

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 and ;
- 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.

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