ACADEMIC CALENDAR

Rochester College operates on a semester academic calendar. Three semesters are offered per academic year: Fall (late August – mid-December), Spring (January – April), and Summer (May – August). One credit hour is defined as follows:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week; or
2. at least an equivalent amount of time as required above for other academic activities as established by the institution, including laboratory work, internships, practice, studio time, and other academic work leading to the award of credit hours.

ACADEMIC SUPPORT

The Academic Center for Excellence (ACE) supports the college’s academic vision. The ACE staff and peer academic assistants offer free tutoring in math, writing, Biblical studies, and various other courses. The ACE Lab, equipped with computers and study aids, is located in the lower level of the CHILL. Students interested in developing study strategies may call the Academic Support Office at 248.218.2174. For current ACE hours and tutor availability, call 248.218.2173 or go to the ACE link at www.rc.edu.

ADVISING

Each student is assigned an academic advisor to help clarify career goals and develop appropriate educational plans. Traditional students who have declared a major are assigned a faculty member in that discipline to serve as their major academic advisor. Students are encouraged to make contact with their advisors early in their academic careers and consult with them in choosing courses, setting semester schedules, and outlining degree plans.

Students who have not decided upon a major are assisted by a professional academic advisor as well as by Rochester College’s Director of Career Services until they have selected a major.

For questions concerning advisor assignments and academic advising, contact the Academic Services Office at 248.218.2091.

ACADEMIC APPEALS

Disputes regarding course grades, class policies, or other issues should be discussed with the appropriate instructor. If the instructor does not resolve the matter, complaints should be directed to the Dean of the School. If a resolution is not reached, the student should contact the Vice Provost. If no resolution is reached with him/her, the student’s final appeal is made to the Faculty Affairs Committee by submitting a letter to the Vice Provost, who forwards it to the committee. These appeals must be in writing, must contain all supporting documentation, and must be submitted within one semester of the incident or grade report. The decision of the Faculty Affairs Committee is final.

ATTENDANCE POLICY

Rochester College expects regular and punctual attendance, which is recorded by all instructors and affects final course grades. Students are responsible for reading the attendance policy explained in each class syllabus. Students who miss more than 30% of scheduled class meetings are unable to pass the course.

NOTE: Only two absences are allowed in eight-week courses, but these absences should not be viewed as an entitlement; all absences have negative consequences.

Institutionally approved absences for athletics, performances, or other activities for which advanced notification is given by the appropriate college employee are granted without penalty as long as the absences are within the 30% acceptable limit. Individual faculty members may impose stricter absence limits within the 30% limit for absences other than those created by institutionally-approved activities. Athletes, performers, and others engaged in activities that take them out of class are responsible to make up work missed during these absences and to manage their attendance so that their academic performance is not compromised.

Instructors do not have to allow make-up of daily in-class work. Major assignments and examinations may be made up for institutionally-approved absences and doctor-documented illnesses. Students must request a make-up within one week of the absence, or the instructor is not
obligated to allow the make-up work. For institutionally approved absences, students must make arrangements with the instructor prior to the absence.

Students who miss more class meetings than allowed by the attendance requirement as stated in the course syllabus (and who do not withdraw by the last day to withdraw) receive a grade of F for the course. It is the responsibility of the student to withdraw from the course before the last day to withdraw. These dates are posted on the college website and at the beginning of this catalog.

Note: Students who do not attend the first three weeks of any class will be administratively dropped from the class and charged a $25 drop fee. Students in the accelerated program who miss the first two class meetings are administratively dropped and charged the drop fee.

Attendance in an online class is defined as logging in and actively participating in the course. Active online participation includes taking tutorials, quizzes, or tests; submitting work to the instructor; or participating in online discussion boards.

AUDITING COURSES

For a reduced tuition rate, students may take a course by "audit," meaning they receive no credit and are, therefore, not required to complete class assignments and tests. Faculty may choose not to grade assignments completed on an audit basis. All students may take advantage of the audit option, but if space in a particular class is limited, matriculating students have enrollment priority over auditing students. Auditing online courses is not allowed. Audit students are responsible for all regular fees associated with the class. Once the course has started, an audited course cannot be dropped, and no refunds are given.

CAREER AND TESTING SERVICES

Career Services assists students in developing, evaluating, and initiating effective career plans through self-assessment and exploration of occupational and educational opportunities. The Career Services Office assists students in relating personal interests, skills, and values to the selection of a major and career goal. Students are also introduced to the tools to begin a career planning process that will take them through graduation and into job placement or graduate school. Career Services also handles all CLEP testing for students. Contact the Career Services Office for more information.

CHRISTIAN VALUES REQUIREMENT FOR TRADITIONAL TRANSFERS

The Christian Values Requirement (CVR) of the General Education core consists of nine credit hours for students pursuing the Bachelor’s degree and six hours for those pursuing the Associate degree. Traditional transfer students in the Bachelor’s degree program must complete the requirements below. The credits transferred must be applicable to the chosen degree program.

<table>
<thead>
<tr>
<th>CREDITS TRANSFERRED</th>
<th>CVR REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>9</td>
</tr>
<tr>
<td>30+</td>
<td>6</td>
</tr>
</tbody>
</table>

Students who only need 6 hours are exempted from the “BIB textual” requirement.

ETHICS REQUIREMENT FOR ACCELERATED DEGREE PROGRAMS

For accelerated programs, the Ethics Core is 6 hours for the Associate of Arts Program. Accelerated Bachelor’s degree programs require 6 to 12 hours, depending upon the number of hours transferred from another college:

<table>
<thead>
<tr>
<th>CREDITS TRANSFERRED</th>
<th>ETHICS REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>12 hours</td>
</tr>
<tr>
<td>30-59</td>
<td>9 hours</td>
</tr>
<tr>
<td>60+</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

CLASSIFICATION

Students’ classification is based on the total credit hours they have completed at the end of each semester. Transfer students are unclassified until their prior credits are posted to their Rochester College transcripts. Thirty hours are required for sophomore status, 60 hours for junior status, and 90 hours for senior status.

CODE OF ACADEMIC INTEGRITY

At Rochester College students are expected to maintain academic integrity throughout the entire educational process. Students are responsible for reading, understanding, and adhering to the Code of Academic Integrity. This document presents important definitions, levels of violation, potential sanctions, disciplinary processes, students’ rights and responsibilities, and appeal processes. The latest version of the Code of Academic Integrity can be found on the college’s website or on the homepage of the Student Portal.
CONCURRENT ENROLLMENT

Certain courses offered by other local colleges and universities are available to Rochester College students who make use of the guest enrollment option. Students are responsible for tuition and fees at other institutions. See the Academic Services Office for details and an application. Students receiving financial aid should also confer with Student Financial Services since guest enrollment at another institution may affect financial aid eligibility. Students who wish to take courses from both the Center for Extended Learning (accelerated programs) and one of the traditional programs should refer to the policies outlined in the "Academics" section of this catalog.

COURSE CHANGES

Any change to a student’s roster of classes must be requested in writing by the student. Traditional students may either send an email to registrar@rc.edu from their RC email address or go to Academic Services and complete a course change form. Traditional students may add or drop courses on or before the Census Date (the second Friday of each semester), after which full-term courses may not be added and withdrawals are noted as "W" on transcripts. Withdrawals are not allowed after the date published on the college calendar. The Academic Services Office provides withdrawal dates for classes that meet less than full term.

Accelerated program students may make course changes by emailing adddrop@rc.edu from their RC email address. Courses may be added or dropped without penalty before the published date in the registration packet. Once the semester has begun, courses may be added or dropped up to the start date for the course, with the $25 fee applying. Withdrawals are allowed on or before the Friday of the fifth week of each session and are noted as "W" on transcripts.

COURSE LOAD

A full-time load is considered to be 12 or more credit hours per semester, and an average load is 16 hours. Heavy loads of 19 or more hours must be approved by the Vice Provost. Nine to eleven hours constitutes a three-quarters-time load; six to eight hours constitutes a half-time load. Due to the nature of accelerated classes, a maximum of 16 hours a semester is allowed.

CAPSTONE COURSES

Each Bachelor's degree program includes a capstone course. A capstone course is taken after most of the degree requirements have been met and allows students to demonstrate cumulative knowledge of their chosen field. Students must earn a “C” or higher on the final paper in the capstone course in order to pass the class. Most capstone courses require participation in the Academic Symposium, completion of a practicum, or performance in a recital.

DISABILITY ACCOMMODATIONS

Rochester College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities. The college also regards these accommodations to be an essential and logical consequence of its Christian orientation.

A qualified student with a disability is a person who meets the academic and nonacademic admission criteria essential to participate in the program in question and who, with reasonable accommodation, can perform the essential functions of the program or course requirements.

Human Resources facilitates reasonable accommodations and support services for any qualified student with a properly documented disability. A disability is a physical or mental impairment that substantially limits one or more major life activities. Written documentation from an appropriate professional is required. For a complete description of the policies and procedures associated with disability accommodations, please contact the Human Resources Office.

WRITING PROFICIENCY REQUIREMENT

The objective of the writing proficiency requirement is to aid student success in all college coursework. To meet this objective, students are required to take Composition A and B during their first academic year at Rochester College. (Extra semesters may be required if preparatory coursework is needed or if the student does not successfully complete a composition course.) Various methods of meeting this requirement are as follows:

COMPOSITION A AND B

Students must earn a “C” or higher in both Composition A and B to fulfill the Writing Proficiency Requirement. Note: A grade of C- (or lower) is not satisfactory for fulfilling this requirement, and the student is required to repeat the course. Students repeating either Composition A or B are restricted to 15 credit hours during the next semester and 12 credit hours for each subsequent semester until both Composition A and B are successfully completed.
TRANSFER CREDIT FOR COMPOSITION A AND B
Composition A and/or B with a grade of "C" or higher may be transferred from another accredited institution. A grade of C- does not meet the Writing Proficiency Requirement. Transfer students who have earned a "C" or higher in Composition B but not Composition A may satisfy the Writing Proficiency Requirement by retaking Composition A or by scoring 12 or higher on the COMPASS exam during the student's first semester at Rochester College. No credit hours are earned through passing the COMPASS exam. Students who score 12 or higher on the COMPASS may transfer a C- in Composition A as elective credit and must take an additional 3 credit hours of General Education coursework. Students interested in taking the COMPASS should consult their advisors regarding scheduling and fees.

ADVANCED PLACEMENT (AP) CREDIT FOR COMPOSITION A AND/OR B
Students with a score of 3 or 4 on the AP English Language Exam or the AP Literature exam receive 3 hours of credit for Composition A and are placed in Composition B.

Students who score 5 on the AP English Language Exam or the AP Literature exam receive 6 hours of credit for Composition A and B and are exempt from taking both courses. Students exempted from ENG 1113 and/or ENG 1123 must replace those hours with electives.

CLEP FOR COMPOSITION A AND B
Exams Prior to July 2010:
Students who took the CLEP College Composition test (with or without essay) or the Freshman College Composition test and scored 50 or higher on either exam are exempt from Composition A and receive 3 hours of credit for Composition A.

Exams as of July 2010:
Students who take the CLEP College Composition with Modular test and score 50 or higher are placed in Composition B and receive 3 credits for Composition A. Students who take the CLEP College Composition test (which includes an essay) and score 50 or higher are exempt from Composition A and B and receive 6 hours of credit.

Posting fees of $25 per credit hour apply to all CLEP credit.

ACT PLACEMENTS FOR BASIC WRITING, FUNDAMENTALS OF COMPOSITION, AND COMPOSITION A AND B
Students who score 15 or below on the ACT English test are placed in ENG 1003 Basic Writing. Students who earn a C or higher in this course progress to ENG 1013 Fundamentals of Composition.

Students who score 16 or 17 on the ACT English test are placed in ENG 1013 Fundamentals of Composition. Students who earn a C or higher in this course progress to ENG 1113 Composition A. Credits earned for ENG 1003 and 1013 are not counted toward graduation requirements.

A score of 18 or above on the ACT English Test results in a placement in ENG 1113 Composition A. Students who scored 18 or higher but who struggle with writing should consider taking ENG 1013 Fundamentals of Composition prior to taking Composition A.

A score of 25 or above on the ACT English Test or a score of 570 or above on the writing portion of the SAT Reasoning Test allows placement directly into ENG 1123 Composition B. Students exempted from ENG 1113 must replace those hours with electives.

COMPASS TEST AND COMPOSITION PLACEMENT
A score of 2-5 results in placement in ENG 1003 Basic Writing.

A score of 6-7 results in placement in ENG 1013 Fundamentals of Composition.

A score of 8-11 results in placement in ENG 1113 Composition A.

A score of 12 or higher results in placement in ENG 1123 Composition B.

INFORMATION LITERACY REQUIREMENT
Traditional students generally take INF 1011 Information Literacy during their first semester; however, it must be taken no later than the second semester of enrollment. If a student fails, drops, or withdraws from the course, then it must be retaken the next semester of enrollment. If the student fails, drops, or withdraws from the course during two consecutive semesters, then the student will be restricted to 12 credit hours (plus INF 1011) for each subsequent semester until the course is successfully completed. Appeals for exceptions to this policy may be directed to the Vice Provost.
INDEPENDENT STUDY COURSES

Instructors may sometimes offer courses through independent study. These courses do not meet with a class, but they do include regular meetings with the instructor. Independent Study courses do not fulfill General Education requirements unless approved by the Academic Dean. To be eligible for independent studies, students must be meeting satisfactory academic progress (SAP), must be enrolled in their second or subsequent term, and must receive permission from the instructor and the Vice Provost.

INCOMPLETE COURSES

Students are eligible for incomplete grades only when they cannot complete a course for unavoidable reasons such as extended illness, which must be documented by a physician’s note. To qualify for an incomplete, a student must fulfill the 70% attendance policy. Application forms can be obtained by emailing registrar@rc.edu. Applications must be submitted to the instructor and the Registrar, but they are accepted no sooner than two weeks before the end of the term and no later than two weeks after the end of the term. The instructor will specify the requirements for completing the course, and the Registrar will notify students regarding the approval or denial of their request. An incomplete grade (I) is changed to F if the student does not complete the coursework within the timeline determined by the instructor, which cannot exceed three months of the end of the semester following approval.

DUAL DEGREE

Students are permitted to earn a second Bachelor’s degree (BA, BS, BSN, BBA) by completing at least 32 hours beyond the first degree. Students must meet all requirements for both degrees. For any degree, at least 50% of a student’s major core must be earned at Rochester College.

DUAL MAJOR

Students who wish to complete a dual major may do so by completing at least 27 hours of course work related to the additional major and beyond the requirements of the first degree. Students must meet all requirements of both programs.

FINAL EXAMS

Students are expected to take final examinations on the announced dates and not before that time. Subject to instructor approval, special circumstances may allow for late completion of final examinations.

GLOBAL EDUCATIONAL OPPORTUNITIES (GEO)

In a world rapidly shrinking through expanding globalization, it is important for students to consider studying in other countries and cultures. Each academic year, Rochester College students are offered several opportunities for this kind of experiential learning. They may participate in a full semester program that is based in Vienna, Austria, or they can choose from short-term options in other regions (such as Africa, China, or the Middle East). For more information about GEO, contact program director Dr. Keith Huey at khuey@rc.edu.

GRADES

Grades for academic work appear as follows on reports and transcripts:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9%</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>59.9% and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

In addition, the following marks may be used on an academic record:

I (Incomplete)—Incomplete courses must be completed within three months of the end of the semester or the grade is recorded as an F.

P (Passing)—Grades of “P” are not calculated in the GPA.

R (Repeat)—Although the most recent grade is calculated in the GPA, all entries remain part of permanent record.

W (Withdrawn)—Grades of “W” are not calculated in the GPA, but they do count in the completion rate for financial aid purposes. Withdrawals are noted as W on transcripts after the Census date.

AU (Audit)—A grade of “AU” is not calculated in GPA.
Grades are available on the student portal (http://my.rc.edu/student/login.asp) after they have been posted. Grades are due by the Tuesday following finals week. Students who need a printed report may request a copy from Academic Services.

**GRADUATION**

Rochester College holds commencement ceremonies at the end of the Fall and Spring semesters. Attendance is recommended but not required for graduation. A student will not be able to participate in the commencement ceremony if any degree requirements remain outstanding. Students who are uncertain about meeting graduation requirements should contact the Registrar the semester preceding their final semester.

Each semester, students review their academic progress with their academic advisors. Students starting their final semester must submit a graduation application to Academic Services and pay the graduation fee. Application deadlines for Fall and Spring commencements are October 1 and February 1, respectively. Summer graduates should apply by July 1. The Registrar must receive transcripts from other institutions by the application deadline. If transcripts have not been received by the appropriate date, the student may be moved to a subsequent commencement ceremony, provided all documentation has been received.

Course substitutions require approval of the Department Chair. Requests for graduation requirement waivers must be submitted in writing to the Vice Provost prior to the last semester of classes. All financial obligations to the college must be fulfilled prior to students’ receipt of transcripts or diplomas.

**ACADEMIC HONORS**

Dean’s List requirements per semester are at least 12 credit hours, a minimum 3.30 GPA, no grade below a C, and no incompletes. Rochester College graduation honors are as follows: Summa Cum Laude (3.85 or above GPA), Magna Cum Laude (3.60), or Cum Laude (3.30). Honors are based on all college work at Rochester College. Forty-five or more credit hours of course work at Rochester College are required for honors at graduation. Honors are not available for Associate of Arts or Associate of Science graduates.

**NONTRADITIONAL CREDIT**

Some students may take advantage of nontraditional opportunities to receive credit for prior training that equates to college-level learning. Testing services (30 hours maximum) and professional schools and training (30 hours maximum) may be counted toward college credit, but not towards the residency requirement (see the “Admissions” section of this catalog). A combined maximum of 30 hours toward the Associate degree or 60 hours toward the Bachelor’s degree may be available through nontraditional avenues. Up to 60 hours of military credit may be used toward a Bachelor’s degree. For any degree, at least 50% of a student’s major core must be earned at Rochester College.

**ADVANCED PLACEMENT**

High school students may take Advanced Placement (AP) Examinations. The college awards credit for some freshman courses based on AP scores of three, four, or five. Rochester College does not assess grades or fees on Advanced Placement credit. Contact the Academic Services Office for equivalencies.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND DANTES SUBJECT STANDARDIZED TESTING PROGRAM (DSST)**

Rochester College offers credit for successful completion of certain CLEP and DANTES exams. Students must attain the standard passing score to receive credit. In addition to the standard testing service fee, the College charges a fee for posting qualifying scores ($25 per credit hour).

Students may not seek CLEP or DANTES credit for courses which they attempted in regular attendance or by examination. CLEP tests must be taken during the first two semesters a student is enrolled at Rochester College. Students may take CLEP and DANTES exams at other testing centers. Contact the Career Services Office for appointments, deadlines for testing, and course equivalencies.

**REGISTRATION**

Students are expected to register for classes before the semester registration deadline. Satisfactory payment arrangements are required to complete the registration process. Current students may register through the student portal at my.rc.edu.

**REPEATING COURSES**

Students may improve final course grades by repeating courses. All grades appear on a permanent academic record, but only the last grade for a repeated course is counted toward graduation requirements and cumulative GPA. Repeated courses incur a regular tuition charge; however, courses that are repeated
for which the student previously received a passing grade will not count toward determining financial aid eligibility. Students who have successfully completed advanced course work in mathematics, college composition, or other disciplines may not take elementary coursework in those disciplines to improve their CGPAs.

**RETURNING STUDENTS**

Returning students who have not been enrolled at Rochester College for more than one year must return under the current degree plan for their program. This may require additional coursework that was not previously required under their old program.

**SPECIAL COURSES**

With approval of the Vice Provost and the appropriate Dean, instructors may offer special courses not listed in the Rochester College catalog. These courses meet regular hours and carry requirements similar to courses in the regular curriculum. Qualified students may enroll without normal independent study limitations.

**TRANSCRIPTS**

Transcripts may be ordered through the Academic Services Office for a fee of $5 per copy. Transcripts will not be released unless student accounts are paid in full and the Business Office grants approval. Students must sign a written authorization for transcript releases.