

Personnel Primarily Responsible for Providing Consumer Information

Vice President of Academic Affairs & Student Affairs
(479)394-7622 Ext.1300

Crime Log

Disclosure Recipient: Anyone regardless of whether or not they are associated with the institution may request a portion of the crime log.

Disclosure Time Rules: The portion of the log containing the most recent 60 days must be available upon request during normal business hours. A portion of the log older than 60 days must be available within 2 business days of the request.

Office Contact: Deputy Office

Crime Statistics: Crime statistics are distributed to all students, faculty, and staff at the beginning of each semester. Individuals interested in employment with the college will be sent crime prevention information and statistics with an RMCC application packet. The crime statistics may also be found on the RMCC website www.rmcc.edu.

Link Directly to the PDF: http://www.rmcc.edu/articles/pdf/crime_statistics.pdf

Drug and Alcohol Abuse prevention Program Information

Disclosure Recipient: Enrolled students, employees, ED, and the public.

Disclosure Time/Rules: Enrolled Students and employees; annually. ED and the public: Upon Request

Office Contact: Assoc. VP for Student Affairs and Director of Student Success Initiatives

Information: The policy of Rich Mountain Community College regarding drugs and alcohol clearly establishes that use, possession, or sale of drugs and/or alcohol on the campus premises or at any function funded by or associated with Rich Mountain Community College will not be tolerated.

Therefore RMCC has implemented the following drug prevention steps:

- All entering freshmen will be given substance abuse materials during orientation.
- A substance abuse information center will be maintained in the Student Support Services office inside the Abernathy Building and also in the Student Services suite in the Maddox Building.
- The counselor may be contacted for information, counseling, or referrals concerning substance abuse.

- Instructors will incorporate substance abuse material into their classes when appropriate.

Placement Rate Information if Rate is used to Attract Students

Disclosure Recipient: Prospective Students

Disclosure Time/Rules: Enrolled Before or at time of application for enrollment.

Office Contact: VP for Student Affairs and Director of Admissions

Emergency Notifications

Disclosure Recipient: Campus Community

Disclosure Time/Rules: When there is a threat to the immediate health or safety of the students and employees of the campus. Adequate follow-up information will be given as needed.

Office Contact: School Cast, and the Emergency Handbook – Assoc. VP for Student Affairs

Timely Warning

Disclosure Recipient: Campus Community

Disclosure Time/Rules: Anytime a crime is reported to campus security authorities or local police agencies that Rich Mountain Community College considers a threat to the health or safety of its students and employees.

Office Contact: Deputy Office

Completion, Graduation, Retention, and Transfer-Out rate Information of Full-Time Undergraduates

Disclosure Recipient: Enrolled and prospective students and ED

Disclosure Time/Rules: This information must be readily available for enrolled students. For prospective students this information should be made available prior to enrolling or entering any financial obligation with the institution. For ED this information must be available annually within the time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data.

Office Contact: Coordinator of Institutional Research

Information:

RMCC Three Year Success Rates

Year	Retained	Graduated	Success
1993	17.3	23.5	40.7
1994	17.7	27.4	45.2
1995	10.9	30.7	41.6
1996	20.2	34.5	54.8
1997	20.4	17.5	37.9
1998	25.0	22.5	47.5
1999	14.7	23.5	38.2
2000	27.0	23.8	50.8
2001	14.3	21.4	35.7
2002	10.2	22.2	32.4
2003	11.6	19.0	30.6
2004	16.3	22.8	35.4
2005	11.6	17.1	28.7
2006	9.8	14.8	24.6
2007	17.4	17.4	34.8
2008	13.0	15.7	28.7
2009	14.0	19.0	33.1
2010	22.7	14.9	37.6

Link to IPEDS Data: <http://www.rmcc.edu/articles/pdf/ipeds.pdf>

Annual Security Report

Disclosure Recipient: Enrolled and prospective students along with current and prospective employees, and ED

Disclosure Time/Rules: Enrolled students and current employees will receive this information Annually by October 1st. Prospective students and employees will receive this information upon request. ED will receive this information on the date specified by the annual letter to the institution's president or chief executive officer.

Office Contact: Deputy Office

Link to the report: http://www.rmcc.edu/articles/pdf/crime_statistics.pdf

Emergency Response and Evacuation Procedures

Disclosure Recipient: Enrolled and prospective students along with current and prospective employees, and ED

Disclosure Time/Rules: Enrolled students and current employees will receive this information Annually by October 1st. Prospective students and employees will receive this information upon request. ED will receive this information on the date specified by the annual letter to the institution's president or chief executive officer.

Office Contact: Deputy Office

Information: For an electronic copy of the Emergency response and evacuation, procedures see the Assoc. Vice-President for Student Affairs.

Registered Sex Offenders Information

Disclosure Recipient: Enrolled and prospective students along with current and prospective employees, and ED

Disclosure Time/Rules: Enrolled students and current employees will receive this information Annually by October 1st. Prospective students and employees will receive this information upon request. ED will receive this information on the date specified by the annual letter to the institution's president or chief executive officer.

Office Contact: Assoc. VP for Student Affairs

Information: For more information contact...

Academic Programs, Facilities, and Instructional Personnel

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be readily available

Office Contact: VP for Academic & Student Affairs

Information: Current or prospective students can contact the VP for Academic Affairs office for related information.

Accreditation and Licensing of the Institution

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be readily available

Office Contact: VP for Academic & Student Affairs

Information:

Accreditations:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois, 60604-1411
(800) 621-7440 / (312) 263-0456
www.ncahlc.org

Statement of Affiliation Status

Chief Executive Office: **Dr. Phillip Wilson**
HLC Institution ID: **2023**
Current Accreditation Status: **Accredited**
Candidacy Date(s): **06/22/01984 - 08/23/1990**
Accreditation Date(s): **08/24/1990**

Summary of Commission Review

Last Reaffirmation of Accreditation: **2005 – 2006**
Next Reaffirmation of Accreditation: **2014 – 2015**
Last Date of Information Change: **07/02/2013**
Control: **Public**
Degrees Awarded (details below): **Associates, Certificate**

The RMCC Practical Nursing Program has been granted full approval by the Arkansas State Board of Nursing.

Available Financial Aid

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be readily available

Office Contact: Financial Aid Director or Financial Aid Officer

Link to Financial Aid Home Page:

http://www.rmcc.edu/index.php?option=com_content&view=article&id=46&Itemid=109

Copyright and Peer-to-Peer File Sharing Issues

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be readily available

Office Contact: Director of Computer Services

Information:

Cost of Attending the Institution

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be readily available

Office Contact: Assoc. VP for Student Affairs

Information: For current tuition and fees click on the following link

http://www.rmcc.edu/index.php?option=com_content&view=article&id=20-tuition-and-fees&catid=36-general&Itemid=286.

Diversity of Student Body

Disclosure Recipient: Enrolled and prospective students

Disclosure Time/Rules: Information must be available upon request

Office Contact: Coordinator of Institutional Research

Information: Information regarding enrolled and prospective student data is available upon request in the Office of Institutional Research.

Official Withdrawal Procedures

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Assoc. VP for Student Affairs

Information: To officially drop a class or completely withdraw for the semester, an enrolled student must fill out the required paperwork by the date specified in the RMCC College Catalog for that semester. It is the student's responsibility to initiate the withdrawal process through the Director of Student Success Initiative's office. **FAILURE TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL!** If a student does not officially drop a class, that student will receive a grade of "F" for the class.

Withdrawal from College

RMCC Recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with their advisor to determine if an alternative may be available.

If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be completely followed. Stopping payment on a check for tuition does not cancel registration or drop a course. Likewise, failure to attend does not constitute an official withdrawal or cancel indebtedness.

Follow these steps to officially withdraw from RMCC:

- Discuss withdrawal plans with your advisor
- Secure a withdrawal form from the Director of Student Success Initiatives
- Clear all financial obligations to the College by obtaining signatures from the College Library, Financial Aid Office, College Book Store, and Business Office on the official withdrawal form
- Return the official withdrawal form to the Student Affairs Office

Veterans must notify the Vice President for Student Affairs and the Financial Aid Office.

Failure to complete all to the above procedures will constitute improper withdrawal and may result in failing grades being placed on the student's permanent academic transcript as well as loss of a possible tuition refund.

Refund Policies

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Assoc. VP for Student Affairs

Information: Refer to RMCC website.

Return of the Title IV Requirements

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Financial Aid Director

Information: Please be aware that if you withdraw from all of your classes, before you complete 60% of the semester, you may be liable to the U.S. Department of Education or Rich Mountain Community College for charges or repayment of Federal funds (Pell, SEOG) you have received during the semester.

For all other withdrawals without notification (student stops attending classes), the withdrawal date is the mid-point of the payment period or period of enrollment.

FAILURE TO MAKE THIS REPAYMENT WILL RESULT IN THE LOSS OF FEDERAL AID ELIGIBILITY AT ALL SHCOOLS.

If you are unable to complete the semester, you must come by the Financial Aid Office. We will calculate the amount of funding you have earned based on the number of days you attend classes. At that time we will let you know if you owe a repayment. If you have any questions, please call our office at 501-394-7622 ext. 1420 or stop by the Financial Aid Office in the Tower Room of the Maddox Building.

Rights and Responsibilities of Financial Aid Recipients

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Financial Aid Director

Information: See FA website for more details.

Services and Facilities for Students with Disabilities

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Assoc. VP for Student Affairs

***Information:* Disability Services**

Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating placement or arrangement for examinations) should request the accommodation at the beginning of each semester or term. The Vice President of Student Affairs will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation.

Students with Disabilities

All services, programs, and activities at RMCC are accessible to students with disabilities. The Vice President for Student Affairs, located in the Maddox Building Tower Room, has information on accommodations and is the ADA/Section 504 compliance officer for the college. For student seeking accommodations within academic programs, the following intake process is to be followed.

Intake process for students with disabilities

- The student self identifies to a member of faculty or staff. Student is referred to the Student Affairs Office.
- The student goes to the Student Affairs Office to initiate the intake process. This should be done prior to the start of **each** semester of attendance. Accommodations requested and approved after the start of the semester will not be retroactive to the beginning of the term.
- The student completes intake form.
- The student provides supporting documentation of disability and recommended accommodations. Supporting documentation must include the diagnosis of the disability and accommodations by a qualified diagnostic professional.
- The Vice President for Student Affairs will review the request and the supporting documentation to determine if the disability falls with the protected conditions. If so, the requested accommodations will be reviewed to see if they are reasonable.
- The Vice President for Student Affairs determines if accommodations are necessary, the student will be given a letter to give each of his/her instructors. The letter will outline the appropriate accommodations to be given in the class.
- The Vice President for Student Affairs will provide additional correspondence to the student's instructors and the Vice President for Academic Affairs informing them of the student and the accommodations required.
- The student, Vice President for Student Affairs, and faculty member will work as a team to provide reasonable accommodations.
- If the Vice President for Student Affairs determines that accommodations are not necessary, the student will be informed of the decision and the reasons for the decision. The student is encouraged to meet with the Vice President for Student Affairs to clarify any issue.

Transfer Credit Policies

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Information must be readily available

Office Contact: Registrar Office

***Information:* Transfer Student Admission**

An applicant admitted in this category has completed a college level course or courses at another regionally accredited college or university.

Requirements

- Complete an application for admission and return the completed application online or to the Director of Admissions.

- An official complete and final high school transcript, OR a General Education Development® (GED) transcript with test scores, OR an approved complete and final home school transcript are required prior to registration. NOTE: Students who have successfully completed fifteen (15) college-level credit hours are not required to submit a high school transcript OR home school transcript OR GED transcript. A grade C or higher is used to determine successful completion of a college-level credit course. Transcript requirements are subject to change based on Arkansas Department of Higher Education updates.
- Official college transcript(s) from transfer institution(s) prior to registration.
- Placement test scores may or may not be required for submission. Students who have not taken college level math, reading or English, and have not submitted appropriate placement test scores, will be required to provide placement test scores before registration. Official college transcript(s) will require evaluation by the Director of Admissions and Vice President of Student Affairs prior to registration to determine if placement scores will be required. NOTE: Placement score requirements are subject to change based on Arkansas Department of Higher Education updates.
- Students born on or after January 1, 1957, must submit proof of measles, mumps and Rubella immunizations no later than 30 days after classes begin. (Refer to immunization requirements section)
- All males must be registered with Selective Service.
- Students registering for courses which require proof of prerequisites must bring the appropriate documentation to registration.

NOTE: To be considered • \official,. transcripts must be in a sealed envelope or mailed directly from the institution where the courses were taken.

Conditions

- RMCC will accept for transfer only college level credits earned at a regionally accredited college or university and only those courses with earned credit of a grade C (2.0 GPA) or higher will be accepted. Students may be required to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.
- Credits earned at other institutions will not be calculated in the GPA used for graduation at RMCC.
- Transfer credit will be accepted for only college level courses for which RMCC offers equivalent courses. Transfer courses for which RMCC offers no equivalent courses will be evaluated for possible general elective credit.
- Credit for work that is remedial in course content will not be granted towards degree requirements.
- Students who wish to appeal acceptance of a transfer course may do so by completing an appeal form, which will be reviewed by the Vice President for Academic Affairs and the Vice President for Student Affairs. The decision of the Vice Presidents' is final.

Vaccination Policies

Disclosure Recipient: Enrolled and prospective Students

Disclosure Time/Rules: Upon Request

Office Contact: Registration Office & Director of Admissions

Information: Immunization Requirements

RMCC complies with state law 6.60.501.504 by requiring proof of immunization against measles, mumps and Rubella by the following categories:

- **Freshman (completing less than 30 semester hours of college credit)**

Must submit proof of immunization against two measles, two mumps, and two Rubella no later than 30 days after classes begin during their first semester at RMCC.

- **Sophomore (completing 30 hours or more semester hours of college credit)**

Must submit proof of immunization against one measles, one mumps, and one Rubella no later than 30 days after classes begin during their first semester at RMCC.

Immunization Exemptions

Students born on or before January 1, 1957, are not required to provide proof of MMR immunizations. Students who request an exemption for medical, philosophical or religious reasons, must contact the Arkansas Department of Health (ADH) at 800-462-0599 to request an exemption application. The approved exemption letter from ADH must be submitted to the RMCC Director of Admissions and must be renewed for approval by ADH on an annual basis unless otherwise noted.

Foreign-born students

Must provide proof of a negative tuberculosis test AND proof of two (2) measles, mumps and Rubella immunizations. Immunizations must be completed in the US. For more information on the regulation, please contact the Director of Admissions.

NOTE: Immunization requirements are subject to change based on Arkansas Department of Health immunization updates.

Notice to Enrolled Students of the Availability of Consumer Information

Disclosure Recipient: Enrolled Students

Disclosure Time/Rules: Annually

Office Contact: VP for Academic & Student Affairs

Information: Students may contact the VP for Academic Affairs office for detailed information.

Penalties for Drug Violations

Disclosure Recipients: Enrolled Students

Disclosure Rules: Upon Enrollment

Office Contact: Assoc. VP for Student Affairs

Information: The Policy of Rich Mountain Community College regarding drugs and alcohol clearly establishes that the use, possession, or sale on college premises or at institutional functions will not be tolerated.

Illegal Drugs and Alcohol

Engagement in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, while a student is at Rich Mountain Community College, will lead to disciplinary action. No employee, student, or guest may bring onto the campus or use on the campus any intoxicant or harmful or illegal drugs, nor may appear on campus under the influence of such. A violation of these rules will be grounds for disciplinary action which may include verbal reprimand, written reprimand, probation, suspension, or expulsion.

FERPA Rights

Disclosure Recipients: Parents of students currently in attendance or eligible students currently in attendance

Disclosure Rules: Annually

Office Contact: Registrars Office

Information: **FERPA:** The Family Educational Rights and Privacy Act outlines the rights students at Rich Mountain Community have with regard to their education records.

Annual Notice of Student Rights Under the Family Educational Rights and Privacy Act of 1974 (FERPA)

A student at the Rich Mountain Community College has the following rights with regard to his/her education records:

- To inspect and review all education records pertaining to the student within 45 days of the day the College receives a written request for access.

Students should submit to the Vice President for Student Affairs a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Student Affairs Office in writing that he/she does not want any information designated as directory information.

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**

- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of member of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

All students must inform the Student Affairs Office of their request in writing. This request will remain in effect until lifted by the student in writing. In the event of such a request, this data will be treated as student records information.

The College will honor a student's request to withhold directory information but cannot assume responsibility to contact him/her for subsequent permission to release the hold. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information be withheld. For additional information on details of the "Family Educational Rights and Privacy Act," please contact the Student Affairs Office.

Please consider very carefully the consequences of any decision to withhold —Directory or Public Information. Should one decide to request the College not to release "Directory or Public Information," any future requests for such information from non-institutional persons or organizations will be refused.

- To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/ her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, support, or clerical staff position; a person or company with whom the College has contracted; a person serving on the RMCC Board of Trustees; member(s) of an accrediting association; or a person assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

- To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA. The name and address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

For more information concerning rights under FERPA, please come to the Student Affairs Office in the Maddox Building.

Link to More information on FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Verification Requirements

Disclosure Recipients: Applicants selected for verification

Disclosure Rules: Timely so the applicant can complete verification by the verification deadline

Office Contact: Financial Aid Office

Information: Refer to Financial Aid website for complete details or contact the Office of Financial Aid.

State Grant Assistance

Disclosure Recipients: All enrolled eligible student borrowers

Disclosure Rules: Timely so borrower can apply for available state aid

Office Contact: Financial Aid Office

Information: See Financial Aid website.

Drug-Free Workplace Statement

Disclosure Recipients: Employees

Disclosure Rules: Annually

Office Contact: Office of Human Resource.

Information: Drug-Free Workplace Policy

It is unlawful for employees of Rich Mountain Community College (RMCC) to manufacture, distribute, dispense, possess, or use a controlled substance on the premises of the institution.

Any employee must notify the RMCC President in writing of any criminal drug statute conviction for a violation occurring on the premises no later than five (5) calendar days after such conviction.

Within thirty (30) calendar days of receiving notice with respect to any employee who is so convicted, the institution will take appropriate personnel action against such an employee, up to and including termination.

To maintain a drug-free workplace, RMCC will provide its employees with an ongoing, drug-free awareness program consisting of providing current information about the dangers of drug abuse in the workplace; any changes in the RMCC drug-free workplace policy, available drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Information will be distributed to employees by the Student Affairs office and copies of such material will be retained in that office for employee use.

Course Schedule Information

Disclosure Recipients: Bookstore operated by, in a contractual relationship with, or otherwise affiliated with the institution

Disclosure Rules: Upon request

Office Contact:

Information: Link to Schedules: <http://services.rmcc.edu/intranet/crsschedinq.cfm>