State or federal correctional/rehabilitation institutions located in the district; or students attending under a chargeback or cooperative agreement with another community college.

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are: federal job corps workers stationed in Illinois; members of the armed services stationed in Illinois; inmates of State correctional/rehabilitation institutions located in Illinois; or employed full time in Illinois.

Students who live out-of-district but work 35 or more hours per week in district can complete a residency verification form with the Cashier's to be considered for in-district rates.

Senior Citizens aged 65 shall be charged the in-district rate.

Students who move from outside the district and who obtain residence in the district for reasons other than attending the College are exempt from the 30-day in district requirement if they provide documentation of a verifiable interest in establishing permanent residency.

4.3 TUITION AND FEES – 7/13/93

Tuition and fees for resident and non-resident students may be charged as permitted by law and as established by action of the Board of Trustees. Other fees may be required depending on the status of the student, the program in which the student is enrolled, and the requirements of the College.

Each semester, the Business Services Office shall determine and publish a due date (before the beginning of the semester) by which time all tuition and fees are to be paid.

4.3.1 Senior Citizen Tuition – 7/18/00

District 537 residents who are 65 or older or who will become 65 years old during the calendar year are eligible to enroll without the payment of tuition in

regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that such enrollment does not over-enroll the course and tuition paying students enrolled constitute the minimum number required for the course. Such waiver does not apply to all other fees associated with enrollment in such course.

4.3.2 Education Service Agreement – 12/21/93; revised 8/17/10

The College may enter into written agreement with a business, civic, social service organization, or any government entity to provide instruction to employees of such groups. The College may also enter into written agreement to provide instruction to students from certain high schools, community colleges having reciprocal cooperative educational programs, and four-year public and private colleges and universities. Individual students enrolling under such an agreement will be subject to the current in-district tuition rate including the prevailing fees.

4.3.3 Tuition and Fee Installment Plan – 12/10/94; revised 8/17/10

To better serve the needs of students, the College may offer an Installment Plan for the payment of tuition and fees. Students will be subject to all policies and procedures relating to the payment of student accounts associated with the plan.

4.3.4 Cooperative Educational Programs with Other Community Colleges – 10/17/00; revised 8/17/10

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that all Richland Community College District residents to enroll in a degree and or certificate program in a vocational-technical program not available at Richland. Students are able to enroll in such a program at the cooperating college's in-district tuition rate and programs offered are listed in the College Catalog.

Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. The cooperating college issues all degrees or certificates for successful completion of the programs.

4.3.5 Continuing Education Fees – 9/17/96; revised 8/17/10

Continuing Education tuition rate is a variable rate and set separately for each course, depending upon the amount of the direct costs.

4.3.6 Non-Credit Fitness Center Fees – 1/18/94; revised 8/17/10,

5/19/15

A non-credit open entry/exit enrollment option to the College Fitness Center is available for Richland students who are not desiring college credit.

4.4 TUITION REFUNDS – 7/13/93; revised 8/17/10, 5/19/15

Richland Community College's refund policy is based on full payment of tuition, fees, and other charges. Any student who registers and then officially withdraws from any or all classes at the College will have a portion of his or her tuition returned according to the refund schedule determined by the Business Services Office.

Students participating in the Pell grant program shall receive refunds computed in accordance with Federal regulations.

4.5 STUDENT FINANCIAL OBLIGATIONS – 8/17/10; revised 11/30/2023

Students shall discharge all financial and other obligations to the College prior to registering for the next semester. These obligations include, but are not limited to, tuition, fees, and any other amount due to the college.

Students with a balance due of \$100 or more will have a hold placed on their account before registration for the next semester opens; grades and transcripts may also be withheld.

Students who wish to have the hold remove to allow for registration should submit a request to the Cashier's office via email at businessoffice@richland.edu, or in person at the Cashier's window located in the Student Success Center.

Students with a balance of \$100 or more who have an unpaid balance after 3 billing cycles may be sent to a third-party collection agency.

In accordance with Illinois Public Act 103-0054, Richland Community College will not withhold transcripts from students with a balance owed if the transcript is requested for the following reasons:

- Complete a job application
- Transfer from one institution of higher learning to another
- Apply for State, Federal, or institutional financial aid
- Join the United States Armed Forces or Illinois National Guard
- Pursue other postsecondary opportunities

4.6 Academic Standards – 5/16/00; revised 10/21/03; section revised 5/18/21
4.6.1 Grading Designations – 6/18/96; revised 10/21/03, 8/17/10, 1/17/12, 6/20/17, 5/18/21

The following grade designations are used at Richland to represent the student's level of performance in courses or to document credits earned from an external source:

- A Superior or excellent
- B Very good or above average
- C Good or average
- D Barely passing or below average
- F Failure or unsatisfactory
- AU Audit (For more information, see "Auditing a Course" in this section.)
- CR/X Completed course requirements or did not complete course requirements. CR/X grades are applicable for vocational skill courses and adult education courses.
- I Incomplete. All course work must be finished by the end of each term unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term. Failure to complete course work within the 60-day grace period will result in the grade the student would earn without having all course work completed. Grade of "W" or "AU" is not allowed.
- P/F Pass/Fail for selected courses to be determined by faculty and the Dean of a division with the approval of the Academic Standards Committee. Pass/Fail grading will not be used for courses in a degree sequence or for transfer courses.
- W Withdraw
- AC Credit awarded through advanced course.
- AP Credit awarded through Advanced Placement.
- CE Credit awarded through proficiency exam.
- CL Credit awarded through CLEP exam.
- DA Credit awarded through DSST exam.
- IB Credit awarded through International Baccalaureate Program.
- JO Credit awarded through Journeyman Card.
- LI Credit awarded through licensure.
- PT Credit awarded through professional training.
- PO Credit awarded through portfolio.

4.6.2 Grade Point Average Standards – revised 5/18/21

The minimum cumulative grade point average (GPA) standard for all attempted courses is 2.0. Students are considered "in good standing" if they meet the minimum cumulative GPA of 2.0, are eligible to re-enroll at the College, and are not on academic probation or suspension.

A student who fails to achieve the minimum cumulative GPA of 2.0 may be placed on academic probation. Standards are available in official publications such as the *College Catalog* and in the Student Success Office. Semester and cumulative attempted hours are located on the unofficial and official transcripts. Attempted hours are also used to calculate Satisfactory Academic Progress to qualify for federal and state financial aid.

Failure to achieve a cumulative 2.00 GPA in the subsequent semester after being placed on Academic Probation may result in Academic Suspension (dismissal from the College) for one or more semesters, excluding the summer term.

A student may appeal following the Student Grievance Policy (4.15.3).

4.6.3 Auditing a Course – 12/20/94; revised 10/21/03, 8/17/10

Any credit class offered by Richland may be taken as an audit unless otherwise specified.

Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in Student Records by the add/drop period. Changes to the grading status cannot be made after this period, and a grade of AU will be assigned at the completion of the course. No credit will be awarded for auditing a course.

4.6.4 Dropping or Withdrawing from a Course – 10/19/93; revised 10/21/03, 1/17/12, 5/18/21

A student may drop or withdraw from a course during the allotted timeframe as determined by the President of the College or the President's designee. A drop occurs within the refund period; a withdrawal occurs after the refund period but before the official last day of withdrawal for the course.

4.6.5 Administrative Drop or Withdrawal – 10/19/93; revised 4/18/06, 1/17/12, 5/18/21

An instructor may drop a student who has failed to attend the first two class sessions.

At mid-term the College will withdraw any student who has failed to meet the attendance standard or attain sufficient progress as certified by the instructor. During the allotted timeframe, as determined by the President of the College or the President's designee and as outlined in the *College Catalog*, an instructor may drop or withdraw a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

4.6.6 Withdrawing from the College – 10/19/93; revised 10/21/03, 8/17/10, 1/17/12, 5/19/15

A student withdrawing from the College is required to settle all obligations, including money owed to the College, and should contact a Student Success Center staff member as part of the withdrawal process.

4.6.7 Repeating a Course – 10/19/93; revised 10/21/03

Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower.

Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated.

4.6.8 Appealing a Grade – 3/19/96; revised 10/21/03

A student who feels he/she has received an unfair or inaccurate grade may appeal through the Student Grievance Policy found in the Student Rights, Responsibilities, Grievance, and Disciplinary Proceedings.

4.6.9 Vice President's Academic Honors – 10/19/93; revised 10/21/03, 5/18/21

The Vice President's Academic Honors List includes the names of students who have

1. Completed 12 or more cumulative semester hours; and
2. Completed 6 or more semester hours for the current term; and
3. Attained at least a 3.50 GPA for the current term.

4.6.10 Graduation Requirements –12/20/05; revised 8/17/15 -- No Change

4.6.11 Computer Technology Fluency

All degree-granting programs will be designed to provide instruction leading to computer fluency, defined as the ability to use computers and other related technologies to access, gather, organize, manage, evaluate, create and communicate information; to generalize and apply learned skills to new situations and problems; and to conduct these activities confidently, effectively, ethically, and legally. This instruction may be provided by specific computer courses or incorporated into courses within the degree program.

4.6.12 Student Military Leave – Adopted 3/18/2025

Any student who is a member of the United States military or National Guard of any state, including the District of Columbia, a commonwealth, or a territory of the United States, or any reserve component of the Armed Forces of the United States shall have the ability to submit any coursework upon their return from duty within a reasonable period of time, provided that the coursework was assigned, submitted, or assessed during the student's military duty period.

In the event that a student's military duty period extends past the end of an academic semester, the college shall assign a grade of incomplete ("I"). The dates of the student's military duty shall be verified by the Registrar upon the student's return to the college.

Upon the student's return to the college, the student shall have the right to request to be administratively withdrawn from courses they were registered for during their military duty period, resulting in a final grade of "W". This request must be made within 30 days following the end of the student's military duty period. Students who choose to withdraw in this manner will be refunded tuition paid for the classes they withdraw from, and the student will not be subject to financial aid or satisfactory academic progress standards for the withdrawal term, as is allowed by applicable law.

4.7 EARNED COLLEGE CREDIT – 6/10/08

College credit may be earned through course completion, proficiency credit, transfer credit, professional licensure or certification, or training and work experience equivalency. Credit may be reviewed by faculty and may not be accepted in all programs.

4.7.1 Course Completion

Students are granted credit by meeting course competencies and objectives for courses offered and conducted by Richland Community College.

4.7.2 Proficiency Credit

Students with wide varieties of educational experiences may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel.

4.7.3 Transfer Credit

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken at an accredited postsecondary institution, as recognized by the Higher Education Directory, and which meet the course objectives of his/her academic program required for graduation at Richland Community College. Approved credit hours will be applied toward the total number of hours needed for the degree or certificate, provided the average grade for all such work is "C" or better. Transfer credit will not be included in computing the student's grade point average at Richland. Approved credit hours will be recorded on the student's academic record after a formal evaluation of the transfer work.

4.7.4 Credit Equivalency by Licensure or Certification

If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the program of study for which he/she is pursuing. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled.

4.7.5 Credit Equivalency for Professional Training

Academic course credit for professional training events in some disciplines and technical fields may be granted if the event is offered by Richland Community College and/or one or more of the College's training partners. A training partner is a professional organization or other authorized training provider recognized by the College. This partner ensures that the training meets predetermined standards. In some instances, training must be delivered by certified instructors as dictated by program/curricular requirements. The training must meet all objectives of the relevant course(s) in order to receive credit, as determined by faculty responsible for the content area. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.6 Credit Equivalency for Professional Experience

Students with wide varieties of experience may develop a portfolio of these experiences and apply for course credit. A portfolio is a collection of documentation of learning, which may include samples of actual work, and is submitted for evaluation in consideration of course credit. The portfolio must meet all objectives of the course in order to receive credit, as determined by faculty responsible for the course. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.7 Credit for Military Service & Training

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken while serving in the military, if the courses meet the objectives of his/her academic program as required for graduation from Richland Community College. Consideration for the awarding of credit for military experience and training will be guided by the college credit recommendations developed by the American Council on Education. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.7.1 Armed Forces Health and Physical Education

Any veteran who has completed a minimum of six months' active duty in the armed forces and presented evidence of an honorable or general "under honorable conditions" discharge from the service is eligible for a maximum of four semester hours of physical education activity course credit. Approved credit will not be used to compute a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.8 STUDENT EVALUATION SYSTEM

The grading system shall be published in the College Catalog. Evaluation standards shall be included in course syllabi.

4.9 STUDENT RECORDS POLICY - 1/16/01

The Family Educational Rights and Privacy Act of 1974 and its accompanying regulations establish the rights of students, including rights pertaining to their educational records. Information regarding accessibility to student records is available in the Student Handbook and the College Catalog.

4.9.1 Directory and Confidential Information - 1/16/01; revised 3/10/08, 8/17/10, 5/19/15

All information received by the College becomes a part of the student's education record except for information specifically exempted under FERPA. Student education records are classified as follows:

1. **Directory Information**, which includes student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory information may be released by the College to any person or organization without the student's consent. If a student does not want directory information released, a form must be filed with Student Records.

2. **Confidential Information** -- All information other than directory information is considered confidential. Examples of confidential items include:
 - (a) Class schedule, daily attendance, academic record, grade reports, progress reports, high school and college transcripts, and test results;
 - (b) Correspondence, including letters of recommendation and comments from counselors and faculty; and
 - (c) Application information for financial aid and veterans' educational benefits.

4.9.2 Access to Confidential Information by Students - 1/16/01; revised 8/17/10, 5/19/15

Students may have access to the confidential information in their own records by submitting a written request to Student Records, subject to exceptions under the law. The College will comply with the request within 45 days.

Students have the right to a hearing to challenge any portion of their education records. Requests for a hearing should be directed to the Vice President of Student Success.

**4.9.3 Access to Confidential Information by Others - 1/16/01;
revised 8/17/10**

Confidential information contained in a student's records will not be released to other parties without the student's consent. Exceptions are listed below, and information is given only with the understanding that such information may not be passed on to a third party without the student's written consent.

The College will maintain a record of all persons other than College personnel who have obtained access to a student's records. The College record will include the legitimate reason that the outside party has for reviewing the student's educational record.

Persons and agencies who may review student's records without student consent are:

1. College personnel having a legitimate need for information as a result of their College duties;
2. Colleges, universities, and other academic institutions at which the student wishes to enroll;
3. Agencies and their representatives requesting financial aid information in connection with a student's application for or receipt of financial aid;
4. State and local officials to whom the College must release information as required by a state statute or administrative regulation adopted before November 19, 1974;
5. State and federal officials for auditing and evaluating federally or state-supported education programs or enforcing legal requirements related to these programs;
6. Organizations conducting studies for the College, including the development, validation, or administration of student aid programs, and improvement of instruction;
7. Persons acting pursuant to a judicial order or subpoena, providing the College notifies the student before complying;
8. Appropriate persons if necessary to protect the health or safety of the student or others; and
9. Parents of an eligible student who is claimed as a dependent for income tax purposes.

**4.9.4 Withholding Student Information - 11/21/95; revised
11/15/2023**

The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has

unmet obligations, including financial obligations, to the college.

In accordance with Illinois Public Act 103-0054, Richland Community College will not withhold transcripts from students with a balance owed if the transcript is requested for the following reasons:

- Complete a job application
- Transfer from one institution of higher learning to another
- Apply for State, Federal, or institutional financial aid
- Join the United States Armed Forces or Illinois National Guard
- Pursue other postsecondary opportunities

4.9.5 Deceased Student – 7/10/07

Records of deceased students may be released upon request to legally authorized representatives

4.10 OUT-OF-DISTRICT CHARGES – 10/21/03; revised 8/17/10, 12/11/14, 5/19/15

A. Cooperative Agreements

Richland has cooperative agreements with many other community colleges. Cooperative agreements provide a student with the opportunity to attend another Illinois community college for program not offered at Richland. Cooperative Agreement applications must be completed prior to the start of each academic year the student is attending the other community college, regardless of any prior year's approval.

B. Charge-Backs – revised 8/17/10

Residents of Richland Community College's District who choose to pursue a program of study that is not offered by Richland at another Illinois public community college may be eligible for a charge-back. If a charge-back is approved by the Richland Board of Trustees, the College will pay an out-of-district fee prescribed by the other College. Charge-backs may not be approved for an individual course.

If Richland has a cooperative agreement with another college for the program of study for which the student is requesting a charge-back, the College may not approve a charge-back request.

Applications for charge-back must be completed and submitted to the Vice

President of Academic Services no later than 30 days prior to the beginning of each academic year the student is attending the other community college, regardless of any prior year's approval. Charge-backs may not be approved retroactive to the time of application.

4.11 SCHOLARSHIPS AND INSTITUTIONAL WAIVERS – 8/17/04; revised 5/19/15

Richland Community College and the Richland Community College Foundation offer scholarships and tuition waivers to students. The Board of Trustees authorizes the Administration to establish the applicable criteria and procedures for administering such awards. Scholarship or waiver recipients may be required to submit a Free Application for Federal Student Aid (FAFSA) to determine their eligibility for other aid awards. Other awards (except the PELL Grant and Direct Student Loans) will be applied to the student's account before the RCC scholarship or college tuition waiver is applied.

4.12 STUDENT INSURANCE

4.12.1 General Insurance Coverage

The staff is authorized to make arrangements with insurance agencies to provide insurance coverage for students at the expense of the student. It should be noted that any settlement relating to individual insurance policies will be a direct matter between the student and the insurance company, and the College will not be involved.

4.12.2 Insurance for Participation in Extra-Curricular Activities – 8/17/93

Any student who engages in extra-curricular activities, including intramural sports, must provide his or her own insurance coverage either through a separate policy or a policy held by the student's parents if he or she wishes to be insured.

4.12.3 Assistance in Obtaining Insurance Coverage

The College will make all reasonable efforts to facilitate a student making arrangements for insurance coverage with a private carrier. Any student not covered through his or her parent's policy, who elects not to purchase his or her own coverage, will assume responsibility for all expenses connected with any injuries incurred during the activity-type programs.

4.13 CHRONIC COMMUNICABLE DISEASE – 8/17/10

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease or the risk of further injury to the student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as Chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or his/her designee, the student's physician, public health personnel, the student, and the student's parents or guardians.

The student's placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student's placement.

The student shall be reevaluated periodically, at least once a year, by the placement committee to determine whether the student's placement continues to be appropriate. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the students and others. The College President may establish additional rules and regulations designed to implement this policy.

4.14 SUBSTANCE ABUSE - INTOXICANT USE – revised 5/19/15

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on college property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of drugs on college property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated and will be subject to college disciplinary action, which may include expulsion from the college.

A student shall not possess drug paraphernalia commonly used for the consumption, distribution or ingestion of cannabis or controlled drug or substance. Drug paraphernalia includes but is not limited to, pipes, syringes, packaging material, scales, etc. Any student possessing these items will be subject to college disciplinary action, which may include expulsion from the college.

Possession and use of intoxicants on College property is prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

4.15 Students Rights and Responsibilities – 4/21/98; revised 10/21/03

Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry, assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to learning and teaching. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Further, Richland Community College strives to maintain an educational environment that supports the academic, professional and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Richland Community College has established a "Statement of Student Rights" and a "Statement of Student Responsibilities" to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

4.15.1 Statement of Student Rights – 4/21/98; revised 10/21/03, 5/19/15

As members of Richland's learning community, students are entitled to certain rights and provisions, to include a quality education and quality services. In addition, students have the right to know:

- The College's admissions requirements
- The degrees and certificates offered
- The types of career and personal development resources available
- When classes are offered
- Course requirements

- Policy on class attendance and participation
- Grading policies and procedures
- The cost of attendance
- Financial aid and veterans' educational benefits available
- How financial aid eligibility is determined
- How financial aid awards are calculated
- When financial aid is awarded
- The College and financial aid satisfactory academic progress requirements and their implications
- The College's refund policy
- The College policies and procedures
- The academic and other support services available
- Student activities available
- The Campus' crime statistics
- Graduation rates
- Job placement rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

4.15.2 Statement of Student Responsibilities – 4/21/98; revised 10/15/03

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have a responsibility to:

- Read the College Catalog and Student Handbook
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed

- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and procedures
- Join/seek out groups and individuals that will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors
- Assist the College in fulfilling its administrative responsibilities

4.15.3 Student Grievances – revised 5/18/21

When a student believes that a situation exists that is in violation of student rights, College policies, rules, standards, or procedures, the student has the right to file a grievance.

A grievance may be categorized as follows:

1. Academic Concerns
 - a. Academic Dishonesty
 - b. Academic Suspension
 - c. Educational Guarantee
 - d. Program Dismissal
 - e. Grade Appeals
 - f. Graduation Requirements
 - g. Other Academic Concerns
2. Americans With Disabilities Act (accommodations)
3. Discrimination (age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act (confidentiality)
6. Sexual Harassment (by students, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution.

Formal hearings are conducted by the College's Judicial Board. A Special Committee will be appointed by the President to address complaints against senior executives.

The College student grievance processes, although encouraged in resolving grievance issues, are not mandatory. Students may seek alternatives in resolving grievances. Procedures for an informal or formal grievance filing are available online.

WITHDRAW—4.15.4 Composition of the Judicial Board—7/18/00; revised 10/21/03, 8/17/10, 5/19/15

4.15.5 Student Conduct – 4/21/98; revised 10/21/03, 5/19/15

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations which the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College's Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made

available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success. Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College district. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

4.15.6 Academic Integrity Policy - 4/21/98; revised 8/17/10

All students are expected to maintain academic integrity in their academic work and honesty in all dealings with the College. A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

4.15.7 Removal from a Class or the College - 4/21/98

The Colleges reserves the right to remove any individual from a class or the College for the following reasons:

1. For physically or verbally disrupting a class or disturbing the peace.
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at functions under the sponsorship of the College.

4.16 STUDENT DEVELOPMENT PROGRAM

The College shall maintain a comprehensive student development program which will include advising and counseling, financial aid, and placement services. In addition, the program may include orientation, assessment, educational planning, personal counseling, career counseling, testing, and psychological referral.

**4.17 STUDENT ENGAGEMENT PROGRAM – 11/21/95; revised 10/21/03
8/17/10, 5/19/15**

The Student Engagement program enhances the educational experiences of students through exposure to, and participation in social, cultural, intellectual, recreational, and governance programs designed to reflect the needs of a diverse student body.

This program may include academic support services and activities, diversity training for students and staff, government, student publications, social activities, intramurals, clubs, organizations, cultural and fine arts programs, forensics, and any other activities which have value for students and the College. Further, any fundraising activities of the program shall be accessible to College students, staff, and District citizens as individuals, and as such are not intended to compete with or supply to private enterprise.

The Student Engagement programs are funded by a portion of Student Academic/Technology fees. The Student Government Association is authorized to allocate funds subject to established guidelines.

Activities supported by Student Engagement fees must be open to all Richland students.

Academic/Technology fees money cannot be used as a contribution to an outside group, church, political party, etc., or inside organization for individual student use.

Any misuse or fraudulent use of funds is grounds for termination of future funding.

4.18 FINANCIAL AID PROGRAM – revised 6/21/05, 8/17/10, 5/19/15

Richland Community College shall provide a financial aid program. This program may include loans, grants, scholarships, tuition waivers, college work opportunities, and other assistance as available. Veterans' benefits shall be offered.

**4.18.1 Financial Aid Satisfactory Academic Progress – revised
5/19/15, 11/20/18**

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, Richland Community College is required to

establish satisfactory academic progress standards to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their education program. The Satisfactory Academic Progress (SAP) Policy is subject to change without notice to comply with federal or state regulations.

Financial Aid Programs Covered

The SAP policy applies to students who are requesting or receiving funds from the following federal and state financial aid programs: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award Program (MAP) grant, Illinois Veterans Grant (IVG), Illinois National Guard Grant (ING), and the Illinois MIA/POW Scholarship.

(NOTE: IVG, ING, and the MIA/POW Scholarship only require students to meet the cumulative GPA requirements of this policy).

Evaluation of Progress

Academic Progress will be evaluated at the end of the fall, spring, and summer semesters. At the time of evaluation, students will be placed in good standing, warning, or suspension.

The SAP policy measures a student's academic progress in three ways. Students must meet all three progress standards. The standards are grade point average (GPA), completion rate, and maximum time frame. Students will be notified via Richland Community College (Student) email if they are placed on warning or suspension; however, students are responsible for knowing their SAP status.

Standards for Satisfactory Academic Progress

1. Grade Point Average Standard

To remain in good standing, students must have a 2.0 semester GPA and a cumulative GPA of 2.0 once they have 31 credit hours. Students with less than 31 credit hours must meet the cumulative GPA standards listed below.

Cumulative Hours Attempted	GPA Required
1-15 hours	1.70
16-30 hours	1.85
31 + hours	2.00

Students receiving IVG, ING, and the MIA/POW Scholarship are required

to maintain a 2.0 cumulative GPA. Students who do not meet that standard will have one warning semester to improve their GPA. If the cumulative GPA does not meet the standards at the end of the warning semester, the student will not be eligible for IVG, ING, or MIA/POW. Students will have the option of attempting an appeal.

Grades for development course (courses below 100 level) will count towards the semester GPA requirement but will not be calculated in the cumulative GPA requirement.

2. Completion Rate Standard

To remain in good standing, students must complete 67% of the credit hours that they attempt each semester and maintain an overall completion rate of 67% for classes attempted at Richland Community College. Attempted credit hours are the credit hours that the student is enrolled in after the drop with a refund period.

Grades of A, B, C, D, and P are considered successful completion of a course for financial aid purposes. Grades of I, W, and F are NOT considered as successful completion.

3. Maximum Credit Hour Standard

To remain in good standing, students cannot exceed 150% of the credit hours needed to complete the program. For example, if a student is completing a program that require 60 credit hours, they will reach the 150% maximum credit hours standards when they have attempted 90 credit hours.

IVG, ING, and MIA/POW do not have a maximum credit hour standard because the amount of benefits is set by the Illinois Student Assistance Commission or the Illinois Department of Veterans' Affairs or the U.S. Department of Veterans' Affairs.

Students who have completed an associate's degree and are returning for a second degree will be eligible for aid unless they have met the maximum credit hour standard. Students who have met the standard may attempt a financial aid appeal.

Scope of Evaluation

A student's total academic record including courses that financial aid did not pay for, dual credit courses, transfer work showing on the Richland Community College transcript, and development coursework* will be evaluated for SAP.

*Developmental courses are counted in the semester GPA standard (but not the cumulative GPA standard), in the semester and cumulative completion rate standard, and in the 150% calculation as attempted credits. Students are allowed to receive financial aid for 30 credit hours of developmental coursework.

Courses that are not evaluated for SAP include Adult Education courses, noncredit course, audited courses, and English as a Second Language courses.

Repeat Credit Hours

Students may receive financial aid for repeating a course where a passing grade was not earned (F or W). Students who have successfully completed a course (grade of D or higher), may receive financial aid for one repeat of the course. Grades for repeated courses supplant the previous grade. All course repeats are used in determining SAP.

4.18.2 Financial Aid Warning and Suspension - adopted 11/20/18

Students who do not meet the GPA or completion rate standard will be placed on Financial Aid Warning for one semester. Students on Warning are eligible to receive federal and state financial aid. Students who do not return to good standing after their Warning semester, will be placed on Financial Aid Suspension. Students that meet the maximum credit hour standard will be placed on Suspension.

Students on Financial Aid Suspension are not eligible to receive federal or state financial aid.

4.18.3 Financial Aid Appeal – revised 5/19/15, 11/20/18

Students who are placed on Financial Aid Suspension may request an appeal. Students wishing to appeal will complete a Financial Aid Appeal Form and include an explanation of the mitigating circumstances that caused or contributed to the student's inability to meet SAP standards along with documentation to support the explanation.

Students who are placed on Financial Aid Suspension for meeting the maximum credit hours standard can also appeal using the Financial Aid Appeal Form.

Students who appeal successfully are placed on Financial Aid Probation. Students on Probation must maintain a 2.0 semester GPA, 100% semester

completion rate, and only take courses that count towards their degree. Progress will be reviewed each semester. Students who meet those requirements may be placed on Continued Probation until they meet SAP standards or complete their degree. Students who fail to meet those standards will return to Financial Aid Suspension status.

Once a student has met the SAP standards they will be notified via Richland (Zimbra) email that they have returned to good standing.

Regaining Eligibility

A student who has been on financial aid suspension can regain eligibility through the appeal process or by returning to SAP standards through improving their GPA and completion rate. The SAP standards that bring a student back to good standing are the same as the standards listed above to remain in good standing.

4.18.4 Other Financial Aid Policies – revised 5/19/15, 11/20/18

Federal financial aid applicants must have a high school diploma or GED or meet any standard set forth by the U.S. Department of Education for Title IV Eligibility.

A student must be attending classes on a regular basis. Any student reported as not attending classes will have financial aid adjusted accordingly.

A student must be enrolled in an eligible program as approved by the U.S. Department of Education, leading to a certificate or degree. All courses must be applicable to that certificate or degree. Veterans receiving benefits from the Department of Veterans' Affairs must be taking courses in degree programs approved by the State of Illinois Approving Agency for Veterans' Education.

4.18.5 Disbursement – revised 5/19/15, 11/20/18

Financial aid awards are calculated by federal, state or veterans' regulations that take into account hours of enrollment and attendance.

Refund dates are published.

4.18.6 Loan Policies – 8/17/10; revised 5/19/15, 11/20/18

All Federal Direct Loan applicants must file a Free Application for Federal Student Aid (FAFSA). The resulting Student Aid Report must be verified

before a loan will be certified.

Students must be enrolled in at least 6 credit hours to receive a loan. Students on Financial Aid Suspension are not eligible for loans.

Students are required to complete entrance loan counseling and a master promissory note prior to a loan being disbursed. Once a student is no longer enrolled in at least 6 credits hours they are expected to complete exit loan counseling.

If the Director of Financial Aid and Veterans' Affairs chooses not to certify a loan, the student must be informed in writing.

4.18.7 Return to Title IV Funds – revised 5/19/15, 11/20/18

The Higher Education Amendment of 1998 requires institutions to calculate the amount of Title IV aid earned by students who completely withdraw from the institution before completing 60 percent of the enrollment term. Richland Community College must calculate the amount of Title IV funds the student earned for the period enrolled before withdrawing. This process requires Richland to determine whether any Title IV funds received by or on behalf of that student must be returned or if the student is entitled to further disbursements of awarded Title IV funds. A student who attended more than 60 percent of the payment period will earn 100 percent of their aid.

The last date of attendance is determined in one of two ways. If a student officially withdraws from the institution, your last date of attendance is the date you began the withdrawal process or notified the institution of your withdrawal. An unofficial withdrawal occurs when a student stops attending classes, but does not notify the institution of the withdrawal. The Financial Aid Office will research to find the last date of attendance by contacting Instructors, using Canvas, and receiving drop reports. If a student has ceased to attend all classes, the latest date of attendance in all classes will be used in the calculation.

The return of Title IV funds formula calculates the amount of Title IV aid to which a withdrawn student is entitled in direct proportion to the percentage of the period that the student attended. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Richland Community College will return funds in the following order:

1. Direct Unsubsidized loan
2. Direct Subsidized loan
3. Direct PLUS loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Richland will notify the student within 30 days if they are required to repay a portion of their financial aid for the term. Richland will return funds within 45 days to the U.S. Department of Education.

4.18.8 Verification – 8/17/10; revised 5/19/15, 11/20/18

All federal and state financial aid students are required to sign a Policy and Procedures statement. Students selected for verification by the U.S. Department of Education are required to submit documents that verify information reported on the Student Aid Report.

4.18.9 Military Benefits – 8/17/10; revised 5/19/15, 11/20/18

Military benefits defined as Illinois Veterans' Grant, Illinois National Guard Grant, Illinois MIA/POW scholarship and benefits through Department of Veterans' Affairs are offered at Richland Community College.

Recipients of benefits from the U.S. Department of Veterans' Affairs should have all transcripts from previously attended colleges and universities evaluated for transfer credit. If all transcripts are not evaluated, benefits may be suspended until transcripts are received.

4.19 GUARANTEE OF EDUCATIONAL EFFECTIVENESS - 3/16/93; revised 8/17/10

Richland Community College, as an expression of confidence in the educational programs of the College, shall guarantee to the public the educational effectiveness of both its transfer and technical programs and instruction.

The guarantee(s) shall occur as follows:

- A. Richland Community College shall guarantee the transferability of pre-baccalaureate (university-parallel) credit courses to senior Illinois colleges and universities for each student who completes a designated transfer degree. If such appropriately approved courses and credits do

not fully transfer, the College shall refund to the graduate who has completed the degree the tuition paid for the non-transferring course credits.

- B. Richland Community College shall guarantee the technical competence needed for entry into the technical employment position for each student who completes the appropriate Associate in Applied Science degree or certificate. An Associate in Applied Science degree or certificate graduate who is judged by his/her employer to be lacking in the technical or the general educational skills necessary for entry to the position shall be provided up to nine (9) tuition-free credit hours of additional skill training in the program completed by the graduate.

The President or designee shall be authorized to establish procedures and guidelines under which these guarantees shall apply.

4.19.1 Guarantee for Transfer Credit – revised 8/17/10, 5/19/15

Richland Community College guarantees to those earning an appropriate transfer degree beginning May, 1993, that their courses will transfer to Illinois state colleges or universities as identified in the most current published transfer information or equivalency guide.

Qualifying Conditions for the Guarantee

1. Transfer of a course means the acceptance of credits for entrance at a senior institution.
2. Classes must have been taken at Richland Community College no earlier than two years before the attempt to transfer.
3. Any refund request must be made no later than two years after Richland Community College graduation.