ACADEMICS

Rochester College is dedicated to the encouragement and support of learning through academic research, excellent teaching, and definitive scholarship in the liberal arts and professional studies. The college seeks to provide a climate where intellectual pursuit is exercised in the most favorable circumstances, academic freedom is fully respected, and inquiry, dialogue, and discernment are foundational. All professors are deeply committed to Christian faith and practice and to the central educational task of enabling and expanding the life of the mind.

ACADEMIC ACCREDITATION

Rochester College is accredited by The Higher Learning Commission of the North Central Association (30 North LaSalle, Suite 2400, Chicago, Illinois, 60602. Phone 312.263.0456). The college is also a signatory of the MACRAO Transfer Agreement, which facilitates the transferability of credits between Rochester College and other Michigan institutions.

A CHRISTIAN INTEGRATED LEARNING COMMUNITY

Since the fall of 2009, Rochester College has embodied an overall academic model called a Christian “Integrated Learning Community” (ILC). ILC is an approach to education which recognizes that learning happens most effectively when it takes place in small communities, when it focuses on all areas of life, and when it is offered in creative formats. In other words, an education should not merely be a series of classes; a true education "integrates" classroom experiences with the rest of life and is a journey that students take together as part of a community. As students live, study, eat, play, travel, serve, and pray together, they do more than obtain knowledge of certain subjects: they gain the experience and wisdom that make knowledge valuable. Rochester College lives into the ILC model by taking advantage of its small size and by pursuing a classic and transformative approach to education.

CHILL (CAMPUS HUB OF INTEGRATED LEARNING AND LIVING)

The CHILL is the physical hub of the integrated culture on campus. Centrally located, it houses a learning commons and the Academic Center for Excellence (ACE). The CHILL is used for unique classroom opportunities, special ILC activities, and Campus Ministry programming.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence (ACE) is Rochester College’s home for academic support. The ACE provides student-centered programs, resources, and services to develop independent and successful learners. ACE exists to facilitate a successful college experience for each student by providing tutors to assist with math, English, and various other courses. Centrally located, the ACE lab offers an alternative place to study in close proximity to academic resources and assistance. ACE also provides supplemental instruction (SI) for select courses, including optional study sessions led by students who have had a high degree of success in these courses. During the traditional school year, tutoring is available on a walk-in basis. For summer semesters, assistance is available by appointment.

For more information, contact the ACE lab at 248.218.2173 or e-mail acelab@rc.edu.

ENNIS AND NANCY HAM LIBRARY

The library offers electronic, print, and audio-visual materials to traditional students, students in accelerated programs, employees, and guests. Users have remote and on-campus access to indexing and full-text articles in over 60 electronic databases, as well as numerous electronic books. The library’s holdings can be found through the online catalog at www.rc.edu/resources/ham-library. The library home page contains information on electronic resources, Internet resources, contact information, and library news. Students need a Rochester College ID to borrow library materials. The library is open and staffed by librarians 70+ hours per week and offers quiet study space as well as research assistance.

Interlibrary loan through a large library network allows students and faculty opportunities to borrow from other state and national libraries. Ham Library
has membership in the American Library Association (ALA), Christian College Librarians (CCL), Detroit Area Library Network (DALNET), and Midwest Collaborative for Library Services (MCLS).

**CHAPEL/CONVOCATION SERIES**

As part of Rochester College’s Christian mission and Integrated Learning model, every full-time traditional student is required to participate in the Rochester College Chapel/Convocation series (RCC). The RCC series offers opportunities for students to participate in chapels, convocations, and service initiatives aimed at building Christian faith and community, affirming Christian values, and developing a holistic understanding of spiritual, emotional, and physical wellness. The RCC series includes a variety of opportunities, including cultural events and career and wellness workshops, but it is especially built around regularly scheduled Chapel and Convocation events.

Every full-time traditional student is enrolled in “RCC 2001: Chapel/Convocation” during every fall and spring semester attended, with a limit of eight semesters. Students who attend Rochester College for more than eight semesters are not enrolled in RCC 2001 and are not required to participate after their eighth semester. RCC 2001 carries one academic credit, and a letter grade is assigned at the end of each semester, based on a 25-point scale that corresponds to the number of events attended during the semester. The grading scale is as follows:

- 25 or more points: A
- 23–24: B
- 21–22: C
- 19–20: D
- 18 or fewer: F

No tuition is charged for RCC 2001. If a student drops below full-time, the credit for RCC is dropped. The maximum RCC credits that can be earned during the course of a degree is eight. These credits do not count toward the overall credits required for the completion of a degree, but they are calculated as part of a student's overall GPA and graduation honors.

A schedule of RCC events is published every semester and includes Chapel and Convocation events which occur every Tuesday and Thursday morning throughout the fall and spring semesters. Attendance at these events is recorded by card readers which require student ID cards. Credit for attendance is given only to those students who have their ID cards scanned. Lost, stolen, or damaged cards should be replaced as soon as possible at the Student Development Office. Graduate, part-time, non-traditional, and non-degree seeking students are not enrolled in the RCC program. Otherwise, only three exemptions for RCC attendance are considered: (1) students who can demonstrate through the presentation of birth certificates and IDs that they are parents dealing with childcare issues; (2) Education majors during the semester of student teaching, Social Work majors during the semester of their internships, Nursing majors on clinical rotations, and Mass Communication majors during the semester(s) of Specs Howard attendance requirements; and (3) commuter students with fewer than nine traditional face-to-face credit hours in a semester. All such inquiries should be directed to the Dean of Students.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are expected to maintain satisfactory academic progress (SAP) in a program of study that leads to a degree, certification, or transfer program. The three benchmarks in meeting SAP are a 2.0 Cumulative GPA (defined below), 67% Cumulative Completion Rate (defined below), and 150% Duration (defined below).

The Academic and Financial Aid SAP policies at Rochester College are one and the same. Students who do not maintain Satisfactory Academic Progress experience Academic/Financial Aid actions, regardless of whether or not they are financial aid recipients.

The following are definitions used to measure a student's satisfactory academic progress towards the completion of a degree or certificate.

- 2.0 Cumulative Grade Point Average (CGPA) consistent with graduation requirements. A student cannot graduate with a CGPA of lower than 2.0. However, if the student's CGPA drops below 2.0 at some point during the course of one's program, the student's continuing academic and financial aid standing will be determined by the guidelines outlined further below in the section on "Monitoring the Minimum SAP Requirements."

- 67% Cumulative Completion Rate (CCR), determined as follows:

  | CUMULATIVE CREDITS COMPLETED | CUMULATIVE CREDITS ATTEMPTED |

Cumulative Credits Completed does not include hours with grades of “F” Failing, “W” Withdrawal, or “I” Incomplete. Cumulative Credits Attempted includes
successfully completed hours, accepted transfer hours, courses previously taken and repeated, and hours with "W's", "F's", or "I's" in grade reports. Audited courses are not considered credits attempted or completed when calculating SAP. Credits attempted are defined as credits the student is enrolled in at the end of the official drop/add period.

- Duration of eligibility, which is up to 150% of the program's length.

A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree. Once a student has attempted 150% of the minimum credits required to graduate, s/he is no longer eligible for financial aid and is no longer considered as meeting the standards of SAP. In the event of extenuating circumstances, the student may file an appeal. All appeals must include documentation.

Traditional Student Example: 128 credits required for a degree X 150% = 192 credit hours a student may attempt while working on the degree.

Accelerated Program Student Example: 120 credits required for a degree X 150% = 180 credit hours a student may attempt while working on the degree.

**MONITORING THE MINIMUM SAP REQUIREMENTS**

At the end of each semester (including summer), the Registrar and Student Financial Services offices review the student's file to determine if the student is meeting Satisfactory Academic Progress requirements. Academic/Financial Aid action notices are distributed after final grades are reported for the semester, and students are notified in writing if an academic/financial aid action has been taken.

**ACADEMIC/FINANCIAL AID ACTIONS FOR ALL STUDENTS**

1. **Academic/Financial Aid Warning**: All students who fall below the SAP standards during a given semester are placed on **Academic/Financial Aid Warning** for the following semester. Traditional students on **Academic/Financial Aid Warning** cannot take more than 12 credit hours and are encouraged to spend an average of two hours per week in the ACE lab working with an ACE tutor on designated assignments. If employed by Rochester College, students on **Academic/Financial Aid Warning** are not eligible for on-campus work until cleared of all actions. To clear all academic/financial aid actions, students must improve their CGPA to 2.0 or higher.

2. **Academic/Financial Aid Probation**: Students who do not meet Satisfactory Academic Progress Standards the semester after they were placed on **Academic/Financial Aid Warning** will be placed on **Academic/Financial Aid Suspension**. However, the student may appeal this placement and, if successful in the appeal, be granted **Academic/Financial Aid Probation** instead. Traditional students who are granted **Academic/Financial Aid Probation** can take no more than 12 credit hours and must develop an "academic plan" with an academic advisor as described farther below. Students on probation are encouraged to spend an average of two hours per week in the ACE lab working with an ACE tutor on designated assignments. If employed by Rochester College, students on **Academic Aid Probation** are not eligible for on-campus work until cleared of all actions. To clear all academic/financial aid actions, students must improve their CGPA to 2.0 or higher.

3. **Academic/Financial Aid Suspension**: Students who do not meet the minimum Satisfactory Academic Progress Standards the semester after being placed on **Academic/Financial Aid Warning** or students who do not adhere to the "academic plan" set for them by their academic advisor the semester after being placed on **Academic/Financial Aid Probation** are placed on **Academic/Financial Aid Suspension**. Students placed on **Academic/Financial Aid Suspension** who believe that they have faced extraordinary circumstances may appeal, but documentation of those circumstances is required. Students who are on **Academic/Financial Aid Suspension** may enroll for up to 6 hours of credits during the suspension semester; however, they are not eligible for financial aid from government or college sources.

Students with a CGPA between 1.00 and 2.00 may remain on **Academic/Financial Aid Suspension** for two consecutive semesters. If the student's cumulative grade point average (CGPA) remains below 2.0 after two consecutive semesters on **Academic/Financial Aid Suspension**, he or she will be academically dismissed as described in the Dismissal Policy outlined farther below.
ACADEMIC/FINANCIAL AID SUSPENSION APPEAL PROCESS

To be placed on Academic/Financial Aid Probation, rather than Academic/Financial Aid Suspension, students must appeal, explain their failure to meet SAP, and describe what has changed to allow them to regain SAP. They must also submit documentation from their academic advisor supporting the appeal. An academic plan must be agreed to by the student and an academic official. The appeal will be considered by the Academic Appeals Committee; committee decisions are final. Students should be prepared to seek other options if the appeal is not approved.

PROGRAMS AFFECTED

Students on Academic/Financial Aid Suspension may not receive financial aid including, but not limited to, the following programs:

- Federal Aid (Pell Grant, Supplemental Grant, SMART, Work Study, Stafford Loans, Perkins Loan, Parent PLUS Loan, Grad PLUS Loan)
- Any institutional scholarships
- Any private/endowed scholarships with GPA or SAP requirement, if the student fails to meet the requirement

REPEATED COURSES

Courses that are repeated for which the student previously received a grade of “F” or “W” will count in the calculation of hours attempted. The grade from the first attempt will not be included in calculating the CGPA.

Courses that are repeated for which the student previously received a passing grade will count ONCE toward determining financial aid eligibility during the semester taken, and all repeated coursework will count toward cumulative attempted hours. Example 1: A student takes four 3-credit hour courses in a given semester (12 credit hours total). One course is a repeat (ONCE) of a successfully completed course. Subsequently, the financial aid determination for that semester will be based on 12 credit hours. Example 2: A student takes four 3-credit hour courses in a given semester (12 credit hours total). One course is a repeat of an already repeated successfully completed course. Subsequently, the financial aid determination for that semester will be based on 9 credit hours.

CHANGE OF DEGREE PLAN

A student wishing to change his/her degree plan should meet with his/her Academic Advisor for a recommendation and then consult Student Financial Services to determine eligibility for the new program of study. The SAP determination for the new degree will include the grades and credits attempted/earned that can be transferred into the new degree.

ADDITIONAL DEGREE

Students wishing to seek an additional degree should receive degree approval from the Registrar’s Office and then notify the Student Financial Services Office to make a determination of eligibility for the additional program of study. The SAP determination for the degree will include the credits attempted/earned that can be transferred into the additional degree.

TRANSFER CREDITS

Transfer credits earned at another institution that are accepted at RC toward the degree a student is currently pursuing shall be used in computing the total credits attempted and earned but will not be used in determining the CGPA.

Transfer credit may apply toward a traditional degree but is limited to no more than 34 credit hours toward the Associate degree and 98 hours toward the Bachelor’s degree. In accelerated programs, up to 47 credit hours may transfer toward an Associate degree and up to 90 credit hours may be transferred toward the Bachelor’s degree completion program. For any degree, at least 50% of a student’s major core must be earned at Rochester College. No hours may be transferred to Rochester College during the student’s last semester of enrollment; the last 15 hours of a student’s degree must be taken at Rochester College.

ACADEMIC ALERT FOR NEW STUDENTS

Academic Alert applies only to students new to Rochester College who are admitted but do not meet the unconditional admission requirements due to high school GPA or ACT/SAT Scores. All students on Academic Alert are encouraged to participate in ACE lab workshops on study skills in the first weeks of the semester. Traditional students on Academic Alert can take no more than 15 credit hours, and students in accelerated programs on Academic Alert can take no more than 12 credit hours. Attendance at ACE lab workshops will be a significant factor in the outcome of appeals to remain eligible for financial aid.

Students who do not meet the minimum CGPA requirement of 2.0 during the first semester after being admitted on Academic Alert are placed on Academic / Financial Aid Warning as defined above. The status of Academic Alert will be dropped for those students who earn a GPA of 2.0 or higher during the first semester.
WITHDRAWAL PROCESS
To withdraw from the College, students obtain a withdrawal form from the Academic Services Office or email registrar@rc.edu. Once the withdrawal form is received, Academic Services withdraws students from their courses and contacts the Student Development, Student Financial Services, and Business offices. Failure to contact Academic Services may result in a grade of F in all classes and/or no refunds on accounts. Please also be aware of the additional withdrawal requirements below:

1. Residential students must turn in their ID cards and room and mailbox keys and leave an address for forwarding mail with Student Development.
2. All students must return outstanding materials to the Ham Library and check their library records for fines and/or lost items.
3. Direct Loan borrowers are required to complete an exit interview online at www.nslds.ed.gov.
4. Perkins Loan borrowers are required to complete exit counseling. Please visit the UAS website at www.uaservice.com for further information.

DISMISSAL POLICY
All students are expected to maintain Satisfactory Academic Progress as described above. Students whose cumulative grade point average (CGPA) at the end of any semester is below 1.00 (D average) may be dismissed immediately and unable to re-enroll for a full calendar year.

Students with a CGPA between 1.00 and 2.00 may remain on Academic/Financial Suspension for two consecutive semesters after being placed on suspension. If the student’s cumulative grade point average (CGPA) remains below 2.0 after two consecutive semesters on Suspension, he or she will be academically dismissed and unable to enroll for the next two semesters (Spring and Summer count as one semester). After a full calendar year of non-attendance at Rochester College, the student may apply for re-admission through the Vice Provost. Students dismissed more than once are rarely re-admitted.

Enrollment at Rochester College serves as the student’s agreement to abide by the college’s standards of conduct. Students may not agree with all college standards, but they are nonetheless expected to demonstrate responsibility as well as character through honorable adherence to the institution’s policies. Rochester College reserves the right to dismiss students for infractions of regulations and policies or for other reasons that affect the welfare of the individual student or the RC community.