

Student Course Related Responsibilities

1. Individual instructors have the right to establish classroom attendance policies. Instructors will specifically state their attendance policies in their syllabi. Students are expected to report to class on time and remain for the entire duration of the class. Repeatedly coming to class late disrupts the teaching/learning environment in the classroom and adversely affects the other students in the class. Repeatedly coming to class late will not be tolerated and may result in a referral to the appropriate Assistant/Associate Dean or the Behavioral Intervention Team. Students are expected to notify their instructors by voice-mail or e-mail when they are going to be absent from class. Failure by students to attend classes, including online classes, may result in faculty-initiated withdrawals.
2. Students are responsible for thoroughly reading course syllabi and understanding their content.
3. Students should refrain from conversations whenever the instructor or another student is speaking. Any type of distractive or disruptive behavior interrupts (distracts) the teaching/learning process and must be avoided.
4. The use of cell phones or other electronic devices is not permitted in classrooms, laboratories and testing centers. In the library, acceptable uses of such items and their acceptable noise levels are determined by Standards of Behavior Policy that are posted in the library. (In the event a student is expecting a call due to a family emergency, the cell phone/electronic device must be placed on vibrate and this information should be shared with the instructor prior to the beginning of the class.) Additionally, texting is not permitted while class is in session.
5. Students should not be reading any material in class that is not directly related to the content of the day's discussion.
6. Students are expected to come to class prepared with homework and readings completed. Academic success within the classroom generally requires two hours of work outside of class for each hour spent in class.
7. Students are expected to turn in assignments on time and in the format stipulated by instructors, to participate in class discussions, and to prepare for tests.
8. Students are responsible for all material covered and announcements made within classes, even when absent from classes.
9. Students are expected to wait for 15 minutes before leaving if their instructor does not appear for class as scheduled or does not leave instructions to await his/her arrival.
10. Program and course selection is the responsibility of the student. Students are strongly encouraged to meet with their advisor for guidance about program and

graduation requirements. Failure to meet with the advisor may result in a delay in graduation.

11. Students are expected to adhere to the College's Computer Usage Policy. The RACC email system is an official means of communication within the community college. Therefore, the College has a right to send communications via email and the right to expect that those communications will be received and read in a timely manner. Students are expected to use email with good judgment and to be aware that email messages are not confidential, are owned by the College and privacy cannot be guaranteed.

12. In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, laboratories, library and any other College facilities. Additionally, students need to remember that they have made a choice to attend college and it is a privilege, not a right, to attend Reading Area Community College (RACC). As a member of this college community, students have certain responsibilities to themselves, their fellow students, faculty, staff and all others persons who visit this institution daily. The College expects that students will embrace their new role as a college student and meet their responsibilities with dignity, respect, care and concern for all.

Reading Area Community College considers the following aspirational principles essential to our educational mission and community life:

- Mutual respect among students, faculty, and staff
- Pursuit of studies with honesty and integrity
- Respect for College and personal property
- Compliance with all rules and regulations

These standards are intended to promote responsible student conduct. In order to foster these standards RACC students are expected to assume the following college-wide and course-related responsibilities:

13. The relationship between the student and the instructor should be based on mutual respect and understanding. Both students and instructors should attempt to resolve differences in informal direct discussion.
14. Students have the right to orderly expression in the classroom without penalty, so long as the expression is consistent with the subject matter being discussed and does not unduly disrupt the flow of teaching the subject matter.
15. Students have the right to a course grade based on the instructor's documented judgment of demonstrated performance in the course. Students who believe that their grades were not fairly determined may appeal the grade using the procedure.
16. Student have a right to protection against disclosure by instructors of the students' grades, beliefs, political association or health.

17. Course and program selection is the responsibility of the students. They have a right to accurate and clearly stated information on:
 - a. Calendar dates for achieving specific academic standing.
 - b. Their own academic standing in the College.
 - c. Graduation requirements for their particular curriculum and major program.

18. Students who feel that their academic rights have been violated may file a complaint and make an appeal for review according to the following procedures:
 - a. A student should first meet with his/her instructor in an attempt to resolve the situation.
 - b. If the situation is not resolved with the instructor, the student has the right to meet with the appropriate Assistant/Associate Dean.
 - c. If the student is not satisfied with the decision of the Assistant/Associate Dean, s/he has the right to appeal to the Academic Affairs Committee.
 - d. If the student is not satisfied, they have the right to meet with the Senior Vice President of Academic Affairs/Provost.

All complaints or appeals made to the Academic Affairs Committee of the College Governance system or the Senior Vice President of Academic Affairs/Provost must be made in writing, citing the complaint, class, faculty member, remedy sought, and any available evidence pertaining to the grade in review.

All complaints concerning a final grade must be made by the last day of classes of the semester following the semester in which the grade in question was earned.

19. Although the appellate procedure is set forth above, the faculty shall have final authority and responsibility for course content, classroom procedure, and grade determination. No power to change any grade given to a student is vested in any other person or any judicial body established under this document.