

ACADEMICS

Rochester College is dedicated to the encouragement, support, and patronage of learning through academic research, excellent teaching, and definitive scholarship in the liberal arts and in line with 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 expanding and enabling 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 this and other Michigan institutions.

A CHRISTIAN INTEGRATED LEARNING COMMUNITY

Beginning in the fall of 2009, Rochester College embodies 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 of life, and when it is offered in creative formats. In other words, an education should not merely be a series of classes strung together on paper for a degree plan. A true education “integrates” classroom experiences with the rest of life. It 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 not just 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,” the Academic Center for Excellence (ACE—see more below), and is a central location for unique classroom opportunities, special ILC activities, and Campus Ministry.

Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) is Rochester College’s home for academic support. 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 near the cafeteria, 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 with a high degree of success in each course. 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.

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 which are 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, but is especially built around regularly scheduled Chapel and Convocation events.

Every full-time traditional student will be 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 will not be enrolled in RCC 2001 and will not be required to participate after their eighth semester. RCC 2001 carries one academic credit with a letter grade assigned to it based on a 25-point scale, and corresponding to the number of Chapel/Convocation events attended during the semester as follows:

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

There will be no tuition charged for RCC 2001. If a student drops below full-time, the credit 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 will be calculated as part of a student's overall GPA and graduation honors.



A schedule of RCC events will be published every semester, but will always include 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 students to have their student ID cards. Credit will only be given 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 will not be enrolled in the RCC program. Otherwise, there are only three exemptions that will be 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, Nursing majors on clinical rotations, and Mass Communication majors during the semester(s) of Specs Howard attendance requirements; and (3) Commuter students with less than nine traditional face-to-face credit hours in a semester All such inquiries should be directed to the Dean of Students.

ACADEMIC STATUS :

Federal regulations require that financial aid recipients maintain satisfactory academic progress (SAP) in a program of study that leads to a degree, certification or transfer program. **Satisfactory academic progress** is defined as: the student meets 2.0 cumulative grade point average (GPA), maintains at least a 67% cumulative completion rate (CCR), and has not taken more than 150% of the courses required to attain their degree.

The Academic and Financial Aid SAP policies at Rochester College are one and the same. Students may be labeled with Financial Aid actions, regardless of whether or not they are financial aid recipients. For the full text of the financial aid and academic SAP policies, please refer to 36.

Academic Alert

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

To achieve a status of "good standing," students must earn a CGPA of 2.0 or higher. 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 Financial Aid Warning.

Financial Aid Warning

Students on Academic Alert and all other students who do not meet the Satisfactory Academic Progress standards are placed on Financial Aid Warning.

Traditional students on Financial Aid Warning must spend an average of two hours per week in the ACE lab working with an ACE lab tutor on a designated assignment and take no more than 12 credit hours per semester, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.

To be reinstated to a status of “good standing,” students must meet Satisfactory Academic Progress standards.

Financial Aid Probation

Students who do not meet Satisfactory Academic Progress Standards the semester after they were placed on Financial Aid Warning will be ineligible for financial aid. The student may appeal and go on an “academic plan” and be granted Financial Aid Probation. Traditional students on Financial Aid Probation must spend an average of two hours per week in the ACE lab working with an ACE lab tutor on a designated assignment and take no more than 12 credit hours per semester, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.

Students will be eligible for financial aid while on Financial Aid Probation.

Financial Aid Suspension

Students who do not meet the minimum Satisfactory Academic Progress Standards the semester after being placed on Financial Aid Warning or students who do not adhere to the “academic plan” set for them by their academic adviser the semester after being placed on Financial Aid Probation are placed on Financial Aid Suspension.

Students who are on 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.

To be reinstated to “good standing” status, students must meet all three minimum requirements (GPA, CCR, Duration).

Good Standing

Student meets 2.0 CGPA, 67% CCR, 150% duration requirements.

APPEAL PROCESS

To be placed on Financial Aid Probation, students must appeal, explain their failure to meet SAP, and describe what has changed to allow them now to regain SAP. They must submit documentation from their academic adviser supporting the appeal. An academic plan must be agreed to by the student and an academic official. Students should be prepared to seek other options if the appeal is not approved. Students who have faced extraordinary circumstances may appeal if placed on Financial Aid Suspension. Documentation of circumstances is required.

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.

ADDITIONAL DEGREE

Students who wish to seek an additional degree should receive degree approval from the Academic Services 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 47 semester hours toward the Associate’s degree and 98 hours toward the Bachelor’s degree. For any degree, at least 50% of a student’s major core must be earned at Rochester College.

COURSE INFORMATION

ACADEMIC CALENDAR

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

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks; or
2. at least an equivalent amount of work as required in number 1 for other academic activities as established by the institution including laboratory work, internships, practice, studio work, 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 can 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 adviser to help clarify life/career goals and develop educational plans for completion of these goals.

Upon declaring a major, students are assigned a faculty adviser in that discipline to serve as their major academic adviser. Students are encouraged to make contact with their major adviser early in their academic career, and should consult the adviser in planning course selection sequence, semester schedules, and in outlining the degree plan.

For questions concerning adviser assignments and academic advising information contact the Academic Services Office at 248.218.2091.

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 Department Chair, the Academic Dean, and the Faculty Affairs Committee (in that order). Appeals to the Faculty Affairs Committee must be in writing, must contain all supporting documentation, and must be submitted within one semester of the incident or grade report. The written appeal must be submitted to the Academic Dean who will forward it to the committee. The decision of the Faculty Affairs Committee is final.

ATTENDANCE POLICY

Rochester College expects regular and punctual attendance, which is checked by each instructor and may affect 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 will not be able to pass the course.

Institutionally approved absences for athletics, performances, or other activities for which advanced notification is given by the appropriate authority should be 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. The total of absences granted in conjunction with those granted for institutionally-approved absences may not exceed the 30% rule. Athletes, performers, and others engaged in activities that take them out of class are responsible to manage their attendance so that their academic performance is not compromised. Students are expected to make up work missed due to these absences.

If a student misses more class meetings than allowed by the attendance requirement as stated in the course syllabus, and does not withdraw by the last day to withdraw, the student will 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** (November 7th for fall 2011 semester, March 19th for spring 2012 semester).

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.

Instructors do not have to allow make-up of daily in-class work. Major assignments and examinations may be made up for doctor-documented illnesses and institutionally-approved absences granted by the Academic Services Office. 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.

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

Students may request an incomplete grade from the instructor and the Registrar if absences result from unavoidable reasons such as extended illness that is

documented by a doctor. Minor illnesses and other personal needs are to be covered by the number of personal absences allowed by the instructor. Incompletes must be requested within two weeks of the end of the semester. Please see the Registrar to request an Incomplete form.

To withdraw from a class, students must submit a drop form (available in Academic Services) to the Registrar prior to the class drop deadline, or send an email from the student's RC email account to registrar@rc.edu. Each drop request incurs a \$25 drop fee.

AUDITING COURSES

For a reduced fee, students may take a specific course without being responsible for class assignments and tests. Faculty may choose not to grade assignments completed on an audit basis. Traditional and nontraditional students may take advantage of the audit option. If space in a particular class is limited, matriculating students have enrollment priority over students auditing the course. 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 refund will be given.

CAREER AND TESTING SERVICES

Career Services assists students in developing, evaluating, and initiating an effective career plan through self-assessment and exploration of occupational and educational opportunities. The Career Services Office assists students in relating personal interest, skills, and values to academic pursuits, selection of a major, and establishing career goals. Students are given 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 and DANTES testing for students. Contact the Career Services Office in Campus Center for more information.

CHRISTIAN VALUES REQUIREMENT

The Christian Values Requirement (CVR) of the general education core (see page 62) consists of nine semester hours for students pursuing the Bachelor's degree and six hours for those pursuing the Associate's degree. Transfer students in the Bachelor's degree program must complete the requirements below. The credits transferred must be applicable to the chosen degree program.

Credits Transferred	Religion Requirement
1-29	9
30+	6

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

CLASSIFICATION

Classification is based on total semester hours completed by the end of the semester. Transfer students are unclassified until prior credits are posted to their Rochester College transcript. 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 to read, understand, and adhere to the Code of Academic Integrity. This document presents important definitions, levels of violation, potential sanctions, disciplinary processes, student rights and responsibilities, and appeal processes. The latest version of the Code of Academic Integrity can be found on the college's website or in the Academic Services Office.

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 and one of the traditional programs should refer to the policies outlined on page 142.

COURSE CHANGES

All course changes 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 come into Academic Services and complete a drop/add slip. 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.

COURSE LOAD

A full-time load is considered to be 12 or more semester hours per semester, and an average load is 16 hours. Heavy loads of 19 or more hours must be approved by the Academic Dean. Nine to 11 hours constitute a three-quarters-time load; six to eight hours constitute a half-time load.

DISABILITY ACCOMMODATIONS

It is the policy of Rochester College to comply 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 stated 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 or without 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 refer to the Human Resources Office.

ENNIS & NANCY HAM LIBRARY

The library offers electronic, print and audio-visual materials to traditional students, CEL students, faculty and guests. Users have remote and on-campus access to indexing and full-text articles in over 60 electronic periodical databases. The library's holdings can be found through the online catalog at www.rc.edu/lib. The library home page contains information on electronic resources, Internet resources, contact information and library news. Students will need a Rochester College ID to borrow library materials.

WRITING PROFICIENCY REQUIREMENT

The objective of the writing proficiency requirement is to aid student success in college coursework at Rochester College. To meet this objective, students are required to take Composition A& B during their first academic year at Rochester College. (Extra semesters may be required if preparatory coursework is needed or in the event the student fails to successfully complete a basic writing or composition course.) Various methods of meeting this requirement are as follows:

- **Transfer of Composition A and/or B:**
Composition A and/or B with a grade of "C" or higher may be transferred from another accredited institution.
- **Advanced Placement (AP) Credit for Composition A and/or B:**
An AP score of 3 or 4 will result in the assignment of 3 semester hours for Composition A.

An AP score of 5 will result in the assignment of 3 semester hours each for Composition A& B.
- **CLEP for Composition A and B**
Current Exams:
College Composition (with or without essay) score of 50 – Comp A and B
Freshman College Composition score of 50 = Comp A and B

Exams as of July 2010:
College Comp with Modular score of 50 = Comp A
College Comp with Essay (30 days) score of 50 = Comp A and B
- **Placement for Basic Writing, Fundamentals of Composition, and Composition A & B**
A score of 15 or below on the ACT English/Writing test will result in placement in ENG 1003 Basic Writing. Students who earn a C or higher in this course will progress to ENG 1013.

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

A score of 18 or above on the ACT English/Writing Test will result in a placement in ENG 1113 Composition A.

A score of 25 or above on the ACT Writing Test or a score of 570 or above on the writing portion of the SAT Reasoning Test will waive ENG 1113 Composition A and allow placement directly into ENG 1123 Composition B. The English section of the ACT test will not be used for placement into ENG 1123.

- **The COMPASS** test may also be used to determine placement for Composition. See adviser for details.

A score of 2-5 results in placement in ENG 1003

A score of 6-7 results in placement in ENG 1013

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

A score of 12 or higher results in placement in ENG 1123

Preparatory Coursework for Composition A and/or B:

Preparatory Coursework is required of any admitted student who earned a score of 17 or below on the ACT English/Writing Test. Students who meet these standards but who struggle with composition skills should take ENG 1013 prior to taking Composition A.

Students who are placed in ENG 1003 or ENG 1013 must earn a grade of “C” or above or the student will be required to repeat the course and be restricted to 15 credit hours during their next semester and 12 credit hours for each subsequent semester until successfully completed.

Grade Requirement for Composition A and/or B:

A grade of “C” or above must be earned in Composition A and Composition B or the student will be required to repeat the course and be restricted to 15 credit hours during their next semester and 12 credit hours for each subsequent semester until successfully completed.

INFORMATION LITERACY REQUIREMENT

Traditional students will 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 Academic Dean

INDEPENDENT STUDY COURSES

Instructors may sometimes offer courses through independent study. These courses do not meet on a structured basis but do include regular meetings with the instructor. These courses do not fulfill general education requirements unless approved by the Academic Dean. Eligible students for independent study courses

must not be on academic alert or probation, must not be enrolled in their first term, and must receive permission from the instructor and the Academic Dean.

INCOMPLETE COURSES

Students are eligible for incomplete grades only when they cannot complete a course for unavoidable reasons such as extended illness - a physician's note is required. To qualify for an incomplete, a student must fulfill the 70% attendance policy. Application forms can be obtained by emailing registrar@rc.edu, but are not accepted sooner than two weeks before the end of the term. Applications must be submitted to the instructor(s) and the Registrar within two weeks of the end of the term in which the incomplete(s) are requested. The instructor(s) will specify the requirements needed to complete the course and students will be notified of approval or disapproval by the Registrar. An incomplete grade (I) is changed to F if the student does not complete the coursework within three months of the end of the semester.

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.

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 the two major programs within the same degree.

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

In a world rapidly shrinking through expanding telecommunications and inter-continental travel, an important component of post-secondary education involves studying in other countries and cultures. Rochester College students are offered numerous opportunities for such experiential learning. They may participate in a fifteen-week fall study-abroad program in Europe with the base site located in Vienna, Austria. Between 12 and 18 hours of general education core credits in language, literature, art, history, religion and culture may be taken. Other short-term (two- to four-week) programs are offered over the winter break and in the summer. Sites may include the Middle East and Far 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:

Grade	Percentage	Quality Points
A	93-100%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3

B	83-86.9%	3.0
B-	80-82.9%	2.7
C+	77-79.9%	2.3
C	73-76.9%	2.0
C-	70-72.9%	1.7
D+	67-69.9%	1.3
D	63-66.9%	1.0
D-	60-62.9%	0.7
F	59.9% and below	0.0

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

- I** (Incomplete)—must be completed within three months of the end of the semester, or grade will be changed to F
- P** (Passing)—not calculated in GPA
- R** (Repeat)—most recent grade is calculated in GPA, all entries remain part of permanent record
- W** (Withdrawn)¹—not calculated in GPA, but does count against completion rate for financial aid purposes
- AU** (Audit)—not calculated in GPA

Grades will be available on the student portal (<https://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.

¹ Withdrawals are noted as W on transcripts after the first week of classes.

GRADUATION

Rochester College holds commencement ceremonies in December and May. Attendance is recommended but not required to graduate. A student may not participate in the commencement ceremony if any degree requirements remain outstanding. If a student is uncertain about meeting graduation requirements, he or she should contact the Registrar the semester preceding his or her final semester. Students may not participate in commencement ceremonies if they are taking courses at other colleges during the semester prior to graduation, but must wait until the next commencement ceremony to participate.

Each semester, students review their academic progress with their academic adviser. Students starting their final semester must submit a graduation application to Academic Services and pay the graduation fee. Application deadlines for December and May commencement 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 they 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 Academic Dean prior to the last semester of classes. **All financial obligations to the college must be fulfilled prior to receipt of transcript or diploma.**

ACADEMIC HONORS

Dean's List requirements per semester are at least 12 semester hours, a minimum 3.30 GPA, no grade below a C, and no incompletes. Rochester College graduation honors are: Summa Cum Laude (at least 3.85 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 semester 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 toward the 30-hour residency requirement. A combined maximum of 30 hours toward the Associate's 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.

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.

Students may not seek CLEP or DANTES credit for courses which they attempted in regular attendance or by examination. CLEP and DANTES 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 or 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 Academic Dean and the appropriate division chair, instructors may offer special courses not listed in the 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.

HONORS PROGRAM

The Honors Program at Rochester College provides intellectually curious students with unique preparation for a lifetime of Christian leadership and achievement in professional, academic, and social arenas. The Honors Program encourages students to cultivate all of their God-given talents and is compatible with all of Rochester College's degree programs and extracurricular opportunities.

Admission: Incoming students with an ACT of 27 or an SAT of 1210 are invited to join the Honors Program. Students with slightly lower test scores are encouraged to apply for probationary membership. Transfer students and existing students with a GPA of 3.3 or higher are also encouraged to apply for membership.

Curriculum: Honors credit can be earned in three ways: through taking courses that are a part of the honors core (course titles begin with "HON"), by taking honors sections of existing courses (designated by adding "honors" to the course name), and through honors contract work. The Honors Core meets and exceeds the general education learning objectives through interdisciplinary approaches. Students must complete the honors core before pursuing honors contract work. Honors students must maintain a GPA of 3.3 or higher to enroll in honors courses.

Distinctions: Students who complete the 14-credit Honors Core and earn a cumulative GPA of 3.3 will earn the distinction of "Honors Scholar" upon graduation. Students who complete 20 honors credits (including the Honors Core) and earn a cumulative GPA of 3.3 will earn the distinction of "Distinguished Honors Scholar" upon graduation.