

**Article VII:** Students

**Section A:** Admissions, Finance, Enrollment

**Policy 010:** Admissions

**VII.A.010:** Rogue Community College (RCC) shall admit high school graduates who are residents of Oregon and may admit other residents who, in the judgement of the administration of the District, are capable of profiting from the instruction offered in a specific course or program without regard to age. In the case of a student younger than 16 years of age, the College administration shall make the final determination (ORS 341.481). Admission to restricted enrollment programs may be limited and may have separate application procedures and requirements.

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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 Process

**VII.A.070:** RCC students are required to complete the placement process to determine the appropriate level to begin course sequences.

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**Policy 080:** Degrees and Certificates

**VII.A.080:** Degrees and Certificates are awarded by Rogue Community College (RCC) for programs and courses of study in accordance with the Oregon Higher Education Coordinating Commission (HECC) definitions contained in HECC Division 6 Community College Course Approval 589-006-0050 and Standards and Policies of the Northwest Commission on Colleges and Universities (NWCCU). Academic awards offered by the College include the following:

- Associate of Science (AS)
- Associate Science Oregon Transfer Degree (ASOT)
- Associate of Applied Science (AAS)
- Associate of Arts Oregon Transfer Degree (AAOT)
- Associate of General Studies (AGS)
- Certificate (credit and non-credit)
- Business and Industry Based program (AAS or Certificate)
- Career Pathways Certificate of Completion
- Continuing education units (CEUs)

The College will develop procedures defining course and credit requirements, credits in residence required, award of degree by reverse transfer, and graduation requirements for all degree and certificate awards.

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**Policy 090:** Credits for Prior Learning

**VII.A.090:** In accordance with the Oregon Credit for Prior Learning Standards and Northwest Commission on Colleges and Universities (NWCCU) Standards 2.C.7, 8 and 2.D.10, Rogue Community College will award credit for prior learning (CPL) to fulfill no more than twenty five percent (25%) of degree or certificate requirements through the following types of CPL:

- Credit by Exam (CLEP, DANTES, etc.)
- Industry Certifications
- Institutional Challenge Exams or other exams
- Military Credit (ACE Credit Recommendation Service)
- Professional Licensure
- Integrated Business Entrepreneurship/Avista Credit
- Prior Experiential Learning/Prior Learning Assessments (PLAs e.g. portfolios)

Credit awarded through CPL must be directly applicable to meet requirements for general education, a certificate, a degree or electives as outlined in the RCC Catalog and will be awarded for documented student achievement equivalent to courses within RCC's regular curricular offerings. RCC makes no assurances regarding the number of credits to be awarded prior to the completion of the CPL review process. The College will develop procedures for award credit as well as fees charged for assessment based on the services performed in the process rather than the credit awarded consistent with this policy in order to maintain the integrity of the awarded degree or certificate. All types of CPL must be notated on the transcript and must state where the credit originated (ACE, Institutional challenge exam, etc.). There must be institutional faculty oversight for awarding CPL credit and the evidence used to award CPL credit must be evaluated by appropriately qualified teaching faculty.

To be eligible for evaluating and awarding of CPL, instructors must demonstrate competence through completion of CPL faculty in-service or equivalent professional development activities which include overarching knowledge of the institutional opportunities and procedures for developing, assessing and recommending CPL.

To ensure quality, RCC shall maintain a cross-functional CPL Leadership Team with suggested members to include student services, instruction, faculty, the registrar's office, financial aid and other personnel associated with awarding or processing CPL credit. The CPL Leadership Team is responsible for conducting ongoing evaluations of institutional CPL policies, standards, procedures, and practices including an evaluation of student performance in subsequent classes within the same field for which CPL was awarded, as well as overall academic performance. RCC will submit evaluative data to the Higher Education Coordinating Commission.

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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.

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**Policy 140:** Equal Access

**VII.A.140:** All students, regardless of their sex, gender, race, color, national origin or disability, will have equal access to the full range of programs offered at RCC. The College will ensure equitable access to classes and programs by eliminating discriminatory practices when found and taking proactive steps to expand participation of students in fields where one sex is underrepresented in accordance with the U.S. Department of Education, Office for Civil Rights and Office of Career, Technical and Adult Education requirements.