

Article VII: Students

Section A: Admissions, Finance, Enrollment

Policy 010: Admissions

VII.A.010: Consistent with the mission of RCC, and within budgetary limitations, an open door admissions policy will ensure that students have the opportunity to pursue their educational goals through a range of credit, non-credit, and basic skills improvement programs. Students who enroll for high school or alternative school credit must comply with Oregon compulsory school attendance law.

Preference in admission to RCC shall be given to in-district applicants. Out-of-district applicants continuing at the College will be treated on an equal basis with in-district students. Priority in admissions may be given to in-district students who have finished high school and/or are at least 18 years of age. Some programs may have restricted enrollment. Admission to such programs may be limited and have separate admission procedures.

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Policy 020: Tuition and Fees

VII.A.020: As part of the budgeting process, the RCC Board of Education will set the tuition rate for each ensuing year. Fees may be established (as required) to cover the cost in programs that consume a disproportionate amount of supplies or in which high cost facilities or equipment must be used. The fee schedule will be as simple as possible.

[See Appendix 5 for current Tuition and Fees Schedule]

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Policy 030: Determination of Residence for Tuition Purposes

VII.A.030: RCC offers three tuition schedules: 1) in-state, 2) out-of-state, and 3) international. Tuition will be established according to a student's residence. Special circumstances may be applied for military service, summer school, federal laws for veterans and other exceptions.

The President shall establish procedures to verify student residency for purposes of charging tuition, complying with federal and/or state requirements, or meeting institutional research needs.

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Policy 040: Deferred Tuition

VII.A.040: Deferred payment of student tuition at RCC will be extended to students meeting the requirements of the current administrative procedure on deferred tuition, and the Student Tuition and Fee Installment Plan set forth in administrative procedures. Installment periods may not exceed the term in which the deferral is approved.

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Policy 050: Tuition Refund Policy

VII.A.050: The RCC Board will allow a 100 percent refund of tuition and fees:

1. For full-term credit classes when a student drops during the first two weeks of the term.
2. For less than full-time credit classes and community education classes, refer to the refund table in the College catalog.

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Policy 060: Attendance

VII.A.060: A student of RCC is expected to be in attendance at all times in classes and laboratories unless there is a good reason for absence.

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Policy 070: Placement Examinations

VII.A.070: RCC students may be required to take placement examinations to be used in placing them in the appropriate courses.

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Policy 080: Degrees and Certificates

VII.A.080: The Associate of Arts/Oregon Transfer (AAOT), Associate of Science/Oregon Transfer-Business (ASOT-Business); Associate of Science/Oregon Transfer-Computer Science (ASOT-CS); Associate of Science (AS), Associate of Applied Science (AAS), Associate of General Studies (AGS) degrees; and Career and Technical (CTE) certificates will be awarded upon satisfactory completion of an established course of study approved by the Department of Community Colleges and Workforce Development and the RCC Board of Education.

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Policy 090: Credits for Prior Learning

VII.A.090: Currently enrolled RCC students pursuing an approved program of study may be granted credits based on prior experience. A list of courses approved for this purpose and the method used to assess the challenge or credit will be maintained by the appropriate vice president or dean. Credits may be determined by one or a combination of the following methods:

1. Examination
2. Interview
3. Performance Examination
4. Portfolio Review

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Policy 100: Grading System

VII.A.100: RCC grades given in each credit course are to be recorded on the student's permanent record. Definition of grades shall be developed by the faculty and approved by the Vice President of Student Services.

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Policy 110: Administrative Drop Policy

VII.A.110: To assure maximum use of available class seats, college instructors will administratively drop students who do not attend class during the first week of the term. This procedure applies only to credit classes.

For credit classes less than six weeks in duration students must attend the first class meeting or they will be administratively dropped by the instructor.

Students unable to attend class during the first class must contact the instructor prior to the class meeting if they wish to avoid being administratively dropped from that class.

Students administratively dropped from a class or classes by these procedures will receive a refund of tuition and fees according to college policy. The refund will be based on a drop date during the first week of the term. Students dropped from classes will receive notice of their enrollment status.

When a student registers for a class or classes the student becomes financially responsible for the tuition and fees. Lack of approved financial aid or failure of an agency to provide funding does not relieve the student of this financial obligation. Students may be administratively dropped from classes due to non-payment of tuition. The College is not responsible for liabilities associated with the administrative drop of students.

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Policy 120: Student Account Balance

VII.A.120: RCC students will be dropped from his/her courses if he/she has not made payment in full or entered into a student credit line agreement by the payment due date.

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Policy 130: Last Day of Attendance for Unofficial Withdrawals

VII.A.130: The College has developed procedures to determine and record last date of attendance (LDA) for students who unofficially withdraw and do not notify the College during a term of enrollment as follows:

In a seat class, the LDA is the last day the student physically attended a class where there is opportunity for direct interaction with the instructor.

Faculty must report a LDA for each student who earns a non-satisfactory grade, defined as F, Incomplete, NP, or Z, on their online grade roster. These dates are stored in the College Student Information System and are accessed by Financial Aid and Enrollment Services staff.

In an online class, the LDA is the last day that a student engaged in academically related activity such as submitting an assignment or a test. It is *not* the last date the student logged on, but did not submit assigned work.