



2010-2011
STUDENT HANDBOOK
READING AREA COMMUNITY COLLEGE

FINAL EXAM TIMES BY SECTION TIME

IF SECTION IS AT THIS TIME:	FINAL EXAM DURING FINALS PERIOD WILL BE:	
8 MWF	Monday	8-10 a.m.
9 MWF	Wednesday	8-10 a.m.
10 MWF	Monday	10:30 a.m.-12:30 p.m.
11 MWF	Wed.	10:30 a.m.-12:30 p.m.
12 MWF	Monday	1-3 p.m.
1 MWF	Wednesday	1-3 p.m.
2 MW	Monday	3:30-5:30 p.m.
3:30 MW	Wednesday	3:30-5:30 p.m.
8 TR	Tuesday	8-10 a.m.
9:30 TR	Thursday	8-10 a.m.
11 TR	Tuesday	10:30 a.m.-12:30 p.m.
12:30 TR	Thursday	10:30 a.m.-12:30 p.m.
2 TR	Tuesday	1-3 p.m.
3:30 TR	Thursday	3:30-5:30 p.m.
6 MW or 6-8:45 M	Monday	6-8 p.m.
7:30 MW or 6-8:45 W	Wednesday	6-8 p.m.
6 TR or 6-8:45 T	Tuesday	6-8 p.m.
7:30 TR or 6-8:45 R	Thursday	6-8 p.m.

Saturday finals are the last Saturday of the semester at class time.
Summer/Winter Semester finals will be scheduled during regular class times.
 5-5:30 classes will be scheduled by the instructor.

REMINDER:

Be sure to sign up for  **e2Campus**
 to receive any emergency/weather announcements.

Go to www.racc.edu and click on link.

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Reading Area Community College, an equal opportunity college, does not discriminate against persons in employment, educational programs or activities, vocational programs or awarding of contracts based on race, gender, religion, national origin, age, color, sexual orientation, veteran status or disability. This Board of Trustees policy #840 on nondiscrimination extends to all other legally protected classifications and is published in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Affirmative Action inquiries should be directed to the Affirmative Action Officer, RACC, P.O. Box 1706, Reading, PA 19603 (610.372.4721).

General Information

WEBADVISOR

✓ Check it out at www.racc.edu and click on the link for WebAdvisor. Use it to:

- Register for classes
- Change your schedule
- Find out your grades
- Get your advisor's name and contact information
- Check your financial aid and pay your bill

Please be sure to use WebAdvisor to locate your classrooms before the first day of classes! CLASS LOCATIONS SHOULD BE AVAILABLE NO LATER THAN A WEEK BEFORE THE TERM BEGINS.

Instructions for accessing your personal information via Web Advisor are listed below. If you have any difficulties, please contact our system administrator at webmaster@racc.edu for assistance.

- Be sure you are following the directions for WebAdvisor login. The directions are prominently featured on the RACC Login Center page. The actual "Log In" link is in the upper right hand corner of the WebAdvisor main menu screen - this will bring you to the screen that asks for your username and password.
- Usually, your username for WebAdvisor will be your first and last name, in all lower case letters, with no spaces (example: janesmith). You can find your username by clicking on WebAdvisor for Students, then clicking on "What's my user ID?" Enter the info it asks for, and your username will be displayed.
- The first time you login to WebAdvisor, your password will be the last six digits of your Social Security number. After login, you will be asked to create a new password. The new password must be 6-9 characters, including both letters and numbers. Be sure to remember it!
- If you are still unable to access WebAdvisor, email the RACC Webmaster at webmaster@racc.edu. Emails are answered Monday through Friday.

IF YOU ARE UNABLE TO LOCATE YOUR CLASSES ON WEBADVISOR, PRINTOUTS OF ALL CLASSES AND THEIR LOCATIONS WILL BE POSTED IN THE LOBBIES OF ALL BUILDINGS AND BY THE ELEVATORS IN BERKS HALL, PENN HALL AND THE YOCUM LIBRARY BEGINNING THE FIRST DAY OF THE TERM.

Note: For those students who do not have computer access, the Student Government Association has purchased a number of student kiosks located throughout campus (Berks Hall, 1st floor outside the Admissions Office, Berks Hall cafeteria, Penn Hall student lounge, Student Union Building and the Yocum Library), which will allow you to access WebAdvisor.

STUDENT ID CARDS

A student ID is required for all students. ID pictures are taken at the beginning of each semester at the security desk in Penn Hall. Students are required to show their student IDs to access the library, computer labs, testing center, fitness center, all events that include student pricing or free to students, and other campus resources. Students must present their student ID to purchase books in the Bookstore.

PARKING

Please adhere to the following regulations regarding student parking at Reading Area Community College. (See campus map on inside back cover.) Students must obtain a parking permit from the Penn Hall lobby guard within the first two weeks of the semester. Additionally, students will need to present their student ID to access parking in the garage.

Students may park on any of the following lots (see map):

Lot B (enter from Franklin or Second Street)

Lot E (enter from Front Street)

Parking Garage (enter on Front & Washington Streets)

Parking spaces for students with disabilities are located on the east side of Berks Hall; and on the north and south sides of The Yocum Library. This parking is designated by a blue sign and painted pavement symbol. Only vehicles displaying a special license plate or tag issued by the State or a temporary parking permit issued by the security guard in the lobby of Penn Hall are authorized to use these spaces. IMPROPER use of these parking areas will result in ticketing and/or towing by the Reading Parking Authority. The fine for improper parking in a space reserved for students with disabilities is \$50.00.

Visitor parking spaces are reserved for visitors (non-students, non-employees) on the east side of Berks Hall. Reserved visitor spaces are signed and the pavement is painted indicating visitor. Signage indicates that visitors must register with the receptionist in the lobby of Berks Hall and obtain a temporary parking permit. College offices must make inquiry of their visitors to ensure that they have obtained a temporary parking permit. If a parking permit has not been acquired, the receptionist in the lobby of Berks Hall should be called by College offices to have security place a temporary permit on the vehicle.

Warning tickets will be issued to anyone violating the parking procedures during the first two weeks of classes. Beyond this time frame, tickets will be issued by the Reading Parking Authority.

TUITION REFUND

Tuition refunds are available to students who must withdraw from the College during the semester for the following reasons:

- A currently enrolled student that receives an involuntary call to active duty (as certified by an appropriate agency).
- A currently enrolled student who withdraws from the College during a semester due to emergency surgery/hospitalization (as certified by a physician) and the situation prevents successful course completion (as approved by the instructor).

In order to qualify for tuition refund/credit, the student must:

1. Submit all supporting documentation including a letter of explanation for the circumstances to the Senior Vice President for Enrollment Management/Student Development.
2. The letter must be filed by the last day of the semester in which the situation occurred.

If a student believes his or her circumstance(s) may warrant an exception to this policy, the student must submit a written appeal with appropriate supporting documentation to the Senior Vice President for Enrollment Management/Student Development during the semester in question in order for consideration of a credit of tuition. If a student is withdrawn for disciplinary reasons, no refund of tuition or fees will be granted.

Please note: Tuition will not be refunded for circumstances such as job shift change, work schedule change, pre-existing medical conditions, personal reasons, illness, etc.

EMERGENCIES

Please be aware that the College does not have a public address system; therefore, students cannot be contacted while on campus for any reason other than in cases of severe emergencies. Make sure you have a plan in place in the event of an emergency.

Student Leadership Program

MY STORY, MY COLLEGE, MY COMMUNITY

Leadership Program Mission Statement

The mission of the Student Leadership Program is to provide students with educational opportunities to explore, identify, develop and enhance their leadership potential. Students will work to attain the skills needed to fulfill their responsibilities as citizens of the college community. Additionally, students are encouraged to seek positions within the community at large where their leadership skills can continue to be developed and used to advance the mission and goals of any organization, thus contributing to the process of lifelong learning.

Are You Interested in Developing Your Leadership Skills?

We have an excellent opportunity available to students who are interested in building their leadership skills.

The program has four main components:

- Spring Leadership Retreat Weekend
- Summer Leadership Institute
- Fall Leadership Retreat Weekend
- Winter Leadership Institute

While it is optimal for students to attend the entire program, we want to give this opportunity to students throughout the year. However, students may choose individual components, as appropriate for their schedules and interests as long as there are openings available. Students who attend a session will be given preference for the next session. All students who are accepted into the leadership program will receive a full scholarship to cover costs of the program/component. We also offer the opportunity to win some great prizes throughout the program.

Applications for the Fall Leadership Retreat are due no later than Friday, August 20th (preference will be given to students who successfully complete the Summer Leadership Institute), All students who are accepted into the program receive a full scholarship for lodging, travel, meals, sessions, and materials).

2010 Fall Leadership Retreat (October 8th through 10th)

Our Fall Leadership Retreat will be a weekend of leadership skills building with a focus on conflict resolution, collaboration, time management and team building including participation in the adventure challenge course. A bus will transport you from RACC to camp. A mandatory information session will be held on Thursday, August 26th at either 1 PM or 6 PM You will complete your paperwork for camp at that time.

Applications for the Winter Leadership Institute are due no later than Friday, December 17th (preference will be given to students who attended the Fall Retreat and/or the Summer Leadership Institute).

2011 Winter Leadership Institute

(Monday, January 10th through Wednesday January 12th)

*Snow dates for the institute will be Thursday, January 13th & Friday, January 14th if needed)

Our Winter Leadership Institute focuses on stress management, community service and community building. Sessions will be held in the Schmidt Training and Technology Center from 8:30 AM to 3:15 PM with continental breakfast and lunch included. If the college is closed for weather on any of these scheduled dates, we will use the snow dates above as alternate dates.

Applications for the Spring Leadership Retreat in 2011 are due no later than Friday, May 13th. This retreat is the “official” start to the year-long leadership program.

2011 Spring Leadership Retreat Weekend (TBA)

Join us for a weekend of leadership including challenging and fun ways to learn. The focus of the weekend is effective communication, individual and group growth, and participation in the adventure challenge course. A bus will transport you from RACC to camp. A mandatory information session will be held to share details and answer questions. You will complete your paperwork for camp at that time. Information on what to bring and contact details will be provided.

Applications for the Summer Leadership Institute are due no later than Friday, June 17th (preference will be given to students who successfully complete the Spring Leadership Retreat Weekend).

2011 Summer Leadership Institute (Friday, July 8th through Friday, August 12th)

Six Fridays every summer are devoted to the Student Leadership Institute in the Schmidt Training and Technology Center. Sessions begin at 8:30 AM with a continental breakfast and run through 3:15 p.m. (lunch included). The focus for the summer institute will be self-leadership, interpersonal skills, team building, conflict resolution and reflections. You must commit to a minimum of four of the six sessions to qualify for acceptance. Attending all six sessions is optimal, and there will be a special drawing among the students who attend the entire Institute.

Are You Eligible?

You must meet the following criteria:

- have a cumulative GPA of 2.5 or higher
- be a current credit student*
- submit a completed faculty recommendation form (required for first time application)
- submit a completed leadership program application (required first time)
- submit a short essay as defined on application (required for first time application)
- attend a mandatory information session (required for retreats)

*New students beginning summer session may be accepted into the summer program. Eligibility for the Fall Retreat will be based on summer session GPA.

*New students in fall semester will be required to enroll in a Pre-Fall College Success Strategies course, ORI 102, to be considered for the Fall Leadership Retreat.

For more information, please contact Sue Gelsinger at sgelsinger@racc.edu or call 610.372.4721, extension 5206 or stop by SUBI 12 (Ravens Nest).

Campus Safety Information

Reading Area Community College is continually concerned with creating a supportive atmosphere that is safe and secure for all students, staff and visitors. Taking steps to protect yourself from crime is very important and prevention is your best protection against crime.

The College offers the following information to help ensure your safety:

- Walk confidently and assertively.
- Walk in pairs/groups to your car, particularly at night. Have your car keys ready prior to approaching your car.
- Notify Security if you would like to be escorted to your car. Contact the PBX operator in the lobby of Berks Hall who will contact Security to assist you or request escort services from Security in the lobby of any other building.
- Share your class/activities schedule with your family and a network of close friends. (Create a buddy system and share the network list with others on the list.)
- Avoid large bushy areas or doorways where someone could be hiding.
- Avoid shortcuts.
- Register your vehicle with the Penn Hall Security Guard within the first two weeks of every semester and display your parking tag on your rear-view mirror.
- Be sure to lock your vehicle.
- Do not leave books or other valuables visible in your vehicle.
- Do not leave books or other items that need to be secured while you are on campus.
- Never display cash openly, especially when leaving the ATM.
- Program your cell phone's speed dial to include the police, family and friends.
- Utilize the red phones on campus in each building to report any incident or suspicious behavior, the cell boxes located in the parking lots, or report the behavior immediately to a staff member or a security guard.

Lastly, always be alert! Remember to trust your instincts. If you suspect something is wrong or a situation appears dangerous, you may be right! Don't dismiss your instincts if you see suspicious people, cars, or situations. Report them to Campus Security or the Senior Vice President for Enrollment Management/Student Development Office (Berks Hall, Room 127) immediately. Maintaining a safe campus is everyone's responsibility and all staff, faculty and students are encouraged to contact Campus Security as appropriate.

STUDENT RIGHT-TO-KNOW ACT

Public Law 101-542 requires colleges and universities to report the graduation/college transfer rates for new full-time students who enrolled during a specific Fall Term (now Semester). Accordingly, the graduation and college transfer rate for new full-time students entering during the 2005 Fall Term was 35%. The Right-to-Know Act also permits institutions to publicize persistence (re-enrollment) rates for this same student group. Thus 37% of the entering 2006 Fall Term student group re-enrolled during the 2007 Fall Term.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Reading Area Community College has adopted a policy to uphold the provisions of the Family Educational Rights and Privacy Act of 1974. This federal law guarantees the confidentiality of students' education records, establishes the right of students to inspect and review their records, and provides for the hearing of complaints pertaining to alleged, inaccurate or misleading information in the education records. In compliance with the Act, the College has prepared this policy statement to inform students of their rights under the Act and describe the procedures in effect for reviewing records and hearing complaints.

The College accords all rights under this law to eligible students attending the institution. An eligible student is defined as one who is eighteen years of age or is attending an institution of post-secondary education; in either event, the student receives less than half of his or her support from a parent or guardian. Education records maintained by the College will be treated confidentially. No person outside the College, including the parents of eligible students, will be permitted access to such records without the student's written consent. Nor will the College disclose any information from a student's education records unless authorized by a written request from the student. Records of such authorized disclosures will be maintained by the College and will list the parties who have requested and obtained access to student records as well as the legitimate reasons for gaining access. Records of disclosures may be inspected by students.

Under the law, education records can be released without the student's consent to certain individuals in specific circumstances. Such individuals include: officials of another educational institution in which the students seek enrollment; representatives of the federal, state, and local educational agencies which require the reporting and disclosure of information; officials who determine the eligibility for and amount of financial aid for students; organizations conducting studies for educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; accrediting associations while carrying out their accrediting functions; persons who are complying with a judicial order or subpoena; and persons who would protect the health or safety of students and other individuals in an emergency.

Within the College itself, education records are accessible and may be disclosed without the student's written consent to other staff members who have legitimate educational interest in the students. Such staff members include personnel in the offices of Student Development, Financial Aid, Admissions, Veterans Services, Administrative Services, Cooperative Education, Career Services, and the appropriate individual faculty members.

The College may designate certain personal information from student education records as Directory Information and may disclose such information at its discretion. However, the College will not release such information for commercial use. Directory information consists of: the student's name, address, telephone number, date and place of birth, major field of study, participation of officially sanctioned activities and sports,

weight and height of members of athletic teams, dates of attendance, degrees and honors received, and the most previous school or college attended by the student. Students may request that any or all of this Directory Information be withheld by completing the FERPA waiver form available in the Records Office (Room 107, Berks Hall). Requests for nondisclosure of Directory Information will be honored for one (1) academic year only, and must be filed annually at the Records Office. Please refer to the College Catalog for additional information.

Besides guaranteeing the confidentiality of student records, this law also gives students the right to inspect and review their education records, challenge the contents of these records, have a hearing should the student find the outcome of the challenge unsatisfactory, and add explanatory materials to their records should the outcome of the hearing prove unacceptable. The Senior Vice President for Enrollment Management/ Student Development at Reading Area Community College is in charge of coordinating the inspection and review procedures for student education records, which includes admissions, financial, academic, personal files, cooperative education, and placement records. Students who wish to review their records may do so by visiting the Records office and requesting to see their records file. The file will not be given to the student for review until the student provides his RACC ID card to a professional staff member in the Records Office or the Senior Vice President for Enrollment Management/Student Development. The file may not be removed from the office; the student must review all records in the office to determine if any documents need to be photocopied. Any copies the student requests must be paid for by the student at the prevailing rate of the campus copiers. Under no circumstances, can any document (original or otherwise), in the student's records file be given to the student.

Students *may not* inspect or make copies of: financial records and statements submitted by their parents; confidential letters of recommendations placed in the student's file prior to January 1, 1975; and transcripts or reproductions of a document that exists elsewhere in the original. Education records do not include: records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible to any other individual, except one who serves as a temporary substitute for the original maker; records of a law enforcement unit; employment records (excluding work-study employment); alumni records; and student health records. However, health records may be reviewed by a physician of the student's choice. Also, in the case of records containing information on more than one student, an individual student will be permitted access only to that part of the record pertaining to the inquiring student.

After inspection of their records, students who feel that the information in their files is inaccurate, misleading, or violating their privacy or other rights may request that the records be amended. Students should first discuss the problematic information with the Senior Vice President for Enrollment Management/Student Development. Should their requests be upheld, then the appropriate records will be amended. If not, students will be advised within a reasonable time period that the records in question will not be amended and that they have the right to a formal hearing. Students must then request a formal hearing, in writing, from the Senior Vice President of Academic Affairs/Provost. Students will be informed of the date, place, and time of the hearing within a reasonable period of time, in advance, by the Academic Affairs Office. Students are guaranteed a full and fair opportunity to present evidence relevant to the issue at hand and may be assisted or represented by individuals of their own choosing, including an attorney, at their own expense. The hearing panel will be composed of disinterested and impartial College officials under the leadership of the Senior Vice President of Academic Affairs/Provost.

The decision of the hearing panel will be made within a reasonable period of time and will be based solely upon the evidence presented at the hearing. This decision will be in writing and will be circulated to the

parties concerned. It will include a summary of the evidence and reasons leading to the decision. Should the decision favor the students, the education records will be amended or corrected in compliance with the recommendations of the hearing panel. If the hearing panel finds the information to be neither inaccurate nor misleading, the students may place in their education records a statement commenting upon the information and explaining any reasons for disagreeing with the decision of the hearing panel. Any information placed by students in their files under these circumstances will be maintained as part of the student's records and will also be disclosed when the records in question are disclosed.

ACADEMIC HONESTY POLICY

The principles of truth and honesty are expected to be followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aid. Students are expected to be well-motivated and constructive in their pursuit of learning in the instructional situation.

College attendance is a privilege, not a right; students, by the act of registration, accede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character and to secure compliance with its regulations.

Academic dishonesty is a misconduct. All students should be familiar with the College's policy on Academic Honesty. Copies are available in the Office of the Senior Vice President for Enrollment Management/Student Development (Berks Hall, Room 127) and the Office of the Senior Vice President of Academic Affairs/Provost (Berks Hall, Room 315).

Faculty should acknowledge the College Policy on Academic Honesty as a component of the course syllabus. In the event of an alleged violation of the Academic Honesty Policy, individual instructors are responsible for completing the "Violation of Academic Honesty Policy Incident Report" form and forwarding copies to the student, the Instructor's Division Chair, and the Senior Vice President for Enrollment Management/Student Development. The Senior Vice President for Enrollment Management/Student Development will maintain a central file and monitor all policy violations.

Academic dishonesty shall include, but not be limited to, the following:

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through the use of quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- A. Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgment of the source.
- B. Using another person's ideas, opinions or theory, even if it is completely paraphrased in one's own words without acknowledgement of the source.
- C. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.

- D. Copying another student's essay test answers.
- E. Copying another student's written work and submitting it, in part or in its entirety as one's own.
- F. Copying or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- G. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work when such collaboration has not been expressly permitted.

II. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to the following:

- A. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- B. Listing sources in a bibliography not directly used in the academic exercises.
- C. Submitting in paper, thesis, lab report or other academic exercise, falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- D. Submitting as one's own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

III. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Examples may include:

- A. Copying from another student's test paper.
- B. Allowing another student to copy from a test paper.
- C. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
- D. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is expressly forbidden.
- E. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc. that are not authorized.
- F. Taking a test for someone else or permitting someone else to take a test for you.

IV. Other Misconduct

Other misconduct shall include, but not be limited to, the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test.

Examples include but are not limited to:

- A. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- C. Bribing any other person to obtain an unadministered test including answers to an unadministered test.
- D. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade in a grade book, on a test, or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a “change of grade” form or other official academic records of the College which relate to grades.
- F. Entering a building or office for the purpose of obtaining an unadministered test.
- G. Continuing to work on an examination or project after the allotted time has elapsed without permission of the instructor.

V. Enforcement, Administration, and Penalties

Notwithstanding any other provisions of the Student Bill of Rights and Responsibilities, the procedures in this section apply to cases involving academic dishonesty:

- A. The instructor confers with the student or students suspected of academic dishonesty. The student is advised of the suspected infraction and the reasons why academic dishonesty is suspected. The student is given an opportunity to admit or deny the academic dishonesty. If the academic dishonesty is not admitted, the instructor may make a finding, based on substantial evidence as to whether or not the student committed academic dishonesty.
- B. In making such a finding, the instructor considers all credible evidence, including, but not limited to the instructor’s own observations and those of others, any materials which the student may have been using or attempting to use, and any documents or assignments submitted by the student. The instructor shall give the student an opportunity to be heard, to furnish evidence in rebuttal, and to explain any actions.
- C. If academic dishonesty is not admitted, and the evidence is insufficient for the instructor to find that a student committed academic dishonesty; the instructor has the right to give a student a substitute assignment if the instructor believes that the grade on the original assignment is not truly representative of the student’s work.
- D. If academic dishonesty is admitted or if the instructor determines that a student has committed academic dishonesty, the instructor may take one of the following actions pending appeals in accordance with this policy:
 - 1. assign a grade of zero (0) for the assignment;
 - 2. assign a grade of “F” for the assignment;
 - 3. give the student a substitute assignment;
 - 4. make a proportional reduction of grade for the assignment;
 - 5. assign a grade of “F” for the course;
 - 6. in instances of a more serious nature, assign responsibility for the appropriate sanction(s) to the Senior Vice President for Enrollment Management/Student Development.

- E. In addition to the actions taken under section V, D, 1-5, the instructor may refer the matter to the Senior Vice President for Enrollment Management/Student Development:
1. for further disciplinary proceedings by a committee composed of the Senior Vice President for Enrollment Management/Student Development, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association; or
 2. Senior Vice President for Enrollment Management/Student Development for other appropriate action.
- F. If the instructor imposes sanctions (V, D, 1-5) he/she must notify the student in writing of any findings made and of the action taken within seven (7) regular class days (exclusive of Saturdays). This notification shall be accomplished by completing the "Violation of Academic Honesty Policy Incident Report." This notice contains a brief statement of the reasons for the decision. The notice may be delivered in person, or may be sent by certified mail to the student's last known address, which appears in the files of the Student Records Office. A copy of this notice is sent to the Senior Vice President for Enrollment Management/Student Development to be retained for reference purposes.
- G. The student is entitled to appeal the instructor's findings, and/or the action(s) taken by the instructor. This appeal must be submitted in writing to the instructor. This appeal must be made no later than seven (7) regular class days (exclusive of Saturdays) after the instructor gives notice to the student in person or sends such notice by certified mail. A copy of the letter should be given by the student to the appropriate Division Chair. If the student appeals the finding(s)/action(s), then the instructor has seven (7) regular class days, (exclusive of Saturdays) in which to make a decision on the student appeal. The instructor must notify the student in writing of any findings made and of action taken. The notice may be delivered in person or may be sent by certified mail to the student's last known address which appears in the files of the student Records Office. A copy of this notice is sent to the Senior Vice President for Enrollment Management/Student Development to be retained for reference purposes.
- H. In the event that the instructor denies the appeal of his or her decision, the student has the right to appeal to a committee composed of the Senior Vice President for Enrollment Management/Student Development, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association. This written appeal to the Senior Vice President for Enrollment Management/Student Development must be received in the Senior Vice President for Enrollment Management/Student Development's office no later than seven (7) regular class days (exclusive of Saturdays) in which to render a decision. The Senior Vice President for Enrollment Management/Student Development will notify the student in writing of the Committee's decision. The notice will be delivered in person or may be sent by certified mail to the student's last known address, which appears in the files of the student Records Office. A copy of this notice will be retained by the Senior Vice President for Enrollment Management/Student Development. A copy of this decision will be sent to the instructor. The decision of the Committee is final.

Sanctions

Students who have a prior record of offenses regarding academic dishonesty will be subject to disciplinary procedures as well as instructional sanctions. A committee of three individuals (The Senior Vice President for Enrollment Management/Student Development, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association) shall have the discretion to impose the following types of discipline:

Probation: Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of probation for a specified period of time. If a student, while on probation, violates any of the terms set forth in the notice of probation or violates the Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal or expulsion;

Suspension: Exclusion from classes and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent on a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Code of Conduct while on the campus of the College or in relation to a College-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;

Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the College only with the specific approval of the sub-committee on reinstatement (Academic Affairs Committee) and the College President. If a dismissed student violates the Code of Conduct while on College property in relation to a College-sponsored activity, he/she shall be subject to further discipline in the form of expulsion;

Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College.

DISCIPLINARY PROCEDURES

The procedures are designed to assure procedural fairness in student conduct cases, and offer procedures appropriate to the nature of the case and the severity of the potential discipline.

Note:

1. Any incident pertaining to cheating or plagiarism shall be documented by the instructor in writing and recorded in the Office of the Senior Vice President for Enrollment Management/Student Development.
2. No information pertaining to the offenses or sanctions imposed by the instructor shall be disclosed to any external agencies.
3. Any member of the College community may charge any other member with academic dishonesty. However, the charge must be filed in writing in the Office of the Senior Vice President for Enrollment Management/Student Development within seven (7) regular class days (exclusive of Saturdays) of the date that the alleged violation was discovered.
4. Students are permitted to continue to attend class until all internal appeals have been exhausted.

Approved by Board of Trustees, January 17, 1996

SMOKING POLICY

Reading Area Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors. To this end Reading Area Community College has adopted the following policy related to smoking and tobacco use. Effective with the beginning of Fall 2006, smoking and the use of tobacco products will be prohibited in all buildings and on all grounds of the campus of Reading Area Community College. This includes any College owned or leased vehicles. As of Fall 2006 Reading Area Community College became a smoke free and tobacco free campus. Employees and students engaged in activities at other locations utilized by Reading Area Community College are to follow the regulations established for those facilities.

Policy No. 880 Approved by Board of Trustees

HARASSMENT INCLUDING SEXUAL HARASSMENT

Overview

It is the policy of Reading Area Community College (RACC) not to discriminate against any qualified employee, student or applicant on the basis of race, national origin, religion, color, sex, age, disability, veteran status, marital status, sexual orientation or any other factor protected by law. Furthermore it is RACC's policy not to tolerate harassment of any type, including sexual harassment, of or by any employee or student. In addition, discrimination or harassment on the basis of sex is a violation of Title VII of the 1964 Civil Rights Act, 1991 Civil Rights Act and other state and federal laws, which subject the College and the individual employee to potential financial liability for any such unlawful conduct.

While it is not always easy to define what constitutes harassment, it certainly includes such things as slurs, epithets, threats, derogatory comments and un-welcomed jokes, teasing, sexual advances and other similar verbal or physical conduct.

Definition of Sexual Harassment

Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when:

1. Submission to sexual conduct is an explicit or implied term or condition of an individual's employment or;
2. Submission to or rejection of sexual conduct by an individual is the basis for any employment or educational decision or;
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Policy:

Supervisor/Manager's Responsibility

Any supervisor or manager who becomes aware of any possible harassment of or by an employee or student or any employee or student who feels they are the subject of harassment should immediately advise the Director of Human Resources or, in the case of a student, the Senior Vice President for Enrollment Management/Student Development, who will handle such matters as described in the College's Harassment Complaint Procedures to insure that such conduct does not continue. All complaints will be promptly investigated.

Retaliation

The College will not tolerate retaliation against any employee or student for filing a complaint under this policy. Should the employee or student feel that they are being retaliated against because of their involvement in the investigation of a harassment complaint, the employee or student should report this information to the Director of Human Resources or the Senior Vice President for Enrollment Management/Student Development, and if an investigation confirms the report, the College will take appropriate action.

Intentionally False Complaints

While the College will not tolerate harassment in any form and takes seriously its obligation to investigate promptly and thoroughly all complaints lodged in good faith by employees or students, the College will not condone employees or students lodging intentionally false complaints against employees or students. Employees and students are prohibited from filing a complaint that the employee knows to be false or made

with the intent to take revenge against or otherwise harm a fellow employee or student. Anyone who makes such accusations, knowing that they are not justified by the facts, will be subject to corrective action up to and including termination of employment or dismissal from the College.

Employees or students will not be penalized for proper use of the harassment complaint procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of harassment, or retaliation or repeatedly raises complaints with no merit. Implementation of the complaint procedure by an employee does not limit the right of the College to proceed with any disciplinary action that is not in retaliation for filing a harassment complaint.

The College may at its discretion, refuse to proceed with any complaint it determines is improper use of this policy.

Policy No. 890 Approved by Board of Trustees

PERKINS GRIEVANCE PROCEDURE

A student who has a documented disability (as certified by an appropriate agency) and believes he/she is not receiving adequate accommodations has the right to file a grievance using the following procedures:

1. The student must file a written complete with the Director of the Center for Academic Success outlining the nature of the grievance, desired services, and supporting documentation regarding the nature of the disability. The Director (or designee) will meet with the student within three working days of receipt of the complaint and render a decision in writing within three working days after the meeting occurs.
2. If the student is not satisfied with the results of Step No. 1, then a written complaint should be filed with the Chair of the Student Affairs Committee of the College Council. A special meeting of this committee will be called to review the grievance and meet with the student. The meeting will take place within five (5) working days of receipt of the complaint and a decision will be forwarded to the student, in writing, no later than three (3) working days following the meeting.
3. If a decision cannot be reached by the committee or if the student is not satisfied with the committee's decision, the student has the right to forward his/her grievance to the Senior Vice President for Enrollment Management/Student Development. The Senior Vice President for Enrollment Management/Student Development will meet with the student within three days of receipt of the complaint and render a decision, in writing, the student immediately following the meeting. The decision of the Senior Vice President for Enrollment Management/Student Development is final.

STUDENT BILL OF RIGHTS

The pursuit and acquisition of knowledge is a lifelong process. The creation of Reading Area Community College by the people within its service boundaries represents the depth of conviction and concern of the citizens to make possible a place where students can develop their intellectual capabilities and insights, which will enhance their self-respect and their ability to relate amicably and productively to others.

The College community— faculty, students, and staff— must exist in a true democratic form for the development of all concerned. Freedom of expression in speech and actions with regard to the rights of others must be insured by all members of the College community.

With freedom comes responsibility. All members of this institution must remember they are a part of the whole, and their ideas and actions reflect upon the institution. Students are afforded the opportunities to

make recommendations on various matters affecting their future. In this document are the ways and means by which the students of Reading Area Community College can become full participating members of this College community.

These guidelines are established with the understanding that the President of the College and the Board of Trustees has the ultimate responsibility for the total maintenance and conduct of this institution.

Article I: Freedom of Association, Expression, and Inquiry

- 1.1** Students are free to organize and join associations to promote their common interest. Affiliation of a college group with an organization outside the campus does not itself disqualify a student organization from institutional recognition. In order for an organization to be recognized and approved, it must meet the established criteria of the Student Government Association. Each approved organization is free to choose its own staff advisor. In cases where an approved organization loses its staff advisor, the Student Government Association will assist it in securing an advisor if necessary. The Senior Vice President for Enrollment Management/Student Development and the Advisor to the Student Government Association should be notified immediately when an organization is without a staff advisor. Institutional recognition will not be withdrawn during the time the student organization is seeking an advisor. The time allotted for this will not exceed one academic semester. During the time in which an organization is without an advisor, the Senior Vice President for Enrollment Management/Student Development will appoint a staff member on a temporary basis, who will be relieved of that duty when the organization makes its choice. Approved organizations are required to keep a current membership list to be made available upon the request of the Student Government Association and College officials. All organizations should be open to all students without respect to race, color, sex, creed, age, handicap, or national origin.
- 1.2** Students and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes in an orderly manner so long as they do not disrupt the operations of the College or violate the rights of others. An opinion of a student or a student group is not necessarily that of the College. The College encourages the airing of all facets of issues and topics.
- 1.3** Organizations are allowed to hear any person of their choosing providing the person or program is not in violation of local, state, or federal law; i.e., the College is free to serve as a forum where new ideas are explored, investigated, and put to the scrutiny of critical analysis. The invitation of any person or persons to the campus does not imply that their position is supported or condoned by either the institution or the sponsoring group. When a controversial topic is presented, every effort will be made to use a format which also will provide for the presentation of dissenting views. The College will only use its authority over the facilities as a device of censorship as permitted by established College regulations, rules, and procedures, or local, state, and federal law.
- 1.4** Students have an opportunity to participate in the formulation and application of College policy through the Student Government Association and the College Council. The final authority for the establishment of College policy and governance of the College rests with the Board of Trustees and the President of the College.

Article II: Student Responsibilities

- 2.1** 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 other College facilities:
 - a. Students are expected to report to class on time and remain for the duration of the class.
 - b. Students are responsible for all material covered and announcements made within class, even when absent from class(es).

- c. Students should refrain from conversations whenever the instructor or another student is speaking.
- d. Any type of distractive or disruptive behavior detracts from the teaching/learning process and should be avoided.
- e. Radios and earphones are not permitted in class. Cellular telephones and pagers should be turned off during class.
- f. Lap top computers should only be used for class-related activities.
- g. Students should not read newspapers or other materials in class that are not directly related to class.
- h. Each individual instructor establishes a classroom attendance policy.
- i. Children are not permitted in classrooms, laboratories, or the testing center. Children under the age of 12 must be accompanied by an adult at all times when on College property.
- j. In order to ensure full class participation, students with any type of disabling condition that requires special accommodations should immediately contact Disability Services (B209).
- k. No animals are permitted in the classroom or in the library unless needed by a person with a disability.
- l. Appropriate dress is required: shirts and shoes must be worn at all times.
- m. All buildings are smoke free.
- n. Eating and drinking are not permitted within the classrooms or the library. Areas are provided within Berks and Penn Halls and the Student Union.
- o. Students are expected to abide by rules and regulations that may be specific to that class, laboratory, or library.
- p. Students are expected to abide by the code of conduct contained within the document.
- q. Students are expected to come to class prepared (complete homework and readings).
- r. Students should notify their instructor when absent.
- s. Students are expected to turn in assignments on time (in the proper format), participate in class discussions, and prepare for tests.
- t. Academic success within the classroom generally requires two hours of work outside class for each hour spent in class.
- u. Students are responsible for reading course syllabi thoroughly.
- v. Students are expected to adhere to the College's "Academic Honesty Policy."
- w. In the interest of maintaining an atmosphere conducive to the teaching/learning process, it is imperative that students maintain the appropriate behavior within the classroom. Faculty members are authorized to remove disruptive students from class.

2.2 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.

2.3 Students have the right to orderly expression in the classroom without penalty.

2.4 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 set forth in Article 2.7 of this document.

2.5 Students have a right to protection against disclosure by instructors of the students' grades, beliefs, political association, health, or character.

2.6 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.

- 2.7** Students who feel that their academic rights (as outlined in Article II) have been violated may file a complaint and make an appeal for review according to the following procedures:
- a. Students should first meet with their instructor in an attempt to resolve the situation.
 - b. If the situation is not resolved with the instructor, the students have the right to meet with the Division Chair.
 - c. If the students are not satisfied with the decision of the Division Chair, they have the right to appeal to the Academic Affairs Committee of the College Council.
 - d. If the students are not satisfied, they have the right to meet with the Senior Vice President of Academic Affairs/Provost.

All complaints or appeals made to the Senior Vice President of Academic Affairs/Provost or the Academic Affairs Committee of the College Council 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.

- 2.8** 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.

Article III: Student Records

- 3.1** Permanent academic records are kept in the Records Office, where they are made available only upon the request to the proper officer by:
- a. Administrative officers of the College assigned to the areas of academic affairs or student services.
 - b. The students themselves, in accordance with the family educational rights and privacy act.
 - c. A federal, state, or local official who presents a subpoena for the records.
 - d. The current academic advisor of the student.
 - e. Any faculty member from whom a recommendation has been requested by the student in writing.
 - f. Any other person with written permission from the student.
- 3.2** No disciplinary action or health record will appear on a student's permanent academic record.
- 3.3** Student disciplinary records are kept by the Office of the Senior Vice President for Enrollment Management/Student Development. These records are:
- a. Held confidential.
 - b. Available for examination by the student upon request.
 - c. Held indefinitely, with the exception of records of disciplinary actions, which are destroyed two (2) years after a student terminates enrollment at the College except in cases of expulsion.
 - d. Excluded from an academic transcript and placement record.
 - e. Disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

Article IV: Due Process

- 4.1** Educational institutions, through the regulation of the use of their facilities and the setting of standards of conduct and scholarship of students, have an inherent mission to carry out the educational purposes of their charter. The principles of counseling, example, and due process should be followed. Proper safeguards should be provided to protect individual or group rights of students from the imposition of unjust penalties.
- 4.1.1** Any student or group of students charged with violating a College regulation have the right to be heard by a duly constituted judicial body as outlined in Article 4.3. All such bodies follow the basic procedures of the due process indicated in this document.

MAJOR VIOLATIONS OF COLLEGE REGULATIONS

- 4.1.2** The following student actions shall be regarded as violations of the College regulations, policies, or procedures, with a possible maximum penalty of expulsion:
- a. Failure to comply with the College's policy on academic honesty.
 - b. Forgery, falsification, and/or unauthorized use of an official College document or College identification card.
 - c. Possession, use, sale, or exchange of alcoholic beverages on College property or at College-sponsored functions.
 - d. Assault and battery upon another person while on College-owned or controlled property.
 - e. Deliberate destruction of, damage to, malicious misuse of, or abuse of College property or any individual's private property physically located on College-owned or controlled property.
 - f. Theft or attempted theft of College or individually owned property.
 - g. Illegal/unauthorized use, possession, sale, or exchange of narcotics or drugs on campus.
 - h. Tampering with fire alarms or firefighting equipment on campus, including issuing false alarms of any nature.
 - i. Illegal/unauthorized possession or use of fireworks, firearms, knives, explosives, weapons, or any item which has been modified or adapted so that it can be used as a weapon.
 - j. Failure by a student on campus to identify himself/herself and/or provide valid identification when requested by an authorized College official or security officer.
 - k. Disruptive physical behavior and/or verbal interference with normal activities of the College community that takes place in classrooms, offices, public areas, and includes the RACC student email system and internet. Such conduct includes but is not limited to:
 - threats, intimidation, coercion, or use of physical force in a manner which causes another member of the College community to be fearful of physical harm;
 - physical abuse or injury of another member of the College community;
 - lewd, indecent, obscene, or disorderly conduct;
 - deliberate and/or continuous interruption of instruction.
 - l. Intoxication due to alcohol, narcotics, etc., on College-owned or operated property.
 - m. Participation in or organization of any unauthorized activities on College-owned or controlled property.
 - n. Unauthorized entry to or use of College facilities, including buildings and grounds.
 - o. Violations of rules or policies regarding privileges extended to RACC students by other schools/colleges through formal agreements.
 - p. Harassment, which includes but is not limited to sexual/racial harassment, of any student, employee, organization, or officer of the College or any individual or organization visiting or passing through the College campus.

- q. Utterance of false testimony or submission of false written statements at any proceeding authorized by this document.
- r. Commission of any act that would be considered a felony or misdemeanor, or any act which results in a citation being issued or an arrest being made while on College owned or operated property or while attending or traveling to/from an officially sponsored function.
- s. Persistent infraction of College regulations, policies, or procedures intended for the safety of buildings and/or personnel (i.e. smoking in prohibited areas.)

4.2 Civil Rights

- 4.2.1** College students have the same freedom of speech, peaceful assembly, and the right of petition as other citizens enjoy, and are subject to the same civil laws and due process as other citizens.
- 4.2.2** A college campus is not, and cannot be, a sanctuary. It's students are governed by federal, state, and local statutes. Illegal activity by students, whether on or off campus, subjects the individual to prosecution by authorities. College officials may advise students who are in violation of law of sources of legal counsel. The principle of Dual Jurisdiction may apply in some disciplinary matters where a student is charged for the same act (1) by law enforcement agencies of violating a law, and (2) by college officials for violation of a College regulation, policy, or procedure on campus only.
- 4.2.3** Students charged with or convicted of any violation of law which requires their presence off campus will have the right to make up their work if it can be done within the normal time period for resolving incomplete grades.

4.3 Procedural Due Process

- 4.3.1** The following procedures shall be established in order to insure due process in conducting hearings and resolving disputes and disciplinary charges.
 - a. Any persons whose rights have been violated as a result of another's violation of written College regulation, policy, or procedure may file charges.
 - b. All charges must be filed in writing within five (5) working days of the date of the discovery of the alleged violation unless an extension is granted in writing by the Senior Vice President for Enrollment Management/Student Development. Such an extension will indicate the date (not to exceed five [5] working days after the last day of the semester) by which action will be taken.
 - c. Forms must contain the following:
 - A verbatim reference to the specific College regulation, policy, or procedure which allegedly was violated.
 - A detailed description of the specific violation, date, time, place, victim, and other involved persons, if any, must be specified.
 - The identity of the person accused of the charge and all witnesses who are expected to give testimony against the accused, and description of other types of evidence which may be used.
- 4.3.2** The Senior Vice President for Enrollment Management/Student Development will notify accused students of the date and time of the preliminary hearing, give them a copy of the charge(s) against them, and notify them of their rights under this document. The preliminary hearing will be held within ten (10) working days of the date that the complaint is received by the Senior Vice President for Enrollment Management/Student Development. The preliminary hearing date may be extended by mutual agreement between the Senior Vice President for Enrollment Management/Student Development and the individual charged.
- 4.3.3** The accused individual has the right to counsel (at no charge to the College), who may be present at all hearings.

4.3.4 Preliminary Hearing

- a. Academic Affairs: The Senior Vice President of Academic Affairs/Provost will conduct the hearing.
- b. Non-Academic Affairs: Senior Vice President for Enrollment Management/Student Development will conduct the hearing.

4.3.5 The defendant can at the time of his/her hearing:

- a. Admit the charge.
- b. Deny the charge.

Within five (5) working days of the date of the hearing, the Senior Vice President for Enrollment Management/Student Development or the Senior Vice President of Academic Affairs/Provost will notify the students in writing of their decision on the charges that were brought forth at the hearing. The Senior Vice President for Enrollment Management/Student Development or the Senior Vice President of Academic Affairs/Provost will either find the students not guilty or find the students guilty and impose a sanction(s). A copy of the decision will be forwarded to the students within five (5) working days.

Students have the right to appeal the decision of the Senior Vice President for Enrollment Management/Student Development or the Senior Vice President of Academic Affairs/Provost. All appeals must be made in writing and submitted to the chairperson of the appropriate College Council committee (as listed in Article 4.3.6) within five (5) working days of the receipt of the letter from the Senior Vice President for Enrollment Management/Student Development or the Senior Vice President of Academic Affairs/Provost.

4.3.6 Appeals

- a. Academic Affairs: The hearing will be held by the Academic Affairs Committee of the College Council.
- b. Non-Academic Affairs: The hearing will be held by the Student Affairs Committee of the College Council.

*All hearings before the judicial bodies of the College Council must have at least five (5) members from the College Council present. Additionally, at least one faculty member, one student, and one administrator appointed by College Council must be present at the hearing.

4.3.7 Penalties

4.3.7.1 The judiciary body or administrative officer determines the guilt of the accused and may impose only the following:

- a. Probation: A probationary period during which the accused may be referred to the Center for Academic Success. This probationary period is not to exceed one college semester and may be terminated at any time by the judiciary body or administrative officer upon recommendation of the student's counselor.
- b. Restitution: Reimbursement and compensation in any amount and manner to cover the injury to the person and/or property. Physical labor may not be required of any student.
- c. Warning: A written notice to cease the violation of a written College regulation, procedure, policy. Further violations will be cause for more severe disciplinary action.
- d. Social Restriction: Suspension of attendance at College extracurricular events for a specified period of time. This penalty includes restricting students' participation in all campus organizations. The specified period of restriction is not to exceed one semester from date of issue.

- e. Dismissal from College.
- f. Expulsion.

- 4.3.7.1.1 a. Written record of all penalties imposed upon a student is kept on file in the office of the Senior Vice President for Enrollment Management/Student Development.
- b. Penalties may include any combination of a, b, c, d, e, and f.

4.3.8 Appeals

4.3.8.1 Filing of an Appeal

All decisions of the appropriate College Council committees are final unless the students appeal to the College President within five (5) working days of the appellants' receipt of official notice from the appropriate College Council Committee. The decision of the College President shall be final.

Article V: Communications Media

- 5.1 Student communication media are valuable aids in the dissemination of information as well as in establishment and maintenance of an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.
- 5.2 As safeguards for the editorial freedom and responsibility of student communication, the following provisions are necessary:
 - a. The student communication media are free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to present all facets of a given issue in an objective manner to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, or undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. In the delegation of editorial responsibility to the students, the College should provide sufficient editorial freedom and financial autonomy for the student communications media to maintain their integrity and free expression in the academic community.
 - b. Editors and managers of student communication media are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval. However, violations of the canons of responsible journalism as cited in Article 5.2.a will result in editors and managers being subject to removal.
 - c. Such violations will involve the presentation of charges to the Student Affairs Committee of the College Council.
 - d. All student communication media will explicitly state that opinions expressed are not those of the College or student body.

Article VI: Definition of Terms

- 6.1 Accused: The person(s) accused of violating a College regulation, policy, or procedure
- 6.2 Civil and Criminal Law: Include all laws, regulations, and ordinances made by the United States Government, the Commonwealth of Pennsylvania and its political subdivisions.
- 6.3 Governing Groups: Those representative bodies which are delegated primary responsibility by the College for the formulation and execution of policies within their jurisdiction.
- 6.4 Administrative Officer: Employee of the College under the authority of the President. Such personnel may include administrators as well as faculty when performing administrative functions.
- 6.5 Written College Regulation, Policy, or Procedure: An official rule established by an appropriate College authority governing the conduct or behavior of a member of the College community.

- 6.6** Members of the College Community: Include all full-time and part-time credit and non-credit college officials, faculty, non-instructional staff, and all full-time and part-time credit and non-credit students.
- 6.7** Quorum: The established minimum number of members required to conduct business.

Article VII: Amendment Procedure

- 7.1** Upon approval of the Student Government Association, the amendment will be submitted to the Student Affairs Committee of the College Council. Upon approval, the amendment will be submitted to the President. Upon approval by the President and the Board of Trustees, the amendment will be incorporated into the original document.

BILL OF RIGHTS & RESPONSIBILITIES FOR ELECTRONIC LEARNERS

In order to protect the rights and recognize the responsibilities of individuals and institutions, we, the members of the educational community, propose this Bill of Rights and Responsibilities for the Electronic Community of Learners. These principles are based on a recognition that the electronic community is a complex subsystem of the educational community founded on the values espoused by that community. As new technology modifies the system and further empowers individuals, new values and responsibilities will change this culture. As technology assumes an integral role in education and lifelong learning, technological empowerment of individuals and organizations becomes a requirement and right for students, faculty, staff, and institutions, bringing with it new levels of responsibility that individuals and institutions have to themselves and to other members of the educational community.

Article I: Individual Rights

The original Bill of Rights explicitly recognized that all individuals have certain fundamental rights as members of the national community. In the same way, the citizens of the electronic community of learners have fundamental rights that empower them.

Section 1: A citizen's access to computing and information resources shall not be denied or removed without just cause.

Section 2: The right to access includes the right to appropriate training and tools required to effect access.

Section 3: All citizens shall have the right to be informed about personal information that is being and has been collected about them, and have the right to review and correct that information. Personal information about a citizen shall not be used for other than the express purpose of its collection without the explicit permission of that citizen.

Section 4: The constitutional concept of freedom of speech applies to citizens of electronic communities.

Section 5: All citizens of the electronic community of learners have the ownership rights over their own intellectual works.

Article II: Individual Responsibilities

Just as certain rights are given to each citizen of the electronic community of learners, each citizen is held accountable for his or her actions. The interplay of rights and responsibilities within each individual and within the community engenders the trust and intellectual freedom that form the heart of our society.

This trust and freedom are founded on each person's developing the skills necessary to be an active and contributing citizen of the electronic community. These skills include an awareness and knowledge about information technology and the uses of information and an understanding of the roles in the electronic community of learners.

Section 1: It shall be each citizen's personal responsibility to actively pursue needed resources: to recognize when information is needed, and to be able to find, evaluate, and effectively use information.

Section 2: It shall be each citizen's personal responsibility to recognize (attribute) and honor the intellectual property of others.

Section 3: Since the electronic community of learners is based upon the integrity and authenticity of information, it shall be each citizen's personal responsibility to be aware of the potential for and possible effects of manipulating electronic information: to understand the fungible nature of electronic information; and to verify the integrity and authenticity, and to assure the security of information that he or she compiles or uses.

Section 4: Each citizen, as a member of the electronic community of learners, is responsible to all other citizens in that community: to respect and value the right of privacy for all; to recognize and respect the diversity of the population and opinion in the community; to behave ethically; and to comply with legal restrictions regarding the use of information resources.

Section 5: Each citizen, as a member of the electronic community of learners, is responsible to the community as a whole to understand what information technology resources are available, to recognize that the members of the community share them, and to refrain from acts that waste resources or prevent others from using them.

Article III: Rights of Educational Institutions

Educational institutions have legal standing similar to that of individuals. Our society depends upon educational institutions to educate our citizens and advance the development of knowledge. However, in order to survive, educational institutions must attract financial and human resources and information necessary to accomplish their goals.

Section 1: The access of an educational institution to computing and information resources shall not be denied or removed without just cause.

Section 2: Educational institutions in the electronic community of learners have ownership rights over the intellectual works they create.

Section 3: Each educational institution has the authority to allocate resources in accordance with its unique institutional mission.

Article IV: Institutional Responsibilities

Just as certain rights are assured to educational institutions in the electronic community of learners, so too each is held accountable for the appropriate exercise of those rights to foster the values of society and to carry out each institution's mission. This interplay of rights and responsibilities within the community fosters the creation and maintenance of an environment wherein trust and intellectual freedom are the foundation for individual and institutional growth and success.

Section 1: The institutional members of the electronic community of learners have a responsibility to provide all members of their community with legally acquired computer resources (hardware, software, networks, databases, etc.) in all instances where access to or use of the resources is an integral part of active participation in the electronic community of learners.

Section 2: Institutions have a responsibility to develop, implement and maintain security procedures to insure the integrity of individuals and institutional files.

Section 3: The institution shall treat electronically stored information as confidential. The institution shall treat all personal files as confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the appropriate institutional official, or required by local, state or federal law.

Section 4: Institutions in the electronic community of learners shall train and support faculty, staff, and students to effectively use information technology. Training includes skills to use the resources, to be aware of the existence of data repositories and techniques for using them, and to understand the ethical and legal uses of the resources.

Framers of the Bill: Greg Anderson (MIT), Dagrún Bennett (DePauw), Katharyn Clyde (Carnegie-Mellon), Frank Connolly (American), Stephen Curry (Trinity), Nancy Davis (Dartmouth), Larry Fincher (Oregon), Barbara Fischler (Indiana), Catherine Flum (South Dakota), Tim Foley (Lehigh), Lanny Greaves (Southern Louisiana), Richard Lacy (USC), Michael Lewis (Bard), Brendan McTague (Penn), Margaret Park (Georgia), Jean Armour Polly (NYSERNet), Janet Price (Kalamazoo), Chuck Schneebeck (CSU, Long Beach), Terrie Spetalnick (Vanderbilt), Sue Stager (Indiana), Mike Stevenson (USCB), Robert Tannenbaum (Kentucky), Marilyn VanBergen (Notre Dame), Sally Webster (SUNY/ESF), Bill Yundt (Stanford), Catherine Wendt-Bermi (Washington).

Student Responsibilities

Class Attendance Policies

The College expects all students to attend classes regularly. Specific attendance policies for any course are determined by each instructor. Students must complete all assignments, examinations, and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the responsibility of the student to take the initiative in making up any work missed. Excessive absence may be cause for dismissal from a course or the College.

Accessibility and Accommodations

Americans with Disabilities Act, 1990 and Section 504, Rehabilitation Act, 1973

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation act as it applies to post-secondary institutions stipulate that a college or university must operate each program or activity so that it is readily accessible to individuals with disabilities. Not only does this provision apply to physical facilities on campuses, it also covers all aspects of student life.

Accommodations to and/or substitutions for degree requirements for programs of study are to be considered individually. Obtaining documentation of a disability from a qualified professional is the responsibility of the student and is prerequisite to receiving accommodations. Students are to work through the Center for Academic Success so that correct procedures are followed.

STUDENT RESPONSIBILITIES

Reading Area Community College (RACC) is pleased that you have chosen to begin or continue your college experience. It is important to remember that you have made a choice to attend college and it is a privilege to be at RACC; not a right. As a member of the college community, you now have certain responsibilities to yourself, your fellow students, faculty, staff and all others persons who visit this institution daily. The College expects you will embrace your new role as a college student and meet your responsibilities with dignity, respect, care and concern for all.

Reading Area Community College (RACC) considers the following 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 and fair play. In order to foster these standards RACC students are expected to assume the following college-wide and course-related responsibilities:

College-Wide Student Responsibilities

Research indicates that responsible and successful students demonstrate a good attitude toward their studies and come to class prepared to learn and actively participate in all aspects of a course. They engage in self-discipline, take initiative and responsibility for their own learning, maintain an open mind, develop/utilize critical thinking skills and perhaps of greatest importance, manage their time effectively. Working toward the development and/or improvement of these areas of your life will significantly contribute to your academic success.

1. In the interest of maintaining an atmosphere conducive to the teaching/learning process, it is imperative that students maintain the appropriate behavior while on the RACC campus, attending any RACC sponsored class or event off campus as well as in any virtual classroom/college related activity.

Examples of inappropriate behaviors that will not be tolerated include, but are not limited to, the following:

- willful disobedience;
- profanity or vulgarity;
- disorderly conduct (verbal and/or physical);
- lewd, indecent or obscene conduct or expression;
- open defiance of authority;
- abuse of College personnel including Security staff, maintenance;
- harassing or discriminatory behavior based on race, gender, religion, national origin, age, color, sexual orientation, veteran status, disability, or any other status protected by law; or
- any type of behavior that detracts from the teaching/learning process in or outside of the physical and/or virtual classroom.

Faculty members and staff are authorized to have Security staff remove students who exhibit any of the above behaviors from offices, classrooms, laboratories, testing centers, the library, and anywhere on campus or at College sponsored activities. Students who are unable to conduct themselves appropriately in virtual situations/classrooms will be removed from that setting as well.

2. Appropriate dress is required. Shirts and shoes must be worn at all times. Clothing and accessories with offensive language, racial comments or slurs, or other inappropriate language, logos and/or pictures are unacceptable dress and if worn, the student will be asked to leave campus. (Students should review the College's Code of Conduct contained in the Student Handbook on the website at www.racc.edu for specific information regarding inappropriate dress.)
3. 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 Activity Zone Guidelines that are posted in the library.
4. Permission of the instructor must be obtained before audio taping or videotaping a class.
5. Students must follow the College's Computer Hardware & Software Usage Guidelines in classrooms, laboratories, testing centers, library and at any other locations on campus as well as in RACC online/virtual environments.
6. Children under 18 are not permitted in classrooms, laboratories, or the testing centers unless they are participating in a RACC-sponsored course/event.
7. Children under 18 are not allowed in the library and public areas of the College unless they are participating in a RACC-sponsored course/event or are directly supervised by an adult at all times.
8. Accommodations for programs of study are considered on an individual basis. Obtaining documentation of a disability from a qualified professional is the responsibility of the student and is a prerequisite for receiving accommodations. Students must work with the Center for Academic Success/Office of Disability Services in Berks Hall, room 209 so the correct procedures are followed.

9. No animals are permitted in the offices, classrooms, laboratories, computer classrooms or labs, testing centers, and the library unless they are trained service animals.
10. Congregating at and/or blocking entrances/exits of buildings, walkways, etc. such that students have difficulty moving throughout the campus, particularly on the walkway from Berks Hall to the Yocum Library, is strictly prohibited. Common courtesy is expected from students as they move throughout the campus.
11. Smoking is not permitted on the RACC campus. Security staff has the right to escort students off campus/require them to relocate to public areas if they are smoking on campus. Students will be subject to disciplinary action for failure to comply with this regulation and/or repeated violations of this regulation.
12. Students are expected to abide by rules and regulations that may be specific to a RACC office, classroom, laboratory, testing center, library or any other campus area or RACC online/virtual environment.
13. Students are expected to adhere to the College's Academic Honesty Policy as posted on the College's web site at www.racc.edu.
14. Students are expected to abide by the Code of Conduct contained within the Student Bill of Rights as posted on the College's web site.
15. Students are expected to provide their current contact information (name changes, mailing addresses, phone numbers, etc.) to the Records Office as well as the Yocum Library in order to facilitate College-related communication. This information should be reported in a timely fashion.
16. Students must carry their RACC student identification (ID) card with them while on campus or at College-sponsored events. A RACC ID card must be presented when using the College library, testing center, Fitness Center, computer labs, tutoring center and other facilities. A separate Yocum Library Card is also required to access library services and resources.
17. Email is the official means of communication within the RACC community. Students are expected to utilize their ravens.racc.edu College email account for conducting any electronic business with College faculty, staff and students. Students are expected to check their College email account daily. College personnel are not obligated to respond to any personal emails after the College has issued a raven's email account.

Course-Related Student 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 Division Chair or the Behavioral Intervention Team. Students are expected to notify their instructors by voice-mail or e-mail when they are 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 Activity Zone Guidelines 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 faculty advisor for guidance about program and graduation requirements. Failure to meet with the faculty advisor may result in a delay in graduation.
11. Students are expected to adhere to the College's "Acceptable Use of Technology Policy". The RACC email system is an official means of communication within the college community. 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.

Students are also required to review and abide by the College's Code of Conduct contained within the student handbook section on the College's website. Failure to comply with either the Code of Conduct or any of the items identified in this document may result in disciplinary action up to and including suspension or expulsion from the institution.

Revised July 2010 by the offices of the Senior Vice President/Provost and the Senior Vice President for Enrollment Management/Student Development in conjunction with the Academic and Enrollment Management Teams.

STUDENT ABSENCE FOR RELIGIOUS HOLIDAY OBSERVANCE

The College will attempt to accommodate students for participation in religious observances. Students shall be allowed, whenever practicable, to make up academic assignments missed due to such absences - with the understanding that some programs have limitations on student absence for any reason. It is the student's responsibility to contact the instructor for each course in which work will be missed and to make arrangements for make-up work or examinations.

Procedure

The student is responsible for providing written notification to the professor within the first two weeks of the semester. If the absence will occur within the first two weeks of the semester, then notification should be made no later than the class session before the absence. The notification must identify the religious holiday(s) and the date(s). The student shall hand the written notification to the instructor personally to avoid problems with collecting mail from mailboxes or email. The process should be confidential.

Examinations and Assignments

The make-up examination or substitute assignment must be at a time and place mutually agreeable to the instructor and student, cover only the material for which the student was originally responsible, and be at a comparable level of difficulty with the original examination. In the event that a group of students requires the same make-up examination or substitute assignment, one time and place may be scheduled. The make-up assessment or substitute assignment must not interfere with the student's regularly scheduled classes or final examination.

Classwork

Students are responsible for information and material missed on the day(s) of absence. Students absent for religious observance may request any materials given out during the absence. Students shall be given a reasonable time to make-up class assignments.

Academic Schedule

During advising appointments, advisors and students should work together to avoid religious holiday scheduling conflicts. When planning their classes, students should consider the likelihood that they might be absent from a given course and the consequences involved. Students should choose sections accordingly.

APPEALS PROCEDURE FOR DISCIPLINARY ACTION

1. Disciplinary action is the responsibility of the Behavioral Intervention Team (BIT) which is comprised of the Senior Vice-President for Enrollment Management/Student Development (EM/SD), Associate Vice-President for Enrollment Management/Student Development and the Director – Center for Academic Success. Within the BIT team, only the Senior and Associate VP's for EM/SD have the authority to suspend a student or remove them from campus.
2. After disciplinary action has been taken which can include anything from a warning to expulsion depending on the severity of the offense, a letter is sent to the student, both regular and certified mail, within five (5) working days of the disciplinary meeting between the student and the BIT team member informing the student of the disciplinary action.
3. Upon receipt of the letter, the student has five (5) working days to appeal the disciplinary action by writing a letter to the:

Behavioral Intervention Team
c/o Diane Marabella, Sr.VP for EM/SD
Reading Area Community College
10 South Second St. P.O. Box. 1706
Reading, PA 19603

The letter should specifically indicate that the student is intending to appeal the disciplinary action taken against him/her. If the student does not file an appeal with the BIT Team in the appropriate time frame, the student loses the opportunity to appeal the disciplinary action.

4. The Sr.VP-EM/SD's office will contact the student to conduct an appeal hearing within five (5) working days of receipt of the appeal letter. Three (3) College staff will hear the student's appeal. The staff will consist of the BIT team minus the individual who originally issued the disciplinary action plus the Associate VP for Academic Affairs.
5. A student has the right to counsel (at no charge to the College); however, it is important to note that the hearing is not a legal proceeding. A student can chose to have a parent/guardian/advocate attend the hearing in lieu of counsel.
6. The appeals committee will issue a letter informing the student of the outcome of the appeals hearing within five (5) working days of the hearing. The letter will be sent both regular and certified mail. The decision of the appeals committee is final.

APPEALS PROCEDURE FOR CONSIDERATION FOR RE-ADMISSION AFTER SUSPENSION

1. Disciplinary action is the responsibility of the Behavioral Intervention Team (BIT) which is comprised of the Senior Vice-President for Enrollment Management/ Student Development (EM/SD), Associate Vice-President for Enrollment Management/Student Development and the Director – Center for Academic Success. Within the BIT team, only the Senior and Associate VP's for EM/SD have the authority to suspend a student or remove them from campus.

2. Students who want to be considered for re-admission after having been suspended from Reading Area Community College should plan to inform the College in writing of their intent/appeal and send their request for consideration of re-admission to:

Behavioral Intervention Team
c/o Diane Marabella, Sr.VP for EM/SD
Reading Area Community College
10 South Second St. P.O. Box.1706
Reading, PA 19603

This appeal should be received no later than:

April 15th for the Summer Semester
July 15th for the Fall Semester, and
November 15th for the Spring Semester.

3. It is important that a student understand this appeal process is for consideration for re-admission after suspension from the College; re-admission is not an automatic process.
4. The Sr.VP-EM/SD's office will contact the student to set up an appeals hearing date which will occur no later than ten (10) working days after the request for an appeal has been received. The BIT team as well as any other appropriate staff (Associate Vice-President for Academic Affairs, Disability Services Staff, etc.) will conduct the hearing. During the hearing, a student will be expected to address the following issues. This list is not meant to be all inclusive but to serve as a guide for the appeals process. Other questions/documents may be asked or required based on each individual student's case.
 - a. Provide evidence of what has been learned from the suspension and the behavior/situation that caused the suspension.
 - b. The student must describe what s/he would do differently given what s/he has learned.
 - c. How would the student handle the situation today?
 - d. The BIT team provides a scenario related to the original incident causing the suspension and asks the student to explain how s/he would handle the situation.
 - e. Provide evidence of documentation which was identified in the letter informing the student of the suspension and is a requirement to be considered for re-admission (as appropriate).
5. A student has the right to counsel (at no charge to the College); however, it is important to note that the hearing is not a legal proceeding. A student can chose to have a parent/guardian/advocate attend the hearing in lieu of counsel.
6. If the student is re-admitted, the BIT team will determine under what conditions and time frame the required actions must occur. All conditions and time frames must be explicitly stated in the follow-up letter sent to the student.
7. If the student is permitted to be re-admitted, the BIT team will respond in writing within five (5) working days of the hearing informing the student of the outcome of the hearing and any conditions related to the re-admission. The letter will be sent through both regular and certified mail.
8. If the student's appeal for re-admission is denied, the BIT team will inform the student within five (5) working days of the hearing. The letter must identify why the appeal was denied, what the student needs to do to be considered for re-admission in the future and when the next appeal can occur.

9. The decision of the appeals committee is final.

10. Students may only be permitted to be re-admitted one time after a suspension. Should the student conduct himself/herself in a manner which requires a second suspension, the student will then be permanently expelled from the institution. As with any disciplinary action, the student has the right to appeal this decision which would be made to the President of the College.

BIT 2009-10