

Student educational records

www.roguecc.edu/FERPA

Rogue Community College follows the Family Education Rights and Privacy Act (FERPA) of 1974 in regard to educational records. With some exceptions, federal legislation gives students the right to inspect their educational records while attending RCC. A student who believes the contents are inaccurate, misleading, or a violation of privacy or other rights has the right to a hearing to challenge the contents.

The college normally will comply with requests to inspect records within 10 days but in no case more than 45 days from the date of request. For information regarding review of official records or to challenge the content of those records, students may contact the director of Enrollment Services.

Student directory information

www.roguecc.edu/FERPA

In accordance with the Family Education Rights and Privacy Act (FERPA), Rogue Community College considers the following to be “directory information.”

1. Name, address, and telephone number
2. Major field of study
3. Dates of enrollment
4. Degrees and awards received
5. Participation in official recognized college activities and sports
6. Academic credit information
7. E-mail address
8. Photograph
9. Student ID (institutional user ID)

This information may be released without the student’s written consent unless the student completes a Directory Exemption form at Rogue Central. Exemption status keeps the student’s name from appearing in print for press releases or for commencement or other awards and recognition by the college.

To accommodate written requests for directory information, Rogue Central will forward written messages to the student whose information is requested. For information about this service or direc-

tory information, call Rogue Central, Redwood Campus, (541) 956-7501; Riverside and Table Rock Campus, (541) 245-7501.

Social Security disclosure statement

Oregon Administrative Rule 581-41-460 authorizes Rogue Community College to ask students to provide their Social Security numbers. Numbers will be used by the college for reporting, research, record keeping, extending credit, and collecting debts.

Numbers also will be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the Oregon Department of Community Colleges and Workforce Development, and the Oregon Community College Association.

OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research, and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs.

OCCURS or the college may provide students' Social Security numbers to the following agencies or match them with records from the following systems:

- State and private universities, colleges, and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement;
- The Oregon Department of Revenue and collection agencies, only for purposes of processing debts and only if

credit is extended to the student by the college;

- The American College Testing Service, if a student takes the Asset Placement test, for educational research purposes;
- The IRS for the purpose of Hope Scholarship and Lifetime Learning tax credit.

State and federal law protects the privacy of students' records. Students' Social Security numbers will be used only for the purposes listed above.

Changing a class schedule

Schedule changes may be made via Internet registration systems at www.roguecc.edu. For more information call:

- Redwood Campus, (541) 956-7501
- Riverside Campus, (541) 245-7501
- Table Rock Campus, (541) 245-7501

Adding a class

Classes may be added by registering on the RCC Web site during registration periods through the first week of the term. After the first week the instructor’s permission is required (use instructor permission code on the student resources page online), but it continues to be the student’s responsibility to register. The deadline to register for term-length classes is Friday the second week of the term.

NOTE: This deadline does not apply to Cooperative Education or other classes that may begin at irregular times during the term.

Administrative drop

Instructors may administratively drop students who register before classes start and do not attend school during the first week of the term. This procedure applies only to credit classes.

NOTE: This procedure does not relieve students of the responsibility to drop. Students need to officially withdraw from classes that begin at irregular intervals.

For term length credit classes, students must attend at least 50 percent of the class/lab meetings during the first week of the term, or they may be administratively dropped from the class by the instructor.

Students unable to attend the class during

the first week or first class should contact the instructor prior to the class meeting if they wish to avoid being administratively dropped from that class. Students may call the Redwood Campus at (541) 956-7139, or the Riverside Campus at (541) 245-7527 for help in contacting an instructor.

A 100 percent tuition refund will be applied to the accounts of students who have been administratively dropped.

Drop/withdraw from classes

- Students may drop from a class during the first two weeks of the term. Tuition is refunded in full (and financial aid adjusted as applicable) when a student drops a class. There is no notation of the dropped class on the student's grade report or transcript.
- Students may withdraw from classes beginning the second Friday of the term at 5:01 p.m. until the deadline to withdraw, which is Friday before the last week of the term (Thursday in summer term). There is no refund when a student withdraws from a course. A grade of "W" is assigned for a withdrawn class; the "W" grade appears on a grade report and on a transcript.

NOTE: Students may drop or withdraw using Internet registration. Students who stop attending a class but do not drop or withdraw will receive a grade for the course that will become a permanent entry on their academic records.

Cancellation of classes

The college reserves the right to cancel any class due to extenuating circumstances such as low enrollment. Students will receive a full refund for canceled classes. As changes do occur, students should verify their class schedules at www.roguecc.edu/StudentResources before the term begins.

Course numbering

- Personal Enrichment – Courses with numbers below 1.000 (e.g., .601 and .616.3) are considered to be personal enrichment courses and are not intended for program completion or transfer. (Not financial-aid eligible.)
- Academic Skills Development – Courses with letters (e.g. CS, CG, MTH, RD, SK, WR) followed by numbers of less than 100 (e.g.,

MTH20) are generally considered academic skills development classes. (Sometimes financial-aid eligible.)

- Career and technical – Courses are identified by the following prefixes: AM, APR, BT, CPL, CT, DA, DS, ECE, EET, EMT, EST, FP, FRP, HC, HCI, HD, HS, IT, LAT, MET, MFG, MO, MT, NA, PN, ST, TD, TR, WLD. Most of these courses apply to career and technical degrees and certificates from Rogue. (Financial-aid eligible if required for approved elective of an aid eligible program.)
- Occupational Supplementary – Courses numbered 9.xxx (e.g., 9.263) are designed to upgrade the skills of workers currently employed in occupations or industries. These courses generally do not lead to a degree or certificate. Continuing education units (CEUs), a form of recognition given to units of training, are often given in lieu of credit. (Generally not financial-aid eligible with the exception of 9.167.)
- Transfer Level – Courses that are usually accepted by four-year colleges and are identified with letters and numbers (e.g., WR121), with the exception of courses with the career and technical prefixes previously listed. (Financial aid eligible.)

Academic difficulty

Academic difficulty results when a student is not making satisfactory progress toward his or her goals. A student whose term and/or cumulative grade point average is below 2.0 and/or who does not successfully pass 50 percent of credits will be placed first on academic warning, second, academic probation, and eventually will be academically suspended if academic difficulty continues.

NOTE: For the complete Satisfactory Academic Progress Policy, see the Policies section of this catalog.

Honor rolls

Rogue Community College recognizes superior academic achievement in college-level classes through a President's List and a Dean's List. To earn inclusion a student must complete at least 12 college-level credits or more graded A through F and meet the following criteria:

- President's List: 4.0 term GPA
- Dean's List: 3.5 term GPA

Courses graded Pass/NoPass are not included in GPA calculations and do not count toward the honor rolls. See also "GPA calculation."

Members of both lists are eligible to join the community college honor society, Phi Theta Kappa.

Transcripts

Each student's transcript is a permanent record of all his/her academic accomplishments at RCC. It reflects all grades, including repeated courses, and degrees or certificates earned at RCC. Students may obtain a copy of their unofficial transcripts (course listing) by using their password/PIN at one of the campus kiosks, at the RCC Web site, www.roguecc.edu, or at Rogue Central. Students also may order official transcripts from Rogue Central.

Student right-to-know graduation rate survey

www.roguecc.edu/Students/Rights.asp

The following graduation rates are the result of a three-year study of each fall term's first-time freshmen entering RCC. These students must meet the following criteria:

- Have been a fall term first-time freshman entering RCC 2005;
- Have never previously attended any college;
- Have attended RCC full time (at least 12 credit hours) during their fall first term;
- Be identified as degree seeking using their declared majors.

Rates are reported as a three-year tracking period calculated as of Aug. 31, 2008. This allows for the reporting of completions (graduations) within 150 percent of the normal time. Transfer rates are for transfers to any college or university in the United States.

- 11.2 percent graduated by the end of summer term 2008
- 19.6 percent transferred to another two- or four-year college or university

Course grading

Program courses

The quality of student work in most core program courses is measured by a system of grades consisting of five letter grades which are used in calculating grade point average. Instructors may assign a plus or minus to grades A, B, C, or D. Plus and minus do not calculate into a student's grade point average.

A	(Superior)	4 points
B	(Above average)	3 points
C	(Average)	2 points
D	(Below average)	1 point
F	(No credit)	0 points

NOTE: A "D" grade will not satisfy prerequisite or program requirements.

Academic skills development courses

Pass ("P") or No Pass ("NP") is used for most academic skills development classes. A "P" grade indicates the student has earned a "C" or better.

Generally "P" and "NP" grades may not be used for individual students in core program courses, nor are "A" through "F" grades used for students in academic skills development classes.

Calculate your grade point average

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. your grade point average may range from 0.0 to 4.0.

For example:

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = 0 grade points

Pass/No Pass (P/NP) courses are not factored in the student's GPA. Z (nobasis for grade), I (Incomplete), R (Repeat), Y (grade pending), AU (Audit), and W (Withdrawals) do not receive grade points and do not have an effect on the GPA.

Example student transcript			
Course	Credit hours	Grade	Grade points
Biology and lab	4	A	16
Figure drawing	3	C	6
Mathematics	3	F	0
10 total credit hours attempted			22 total grade points
To get the example student's GPA, the total grade points are divided by the total credit hours attempted:			
Total grade points	divided by	$\frac{22}{10}$	= 2.20
Total credit hours attempted			

Other grades

- Audit ("AU") is an enrollment status which allows students to take classes but not receive credit or a grade. Students who choose this option should do so when registering. Students receiving financial aid should consult with Rogue Central. (Financial aid will not pay for audits.)
- Pending ("Y") is used to indicate a grade has not been received from an instructor.
- Incomplete ("I") is assigned when a student has completed at least 75 percent of the coursework but a prolonged excusable absence causes inability to finish the course by the end of the term. An incomplete grade form, available from Rogue Central, must be completed and signed by the instructor.

Students are required to complete the coursework within one year or earlier as stipulated by the instructor; otherwise, the grade is automatically changed to an "F" or the assigned grade as noted on the incomplete form.

- Withdrawal ("W") is assigned when a student withdraws from a class after the second week of the term, or for classes with irregular meeting dates, after completing one third of the course. Students may withdraw any time until the Monday before the last week of class.

Classes dropped through the second week will not appear on the transcript; after the second week, a "W" will be shown on the transcript. Grades of "W" are not included in GPA calculations.

- "Z" indicates no basis for grade (e.g., student does not attend beyond the first third of the scheduled class meetings). A "Z" grade is not intended as an alternative to an "F" or "NP" grade.

If a student attends beyond the first third of the scheduled class meetings a grade for the class other than "Z" must be assigned.

Distance education course grading

Rogue Community College transcripts grades earned for Internet courses provided through the Oregon Community College Distance Learning Consortium. If the grading policies of the Internet course-provider college and RCC differ, Rogue's grading policies will be applied.

Repeating a course

A student may request that a previous lower grade (defined by grade points) or grades for a course repeated at RCC be changed to an "R" (repeated) grade. All courses taken will remain on the student's transcript, but the "R" grade or grades will not be included in the grade point average (GPA) calculation. This applies only to grades that are included in GPA calculations, not "W," "Z," "Y," "NP," "P," "I" or "AU" grades. While repeating a class may improve your cumulative GPA, if you enroll a second time in an RCC class that you have already passed (A, B, C, or P grade), you usually cannot receive financial aid to retake that class. Request forms to change previous grades to an "R" grade are available at www.roguecc.edu/Enrollment/forms.

Report cards

www.roguecc.edu/ReportCard

End of term grades are available online by Wednesday of the week following the end of the term. A password/PIN is required.

Credits earned through other programs

Transfer credit

RCC accepts 100-level and higher college courses from regionally accredited colleges when they meet the following transfer credit acceptance criteria:

- Are graded C- or better
- Apply to an RCC program
- Have credit/contact hours, curriculum and outcomes that are equivalent to courses offered at RCC, are graded on a similar basis and taught by qualified professionals, or
- Meet the above criteria or are otherwise deemed appropriate substitutions for RCC courses

Courses from non-accredited institutions must meet the criteria listed above to be considered for transfer acceptance. Prospective students who want to transfer in courses from non-accredited institutions must produce evidence of the above criteria for education. RCC department heads or program coordinators review courses earned at colleges that are not regionally accredited.

College-level courses taken in countries other than the United States are first evaluated by an international academic evaluation agency, then compared to RCC's transfer credit acceptance criteria. A list of several of these agencies can be found online in the International Admission Application packet. Students may use the agency of their choice for a course-by-course or comprehensive evaluation, including grades.

Advanced Placement and CLEP credit is granted if an acceptable score is earned. See page 22 and 23 for credit and score information.

In general, military credit is granted based on the guidance of the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed

Forces." Three credits of Health and Physical Education are granted for basic training. Military credit is awarded after a student has earned 12 credits at RCC.

Submit official transcripts or international evaluations or AP/CLEP Score Reports or Military DD214 discharge papers (with a Military Credit Request Form) to Rogue Central with a Transfer Credit Evaluation form, which is available online at roguecc.edu/Enrollment/Forms.

Credits earned through the following programs are not an eligible basis for financial aid: Advanced Placement, CLEP, DSST, Early College Credit, Credit for Prior Learning, and non-traditional credits.

Early College Credit (2+2)

www.rogue.edu/hsoutreach/2+2
G Building, Riverside Campus,
(541) 245-7710

Students from area high schools that have Early College Credit (2+2) program agreements with RCC may earn college credit while in high school. The program encourages "seamless" education that starts in high school and can continue through college. Community college staff work cooperatively with the high schools to develop a curriculum that progresses from basic to an advanced level of instruction.

Students who successfully complete approved Early College Credit courses in high school will be awarded credit by RCC. High school students can contact their counselors for information about the program, or students may contact the RCC Early College Credit coordinator.

Participation in an Early College Credit program does not automatically enroll a person in an RCC degree or certificate program. Follow regular RCC admission procedures.

Credit for Prior Learning

Credit for Prior Learning (CPL) is a process that allows students to demonstrate knowledge and/or skill to earn college credit for existing RCC classes by submitting a written portfolio through which evidence of relevant learning is documented for faculty assessment.

CPL is based only on the assessment of documents; it is not a graded process. If

students must receive a letter grade, they may apply for credit through the Credit by Examination process or register for the actual class instead.

CPL is awarded to students only as part of a current degree or certificate program. It is awarded course by course, not in blocks. Students may be required to enroll in CPL120, a course that guides them through the portfolio process. To be eligible for CPL, students must have completed at least 12 non-CPL credits at RCC and be enrolled in at least three credits (excluding Credit by Examination) at the time application is made.

Non-traditional credits

There are limits on the awarding of non-traditional credit (includes DANTEs, CLEP, AP, Credit by Exam, Prior Educational Training/Experience, all Military Training/Experience).

Normally, a maximum of 24 non-traditional credits may be awarded toward any one-year certificate program and a maximum of 48 non-traditional credits toward any two-year degree.

Non-traditional credits do not count toward the minimum number of credits that the college requires be completed at Rogue toward certificate and degree requirements. Any exceptions to this policy must be approved by the appropriate department head and the college's chief academic officer.

NOTE: No more than 25 percent of a program's total credits may come from credits granted for prior learning.