River Parishes Community College

CATALOG & STUDENT HANDBOOK
FALL 2008 - SUMMER 2009

MEMBERSHIP

River Parishes Community College is a member of the Louisiana Community and Technical College System and is registered with the Louisiana State Board of Regents.

River Parishes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of River Parishes Community College.

Questions regarding RPCC’s procedures, policies and operations should be directed to RPCC’s Executive Vice Chancellor at P.O. Box 310, Sorrento, LA 70778 or by calling 225-675-8270.

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Sorrento, Louisiana 70778
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Volume X
August 2008

This publication contains existing policies and information obtained from the appropriate College officials and is intended to be complete and accurate; however, the College reserves the right to make administrative and policy changes regarding any information contained in this publication without prior notice. In addition, information contained in this publication shall not constitute a binding agreement on the part of the College.

This document is available in an alternative format upon request by calling (225) 675-8270.
# Table of Contents

- Academic Calendar  [Page 4-6]
- College Vision, Mission & Philosophy  [Page 8]
- History of the College  [Page 9]
- Facilities  [Page 9]
- Facts about the Sorrento Area  [Page 9]
- Board, Administration, Faculty, Staff  [Page 11-13]
- Admissions Requirements & Policies  [Page 15-23]
- Student Services & Policies  [Page 25-27]
- Tuition & Fees/Schedules & Policies  [Page 29-34]
- Financial Assistance  [Page 35-38]
- Academic Programs  [Page 49-57]
- Student Handbook  [Page 59-70]
- Course Descriptions  [Page 71-90]
- Index  [Page 91-93]
## Fall Semester 2008

### July
- Fall Schedule Confirmations & Feebills Mailed: July 11

### August
- Early Registration Payment Deadline for Fall: August 8
- Late Registration for Fall: August 11–23 (25 late fee assessed to all continuing/re-entry students)
- First Day of Classes: August 25
- Last Day to Register or Add Classes for Fall: August 27th until 5:30 PM
- Last Day to for 100% Refund on Tuition: August 29

### September
- Labor Day Holiday/Official College Holiday: September 1
- Last Day to Resign/Withdraw from Classes without W Grade: September 5
- Last Day for 50% Refund on Tuition: September 8
- Last Day for 25% Refund on Tuition: September 15
- No Refund on Tuition: September 16

### October
- Mid-Semester: October 13
- Last Day to Resolve Incomplete Grades from previous semester: October 17

### November
- Last Day to Resign/Withdraw from Classes with W Grade: November 10
- Thanksgiving Holidays/Official College Holidays: November 26/5:00 PM 27-28

### December
- Spring Schedule Confirmations and Feebills Mailed: December 3
- Last Day of Fall Classes: December 5
- Final Examinations: December 8-12
- Last Day to Report Final Grades: December 15
- Christmas and New Year Holidays/Official College Holidays: December 24–January 1

All dates are subject to change.
ACADEMIC CALENDAR

Spring Semester 2009

November
Spring Schedule Confirmations & Feebills Mailed December 5

January
Early Registration Payment Deadline for Spring January 7
Late Registration for Spring ($25 late fee assessed to all continuing/re-entry students) January 8-17
Martin Luther King Birthday Holiday/Official College Holiday January 19
First Day of Classes January 20
Last Day to Register or Add Classes for Spring January 22nd until 5:30PM
Last Day for 100% Refund on Tuition. January 26

February
Last Day to Resign/Withdraw from Classes without W Grade February 2
Last Day for 50% Refund on Tuition. February 2
Last Day for 25% Refund on Tuition. February 9
No Refund on Tuition. February 10
Mardi Gras Holiday February 23-24
Mardi Gras Holiday/Official College Holiday February 24

March
Mid-Semester March 9
Last Day to Resolve Incomplete Grades from previous semester March 13

April
Last Day to Resign/Withdraw from Classes with W Grade April 9
Good Friday Holiday/Official College Holiday April 10
Spring Break April 13-17

May
Early Registration for Summer Begins/ Schedule Confirmations and Feebills Mailed May 1
Last Day of Spring Classes May 8
Final Examinations May 11-15
Last Day to Report Final Grades May 18

All dates are subject to change.
Summer Semester 2009

May
Summer Schedule Confirmations & Feebills Mailed May 1
Early Registration Payment Deadline for Summer May 22
Late Registration for Summer ($25 late fee assessed to all continuing/re-entry students) May 26-29

June
First Day of Classes June 1
Last Day to Register or Add Classes for Summer June 1
Last Day for 100% Refund on Tuition. June 3
Last Day for 50% Refund on Tuition. June 8
Last Day to Resign/Withdraw from Classes without W Grade June 10
Last Day for 25% Refund on Tuition. June 12
No Refund on Tuition. June 15

July
Last Day to Resign/Withdraw from Classes with W Grade July 9
Independence Day Holiday/Official College Holiday July 4
Fall Schedule Confirmations & Feebills Mailed July 10
Last Day of Summer Classes July 20
Last Day to Resolve Incomplete Grades from previous semester July 20
Final Examinations July 21-22
Last Day to Report Final Grades July 24

All dates are subject to change.
GENERAL INFORMATION
College Vision, Mission, & Philosophy

Vision
River Parishes Community College will be the premier post-secondary learning resource for the river parishes.

Mission
River Parishes Community College is an open-admission, two-year, post-secondary public institution serving the river parishes. The College provides transferable courses and curricula up to and including Certificates and Associates degrees. River Parishes Community College also partners with the communities it serves by providing programs for personal, professional, and academic growth.

River Parishes Community College fulfills its mission by:
1. Providing students with appropriate education, training, and student services at moderate costs, convenient times, and accessible locations to increase their success in obtaining an Associates Degree at RPCC, transferring to baccalaureate studies, or entering the workforce.
2. Developing responsive, innovative education and training programs that prepare students for immediate employment or transfer to two- and four-year colleges or universities.
3. Creating interactions among students, faculty, and staff that stimulate learning.
4. Offering student services programs to motivate students to maximize their potential for learning through goal attainment, healthy competitiveness, and the development of teamwork, leadership, critical thinking, problem solving, information literacy, and citizenship skills.
5. Creating a campus environment that encourages quality learning experiences and that reinforces the value of cultural and economic diversity and mutual respect.
6. Strengthening mutually beneficial partnerships with secondary education and universities, business and industry, government agencies, economic development entities, and community-based organizations that expand educational opportunities for current and future students.
7. Making effective use of new and emerging technology to improve teaching and learning in RPCC’s classrooms, laboratories, and other learning environments.
8. Recruiting and retaining exemplary faculty, staff, and administrators through continuous professional development, and attracting and supporting the professional development and retraining of faculty, staff, and administrators at RPCC.
9. Effectively developing and managing the resources allocated for capital and operational expenses to support the mission of the College.

Philosophy
River Parishes Community College is dedicated to developing and assisting students to achieve personal, professional and academic success. In an effort to ensure that students have opportunities to develop, the College’s administration, faculty and staff are committed to the following:

Access: RPCC will strive to make courses, programs and services affordable and available to all citizens of the river parishes. RPCC is a two-year open admissions institution.

Responsiveness: RPCC will collaborate with community leaders, advisory boards, industry leaders, and business and student groups in developing curriculum, programs and services that meet the needs of the communities it serves.

Excellence: RPCC is committed to establishing a teaching/learning environment, both inside and outside the classroom, that sustains institutional excellence.
Quality Services: RPCC is committed to providing personalized, quality service to all students who select to enroll at the College.

History of the College
River Parishes Community College was born out of a Senate Concurrent Resolution approved by the 1997 Regular Louisiana Legislative Session. It was the brainchild of State Senator Louis J. Lambert, a native of Sorrento, who, along with his colleagues in the legislature, recognized that Louisiana was one of the most populous states in the country without a community college system to serve its citizens. Even though two community colleges had existed in the state for decades, and another was established in 1992, they were not placed within a comprehensive system of their own. In the fall of 1998, Louisiana voters approved a constitutional amendment establishing the Louisiana Community and Technical College System and its Board of Supervisors. River Parishes joined these six other community colleges in the state under the new system: Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Nunez Community College, South Louisiana Community College, and Louisiana Delta Community College.

The College enrolled a charter class for the fall of 1999 offering courses that appeal to students who desire to transfer into an upper division program and complete a baccalaureate degree. RPCC faculty taught classes in Sorrento at St. Anne's Catholic Church, the Sorrento Fire Station, and at the Louisiana Technical College-Ascension Campus while a new campus was constructed on John LeBlanc Boulevard, just east of Interstate 10. Faculty and staff moved into the campus in November 1999, and spring term classes were offered at the new facility.

The College is located in the small Ascension parish town of Sorrento in what is known as the river parishes region of the state because of the proximity of the parishes to the Mississippi River. RPCC's primary service area is southern Ascension, Assumption, St. James and St. John parishes. These river parishes sit at the crossroads of South Louisiana's historic Plantation Country, and they are home to several of the nation's large petro-chemical companies.

Meeting the higher education needs of a fast-growing population as well as local industry should insure the College's steady growth and a bright future.

In the Spring of 2001, the College submitted to the Louisiana Community and Technical College System and to the Louisiana Board of Regents proposals for three degree programs. The College received approval to offer an Associate of Arts in Liberal Arts, an Associate of General Studies with various concentrations, and an Associate of Science in General Science.

In June 2003, the College was approved as a Candidate for Accreditation by the Commission on Colleges of the Southern Association of Colleges of Schools. Full accreditation was awarded by the Commission on Colleges in December 2004.

Facilities
After working and teaching in borrowed spaces during its inaugural fall 1999 semester, the College moved into a new campus in November of 1999. The Acadian style campus is located on a 40 acre site next to Bayou Conway on John LeBlanc Blvd.

The focal point of the campus is a recently renovated 130 year-old, white, plantation-style home. This 6,588 square foot building houses the Chancellor and other professional support staff as well as faculty offices and classrooms.

Facts about the Sorrento Area
Sorrento, Louisiana is a small town located in southern Ascension Parish. The first three settlers of Sorrento were Desire LeBlanc, Sr., Jerome Lee, Sr., and Jules Trabeau, who each homesteaded 160 acres of land near Bayou Conway in the late 1860's. They came in search of new farming land, and new fishing and hunting grounds. At this time, Sorrento was known as Conway.

The first railroad right-of-way was established in 1902. Then in 1908, the Louisiana Railroad and Navigation Company was established; it was built by a German immigrant named William Edenborn. The railroad ran in conjunction with the Dutch Steamship Line and New Orleans was the terminal for the joint venture.
One year later, in 1909, Edenborn named the town Sorrento. It is claimed that he took his young bride to Sorrento, Italy for their honeymoon and that is where he got the name. The first sawmill was established in Sorrento in 1909, marketing mostly cypress and tupelo gum. It closed in 1921.

Jack Lloyd published Sorrento’s first and only newspaper, the “Progressive” around 1928. Sorrento was incorporated as a village in 1956, and on August 20, 1962 was reclassified as a town. It has a current population of approximately 1500.

Sorrento is home to the Cajun Village, located at the corner of Highways 22 and 70. It is made up of historic Acadian homes that have been restored to house unique specialty shops where visitors can get a taste of Cajun culture, foods, as well as arts and crafts and antiques. Cajun dance lessons and quilt making are also offered at the Village.

There is no lack of fine events in the small, rural community. It plays host to several annual festivals and cultural activities. These include: the Flying Eagle Pow Wow, a celebration of the Native American culture through dance, music, arts, crafts, and demonstrations and the Boucherie Festival, with activities that include the “Cracklin Cooking World Champion” competition, dancing, a pageant, a parade, carnival rides, and other special events.
LOUISIANA COMMUNITY &
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ADMISSIONS REQUIREMENTS & POLICIES
ADMISSION TO THE COLLEGE

River Parishes Community College has an open admissions policy. A prospective student seeking admission to River Parishes Community College must submit an Application for Admission, a non-refundable $10 application fee, and required documents. Following receipt of the application and documents, the applicant is classified in the applicable admission classification and must meet the respective admission requirements. Following evaluation of the applicant’s credentials, the applicant is placed in the appropriate admission status and will receive a letter of admission.

River Parishes Community College will make reasonable special services and accommodations available to students with learning, psychological, and/or physical disabilities. Students needing these services and accommodations must complete an Application for Accommodations form (available in the Student Services Office), provide current and comprehensive documentation of the disability, and be determined eligible for services. For additional information, please refer to the Students with Disabilities section of this catalog.

River Parishes Community College has not petitioned the United States Department of Justice, Immigration and Naturalization Service for approval of the school for attendance by non-immigrant students, and cannot issue the immigrant form I-20. For further information about admission to the College, or for an application, contact the Office of Admissions.

ADMISSION CLASSIFICATION & REQUIREMENTS

FRESHMAN

An applicant who has never attended any college or university will be classified as a freshman applicant. To be eligible for admission, a freshman applicant must be a graduate of a state approved high school, or possess a high school diploma received through the General Education Development Program (GED) and must submit ACT scores. An applicant who does not possess a high school diploma from a state approved high school or GED, and who is at least 18 years of age may be considered for admission upon completion of diagnostic testing. The testing will be used to determine the applicant’s ability to benefit from programs offered at River Parishes Community College.

River Parishes Community College will recognize the following test and minimum scores as demonstration of an individual’s ability to benefit:

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-algebra/numerical</td>
<td>25</td>
</tr>
<tr>
<td>Reading</td>
<td>62</td>
</tr>
<tr>
<td>Writing test</td>
<td>32</td>
</tr>
</tbody>
</table>

RPCC will request final high school transcripts from the Board of Regents and the LA Dept of Education’s Student Transcript System for students who have graduated from a LA high school in 2003 or later. Anyone graduating from high school prior to 2003 must submit an official, final high school transcript.

GED diploma (if applicable) and ACT scores (for students with GED or HS graduation dates within the past year) are also required. ACT scores reported on the high school transcript (on ACT label) or student copies of the scores are acceptable for admission. However, if the applicant is seeking Advanced Placement Credit, official scores must be received from the testing service. See the Advanced Placement Credit section of this catalog for further information.

DUAL ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

High school students may apply for the Dual Enrollment Program at River Parishes Community College. These students must be enrolled as a high school student and must have written approval from their high school principal or counselor, and parents. To qualify for the Dual Enrollment Program, students must place into a college...
level English and/ or Math course using scores from either the COMPASS placement test (given at RPCC) or the ACT test.

Students enrolling in the Dual Enrollment Program may enroll for a maximum of seven hours for one semester. According to RPCC’s Dual Enrollment policy, those students who earn a grade of “C” or better in each course may continue enrollment the next semester.

Those students who earn a grade less than a “C” in any course must be re-evaluated on a case by case basis. It will then be determined whether or not the student will be allowed to continue in this program. All RPCC coursework will become part of the student’s permanent college record. Upon graduation from high school, the student may apply for admission as a regular freshman.

TRANSFER

An applicant who has attended a college or university will be classified as a transfer applicant. Official transcripts must be submitted from each post-secondary institution attended.

To be eligible for automatic admission, a transfer applicant must be eligible to re-enter the institution from which he or she is transferring.

RE-ENTRY

An applicant who has previously attended River Parishes Community College, but whose enrollment was interrupted for a minimum of 1 semester will simply complete an Application for Admission and indicate Re-Entry for Enrollment Classification. These students will not be assessed an application fee.

Students applying to re-enter the College: (1) must submit an official transcript from each college or university attended since leaving RPCC, regardless of whether credit was earned. (2) may be placed on academic probation or warning upon re-entry. (3) must adhere to all registration deadlines and policies.

VISITING

Students enrolled at another accredited college who are eligible to continue at that institution in the next regular semester or term and who are not on scholastic warning or probation may register as a Visiting Student for one semester or summer term only. These students must submit a letter of good academic standing from the Office of the Registrar at the last college attended and for advising purposes they must submit an unofficial transcript or grade report for those classes that require prerequisites.

Students admitted on a visiting student basis who wish to be considered for regular admission must complete a new application for admission and must supply official transcripts of all college work previously taken.

CROSS ENROLLMENT

River Parishes Community College has entered into Cross Enrollment Agreements with Nicholls State University, Southern University New Orleans, Southeastern Louisiana University, the Louisiana Technical College-Region 9 campuses and the Louisiana Technical College-River Parishes Campus. These agreements allow students to cross enroll in courses not available at the home institution, and tuition is based upon the home institution’s tuition rate. RPCC will continue efforts to sign Cross Enrollment Agreements with other colleges. For further information or an updated list of participating institutions, RPCC students should contact the Office of Student Services and non-RPCC students should contact their home institution.

NON-MATRICULATING

An applicant who desires to take a limited number of courses for credit but not a candidate for a degree/certificate program nor pursuing admission to a degree/certificate program is classified as a non-matriculating applicant.

Transient and summer only students will be placed in this classification. Non-matriculating applicants must meet the appropriate admissions requirements. Non-matriculating applicants are admitted one semester. To continue enrollment, non-matriculating students may seek regular admission with an Application for Admission or must have the approval of the Dean’s Admissions Committee to continue as a non-matriculating student.
AUDITING

An applicant who does not want to earn college credit is classified as an auditing applicant.

Auditing applicants must complete an application for admission, submit all required documents, and meet the appropriate admission requirements. See Auditing section of this catalog for further information.

ADDITIONAL REQUIREMENTS

In addition to the above admission requirements, applicants to RPCC are required (if applicable) to provide the following:

1. Proof of Immunization

   As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, tetanus-diphtheria, and meningitis as a condition of enrollment.

   Students will not be allowed to complete the registration process unless they have met the immunization requirement. The requirement can be met either by submitting proof of immunity or by signing a waiver claiming exception from the immunization policy. Immunization Compliance forms, which have a section for the student’s physician to complete and a section for those who chose the waiver option, are available in the Office of Admissions.

   In the event of an outbreak, the college will require students without immunizations to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

2. Proof of Selective Service Registration

   In accordance with R.S. 17:3151, male applicants between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant’s Selective Service Registration Card or a printout from the Selective Service website indicating the applicant’s registration status. The following categories of students are exempted from this requirement:

   1. Males currently in the armed services and on active duty.
   2. Veterans of the armed services who submit a copy of their DD214 discharge certificate.
   3. Males not yet 18 years of age.

3. Proof of Residency

   All new students must provide proof of their residence with their application for admission. Acceptable documentation may include a valid driver’s license or State I.D. card, current mortgage or rent receipts, most recent state and/or federal tax returns, and other documents that indicate where a student’s official domicile is located. The Director of Admissions may require multiple forms of proof in order to determine residency for admissions and billing purposes.

   Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school.
ADMISSION STATUS

FULL ADMISSION
The applicant who meets the admission requirements and has submitted all required documents is fully admitted to the College.

PROVISIONAL ADMISSION
The applicant who meets the admission requirements based on unofficial transcripts, or who is currently enrolled at another institution at the time admission is determined, may be admitted provisionally on the basis of unofficial or incomplete transcripts. The Director of Admissions approves provisional admission on this basis only under special circumstances. Official and complete transcripts must be received within thirty days after the first day of class of the semester in which the applicant enrolls in order to continue enrollment and to be removed from provisional acceptance. The applicant who does not submit complete official transcripts may be automatically dropped from the college, may not receive any grades or transcripts, and may not be allowed to re-enroll until these transcripts have been received.

ADMISSION ON PROBATION
The following applicants, if admitted to RPCC, will be admitted on probation:
1. The re-entry applicant who was last enrolled at RPCC on probation or suspension status. (see suspension section of this catalog for further information)
2. The transfer applicant who is eligible to re-enter the previous college and was placed on academic probation at that college.
3. The transfer applicant who is eligible to re-enter the previous college and was not placed on probation - if the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at RPCC.
4. The transfer applicant who last was enrolled at another institution on suspension status. Credits earned at RPCC while the student is on suspension status at the suspending institution may not be accepted for degree credit at the suspending institution. Other colleges/universities are also not likely to accept such credit.

PLACEMENT TESTING
Once accepted to the College, some students may be required to take a placement test. The tests are used to determine the student’s skills in reading, writing, and math. The results of the tests are used for course placement and academic advising. Students will be contacted by the Office of Student Services to schedule the tests.

There is no fee for the first test required for RPCC admission. Individuals requesting to retest to improve their scores or for those who are testing for purposes other than RPCC admission must make an appointment with Student Services. The cost is $10.00 for one test and $20.00 for the three-part writing, reading and mathematics test. Students should bring a receipt for the test from the bursar’s office and a picture ID on the day of the testing appointment.

Students who are admitted as non-matriculating, visiting, or auditing are not required to take the placement test except for placement in English and mathematics courses. However, if application is made to seek regular admission, the student may be required to take the placement test at that time. RPCC will honor placement equivalency scores from other institutions.

ACADEMIC ADVISING
After testing is complete, students will meet with an academic advisor who will review the student’s academic record, assist in designing a course of study, and begin the pre-registration process with the student. A meeting with the academic advisor is required. See Student Service and Academic Studies sections of the catalog for further information about Academic Advising and Pre-registration.
TRANSFER CREDIT

River Parishes Community College accepts transfer credit from both traditional and non-traditional sources for students enrolling for the first time. Once admitted to a degree or certificate program at the College, students are encouraged to contact the Office of Counseling Services prior to enrolling in courses at other institutions. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted under the same guidelines used for traditional transfer credit students.

TRADITIONAL TRANSFER CREDIT

Upon receipt of official transcripts from institutions of higher learning, the Office of Admissions will evaluate the records to determine transfer credit. The student will be notified in writing, at the time of admission, of accepted credit. Credit accepted for transfer will be recorded on the student’s permanent record. Acceptance of credit for transfer does not guarantee the course will be used to meet pre-requisite or degree or certificate program requirements.

Students may transfer credits earned through correspondence study at an accredited institution. Transfer credit from regionally accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. The Dean of Academic Studies determines the acceptance of courses that are not equivalent to RPCC courses and courses taken more than ten years before a student transfers to RPCC.

Grades for transferred courses will be interpreted using the following criteria:
1. Grades of W or IW will be recorded.
2. Plus (+) or minus (-) symbols will be disregarded.
3. Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
4. Failing grades (F) will count as hours attempted.
5. Grades in developmental or remedial courses are treated the same as grades in other courses.
6. Incomplete grades (I) will be treated as if earned at RPCC.
7. Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3.
A grade of C or better may be required to meet pre-requisite or program requirements.

NON-TRADITIONAL CREDIT

I. Credit from non-regionally accredited institutions

Transfer credit from non-regionally accredited institutions may be accepted at River Parishes Community College. Special consideration is given to courses from institutions listed in the Louisiana Board of Regents Student Transfer Guide and General Education Articulation Matrix. Students desiring to transfer from non-regionally accredited institutions may request a review of this credit by the Dean of Academic Studies.

II. Advanced Placement Credit by Examination

River Parishes Community College has identified three sources by which advanced college credit may be earned. These are: Credit by ACT COMPASS, Credit by Departmental Proficiency Examination and Credit by College Level Examination Program (CLEP) Subject Examinations.

RPCC has developed the following guidelines for granting college credit from these sources:
1. Student must be currently enrolled at RPCC.
2. Semester hours of credit earned through these options are assigned a grade of “P”. No quality points are earned, and the grade is not used to compute the grade-point average.
3. A maximum of 24 semester hours of credit may be awarded.
4. Credit cannot be awarded for a course that a student has previously completed at any college/university.
5. Students may earn no more than 1/3 of the credits for the required major courses.
6. Credit earned may not be used to satisfy residence requirements.
7. A student may not receive credit in more than one course in a two-semester sequence or two courses in a four-semester sequence.
8. Students who plan to use these credits to meet degree requirements of other insti-
Institutions should contact those institutions for their policies.

1. Advanced Placement by ACT COMPASS

Advanced Placement Credit in English and math is available to students who demonstrate competency in these areas through either their ACT COMPASS scores or ACT subscores in English or math. A grade of “C” or better in the advanced placement course is required in order for the student to receive credit for the bypassed course.

2. Credit by Departmental Proficiency Examination

Credit is available to students who have mastered the content of a college course and can demonstrate competency in course content through successful completion of a Departmental Proficiency Examination if available. Students must be enrolled in RPCC coursework. A student who desires to apply for credit by examination should contact the Dean of Academic Studies for further information. A fee of $15 per credit hour is assessed for this credit.

<table>
<thead>
<tr>
<th>CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP SUBJECT EXAM</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Accounting, Principles</td>
</tr>
<tr>
<td>Algebra, College</td>
</tr>
<tr>
<td>American Government</td>
</tr>
<tr>
<td>American History I</td>
</tr>
<tr>
<td>American History II</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
</tr>
<tr>
<td>Biology, General</td>
</tr>
<tr>
<td>Calculus with elementary functions</td>
</tr>
<tr>
<td>Chemistry, General</td>
</tr>
<tr>
<td>Composition, Freshman</td>
</tr>
<tr>
<td>English Literature</td>
</tr>
<tr>
<td>French-College Level 1</td>
</tr>
<tr>
<td>(two semesters)</td>
</tr>
<tr>
<td>(four semesters)</td>
</tr>
<tr>
<td>(four semesters)</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
</tr>
<tr>
<td>Macroeconomics, Intro</td>
</tr>
<tr>
<td>Microeconomics, Intro</td>
</tr>
<tr>
<td>Psychology, Intro</td>
</tr>
<tr>
<td>Sociology, Intro</td>
</tr>
<tr>
<td>Spanish-College Level 1</td>
</tr>
<tr>
<td>(two semesters)</td>
</tr>
<tr>
<td>(four semesters)</td>
</tr>
<tr>
<td>Spanish-College Level 2</td>
</tr>
<tr>
<td>(four semesters)</td>
</tr>
<tr>
<td>Trigonometry, College</td>
</tr>
<tr>
<td>Western Civilization I</td>
</tr>
<tr>
<td>Western Civilization II</td>
</tr>
</tbody>
</table>
3. **Credit by College Level Examination Program (CLEP) Subject Examinations**

The awarding of credit under CLEP is based on the scores earned on subject exams with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official test scores to receive credit. The subjects and credits for which students may receive advanced placement credits are listed on page 21.

4. **Life Experience Assessment Program**

In accordance with recent trends toward the recognition of non-traditional learning experiences, River Parishes Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

No more than 25% of the total hours applicable toward a degree or certificate may be from non-traditional, portfolio-based, and/or LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from non-traditional, portfolio-based, and/or LEAP credit. A student must be both enrolled and in good standing at the time of application and may only make an application once for any given course. There is also a non-refundable fee that must be paid prior to the application being accepted.

For information and more detail on the procedures on how to apply for LEAP credit, students should contact the Office of the Registrar.

5. **Military Credits**

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar's Office. Credit recommendations from the American Council on Education are usually accepted. A student's academic advisor will determine which credits earned through military training are applicable toward graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

**ACADEMIC AMNESTY**

Students who have not been enrolled in a college or university because of academic deficiencies may petition for academic amnesty at RPCC. The following standards shall apply:

1. At least three years must have elapsed between the end of the semester in which the student was last registered for credit at any college or university and the first semester under which academic amnesty is being sought, and the student has not been granted academic amnesty at any previous institution attended.

2. The student must submit an application for academic amnesty to the Dean's Admissions Committee during the first semester (by the last day of class as published in the Academic Calendar) in which the student registers at RPCC. The application shall include evidence that the student has demonstrated the conditions which led to academic deficiencies have changed and that there are reasonable expectations of satisfactory academic performance.

3. The Dean's Admissions Committee will evaluate each application and recommend for approval only those applicants who satisfy the requirements and can demonstrate the potential for success. Applying for academic amnesty does not ensure academic amnesty will be granted.

4. If granted, no prior credit carries forward as part of a degree or certificate program; however, the prior record remains a part of the student's overall academic record.

5. If granted, the date of academic amnesty will be recorded on the academic record and reported on the official transcript along with a statement prohibiting use of previously earned credits and quality points in order to:
   a. Meet degree requirements.
   b. Compute the grade-point average leading toward undergraduate certificates or degrees.
c. Determine graduation status.
6. Upon being granted academic amnesty, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.
7. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of C or higher were earned.
8. River Parishes Community College will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of which institutions were attended.
9. Students are cautioned that many undergraduate professional curricula and graduate and professional schools compute the undergraduate grade-point average on all hours attempted when considering applications for admission.
10. If granted, the student will sign a form certifying that they understand the ramifications of academic amnesty.

AUDITING

A student who desires to enroll in a college credit course for personal enrichment and who does not want to earn college credit may apply to audit the course. See Admission to the College section of this catalog for further information about being admitted as an auditor.

A student currently enrolled at RPCC may audit a course with the approval of his or her academic advisor. A student may audit no more than the number of courses approved by their academic advisor. The tuition and fees assessed for a course being audited are the same as those being taken for credit.

The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the official last day to Register or Add Classes as published in the Academic Calendar.

An auditor will not receive college credit and will not be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course. Audited courses are not included in calculating the student's grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.
STUDENT SERVICES & POLICIES
Student Services

The Office of Student Services, under the direction of the Dean of Students and Enrollment Management and together with the Office of Academic Services, offers a variety of programs and services to assist students in achieving their educational goals. Students with questions or concerns about the services that follow are encouraged to contact the Dean of Students and Enrollment Management.

GENERAL CATALOG
Published annually by the Office of Student Services, the RPCC General Catalog serves as a written guide to the College's academic programs and to relevant policies and procedures. The catalog is distributed to new students during orientation and is also available through the College's web site, http://www.rpcc.edu. Students are responsible for familiarizing themselves with and adhering to the rules and regulations cited within this publication.

COUNSELING SERVICES
The primary function of the Office of Counseling Services is to support students' educational development and personal well-being. To this end, the Office of Counseling Services offers students academic, career, and personal counseling in an accepting environment that encourages learning, self-exploration, and academic success. Staff members also provide help with and/or information about the following:
- Course selection and scheduling
- Placement tests
- College policies and procedures
- Personal issues that may be interfering with academic success
- Career concerns
- Transfer issues/resources
- Study skills information
- Time management
- Decision-making skills

PLACEMENT TESTING
Upon admission to the College, students may be required to take the Computer Adaptive Placement Assessment and Support System (COMPASS). This test is administered to students whose placement in English, reading, and mathematics cannot be determined by ACT scores or transfer credits. Students who need to take the placement test will be notified by the Office of Student Services. These students may then schedule an appointment for testing, which should take place prior to scheduling classes.

Students required to take the test for placement purposes at RPCC will not be assessed a testing fee. However, students who request and receive permission to retest in an attempt to improve their scores will be charged a fee. Also, those taking the test for purposes other than placement at RPCC will be charged. The cost is $20.00 for the complete assessment, which covers writing, reading, and mathematics. Those taking only one of these tests will be charged $10.00.

FRESHMAN ORIENTATION AND ADVISING PROGRAM
Please refer to page 67 in the Student Handbook section.

ACADEMIC ADVISING
The Office of Counseling Services provides educational advising services to all students throughout their academic careers at RPCC. The goal of academic advising is to enable students to select plans of study that are consistent with their educational and/or career goals. For more information, please refer to the sections entitled "Course Scheduling and Registration" and "Transfer Services."

COURSE SCHEDULING AND REGISTRATION
Each semester, continuing students may schedule course through one of the following three methods: online registration, drop-off registration, and group advising. Online and drop-off registration are designed
for students who do not need assistance with course selection. Students who need help with this process must attend a group advising session. These advising meetings are coordinated by the Office of Counseling Services, and counselors and/or advisors are present to guide students through the course selection process. Not all of these course scheduling methods are available throughout the registration periods for continuing students. It is therefore important that students take note of the scheduling calendar available each semester in the Registration Bulletin.

Approximately one week prior to the payment deadline, the Registrar’s Office will mail students a Schedule Confirmation and Feebill to students who have scheduled classes. Students who schedule after feebills are mailed but before the payment deadline will be given a feebill at the time that they schedule. In either case, feebills reflect all activity on students’ accounts as well as the total amount due and the payment deadline. Students must follow the registration instructions and submit full payment in a timely manner in order to be considered registered. For other payment options (including an online deferment plan) refer to “Payment Options” in the Tuition, Fees, Schedules, and Policies section of this catalog.

Students who schedule classes after the early registration payment deadline and prior to the last day to add classes will receive a Schedule Confirmation and Feebill at the time that they schedule and are expected to pay at that time. Thus, no feebill will be mailed, and these students must still comply with all other registration procedures and deadlines.

STUDENTS WITH DISABILITIES

The Office of Counseling Services coordinates accommodations and services for students with disabilities. In compliance with the Americans with Disabilities Act (ADA), this office ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Counseling Services’ goal is to provide an academic, social, and physical learning environment that is fully accessible to students with disabilities.

Students with disabilities that affect academic functioning may apply for accommodations by submitting to the Director of Counseling Services current and comprehensive documentation of the disability with a completed documentation cover sheet. Documentation guidelines and the cover sheet are available in the Handbook for Students with Disabilities, which is on the College’s web site, www.rpcc.edu. Students who submit complete documentation that demonstrates the need for reasonable accommodations will then be directed to schedule a meeting with the Director of Counseling Services in order to register for services.

Students should apply early so that accommodations can be arranged in a timely manner. Individuals with questions about this process should contact the Director of Counseling Services.

TRANSFER SERVICES

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with the area colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC advisor as well as an advisor from the transfer institution to ensure that courses taken at RPCC will count toward the fulfillment of degree requirements at the transfer institution. Students may also refer to the Louisiana Board of Regents Statewide Student Transfer Guide and Articulation System to determine how general education courses will transfer from one Louisiana public college or university to another. These matrices are available through the Board of Regents web site, http://www.regents.state.la.us.

When applying to a transfer institution, students will be required to submit an official RPCC transcript. To request that this be sent, students should complete a Request for Transcript form, which is available in the Student Services Office, or on the college’s website.
# Schedule of Tuition

Tuition, fees, and additional costs are outlined in the charts that follow. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>TUITION LA Resident</th>
<th>TUITION Non LA Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td>2</td>
<td>$138</td>
<td>$138</td>
</tr>
<tr>
<td>3</td>
<td>$206</td>
<td>$206</td>
</tr>
<tr>
<td>4</td>
<td>$274</td>
<td>$787</td>
</tr>
<tr>
<td>5</td>
<td>$342</td>
<td>$962</td>
</tr>
<tr>
<td>6</td>
<td>$410</td>
<td>$1,137</td>
</tr>
<tr>
<td>7</td>
<td>$478</td>
<td>$1,312</td>
</tr>
<tr>
<td>8</td>
<td>$546</td>
<td>$1,487</td>
</tr>
<tr>
<td>9</td>
<td>$614</td>
<td>$1,662</td>
</tr>
<tr>
<td>10</td>
<td>$682</td>
<td>$1,837</td>
</tr>
<tr>
<td>11</td>
<td>$750</td>
<td>$2,012</td>
</tr>
<tr>
<td>12 or more</td>
<td>$818</td>
<td>$2,187</td>
</tr>
</tbody>
</table>

TUITION IS REFUNDABLE ACCORDING TO COLLEGE POLICY.

**STUDENT CLASSIFICATION FOR TUITION PURPOSES**

Resident & Non-Resident Classification

The governing board of River Parishes Community College has established policies for determining residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Admissions from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles, and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by the Office of Admissions.

For further information about the resident classification policy and the conditions which may be used to determine residence status, contact the Office of Admissions.
## Fee Schedule

<table>
<thead>
<tr>
<th>Fee Category/ Amount</th>
<th>Service</th>
<th>Time of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>for processing the application</td>
<td>upon submission of an application for admission</td>
</tr>
<tr>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration/ Activity Fee</strong></td>
<td>for additional student services and materials used in the classroom and laboratories</td>
<td>at registration</td>
</tr>
<tr>
<td>Full-time Student</td>
<td>$80 fall/spring</td>
<td></td>
</tr>
<tr>
<td>$40 summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time Student</td>
<td>$40 fall/spring</td>
<td></td>
</tr>
<tr>
<td>$20 summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Excellence Fee</strong></td>
<td>for enhancement of academic services in the classroom</td>
<td>at registration</td>
</tr>
<tr>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Excellence Fee</strong></td>
<td>for enhancement of teaching, learning resources and technology</td>
<td>at registration</td>
</tr>
<tr>
<td>$5 per credit hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(maximum 12 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Late Registration Fee (nonrefundable)</strong></td>
<td>for continuing and re-entry students allowed to register late</td>
<td>at registration if applicable</td>
</tr>
<tr>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Laboratory Fee</strong></td>
<td>for courses with wet labs</td>
<td>at registration if applicable</td>
</tr>
<tr>
<td>$25 per course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$15 per course</td>
<td>for courses with computer labs</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation Fee</strong></td>
<td>for graduation costs (caps, gowns, etc.)</td>
<td>in the final semester of study to complete a degree or certificate</td>
</tr>
<tr>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Exam Fee</strong></td>
<td>for credit examinations</td>
<td>at the time of examination</td>
</tr>
<tr>
<td>$15 per credit hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FEES ARE NON-REFUNDABLE once classes have begun.
# Additional Costs

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Amount</th>
<th>Time of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks &amp; Class Materials</td>
<td>depending on course</td>
<td>at time of purchase</td>
</tr>
<tr>
<td>Returned check</td>
<td>$20</td>
<td>upon notification</td>
</tr>
</tbody>
</table>

THE COSTS OF TEXTBOOKS AND CLASS MATERIALS ARE REFUNDABLE ACCORDING TO SUPPLIER’S POLICY. CHECK FEE IS NON-REFUNDABLE.

## Full-time/Part-time Classification

A student is classified, for enrollment verification and financial aid and fee purposes, as either full-time or part-time based upon the number of credit hours attempted and as defined as follows.

## Fall & Spring Semesters

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>Full-time</td>
</tr>
<tr>
<td>9-11</td>
<td>Part-time 3/4 time</td>
</tr>
<tr>
<td>6-8</td>
<td>Part-time 1/2 time</td>
</tr>
<tr>
<td>1-5</td>
<td>Part-time &lt; 1/2 time</td>
</tr>
</tbody>
</table>

## Summer Semesters

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+</td>
<td>Full-time</td>
</tr>
<tr>
<td>5</td>
<td>Part-time 3/4 time</td>
</tr>
<tr>
<td>3-4</td>
<td>Part-time 1/2 time</td>
</tr>
<tr>
<td>1-2</td>
<td>Part-time &lt; 1/2 time</td>
</tr>
</tbody>
</table>
SCHEDULE CHANGES
Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE
Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course upon completion and submission of a Course Withdrawal form by the deadlines published in the academic calendar.

Resignation from the College is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign from the College upon completion and submission of a Resignation form by the deadlines published in the academic calendar.

Students begin the withdrawal or resignation process by contacting the Office of Student Services to obtain the necessary form.

Students will not receive a "W" grade if the transaction takes place by the last day to withdraw without a grade of "W". Students will receive a grade of "W" if the transaction takes place prior to the last day to withdraw or resign.

Students who discontinue class or leave the College without following the official procedures are subject to receiving a grade of "F" posted on their RPCC academic record for each course in question.

REFUND POLICY
Upon official withdrawal or resignation from the College, refunds will be made as follows:
- Refunds are calculated on the tuition amount only, minus $15 per transaction.
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

TUITION REFUND SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Fall and Spring Semesters</th>
<th>Summer Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including first five days of semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Sixth through tenth day of semester</td>
<td>50%</td>
<td>none</td>
</tr>
<tr>
<td>Eleventh through fifteenth day of semester</td>
<td>25%</td>
<td>none</td>
</tr>
<tr>
<td>After fifteenth day of semester</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>Fourth through sixth day of semester</td>
<td>Seventh through tenth day of semester</td>
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<tr>
<td></td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>After tenth day of semester</td>
<td>none</td>
</tr>
</tbody>
</table>

POST-REGISTRATION AUDIT
After the last day to register or add in each semester, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be mailed to the student or responsible party. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately.

If a student has reason to believe the College owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, the College will issue that refund through the proper channels and in accordance with College policy.

CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS
Checks returned to the College because of insufficient funds will be assessed a $20 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose
the privilege of writing checks to the College. In addition, grade reports and official transcripts will be withheld, and enrollment in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to the College will have serious disciplinary consequences. Students who have written a check to the College and then stop payment on that check will lose the privilege of writing checks to the College and will be subject to immediate dismissal from the College. Students dismissed from the College under these circumstances will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

PAYMENT OPTIONS:
- In person – Pay by cash, check, money order or credit card (Visa/Mastercard)
- Mail - Send check or money order to Business Office, P. O. BOX 310, Sorrento, LA 70778
- Online Deferment Plan – Various plans are available via Facts Management Company. Visit www.rpcc.edu for full online payments and various monthly plans.
- Credit Card – Payments submitted via a credit card are subject to a non-refundable processing fee. Note: Fee is currently 2.05% which is subject to change.

UNPAID BALANCE & DELINQUENT ACCOUNTS
When a student has an unpaid balance due to the College under the circumstances listed above, the student is responsible for ensuring that all payments are made when requested. Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student’s immediate dismissal from the College. Students dismissed from the College under these circumstances, will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the State of Louisiana Attorney General’s Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney’s fees in the amount of thirty-three and one third percent (33 1/3%) for the unpaid debt, and all court costs.
FINANCIAL ASSISTANCE

River Parishes Community College is dedicated to the philosophy that no student who desires a college education should be denied the opportunity because of a lack of funds. Therefore, River Parishes Community College seeks to assist students in financing the costs associated with their education through federal, state, local and institutional programs. To the extent possible, students are aided in meeting their educational expenses through the various forms of financial assistance programs available. Financial aid programs available to River Parishes Community College students vary by type, source, eligibility criteria and application procedures. Financial Assistance and scholarships are administered through the Office of Financial Aid. A complete listing and further information about the financial aid programs available at River Parishes Community College, including policies, procedures, and deadlines, may be found in the Office of Financial Aid. All interested students are encouraged to apply for financial assistance. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

ELIGIBILITY CRITERIA

To qualify for Title IV Federal Financial Assistance a student must meet specific requirements. In general, the elements of eligibility require a student to:

- Be a high school graduate, have a GED certificate or pass an ability-to-benefit test with minimum required test scores. (Compass = Pre-Algebra / Numerical 25, Reading 62, and Writing 32)
- Be admitted to River Parishes Community College as a regular degree-seeking student.
- Be a U.S. citizen, U.S. national or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
- Be registered with Selective Service (if required).
- Be enrolled in an eligible/approved degree program.
- Be making satisfactory academic progress.
- Not owe a repayment on Federal Pell Grant, FSEOG, or state grant.
- Not be in default on any loan (if in default, satisfactory repayment arrangements must have been made).
- Meet federal regulations regarding any drug convictions.
- Have financial need as defined by the federal government methodology.
- Not have borrowed in excess of loan limits.

TYPES OF ASSISTANCE

The following types of financial aid are available at River Parishes Community College:

**Academic Competitive Grants (ACG)**

The ACG program is limited to first- and second-year students who have completed a rigorous high school curriculum. Students who are eligible for TOPS or who meet the Board of Regents Core course curriculum meet this requirement. Second-year students must have a cumulative GPA of 3.0 for their first academic year. You must also be enrolled full-time, and be eligible to receive the Pell Grant.

**Federal Pell Grant**

Need based aid awarded for the fall, spring, and summer (if available) semesters, which is applied toward the student’s cost of attendance. Pell grants vary from $400.00 per year up to the federally legislated maximum.

**Federal Direct Student Loan Program**

Need based and non-need based loan programs awarded for the fall, spring, and summer semesters which is applied toward the student’s cost of attendance. Loan programs include Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students (PLUS). Amounts are based on eligibility and grade level.
Go Grant
The Go Grant is a need-based state grant recently implemented for Louisiana students. To be eligible for the Go Grant, a student must:

- Be a Louisiana resident as reported on the FAFSA;
- Be a Federal Pell Grant recipient during the same semester the Go Grant is awarded;
- Be enrolled as a first-time freshman for the Fall 2007 semester, or thereafter, or be aged 25 or older and not have enrolled in a college or university in credit bearing courses for at least one academic year (two consecutive regular semesters or three consecutive regular quarters);
- Have an Education Cost Gap (ECG) greater than zero as determined by the ECG formula;
- Be enrolled as a certificate or degree seeking undergraduate student at a Louisiana public or private college or university;
- Meet satisfactory academic progress standards;
- Not have a criminal conviction, except for misdemeanor traffic violations;
- Must be enrolled in an undergraduate program through the 14th class day.

Eligible students may receive the following award amounts:

- 12 or more hours: $1,000 per semester,
- 6-11 hours: $500 per semester,
- < 6 hours: $250 per semester.

The maximum total lifetime award amount for any student is $10,000.

Recipients of this aid must meet Satisfactory Academic Progress (SAP) by maintaining a 2.0 overall grade point average and successfully completing at least 75% of all credit attempted at RPCC in order to retain the aid. SAP is reviewed annually to determine eligibility.

Scholarships
RPCC Scholarships
Scholarships sponsored by private donors, such as Shell Foundation, Vulcan, IMG and Solomon B. Acy etc. The Dean's Scholarship Committee awards these scholarships, for the Fall and Spring semesters. The award amounts vary by enrollment status.

Tuition / Fee Waivers
Student waivers are available for the listed student categories:

- Louisiana National Guard (Tuition Only)
- RPCC Student Government Association (Tuition and Fees)
- Cross-Enrolled Students (Tuition and some Fees)
- LCTCS Employee waiver (up to 6 credit hours of tuition)

Other Sources of Financial Assistance
Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines who is eligible for assistance.

- Louisiana Rehabilitation Services
- Louisiana Office of Student Financial Assistance - TOPS Program
- Veterans Benefits

Private Scholarships
Check with a high school counselor, the public library, the Office of Financial Aid and the following websites:

- www.collegenet.com/mach25
- www.fastweb.com
- www.finaid.org
- www.mapping-your-future.org
HOW TO APPLY
To apply for financial assistance, you will need to complete the Free Application for Federal Student Aid (FAFSA) online@www.fafsa.ed.gov. The FAFSA is used to determine eligibility for federal assistance programs. When completing the FAFSA, you will need to know RPCC’s Title IV school code number, which is 037894.

The FAFSA is usually available by January for the following academic year. Many types of funding in this section are limited, so applying early is important.

RPCC School Code:

037894

You’ll need a PIN to apply online
If you don’t have a PIN from the Department of Education, you will want to get one. A Department of Education PIN allows you to electronically “sign” your FAFSA application, which reduces processing time. For those students under the age of 24, you may also need your parents to sign your FAFSA. In this case, your parents can also request a PIN at this site: http://pin.ed.gov/.

To be considered for financial assistance, you must submit the proper forms and meet all deadlines. Students should keep in mind that applying for and receiving financial assistance is a lengthy and, at times, a complicated process. Timing is important; the earlier you act, the earlier we can notify you about your eligibility for assistance. Students should allow at least 45 days before the semester begins to complete the application process.

Financial assistance is based upon the number of credits a student enrolls in, as indicated on the student’s schedule in the RPCC Student Information System. If a student enrolls in a number of credit hours different than what is listed on the award letter, the student’s file may need to be reprocessed and there may be a delay in the student’s receipt of financial assistance.

SATISFACTORY ACADEMIC PROGRESS
Satisfactory Academic progress (SAP) will be reviewed annually to determine continued eligibility. SAP has three requirements:

- A cumulative grade-point average.
- A load requirement of a student earning a specified number of cumulative hours enrolled at RPCC.
- A time requirement for completion of degree.

Students must see retention criteria section for the SAP (GPA & Course Load) requirements by award type. SAP varies by award type. However, the time requirement is as follows:

- Associate of Arts in Liberal Arts = 92 credits hours max.
- Associate of General Studies = 96 credit hours max.
- Associate of Science in General Science = 96 credit hours max.
- Associate of Science in Chemical Lab. Tech. = 95 credits hrs max.

Students must not have earned over the above credit hours by degree program.

A student who becomes ineligible for aid because he/she failed to meet the standards for satisfactory academic progress will continue to be ineligible until such time as the student re-establishes eligibility.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS
The satisfactory academic progress (SAP) appeal is for those students who have not met the SAP guidelines of the award type they were receiving. However, if the student believes that the academic record has been incorrectly evaluated on, or if extenuating circumstances (such as illness, death in the family, etc.) have affected the student’s academic performance, the student may submit a letter with supporting documentation to be received by the Dean’s Scholarship committee. The committee will review all submitted information and render a decision to grant or deny aid for the semester. Students will be notified of the committee’s decision in writing from the Office of Financial Aid. The Office of Financial Aid will proceed with the processing of the student’s financial aid accordingly.
Questions about the SAP policy or SAP appeal process may be directed to the Office of Financial Assistance.

STUDENT RESPONSIBILITIES

Students receiving financial assistance from RPCC are required to accept certain responsibilities in order to receive their aid package and/or maintain eligibility for continued aid awards.

- Enrollment: Students must be enrolled in a degree program for the number of credit hours stated on the RPCC Student Information System. Any changes, higher or lower, in the number of credit hours will result in the financial aid being reprocessed and delayed in disbursement.
  - Full-time equals 12 or more credit hours
  - 3/4 time equals 9-11 credit hours
  - 1/2 time equals 6-8 credit hours
  - Less than _ time equals 1-5 credit hours

Change of Status – Students are encouraged to notify the Office of Financial Assistance in writing of any event that may alter their financial status such as change in marital status, receipt of additional educational benefits or acceptance of a scholarship. If it is determined that a student received money that exceeded his/her eligibility, the student is liable for repayment of the over-awarded amount.

Students should notify the Office of Admissions of any changes in name, address, phone numbers or educational goal / major. This will ensure that the student receives all correspondence from the college, and meets financial assistance requirements.

Proper Use of Funds – Financial Assistance funds are to be used for educationally related expenses only. Direct educational costs are tuition, fees, books and supplies. Indirect educational costs include expenses for room and board, transportation, and other applicable living expenses incurred while attending River Parishes Community College.

STUDENT RIGHTS

- Students have an equal opportunity to receive Financial Assistance. After making proper application, students are entitled to expect an equitable determination for eligibility of funds. Each student’s application is individually reviewed using the same evaluation criteria.
- Students have a right to have access to information about all types of aid available at River Parishes Community College, minimum requirements for eligibility and the academic programs available.
- Students have the right to appeal decisions made by the Office of Financial Aid to the Dean’s Scholarship Committee.

WITHDRAWALS AND EFFECT ON FINANCIAL AID

Students who received financial aid and withdraw from all classes (resign) are subject to a federal Return of Title IV Funds policy. The policy states that if you withdraw from all courses (resign) prior to 61% of the semester, a proportional amount of financial aid funds either received or that were applied to your student account must be refunded to the federal government.

HOUSING & FOOD SERVICE

River Parishes Community College is a commuter college. Therefore, students are responsible for securing their own room and board accommodations. Vending machines are located on campus.
ACADEMIC SERVICES

The Office of Academic Services under the direction of the Executive Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals.

Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Executive Vice Chancellor for Academic Services.

ATTENDANCE

All students are expected to regularly and punctually attend the classes in which they are enrolled.

For all courses, policies regarding attendance will be stipulated by the faculty and published in writing in the course syllabus at the beginning of each semester. Students are expected to be aware of and comply with the published policies.

COLLEGE AND CAREER SUCCESS SKILLS 1100

College and Career Success Skills 1100 (CCSS 1100) is a three-credit hour, graded orientation course designed for (but not limited to) first-semester freshmen. This course helps students make a successful transition to college and discover the academic resources and support services available at RPCC. It supports academic success by actively involving students in the learning process and in the development of academic strategies. Course topics may include goal-setting, note-taking, time management, career exploration, study skills, and problem solving. For more information, students are encouraged to call the Office of Student Services at 225-675-8270.

GRADING SYSTEM

The grading scale below is used to reflect a student’s level of academic achievement in a course.

A = superior work
B = excellent work
C = average work
D = poor work
F = unsatisfactory work

In order to compute grade-point averages (GPAs), these letter grades are assigned number values, which are referred to as quality points. The values or quality points per credit hours are as follows: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point; and F = 0 quality points. Thus, an A in a one-credit hour course is worth four quality points, and an A in a three-credit hour course is worth 12 quality points. A student’s GPA is calculated by dividing the total number of quality points earned in all classes by the total number of credit hours attempted.

The following GPAs are determined using the method just noted and are recorded on students’ transcripts:

Semester GPA:
The semester GPA is calculated by dividing the total quality points earned in a given semester by the total hours attempted in that same semester.

RPCC GPA:
The RPCC GPA is figured by dividing the quality points earned at RPCC by the credit hours completed at RPCC. This GPA is adjusted to include only the most recent grades from repeated courses.

Adjusted GPA:
The adjusted GPA is a cumulative grade-point average that includes only the most recent grades in repeated courses. It is computed by dividing the total number of quality points by the total credit hours attempted for all RPCC and transfer work.
Cumulative GPA:
The cumulative GPA is equal to the total number of quality points earned divided by the total hours attempted for all RPCC and transfer work.

OTHER GRADES
The grades or marks that follow may also be awarded; however, they are not used in GPA calculations:

P (Pass) Grades
Grades of P or “pass” are awarded on a very limited basis. Students who through advanced placement in English and/or math are allowed to bypass an introductory course in one of these areas will be awarded a grade of P in the bypassed course only if they successfully complete the more advanced course with a grade of C or better.

S/U (Satisfactory/Unsatisfactory) Grades
S and U grades are not awarded at RPCC; however, if a student was awarded an S or U grade for a course taken at another institution, the S or U grade will be posted as the grade for that course on the student’s RPCC transcript.

W (Withdrawal) Grades
A withdrawal from a course is indicated on a student’s record with a W grade. In order to receive this grade, a student must withdraw from a course during the withdrawal period specified in the Academic Calendar.

I (Incomplete) Grades
When a student cannot complete a course by the end of the semester, the student may temporarily receive an incomplete or I grade if the following conditions are met: 1) The student must have completed 75 percent of the all work for the class. 2) The work completed must be of passing (C or better) quality. 3) The instructor must sign and submit an Incomplete Grade contract form, which is available in the Office of the Registrar.

Completed contracts must be submitted to the Office of the Registrar at the time final grades are submitted and must include the reason(s) the I grade is being request and the deadline by which the work must be submitted. If an I grade is issued during a fall or summer semester, the work must be completed and the I grade removed (converted to a regular letter grade) no later than the last day of midterms in the next semester, even if the student does not intend to enroll. When I grades are awarded for a spring semester course, the grade must be resolved by the last day of classes during the following summer term, even if the student does not intend to enroll. If the I grade is not removed by the published deadline, it will automatically convert to an F grade and will be calculated as such in the GPA. Exceptions to this deadline must be approved by the Dean of Academic Studies. Academic status is determined at the time the I grade is removed or converted to an F.

IW (Instructor Initiated Withdrawal) Grades
An IW or “Instructor Initiated Withdrawal” is an optional grade that instructors may award when a student misses more than 15 percent of the scheduled classes for a course. A faculty member who wishes to use the IW grade must include a clear statement to that effect on the course syllabus. Additionally, the syllabus must state the number of absences that would result in the withdrawal from that class. This number cannot be less than 10 percent of the scheduled classes for a warning or less than 15 percent for a withdrawal.

Before an IW grade can be processed, a student must be notified in writing that the instructor is contemplating withdrawing the student for unsatisfactory attendance. This warning may be issued any time after the student has missed 10 percent of the scheduled classes.

Students must be given the opportunity to respond to the letter. Faculty should allow one week for a student to receive the warning before implementing the withdrawal by completing a withdrawal form.

IW grades cannot be issued after the final date in the semester to withdraw from classes (see Academic Calendar). Once the withdrawal is processed, a grade of IW is posted to the student’s academic record.

AU (Audit)
Students who wish to enroll for personal enrichment purposes only in a course for which college credit is normally awarded
may register to audit the course. A student who is currently enrolled at RPCC may audit a course with the approval of an academic advisor or counselor. Those who have not been admitted to the College should refer to the Admission to College section of this catalog for information about being admitted to the College as an auditor.

The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the last day to add classes or register as published in the Academic Calendar. Students will be allowed to audit only the number of classes approved by the academic advisor or counselor. Additionally, the tuition and fees for an audited course are the same as those for a course taken for credit. Auditors will not receive college credit for an audited course. Further, auditors are not permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. A student can, however, retake for credit a previously audited course. Tuition and fees will be charged when the student re-enrolls in the course. Finally, audited courses are not included in calculating a student’s grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

GRADE REPORTS & OFFICIAL TRANSCRIPTS

Grade Reports, reflecting the result of a student’s semester course work, will be mailed from the Registrar’s Office to the student’s home address. The grade reports should be processed and distributed to the students within one week following the final examination period of that semester. If students have questions about the information contained on the grade report, they should contact the Registrar’s Office.

Official transcripts will be prepared by the Registrar’s Office and will be produced upon written request from the student. Students should contact the Office of Student Services for a Request for Transcript form and further information. It is the college policy to withhold official records of any student with an outstanding debt to the college.

REPEATING COURSES

Students are allowed to repeat courses in which grades of C or lower were earned. When a course is repeated, the most recent grade earned (even if it is lower) will be used to determine acceptability of the course for prerequisite and degree requirements at RPCC. Both grades will flagged as repeated and maintained on the academic record, but only the last grade will be used in the computation of the student’s semester, RPCC, and adjusted GPAs. Only the cumulative GPA will be a reflection of all grades earned.

Repeating equivalent courses at RPCC will not negate the grades earned for courses taken at other institutions. Students should also be cautioned that the colleges and universities to which they wish to transfer may not honor the repeat policy applied at RPCC. Instead, they may use only the cumulative GPA noted on the student’s RPCC academic record to determine admisibility, academic status, and more.

Students trying to determine if they should repeat courses are encouraged to meet with an academic advisor or counselor. They may also wish to consider the following: Students are required to pay for all repeated courses. Repeating a course in which a grade of C was earned is seldom recommended. If a D is earned, the student is required to repeat the course only if the student’s degree program specifies that the course must be completed with a C or higher. Even if a C is not required, the student may wish to repeat the course if it is a prerequisite for another course that the student plans to take. If a student earns an F grade, the course must be repeated when it is required for the student’s degree program.

A small number of courses can be repeated for a specified number of total hours regardless of the initial grade earned in the course. These repeatable courses are noted as such in their descriptions in the back of this catalog.

ACADEMIC STATUS

Students’ academic status reflects both their level of academic achievement and their eligibility to remain in the College. It may also affect their eligibility for scholarships, special insurance rates, loans, work-study programs,
and participation in student activities.

A student’s academic status is determined at the end of each fall, spring, and summer semester. Although students will usually receive official notification of academic status, such notice is not a prerequisite to being placed in one of the academic status categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period.

The College categories and policies regarding academic status are as follows:

**Chancellor’s List**
At the end of each semester, a Chancellor’s List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.80 or higher and part-time students with a semester grade-point average of 3.80 or higher AND who have earned at least 12 hours at RPCC with an RPCC adjusted grade-point average of 3.80 or higher.

**Dean’s List**
At the end of each semester, a Dean’s List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 or higher and part-time students with a semester grade-point average of 3.50 or higher AND who have earned at least 12 hours at RPCC with an RPCC adjusted grade-point average of 3.50 or higher.

**In Good Standing**
A student not admitted on probation nor placed on probation because of academic deficiency in a previous semester or session will be considered in good standing.

**Academic Warning**
Students will be placed on academic warning whenever their adjusted grade-point averages are one to nine points below a 2.00. This deficiency is calculated by multiplying the cumulative hours attempted by two and subtracting from this number the total quality points earned. If the resulting number is between one and nine, then students are placed on academic warning. Students will be removed from warning once they raise their adjusted grade-point average to a 2.00 or are placed on academic probation.

**Academic Probation**
Students will be placed on academic probation whenever they have attempted at least 15 hours and their adjusted grade-point average is ten or more quality points below a 2.00. Each semester on probation, students must earn at least a 2.00 semester grade-point average. Students will be removed from probation once they raise their adjusted grade-point average to a 2.00 or are suspended.

**Academic Suspension**
Students who have attempted 24 hours and who are on probation will be suspended from the College at the end of any semester in which they fail to earn a semester grade-point average of at least 2.00. First-time freshmen admitted in good standing will not be suspended prior to two semesters of enrollment.

The terms of academic suspension are as follows:

1. Students suspended for the first time may not enroll at River Parishes Community College for a period of one semester. If a student is suspended at the conclusion of a spring or summer semester, the student is suspended for the following fall semester (with the exception of summer enrollment following a spring suspension). If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester. When the suspension occurs at the end of the spring semester, some students may have the opportunity to change their academic status by enrolling in the immediately following summer semester. Those who enroll and raise their adjusted grade-point average to a 2.00 will be removed from suspension and allowed to continue in the fall. Students whose adjusted grade-point average remain below a 2.00 will continue on suspension. While it may not be mathematically possible for some students to raise their adjusted grade-point average to a 2.00, these students may still enroll in the summer term and attempt to improve their GPAs; however, these students will still remain on suspension during the fall semester. This opportunity to improve one’s academic status is available only to students suspended at the conclusion of the spring
semester. Students suspended at the end of the summer or fall semesters may not enroll the following semester.

2. Students suspended for a second or subsequent time may not enroll at RPCC for one full year. Enrollment in a summer semester is not allowed.

3. Students suspended from RPCC are advised that enrollment at another college or university during the period of suspension may not be allowed, and if allowed, credits earned will not be accepted for transfer by RPCC, and may not be accepted by other colleges or universities. These same rules may also apply to students suspended from other institutions. Students should contact the college or university from which they were suspended for their rules and regulations.

RE-ADMISSION AFTER SUSPENSION

A student who has been suspended from RPCC and desires to re-enroll, must apply for readmission. The student must complete an Application for Readmission and follow the readmission procedure. See the Admission section of this catalog. Applications for readmission after suspension are reviewed and must be approved by the Dean's Admissions Committee. Readmission is not guaranteed.

DISMISSAL FOR NON-ACADEMIC REASONS

River Parishes Community College has identified circumstances under which students may be dismissed for non-academic reasons. Students should refer to the Student Handbook for the complete policy. One such category, delinquent accounts, has been identified in the Checks Written with Insufficient Funds and Stopped Payments and Unpaid Balances and Delinquent Accounts sections of this catalog.

STUDENT CLASSIFICATION FOR ACADEMIC PURPOSES

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester hours.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours and quality points earned. A student is classified as a freshman if he/she has earned fewer than 30 credit hours. A student is classified as a sophomore if he/she has earned at least 30 hours and 60 quality points.

COURSE LOAD

Students will be allowed to enroll in a maximum of 19 semester credit hours in the fall and spring semester and 10 semester credit hours in the summer semester. The combination of cross enrolled hours plus on campus hours may not exceed 19 hours per semester. Only an exceptional student may, upon the approval of the Dean of Academic Studies, enroll in more than the 19/10 hour maximums.

COURSE PREREQUISITES AND COREQUISITES

To register for some courses, students must first satisfy a prerequisite. A prerequisite is a requirement that must be met before a course is taken. The prerequisite reflects the knowledge base needed in order to attempt the desired course. Some courses have a corequisite, which is a requirement that must be satisfied concurrently with the desired course. If a course has a prerequisite or corequisite, it will be noted in the course description in the back of this catalog.

COMPUTING FACILITIES POLICIES & USER AGREEMENT

All persons accepting employment in any capacity with RPCC and/or registration for classes at RPCC and/or use of RPCC computing facilities will abide by the following:

Computing Facilities Policies and User Agreement:

River Parishes Community College (RPCC) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of River Parishes Community College.
A user of RPCC Computing Facilities will:

1. Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of the College and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.

2. Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in RPCC computing facilities, including electronic mail.

3. Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance or any other damages arising from the use of RPCC computing facilities.

4. Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.

5. Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

6. Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

7. Use RPCC computing resources in a manner consistent with all RPCC general policies, rules and procedures regarding codes of conduct, academic integrity and the College environment.

8. Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.

9. Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.

10. Accept that a User ID or program may be terminated or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

11. Use only those facilities which are in the public domain or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.

12. Not use the RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated College programs or functions.

13. Not use RPCC computing facilities for any unauthorized or illegal purpose such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities, attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.

14. I understand that violation of these policies may result in temporary or permanent loss of my access to any or all RPCC computing facilities and other disciplinary actions as appropriate. I also understand that any use of RPCC facilities for any illegal activity will be reported to campus administration and possibly legal authorities for disciplinary action.”
Library Services

Purpose Statement and Overview
RPCC Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for excellence in teaching and learning.

Library Services encourages students to use the collections, resources, services, and facilities to complete assignments and for personal growth. The Library faculty and staff are eager to assist students in learning how to effectively search for, locate, and use information.

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk in the Library, or students can email Library staff, talk personally with a librarian face-to-face or via telephone, and/or participate in surveys periodically in order to leave feedback for library personnel. A student may also contact any member of the Library Services Advisory Committee to provide input or feedback.

Library Hours and Contact Information
Monday – Thursday
7:30 a.m. – 7:30 p.m.
Friday
7:30 a.m. – 5:00 p.m.
Saturday*, Sunday, and Holidays
Closed

*C The Library will be open on Saturdays during midterms and final testing, and/or if Saturday classes are scheduled. See the Library web page for exact dates and times.

Email: lrc@rpcc.edu
Voice: (225) 675-0218
(225) 675-0231
(225) 675-0201
Fax: (225) 675-8595

Circulation Policies and Loan Periods
Students must have a valid RPCC Student ID in order to use the resources available in Library Services.

The loan period for the various resources is as follows:

Books 28 days
Audio/Visuals 2 days
Reserve Items 2 or 4 hours, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 6¢ per minute for Reserve items.

Location, Equipment, and Facilities
Library Services is located in Building C, rooms C119 and C124. The Library has computers with Internet access, a printer, a copier, a scanner, and a TV/VCR/DVD station available for student use. Copies and print jobs are 10¢ per page and a Copy Card is required. Copy Cards can be purchased in the Library.

Collections / Information Resources
RPCC Library Services owns and has access rights to a wide variety of information resources for conducting research, enhancing information literacy skills, and for continuing life-long learning. Students may access the Library’s Catalog and Databases via the Library’s web page in order to locate resources or ask a librarian. Librarians are available to help students with research, including instruction on how to use the resources and how to cite the information sources.

Print and Electronic Books
The RPCC Library has more than 16,500 locally owned volumes to support the curriculum and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. RPCC Library also owns or provides access to more than 55,000 e-books housed online at netLibrary and accessible via the Library web page. E-books are available to authorized RPCC users twenty-four hours a day.

Library Services

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Print and Electronic Periodicals
RPCC owns and/or provides local access to some print periodicals and provides online access to thousands of newspapers, magazines, and journals in licensed electronic databases. Resources are available for access on-site during normal Library hours, and remote access to electronic resources is available to authorized RPCC users (active students, faculty, and staff) twenty-four hours a day via the RPCC Library web page. Instructions regarding usernames and passwords are available on the Library webpage and as handouts in the Library.

Videos, CDs, and DVDs
The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in room C-119 and other titles that support all other subjects are in C-124.

Instructional Opportunities
LISR1000 – Research Strategies and Electronic Resources (one-credit hour elective course offered online) – Usually available during the Fall and Spring semesters.

Course-Integrated Library Instruction
Instructors often invite Librarians into their classrooms in order to give students an overview of the resources and information on how to access the resources. Students will learn how to effectively search for information sources for use with their course assignments and research papers.

Point-of-Use Instruction
Students are encouraged to request assistance or help from a Librarian in the use of any of the information resources available to them. Librarians will provide instruction and guidance so that students can conduct effective library research that supports their studies.

Student Success Workshops
Each semester, RPCC librarians and instructional faculty present workshops of interest and help to students. Topics vary and range from how to use online resources, including Blackboard, to how to reduce stress. Workshop brochures are available every fall and spring semester, and the workshop schedule is available on Library web page.

Tutorials and Handouts
A variety of tutorials and printed handouts are available on the Library web page and in the Library. Information on how to access Library resources, how to use Blackboard, how to conduct research and cite research sources, and much more is available.

Additional Services for Students
In addition to Circulation, Reference, Library Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via InterLibrary Loan (ILL). Books and some periodical articles may be obtained from other libraries at the student’s request. Please allow at least two weeks for delivery of ILL items.

LALINC Services are also available to students. A LALINC card may be issued to students upon request and it allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery.

Proctored Testing Services
Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved by and provided by their instructors. The schedule of testing times is available in room C-119, and on the Library web page, along with a list of rules and procedures.

In order to take a test proctored by Library staff, students must:
- Make an appointment at least 24 hours prior to taking the proctored test
- Show up at your appointed time - No tests will be started early or more than 20 minutes late.
- Provide a valid picture ID to a Library Services employee
- Identify the instructor and course
- Sign the Proctored Testing Form provided by Library Services

Students are responsible for knowing and following all the rules associated with taking an exam proctored by Library Services staff. All requirements are posted on the Library’s web page.
ACADEMIC PROGRAMS
ACADEMIC PROGRAMS

The Louisiana Community and Technical College System Board and the Louisiana Board of Regents approved River Parishes Community College to offer four associate degree programs and one certificate program:

- Associate of Arts in Liberal Arts
- Associate of General Studies with concentrations in:
  - Computer Science
  - Early Childhood Education
  - General Business
  - Natural Sciences/Mathematics
  - Office Administration
  - Social/Behavioral Sciences
- Associate of Science in General Science
- Associate of Science in Teaching
- Certificate of General Studies

Completing the general education and core requirements for any of the above programs should facilitate student transfer into upper division baccalaureate programs.

Students who plan to transfer to another college or university should review that institution’s transfer and academic program requirements with their RPCC academic advisor before each registration period.

GENERAL EDUCATION REQUIREMENTS

The 34-hour general education requirement is a fundamental component of each degree program at River Parishes Community College. Upon completion of the curricula leading to an associate degree, students should be able to demonstrate proficiency in the following areas:

- Communicate effectively in oral and written English;
- Read with comprehension;
- Reason abstractly and think critically;
- Learn independently;
- Understand numerical and statistical data;
- Understand the scientific method;
- Be familiar with key technological applications and their impact upon society;
- Understand the nature of fine and performing arts;
- Recognize and appreciate cultural diversity;
- Understand American social, cultural, political and economic systems;
- Develop a personal value system while retaining a tolerance for that of others;
- Utilize library/information resources

To ensure that these goals are met, students will complete coursework in the following eight areas: English composition, mathematics, oral communication, arts, humanities, natural sciences, social sciences, and computer education.

In an effort to facilitate the transfer of RPCC’s courses to other public state institutions, RPCC has included on the general education list that follows courses that are found in the Louisiana Board of Regents Statewide Student Transfer Guide Articulation System. This publication is available for review in the Office of the Dean of Academic Studies, the Office of the Dean of Students, and online via the College’s website, www.rpcc.edu.
## General Education Requirements

### Area/Courses Required

<table>
<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
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<tbody>
<tr>
<td><strong>English Composition</strong></td>
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</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
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<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
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<tbody>
<tr>
<td><strong>Oral Communication</strong></td>
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<tr>
<td>SPCH 1200</td>
<td>Techniques of Speech</td>
</tr>
<tr>
<td>SPCH 2100</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>SPCH 2200</td>
<td>Communication for Business &amp; Professionals</td>
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</table>

<table>
<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
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<tbody>
<tr>
<td><strong>Mathematics</strong></td>
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</tr>
<tr>
<td>MATH 1100</td>
<td>College Algebra</td>
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<tr>
<td>MATH 1110</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>MATH 1200</td>
<td>College Algebra &amp; Trigonometry</td>
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<tr>
<td>MATH 1300</td>
<td>Introduction to Contemporary Mathematics</td>
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<tr>
<td>MATH 1500</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH 2100</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2110</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MATH 2140</td>
<td>Introduction to Statistics</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Sciences</strong></td>
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</tr>
<tr>
<td>BIOL 1010</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIOL 1010L</td>
<td>General Biology Laboratory I</td>
</tr>
<tr>
<td>BIOL 1200</td>
<td>Principles of Biology I (for majors)</td>
</tr>
<tr>
<td>CHEM 1010</td>
<td>Chemistry I</td>
</tr>
<tr>
<td>CHEM 1010L</td>
<td>Chemistry Laboratory I</td>
</tr>
<tr>
<td>GEOG 2050</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>PHSC 1010L</td>
<td>Physical Science Laboratory I</td>
</tr>
<tr>
<td>PHYS 2020</td>
<td>General Physics II</td>
</tr>
<tr>
<td>PHYS 2010L</td>
<td>General Physics Laboratory II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social &amp; Behavioral Science</strong></td>
<td>3–6</td>
</tr>
<tr>
<td>ECON 2010</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECON 2020</td>
<td>Principles of Economics II</td>
</tr>
<tr>
<td>ECON 2030</td>
<td>Economic Principles (for majors)</td>
</tr>
<tr>
<td>GEOG 2010</td>
<td>Introduction to Geography</td>
</tr>
<tr>
<td>GEOG 2030</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>POLI 1100</td>
<td>American Government</td>
</tr>
<tr>
<td>PSYC 2000</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>PSYC 2010</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSYC 2045</td>
<td>Adolescent Psychology</td>
</tr>
<tr>
<td>PSYC 2250</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSYC 2260</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>SOCL 2000</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOCL 2050</td>
<td>Contemporary Social Problems</td>
</tr>
<tr>
<td>SOCL 2090</td>
<td>Criminology</td>
</tr>
<tr>
<td>SOCL 2500</td>
<td>Marriage &amp; Family</td>
</tr>
<tr>
<td>SOCL 2510</td>
<td>Human Relations</td>
</tr>
<tr>
<td>CSCI 1010</td>
<td>Introduction to Computer Technology</td>
</tr>
<tr>
<td>CSCI 1140</td>
<td>Introduction to BASIC</td>
</tr>
<tr>
<td>CSCI 2010</td>
<td>Software Applications I</td>
</tr>
<tr>
<td>ISDS 1100</td>
<td>Introduction to Management Information Systems</td>
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</table>

<table>
<thead>
<tr>
<th>Area/Courses</th>
<th>Required Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts/Humanities</strong></td>
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<tr>
<td>ARTS 1010</td>
<td>Introduction to the Fine Arts</td>
</tr>
<tr>
<td>ARTS 1100</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ENGL 2150</td>
<td>Introduction to Drama &amp; Poetry</td>
</tr>
<tr>
<td>ENGL 2100</td>
<td>Literature &amp; Ethnicity</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>A Survey of Short Stories &amp; Novels</td>
</tr>
<tr>
<td>ENGL 2300</td>
<td>Understanding Literature</td>
</tr>
<tr>
<td>ENGL 2510</td>
<td>British Literature I</td>
</tr>
<tr>
<td>ENGL 2520</td>
<td>British Literature II</td>
</tr>
<tr>
<td>ENGL 2610</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 2620</td>
<td>American Literature II</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>History of World Civilizations I</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>History of World Civilizations I</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>U.S. History I</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>U.S. History II</td>
</tr>
<tr>
<td>HIST 2100</td>
<td>Louisiana History</td>
</tr>
<tr>
<td>MCOM 2000</td>
<td>Introduction to Mass Media</td>
</tr>
<tr>
<td>MUSC 1010</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>PHIL 2010</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHIL 2028</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>RELS 1003</td>
<td>Introduction to Religion</td>
</tr>
<tr>
<td>RELS 1004</td>
<td>Old Testament</td>
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<td>RELS 1005</td>
<td>New Testament</td>
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<tr>
<td>RELS 2029</td>
<td>Judaism, Christianity, and Islam</td>
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<tr>
<td>THTR 1020</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>THTR 2025</td>
<td>Fundamentals of Acting</td>
</tr>
<tr>
<td>THTR 2028</td>
<td>Introduction to Dramatic Literature</td>
</tr>
<tr>
<td>WGNS 2500</td>
<td>Women and Gender Studies</td>
</tr>
</tbody>
</table>
DEGREE PROGRAMS AND GRADUATION REQUIREMENTS

ASSOCIATE OF ARTS IN LIBERAL ARTS

The Associate of Arts in Liberal Arts degree is designed specifically for those students who are planning to transfer to a senior college or university. The emphasis is such that students may complete General Education courses required by most senior institutions. It also allows students to gain a breadth of knowledge while choosing a major and enables them to develop a foundation for self-fulfillment or knowledge enhancement for the work place.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 34 CREDIT HOURS
English Composition 6
Mathematics 3
Natural Sciences 7
Humanities 3
Fine Arts 3
Social/Behavioral Sciences 6
Computer Education 3
Oral Communication 3

CORE COURSES 21 CREDIT HOURS
Arts/Humanities 15
Literature 3
Social Science 3

ELECTIVES 6 CREDIT HOURS

Total Required 61 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER CREDIT HOURS
ENGL 1010 3
MATH 1100 3
Humanities 3
SPCH 1200 3
Fine Arts 3

15

SECOND SEMESTER CREDIT HOURS
ENGL 1020 3
Natural Science W/ Lab 4
Computer Education 3
Fine Arts / Humanities 3
Social/Behavioral Science Elective 3

16

THIRD SEMESTER CREDIT HOURS
Fine Arts’ Humanities 6
English Literature 3
Natural Science 3
Social/Behavioral Science Elective 3

15

FOURTH SEMESTER CREDIT HOURS
Arts/ Humanities 6
Electives 6
Social/Behavioral Science Elective 3

15

Total Required for Degree 61

1 To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should consider taking 6 hours of history of western civilization, 3 hours of literature, 6 hours of a foreign language at or above the sophomore level, and a 3-hour humanities course at or above the sophomore level.
ASSOCIATE OF GENERAL STUDIES
The Associate of General Studies degree is a flexible program designed to help students reach their educational or occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. Students who plan to transfer to another college/university should consult with a RPCC counselor as well as an advisor from the other college/university to assure transferability of credit.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS  34 CREDIT HOURS
- English Composition 6
- Mathematics 3
- Natural Sciences 7
- Humanities 3
- Fine Arts 3
- Social/Behavioral Sciences 6
- Computer Education 3
- Oral Communication 3

MAJOR AREA OF CONCENTRATION  18 CREDIT HOURS
Select (18) credit hours in an area of concentration with (6) semester hours at the 2000 level. The concentration must be in a subject area where an associate’s degree is not offered. Concentrations include: Computer Science, Early Childhood Education, General Business, Natural Sciences/Mathematics, Office Administration, and Social/Behavioral Sciences. A grade of “C” or better must be earned in each concentration course. Nine credit hours must be earned in residence. See an academic advisor for course selection, program details and graduation requirements.

REQUIRED RELATED COURSES  12 CREDIT HOURS
Select 6 credit hours in 2 academic areas outside of the major area of concentration.

TOTAL REQUIRED  64 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
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<tr>
<td>MATH 1100</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1200</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
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<tr>
<td>Concentration Elective¹</td>
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<tr>
<td><strong>Total</strong></td>
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<thead>
<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>ENGL 1020</td>
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<tr>
<td>Natural Science w/ lab</td>
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<tr>
<td>Fine Arts</td>
<td>3</td>
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<tr>
<td>Computer Education</td>
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<tr>
<td>Concentration Elective</td>
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<tr>
<td>Natural Science</td>
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<table>
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<th>FOURTH SEMESTER</th>
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<tr>
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<td>Academic Areas</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Required for Degree**  64

¹ Student must develop an area of concentration with an academic advisor and complete 18 hours in that concentration.

² Academic Areas must be selected with approval of an academic advisor and should be used to meet transfer requirements at other institutions.
ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

The Associate of Science degree in General Science is designed for students who are planning to transfer to a four year college/university and major in one of the sciences or health professions. It is also for students who may not be planning to transfer to a four year institution but do wish to find employment in one of the various science or health fields. Students who plan to transfer to another college/university should consult with a RPCC counselor as well as an advisor from the other college/university to assure transferability of credit.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 34 CREDIT HOURS
- English Composition 6
- Mathematics 6
- Natural Sciences 7
- Humanities 3
- Fine Arts 3
- Social/Behavioral Sciences 3
- Computer Education 3

CORE COURSES 24 CREDIT HOURS
- Biology, Chemistry, Physics 20
- Approved Science/Mathematics Elective 4

REQUIRED RELATED COURSES 6 CREDIT HOURS
- Social Science 3
- Computer Science 3

TOTAL REQUIRED 64 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER CREDIT HOURS
- Semester 16
- ENGL 1010 3
- MATH 1100 3
- Biological Science w/ lab 4
- Fine Arts 3
- Computer Education 3

SECOND SEMESTER CREDIT HOURS
- ENGL 1020 3
- Mathematics Elective* 3
- Biological Science w/ lab sequence 4
- Humanities 3
- SPCH 1200 3

THIRD SEMESTER CREDIT HOURS
- Social/Behavioral Science Elective 3
- Physical Science w/ lab 4
- Approved Science/Math Elective 3
- Computer Science 3
- Natural Science w/ lab 4

FOURTH SEMESTER CREDIT HOURS
- Social/Behavioral Science Elective 3
- Physical Science w/ lab sequence 4
- Natural Science w/ lab sequence 4
- Approved science elective w/ lab 4

Total Required for Degree 64

1 To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should consider taking 6 hours of history of western civilization, 3 hours of literature, 6 hours of a foreign language at or above the sophomore level, and a 3-hour humanities course at or above the sophomore level.

* Neither MATH 1167 or 1168 may be used.
ASSOCIATE OF SCIENCE IN TEACHING
The Associate of Science in Teaching degree is designed specifically for those students who wish to teach elementary grades students, grades 1-5. The AST degree is fully transferable to four-year colleges of education in Louisiana, enabling AST degree recipients to enter a four-year college of education program with half of their certification requirements complete and all general education requirements met. In addition to general education courses, students will complete two professional education courses with associated field experience work. The AST program is based on selective admission.

This includes meeting the GPA criteria below which is required to both enter and remain in the program:
- 2.00 GPA for 0-15 credit hours
- 2.20 GPA for 16-30 credit hours
- 2.50 GPA for 31-45 credit hours

A 2.50 adjusted cumulative GPA is required for graduation. Note, however, that you must have an unadjusted GPA of 2.50 in order to ensure your eligibility to transfer into a four-year education program at a public Louisiana university.

Other exit requirements for students seeking this degree include the successful completion of the following:
- PRAXIS I and II.
- all required AST courses with a “C” or better.
- an electronic portfolio through the successful completion of TEAC 2010 and 2020.
- an exit interview at a four-year university.
- all other degree requirements.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 54 CREDIT HOURS
- English Composition 6
- English Literature 6
- Mathematics 12
- Biological Sciences 7
- Physical Sciences 8
- History 6
- Geography 3
- Political Science 3
- Fine Art Elective 3

CORE COURSES 6 CREDIT HOURS
- Teaching and Learning 6

TOTAL REQUIRED 60 CREDIT HOURS

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER CREDIT HOURS
Semester Hours
ENGL 1010 3
MATH 1100 3
BIOI 1010 3
BIOI 1010L 1
HIST 1020 3

13

SECOND SEMESTER CREDIT HOURS
ENGL 1020 3
MATH 1167 3
BIOI 1020 3
HIST 2010 3
Fine Arts Elective 3

15

THIRD SEMESTER CREDIT HOURS
ENGL 2520 3
MATH 1168 3
PHSC 1010 3
PHSC 1010L 1
GEOG 2030 3
TEAC 2010 3

16

FOURTH SEMESTER CREDIT HOURS
ENGL 2620 3
MATH 2140 3
PHSC 1020 3
PHSC 1020L 1
POLI 1100 3
TEAC 2030 3

16

Total Required for Degree 60
CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies (CGS) curriculum provides a foundation in important skills in English, Math, Natural Sciences, Arts and Humanities, and Social/Behavioral Sciences. Upon completion of the certificate, students will be able to:

- Communicate effectively
- Solve problems
- Think critically
- Work cooperatively
- Value learning

The CGS offers students who are undecided about career goals or unsure of preparation for collegiate studies the opportunity to increase readiness for collegiate study, explore career opportunities, and improve individual capacity for learning, personal growth, and interpersonal communications skills.

The CGS framework allows students that intend to transfer to other two-year or four-year institutions the opportunity to tailor their certificate courses to meet the admission or pre-requisite requirements of the receiving institution. The certificate may also appeal to students who have to take a break from pursuing a degree program for work or personal reasons but intend to return to college. In addition, the CGS will indicate to current or potential employers that students have achieved important collegiate level skills.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS 30 CREDIT HOURS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English Composition</td>
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</tr>
<tr>
<td>Mathematics (College Algebra)</td>
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</tr>
<tr>
<td>Fine Arts</td>
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<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION ELECTIVE

- Humanities, Mathematics, Natural Science
- or Social/Behavioral Science

CERTIFICATE ELECTIVE AREA OF CHOICE

- Two 3-credit hour courses

TOTAL HOURS 30

SUGGESTED SEQUENCE OF COURSE WORK

FIRST SEMESTER  CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
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<td>MATH 1100</td>
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<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
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</table>

SECOND SEMESTER  CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 1020</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Humanities, Math, Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>or Social/Behavioral Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective area of choice</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Hours 30

1 Choose from ECON 2010, 2020, 2030; GEOG 2030; POLI 1100; PSYC 2010; SOCL 2000, 2050.
2 Choose from MUSC 1010; THTR 1020; ARTS 1010.
3 Choose from BIOL 1010, 1020, 2100; CHEM 1010, 1020; PHYS 2010, 2020; PHSC 1010, 1020.
4 Choose from HIST 1010, 1020, 2010, 2020, 2100; PHIL 2010; SPCH 1200; ENGL 2510, 2520, 2610, 2620, 2110, 2150.
5 Choose 3 credits from groups (1, 2, 3, 4 or MATH 1110, 2140, 2100).

Students must earn a grade of "C" or better in all non-elective courses and a minimum grade-point average of 2.0 (not including developmental course work).

Students are encouraged to satisfy the General Education course requirements for the CGS by selecting from the courses listed on the Louisiana Board of Regents General Education Matrix (http://www.regents.state.la.us/articulation.html), which assures transferability to other colleges and universities in the state of Louisiana. Students may consult an advisor for possible course substitutions to complete this requirement.
GRADUATION REQUIREMENTS FOR ALL PROGRAMS:

- Students must complete the credit hours required for their degree programs.
- A grade-point average of 2.00 (on a 4.0 scale) on all work taken is required.
- Students must complete English Composition I and II with a "C" grade or better in order for the courses to be utilized in fulfilling the General Education Requirements.
- Students must complete all mathematics classes with a "C" grade or better in order for the courses to be utilized in fulfilling the General Education Requirements.
- All courses used to satisfy the major concentration or core course requirements (depending on the chosen curriculum) must be completed with a "C" grade or better.
- At least 25 percent of all course work (approximately 16 credit hours) must be completed through instruction offered by River Parishes Community College.

Graduation Procedures:

- During the semester before the one in which graduation is expected, students must meet with the Director of Counseling Services to verify their eligibility for graduation and to complete all graduation paperwork.
- At their last registration, degree candidates will pay a graduation fee that will include the cost of the diploma.
- Any money owed to the College must be paid prior to graduation.
- Graduates are expected to attend the commencement exercises that are held at the conclusion of each spring semester.

Degree Only Status:

Students registered as "degree only" have completed all degree requirements and will graduate at the conclusion of the current semester; however, they are not enrolled in any classes at RPCC. To register "degree only," students must seek approval from the Director of Counseling Services. Once registered as such, students will receive a feebill for graduation costs and any unpaid balances (if there are any).

Graduation with Honors:

- Dean's Honors: a cumulative grade-point average of 3.5 to 3.79
- Chancellor's Honors: a cumulative grade-point average of 3.8 to 4.0

Requirements for Dual Degrees

Students may choose to earn two associates degrees at RPCC at the same time. Students must meet all requirements for both degrees. Additionally, they must earn 15 hours beyond the work needed for the degree requiring the fewer number of hours. Students who have transferred to RPCC must complete 25 percent of the coursework for each degree (approximately 32 hours) at RPCC. The hours used to satisfy this residency requirement for one degree cannot overlap with the residency hours for the second degree.

Requirements for a Second Degree

Individuals wishing to earn a second degree from RPCC must meet all academic and residency requirements set by the College and must earn 15 semester hours beyond those required for the first degree. These 15 hours cannot have been applied toward the first degree.
Student Handbook

Pages 60 - 70
# TABLE OF CONTENTS

## SECTION I    GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE OF THE STUDENT HANDBOOK</td>
<td>59</td>
</tr>
<tr>
<td>HONOR CODE</td>
<td>59</td>
</tr>
<tr>
<td>RELEASE OF STUDENT INFORMATION</td>
<td>59</td>
</tr>
<tr>
<td>ACCESS TO AND REVIEW OF STUDENT RECORDS</td>
<td>59</td>
</tr>
<tr>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>60</td>
</tr>
<tr>
<td>STUDENT COMPLAINT AND DUE PROCESS PROCEDURES</td>
<td>61 – 64</td>
</tr>
<tr>
<td>TESTING POLICY</td>
<td>64</td>
</tr>
<tr>
<td>EMERGENCY CLOSURE PLAN</td>
<td>64</td>
</tr>
</tbody>
</table>

## SECTION II    ACADEMIC AND STUDENT SUPPORT SERVICES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW STUDENT ORIENTATION PROGRAM</td>
<td>65</td>
</tr>
<tr>
<td>SECURITY</td>
<td>65</td>
</tr>
<tr>
<td>REGULATIONS GOVERNING STUDENT BEHAVIOR</td>
<td>65 – 67</td>
</tr>
<tr>
<td>SANCTIONS</td>
<td>67</td>
</tr>
<tr>
<td>MISCONDUCT</td>
<td>67</td>
</tr>
<tr>
<td>STUDENT GOVERNMENT ASSOCIATION</td>
<td>68</td>
</tr>
</tbody>
</table>
PURPOSE OF THE STUDENT HANDBOOK
This handbook describes River Parishes Community College policies, procedures, and services which apply to all students.

HONOR CODE
It is assumed that all members of the college will respect the principles of honesty and mutual trust embodied in the honor code. Individual students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. They are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared outside of class. Furthermore, students are expected neither to sanction nor tolerate violation of the honor code by others.

RELEASE OF STUDENT INFORMATION
River Parishes Community College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students’ records.

ACCESS TO AND REVIEW OF STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Students written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may also disclose records to officials of licensure/certification agencies. Upon
request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. The College may release directory type information: name, home address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities, awards & honors received, degrees awarded, the most recent previous educational agency or institution attended, and photograph (for public relations purposes only). A student who does not wish this information to be released must notify the Registrar's Office in writing prior to each new semester and no later than the last official day to register as published in the college's academic calendar. Only currently enrolled students may place a hold on directory information.

STUDENT RIGHTS AND RESPONSIBILITIES

River Parishes Community College students, as citizens and members of the academic community, ascribe to the following Student Rights:

Specific Rights of Students

In addition to the basic rights and freedoms guaranteed all citizens, the College recognizes the following specific rights of students in the student/College relationship.

1. The right to participate in academic, cocurricular, and extracurricular activities and benefits of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.
2. The right to the opportunity for a quality education.
3. The right to know the College's regulations, rules, and policies by which students are governed.
4. The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affected a student, may be requested.
5. The right to utilize the appeal procedure without fear of coercion, harassment, intimidation, or reprisal for the act of making the appeal.
6. The right of substantive and procedural due process in all student disciplinary procedures.
7. The right to advocate, through reasonable and lawful means, changes in College regulations, rules, and policies.
8. The right to reasonable participation in the formation of College policies.
9. The rights to organize, join, and participate in recognized campus organizations.
10. The right to publish and distribute on campus written materials protected by the First Amendment without prior approval of the contents of the material.
11. The right to use College facilities, subject to reasonable rules and regulations governing the time, place, and manner of such use.
12. The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.
13. The right of confidentiality of all official student educational, medical, and psychiatric records.

Responsibilities of Students

Students at RPCC have the following general responsibilities and obligations to the College:

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.
2. To conduct themselves in a manner that
contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.

3. To know and comply with regulations, rules, policies, and requirements established by the College.

4. To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.

5. To respect the opportunity of membership in campus organizations and to observe all College rules and regulations governing membership in the operation of such organizations.

6. To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students.

STUDENT COMPLAINT AND DUE PROCESS PROCEEDURES

Student Complaints and/or Concerns Policy Statement

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure. In the event a complaint or concern is presented which is more appropriately addressed by the procedures for Academic Complaint or Due Process Rights, the student will be advised of the appropriate procedure.

In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a student’s academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College.

There will be no discrimination or retaliation as a result of a student’s exercise of his/her rights under this procedure.

Student Complaint Procedure

River Parishes Community College encourages all members of the college community to resolve disputes informally through discussion among those individuals concerned with the issue. In the unusual case where this process fails to bring about a satisfactory resolution, the student may submit a written and signed statement of complaint/concern to the Dean of Students.

In preparing a written statement of complaint or concern, the student should:

1. Identify the exact nature of the complaint or concern;
2. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and
3. Submit any available written documentation or evidence that is relative to the complaint or concern, if applicable.

The Dean of Students will give consideration to all written submissions of complaint or concern and will determine the process for addressing the complaint appropriate to the nature of the complaint/concern. The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint from the Dean of Students.

Academic Complaint Procedure

The student who feels that he or she has an academic complaint should first discuss the problem with the faculty member involved. If, following discussion with the faculty member, the student continues to believe that he/she has not been dealt with fairly, he/she may discuss the complaint with the Dean of Academic Studies. If the informal discussion of the subject is not satisfactory, a written statement of the complaint will be requested.

In preparing a written complaint, the student should:

1. Identify the exact nature of the complaint;
2. Identify the name of the witnesses or persons who have knowledge of the complaint;
3. Submit any available written documentation or evidence that is relative to the complaint.
The Dean of Academic Studies will consider the written complaint and render a decision which will be final.

Final Grade Appeal Procedures
(Only final grades may be appealed)
Final Grade Appeals must be submitted no later than the “first day of classes,” as published in the Academic Calendar, in the semester immediately following the assignment of the final grade being appealed.

The procedure for a final grade appeal is outlined below:

1. The student must discuss the grade in question with the course faculty who will provide information on how the grade was determined.

If step 1 does not result in a resolution and if the student wishes to pursue the matter, a written appeal is submitted to the Dean of Academic Studies. This letter must identify specific areas of contention and student’s request for resolution. The student must include specific documentation supporting the appeal.

2. The Dean of Academic Studies will appoint a Hearing Committee, and serve as the non-voting chairperson of that committee. The rest of the committee will be comprised of three faculty members, one student, and one Student Services representative. The committee members are not to be approached by the student or faculty member before, during or after the proceedings concerning the appeal.

3. The Hearing Committee will meet and render a decision within ten working days following the submission of a written appeal.

4. The Executive Vice Chancellor and Dean of Academic Studies will provide the chairperson of the Hearing Committee, committee members and the course faculty member with copies of the appeal.

5. The chairperson of the Hearing committee will request from the faculty member any materials deemed necessary to arrive at a resolution of the appeal.

6. The chairperson will supply the committee members with copies of pertinent information (i.e., student’s appeal letter and pertinent documentation relating to the appeal.)

7. The chairperson will call a meeting of the Hearing Committee and notify the student and course faculty of the date and time of the meeting.

8. The Hearing Committee may call the student and/or faculty member to answer questions. The student and/or faculty member have the right to appear individually before the committee if they so desire.

9. The student submitting the appeal may bring an observer for his/her meeting with the Hearing Committee. However, the observer will not be allowed to participate in the proceedings.

10. The committee will meet in executive session to review the grade appeal, supporting documentation and input from student and faculty. This information will be utilized to arrive at the decision.

11. The Dean of Academic Studies will communicate the decision to the student and faculty member in writing. If the action of the committee results in a change of grade, the faculty member will complete the appropriate form and submit to the Registrar.

12. The decision may be appealed to the Executive Vice Chancellor of the College for a review of the appeals process.

Due Process Rights, Misconduct
Due process is designed to provide the student the opportunity to present the circumstances and question the evidence which led to the belief that a regulation violation occurred. The opportunity is given to the student before a decision is made about the violation.

1. Due Process for Misconduct begins with the receipt of a written report of the facts regarding the alleged violation. The written report is referred to the Dean of Students or designee.

2. The Dean of Students will confer with the Director of the program or service unit involved. They will review the written report and determine if there is substantial evidence to support the alleged violation, if not: action goes no further, if so:

3. The Dean of Students will provide the student with written notification of the
alleged violation along with the written documentation that supports the violation. Within 24 hours (or 1 working day), the student must respond in writing to document student's version and whether the student agrees that a violation has occurred. Failure to respond will be interpreted as agreement that a violation has occurred.

4. If the student agrees that a violation occurred:
   a. The Dean of Students determines the appropriate response or disciplinary sanction.
   b. The Dean of Students will notify the student of the response. The preferred method of notification is a meeting scheduled with the student by the Dean of Students to receive disciplinary sanctions, guidance or counseling. If a meeting is not possible, the student will be notified of the response by registered, certified mail, return receipt requested. All disciplinary action is subject to the approval of the Chancellor of the College; or
   c. The matter will be referred to a faculty-student hearing committee.

The Dean of Students will inform the student of the option chosen and the process and procedure to be followed.

5. If the student indicates that a regulation has not been violated, the Dean of Students will refer the incident to a faculty-student committee for a hearing.

The Dean of Students will inform the student of the process and procedure to be followed.

During the procedure, the student will have the opportunity to be heard. The student will retain all college rights until the due process and appeal are completed unless the student's presence is potentially dangerous to the health and safety of the college.

When matters are referred to the Hearing Committee, the Dean of Students shall convene a hearing within three (3) school days (excluding weekends and holidays) of receipt of the written student response (Step 3). The student shall be notified by the Dean of Students of the hearing date, time, and location, and of his/her hearing rights.

A student who has been charged with violating a River Parishes Community College regulation governing student behavior will be granted the following rights:

1. Notice: A student charged with violating this policy shall be notified in writing.
2. Procedures: The student shall be informed orally or in writing of the hearing process.
3. Hearing: The student shall have the opportunity to be heard in person before a decision is made.
4. Evidence: The student will be provided with the documentation of the event. The student will be allowed to present evidence in his/her own behalf.
5. Witnesses: The student may have up to three character witnesses to speak on his/her behalf. Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings.
6. Advisor: The student may request a River Parishes Community College faculty member or student to attend the hearing in an advisory role.
7. Written Decision: The student is given a written description of the proceedings and may appeal the decision.

Procedure for Appointment of a Faculty-Student Hearing Committee

The procedure for appointment of a faculty-student hearing committee is as follows:

1. The Dean of Students will appoint three faculty members and two students who are not involved in the allegations.
2. The Dean of Students will serve as a nonvoting chairperson.

The Hearing Process

The hearing process shall be conducted by the Chairperson with five (5) members. The student, the advisor (if requested), and the individual initiating the charges shall be present during all phases of the hearing except during the committee's deliberations. The hearing shall be conducted as follows:

1. The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.
2. The Chairperson shall inform the stu-
dent of his/her rights.

3. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.

4. The members of the committee shall conduct the hearing and shall ask all questions.

5. The members of the committee may inquire of the student and any other party present such additional information pertinent to the alleged violation.

6. The members of the committee reserve the right to call or question any person.

7. The committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.

8. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.

9. The committee shall deliberate to consider the evidence and its decision in private. The Chairperson will notify the student of the committee’s decision in writing within three (3) school days (excluding weekends and holidays) of the completion of the hearing.

10. Each voting member of the committee is entitled to one vote. All decisions shall be by simple majority vote.

11. The student may appeal the committee’s decision to the Chancellor of the College. Any appeal shall be submitted to the Chancellor of the College within two (2) school days (excluding weekends and holidays) of notification of the committee’s decision. The Chancellor or designee shall review all documentation and make a determination to sustain, modify, or set aside the committee’s decision. The Chancellor’s decision will be communicated in writing to the student and to the Chairperson within two (2) school days (excluding weekends and holidays) after receiving the student’s written appeal. The decision of the Chancellor shall be final.

TESTING POLICY

Administration of Entrance Placement Examinations

In the administration of all examinations, the test-takers and the College have rights, responsibilities and duties.

Test-takers have a responsibility to:

1. Arrive on time

2. Demonstrate academic integrity during the testing session. Cheating behavior on test includes, but is not limited to: talking during test administration, looking on or at someone else’s paper on computer screen, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.

Test-takers have a right to:

1. Receive the results of their test.

2. Review their test results with an academic counselor, advisor, or faculty.

The College has a duty to:

1. Assure that results of a test are used in a manner appropriate to the intended purpose.

2. Assure confidentiality of an individual(s) test results. Access will be limited to college officials authorized to review scores.

3. Provide a clock.

EMERGENCY CLOSURE PLAN

The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed in the event of class cancellation.

1. Making the Decision

In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

2. Communicating the Decision

Following an administrative decision, all communication flows through the Chief Information Officer.

Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.
Every effort will be made to broadcast decisions pertaining to college closure via television, radio announcements, and the RPCC website. The Chancellor or Chief Information Officer will delegate responsibility to notify the radio and television broadcast systems of the status of college operations.

STUDENT RIGHT TO PRIVACY
River Parishes Community College is in compliance with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users’ right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records.

FRESHMAN ORIENTATION AND ADVISING PROGRAM
The purpose of the Freshman Orientation and Advising Program is to provide first-semester freshmen with the tools and resources needed to have a successful collegiate experience. It is a two-part program consisting of an online orientation and a Freshman Advising Session. Upon being admitted to the College, students will be instructed to complete the online orientation, which will introduce them to River Parishes Community College and prepare them for the college experience. Upon completing this orientation, students will then call the Office of Student Services to register for a Freshman Advising Session. During this advising session, students will schedule courses for the upcoming semester.

SECURITY
Campus Security
The ultimate responsibility for personal safety rests with each student. Each student should be aware of potential risks to safety. The student is encouraged to:
- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.
- Know how to contact security department or local authorities.
- Take reasonable actions to protect self and property.

EMERGENCY NOTIFICATION SYSTEM
RPCC has initiated an emergency notification system with FirstCall to ensure that the campus community receives alerts within minutes of an accident or urgent announcement.
In the event of an emergency, FirstCall will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and email. Students should register at https://alertregistration.com/rpcc.

REGULATIONS GOVERNING STUDENT BEHAVIOR

Academic Honesty and Integrity

If discovered, cheating in any form including plagiarism, results in disciplinary action. Plagiarism is using and passing off as one's own the ideas, data, or writings of another or presenting as one's own an idea or product that is derived from an existing source.

Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used are planned in advance.

Disciplinary action for plagiarism and cheating can include the reduction of a grade in the course, suspension, or expulsion from RPCC. Students can appeal disciplinary action taken by following the complaint policy of the college.

Campus and Classroom Behavior

1. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
2. Disruptive behavior will not be tolerated.
3. Drinking and eating in the classroom is not allowed.

Littering

In order to maintain the campus buildings and grounds, littering is prohibited. Trash receptacles and cigarette canisters are available for the disposal of refuse.

Smoking

The use of tobacco products in River Parishes Community College buildings and buildings used by RPCC is prohibited. Smoking and the use of smokeless tobacco is not permitted. Smoking is allowed outdoors in designated smoking areas.

Property Abuse

All students are expected to observe all rules that govern the use of College property. Confirmed abuse of property shall result in civil and/or disciplinary action.

Facilities Use

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of classrooms for student activities must be approved by the Dean of Students office. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary and/or civil action.

* Food and drinks are prohibited in the RPCC classrooms, library, and labs.

Parking

Parking for all students is restricted to the areas identified on the campus grounds. Each student must obtain an RPCC parking sticker from the Office of Student Services and display it on the rear glass of your vehicle. Students violating parking regulations will be subject to fines.

DRUG AND ALCOHOL POLICY

This policy will apply to all College students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity, whether on or off the campus. This policy will extend to any other sites which the College might operate.

2. The following conduct is prohibited:
   a. The use, consumption, possession, manufacture, furnishing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law.
   b. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.
   c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on College property, or at any of its activities (whether on or off-campus), except
as expressly permitted by College regulations and the law.

d. The use, consumption, possession, and/or purchase of alcoholic beverages by persons under twenty-one (21) years of age.

e. Operating or attempting to operate a motor vehicle while intoxicated.

Legal Sanctions

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. The criminal code of Louisiana carries specific penalties for the possession and use of illegal drugs.

Students who violate the provisions of this policy will be subject to sanctions which could include criminal prosecution, suspension, termination and or expulsion.

CONVICTION OF A FELONY

Students convicted of committing a felony while enrolled at RPCC College are subject to disciplinary action up to and including dismissal.

WEAPONS POLICY

With the exception of law enforcement officers, no student or non-student, while on campus property, or attending campus sponsored functions, shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms or any instrument that can be used to inflict or threaten bodily injury. Violators shall be subject to criminal charges and campus discipline.

FALSIFICATION OF RECORDS/INFORMATION

Each student is expected to complete all college records with accuracy and honesty. Falsification of records will result in disciplinary action up to and including dismissal.

SALES AND SOLICITATION

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from the College administration office. On campus: Recognized college organizations must obtain clearance for on campus sales from the Dean of Students office when scheduling their events at the office. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Deans may make exceptions.

IDENTIFICATION CARDS

River Parishes Community College students will be issued a College identification card. New students will be given information about obtaining their identification card from the Office of Admissions during pre-registration activities. The card will facilitate the student’s right to use college facilities i.e. Cards must be shown when requested by college staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action.

CHILDREN OF STUDENTS

For safety, children in the College must have adult supervision at all times. Children are not allowed in the classroom.

College personnel are not responsible for the supervision of children.

SANCTIONS

GENERAL MISCONDUCT

Failure by a student to adhere to the Regulations Governing Student Behavior is termed:

MISCONDUCT

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behav-
ior.” In cases of violations of academic integrity (academic honesty/dishonesty) or a student’s failure to adhere to minimum professional standards, the faculty have the authority to assign a course grade of “F” to the student and/or may refer the case to the Faculty-Student Hearing Committee for action.

2. A student charged with misconduct will retain all college rights until due process is completed, unless there is evidence that the student:
   a. has been convicted of a felony;
   b. has been formally charged with the commission of a felony of such nature that the student’s presence on campus is potentially dangerous to the health and safety of the college;
   c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made or penalties imposed.

   In the above situations, the student may be temporarily barred from the campus until due process is completed.

Sanctions for Violation of Regulations
Failure by a student to adhere to the “Regulations Governing Student Behavior” will subject the student to one or a combination of more than one of the following sanctions:

Reprimand
Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.

Loss of Privilege
This sanction prohibits the student from using certain college facilities, (i.e. Library and/or Labs).

Restitution
Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct.

Probation
Formal written warning that the student’s conduct is in violation of college policies and the student’s standing as a student is in jeopardy.

Suspension
Termination of student status at the college for not less than the remainder of the semester.

Dismissal
Termination of student status at the college permanently or for an indefinite period of time.

The above sanctions do not preclude other disciplinary actions that may be deemed warranted by the college.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)
The Student Government Association provides a form of representative self-government to all students enrolled in the College. Through this organization, rules and regulations are formulated and carried out, and plans for student’s activities are made and implemented. In order for the Student Government Association to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the SGA. The SGA at River Parishes Community College is a program in which every student is provided the opportunity to participate.

PHI THETA KAPPA HONOR SOCIETY (PTK)
Phi Theta Kappa is an international, co-educational honorary society for students attending two-year colleges. Benefits of membership in PTK include scholarship opportunities, recognition for academic achievement, leadership opportunities and academic & career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows:

   (1) a 3.5 RPCC grade point average (2) 12 or more college-level (1000-level and above) credit hours earned at RPCC. To remain a member, students must maintain a 3.0 RPCC cumulative grade point average.
COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

The courses listed here represent a traditional curriculum found in most lower division programs that prepare students for the upper division or baccalaureate programs. In an effort to facilitate transfer of RPCC’s courses to other institutions of higher education in Louisiana, RPCC has adopted general education core courses that are listed in the Louisiana Board of Regents publication Student Transfer Guide and General Education Matrix. This publication is available for review in the Office of the Executive Vice Chancellor, the Office of the Dean of Students and online via the College’s website www.rpcc.edu.

Note: A grade of “C” or better (including “P”) must be earned in courses to meet prerequisite or program requirements.

ACCOUNTING (ACCT)

ACCT 2010
FINANCIAL ACCOUNTING
CREDIT: 3
Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements; legal and ethical obligations of the accounting profession.

ACCT 2020
MANAGERIAL ACCOUNTING
CREDIT: 3
Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making.

ACCT 2210
INTERMEDIATE ACCOUNTING
CREDIT: 3
A thorough review of the accounting information system emphasizing the accounting cycle, financial statements, and the environment of accounting.

ANTHROPOLOGY (ANTH)

ANTH 1003
INTRODUCTION TO CULTURAL AND SOCIAL ANTHROPOLOGY
CREDIT: 3
Diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.

ARTS (ARTS)

ARTS 1010
INTRODUCTION TO VISUAL ARTS
CREDIT: 3
Lecture and discussion on the forms, functions, and vocabulary of the visual arts. Emphasis will be placed on the different methods of visual expression in our society and how and why works are created. All major forms of drawing, painting, printing, sculpture, design, and architecture explored in basic terms.

ARTS 1100
ART APPRECIATION
CREDIT: 3
This is an art appreciation course designed for non-art majors. It introduces students to the visual arts within the context of history with an emphasis on critical think-
 ing about images from art and photography in order to experience heightened enjoyment and understanding and appreciation of our cultural heritage. Three hours of lectures illustrated with slides, video, and class discussion per week. Course may be taken more than once as topics may vary.

**ARTS 2000**
**INTRODUCTION TO COMPUTER IMAGES I**
**Credit: 3**
This course is an introduction to the computer as a tool for the visual arts. The course selects from a variety of imaging software including Photoshop and requires no computer experience.

**ARTS 2010**
**INTRODUCTION TO DIGITAL MEDIA**
**Credit: 3**
This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development.

**ARTS 2100**
**BASIC DRAWING**
**Credit: 3**
An introduction to the basic skills, materials, and techniques used in creating traditional observational drawings of objects. Materials used will include pen, pencil, ink, and charcoal; techniques studied will include perspective, shading and modeling, composition, contour and texture. Six hours of studio a week.

**ARTS 2150**
**BASIC DESIGN**
**Credit: 3**
Basic elements of graphic design; an introduction to the fundamental techniques needed when encountering creative problems in two-dimensional visual arts. Six hours of studio a week.

**ARTS 2200**
**INTERMEDIATE DRAWING**
**Credit: 3**
Students will continue to develop the skills and techniques introduced in basic drawing with an introduction to color and the human figure. The compositional and expressive qualities of drawing will be developed through still life, figurative, and landscape drawing in a variety of media including dry pastel, oil pastel and watercolor.

**ARTS 2300**
**BASIC PAINTING**
**Credit: 3**
An introduction to the basic skills, materials and techniques used in traditional and modern oil, tempera, and acrylic painting. Class will include individual criticism, class discussion and critiques of works. Six hours of studio a week.

**ARTS 2400**
**WATERCOLOR PAINTING**
**Credit: 3**
An introduction to watercolor painting; using water-based pigments to explore the expressive visual possibilities of a variety of different subjects, including still-life’s, landscapes, figures, and portraits. Six hours of studio a week.

**ARTS 2510**
**ART HISTORY SURVEY I**
**Credit: 3**
One semester historical survey of the Western visual arts tradition from the Paleolithic through the High Renaissance, including Near-Eastern, Greek, Roman, and Medieval art. Three hours of lectures illustrated with slides, videos, and class discussion per week.

**ARTS 2520**
**ART HISTORY SURVEY II**
**Credit: 3**
One semester chronological survey of the Western visual arts tradition from the Baroque period through to the present, including Neo-Classical, Romantic, Impressionist, Post-Impressionist, and 20th century art. Three hours of lectures illustrated with slides, videos, and class discussion per week.

**BIOLOGY (BIOL)**

**BIOL 1010**
**GENERAL BIOLOGY I**
**Credit: 3**
This course covers the concepts in cell biology, genetics, ecology, and evolution. BIOL 1010 is not intended to be a prerequisite for BIOL 1020 or vice versa.

**BIOL 1010L**
**GENERAL LABORATORY I**
**Credit: 1**
This course provides a laboratory component that coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1010 course.

**BIOL 1010L**
**GENERAL LABORATORY I**
**Credit: 1**
This course provides a laboratory component that coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1010 course.

**Prerequisites:** Concurrent enrollment in or completion of BIOL 1010
BIOL 1020
GENERAL BIOLOGY II
CREDIT: 3
This course covers the concepts of biological diversity, physiology, and behavior of living organisms. BIOL 1020 is not intended to be a prerequisite for BIOL 1010 or vice versa.

BIOL 1020L
GENERAL BIOLOGY LABORATORY II
CREDIT: 1
This course provides a laboratory component that coincides with the BIOL 1020 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1020 course.

BIOL 1050
INTRODUCTION TO ANATOMY AND PHYSIOLOGY
CREDIT: 3
This is an introductory course designed for students majoring in allied health fields that require a single semester of Anatomy and Physiology. Course topics include: concepts of anatomy and physiology from subcellular to cellular, tissue, and organ systems. This course is designed for students interested in LPN, EMT or Medical Coding programs.

BIOL 1200
PRINCIPLES OF BIOLOGY I
CREDIT: 4
This course is designed for students majoring in science or a related field. Principles of biology from the cellular to the ecosystem level, including biochemistry, cell biology, molecular biology, genetics, and evolution. Includes laboratory experiences.

BIOL 1210
PRINCIPLES OF BIOLOGY II
CREDIT: 4
This course is designed for students majoring in science or a related field. A systematic study of the structure, function, ecology and evolution of organisms including bacteria, protists, fungi, plants and animals. Includes laboratory experiences.

BIOL 2110
GENERAL MICROBIOLOGY
CREDIT: 3
A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease.

BIOL 2300
GENERAL ECOLOGY
CREDIT: 3
This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems.

BIOL 2500
HUMAN ANATOMY & PHYSIOLOGY I
CREDIT: 3
A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system.

BIOL 2500L
HUMAN ANATOMY & PHYSIOLOGY LAB I
CREDIT: 1
A laboratory course to accompany BIOL 2500 using specimens, models and instruments to investigate the structure and function of the human body.

BIOL 2510
HUMAN ANATOMY & PHYSIOLOGY II
CREDIT: 3
A descriptive presentation of the structure and function of the organ systems of the human body covering the endocrine, cardiovascular, immune, respiratory, digestive, excretory and reproductive systems.

BIOL 2510L
HUMAN ANATOMY & PHYSIOLOGY LAB II
CREDIT: 1
A laboratory course to accompany BIOL 2510 using specimens, models and instruments to investigate the structure and function of the human body.

BIOL 2600
FUNDAMENTALS OF HUMAN NUTRITION
CREDIT: 3
This course examines the chemistry of the basic nutrients, metabolic pathways, factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition.

BUSN 1100
INTRODUCTION TO BUSINESS
CREDIT: 3
A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.

BUSN 1310
PERSONNEL MANAGEMENT
CREDIT: 3
A study of personnel issues to include job classification, compensation, benefits, discipline and training.

**BUSN 1330**  
PERSONAL FINANCE  
Credit: 3  
A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.

**BUSN 2000**  
PRINCIPLES OF MARKETING  
Credit: 3  
A basic course in marketing including the exchange process, marketing analysis, price determinants and present-day marketing trends. Emphasis is given to the marketing concept and how firms adapt products and services to changes in consumer demand.

**BUSN 2200**  
LEGAL ENVIRONMENT OF BUSINESS  
Credit: 3  
Legal influences on the business environment, sources of law and their effect on business decision; constitutional, administrative, property, environmental, employment, anti-trust, securities regulation, consumer rights, and product liability law; social, ethical, and international facets of the legal environment.

**BUSN 2220**  
SMALL BUSINESS MANAGEMENT  
Credit: 3  
A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.

**CARE AND DEVELOPMENT OF YOUNG CHILDREN (CDYC)**  
FORMERLY ECED & ECDV

**NOTE**

CDYC courses are not intended for transfer into a university teacher education program. It is designed for paraprofessionals and those seeking to complete the Early Childhood concentration in the Associate of General Studies degree.

**CDYC 1050**  
EARLY CHILDHOOD DEVELOPMENT  
Credit: 3  
This course provides an overview of early childhood education, birth to age eight. It explores philosophies, methods, materials and activities appropriate to the development of the child in care centers, nursery schools, and the primary grades.

**CDYC 1101**  
INFANT AND TODDLER  
Credit: 3  
This course covers the physiological, emotional, cognitive, and social development of infants and toddlers, including special needs for optimal development, the role of the caregiver, planning environments, health methods, and working with parents.

**CDYC 1103**  
PLAY AND MATERIALS FOR CHILDREN  
Credit: 3  
This course emphasizes teaching/learning strategies and curriculum development that encourage play as an essential element in healthy child development. Students will demonstrate an understanding of how to support and encourage play as a vehicle for the development of cooperation, creativity, cognition, language and motor skills using a variety of media. Placement sites must be approved by the instructor or ECE coordinator.

**CDYC 1104**  
BASIC CHILDHOOD NUTRITION  
Credit: 3  
This course examines normal nutrition for all ages relating to physical development and health; functions of the food nutrients and their requirements for digestion, absorption, metabolism, and planning or normal diets. This course may require field and/or clinical hours working directly with young children. Said placement sites must be approved by the instructor or by the Early Childhood coordinator.

**CDYC 2010**  
FAMILY, SCHOOL, AND COMMUNITY RELATIONS  
Credit: 3  
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family, and community lifestyles, child abuse and current issues.

**CDYC 2020**  
CREATIVE ACTIVITIES FOR CHILD DEVELOPMENT  
Credit: 3  
Prepares students to plan, implement and evaluate developmentally appropriate programs for young children. Students will learn how to promote positive attitudes, understandings, and abilities across a range of modes of representation comprising language, music, movement and visual and tactile media.

**CDYC 2040**  
CURRICULUM DEVELOPMENT FOR INFANTS AND TODDLERS  
Credit: 3  
This course prepares students in planning developmentally appropriate environment, activities, materials, and interactions for infants and toddlers.

Pre- or Co-requisite: CDYC 1050, CDYC 2020.
CDYC 2050  
MATH, SCIENCE & TECHNOLOGY FOR THE YOUNG CHILD  
Credit: 3  
Includes a review of appropriate materials, methods, and principles related to mathematics, science and technology in the early childhood setting. Students plan and evaluate activities related to number recognition, counting, sets, simple mathematical skills, cause and effect, classification, prediction and simple experiments.

CDYC 2060  
GUIDING AND MANAGING CHILD BEHAVIOR  
Credit: 3  
Students will examine learning principles and theory relevant to the guidance of children. Guidance, management, discipline techniques are explored in relation to managing difficult children, rewards, behavior modification, social learning and problem solving, and personal responsibility. Practical applications are taught through direct participation in an early childhood setting.

CDYC 2065  
OBSERVATION AND FIELD EXPERIENCES  
Credit: 3  
This practicum provides an intensive experience in systematically observing and recording the behavior of young children as they participate in activities in a child care or educational setting.

CDYC 2070  
SCIENCE IN EARLY CHILDHOOD EDUCATION  
Credit: 3  
This course is designed to enable students to display an understanding of the major developments and issues in early childhood science education, develop strategies for delivering aspects of an early childhood science curriculum, and evaluate science teaching methods and materials.

CDYC 2080  
EARLY ELEMENTARY SCHOOL MATHEMATICS  
Credit: 3  
This course presents the teaching of mathematics to young children, consistent with recent research in children’s learning and with the Louisiana mathematics curriculum, K-6. Mathematics will be seen as a means of processing information, and of communicating and representing ideas. Content, learning environment and teaching strategies for learning about numbers, measurement and space will be presented.

CDYC 2090  
LANGUAGE ARTS DEVELOPMENT FOR THE YOUNG CHILD  
Credit: 3  
This course will survey principles, methods and materials necessary for successful instruction of language arts during early child development, and factors in the development of language in the young child. Listening, story telling, children’s literature, use of flannel boards, pre-reading skills, and correct use of appropriate games and activities will be explored. Students will research and compile a language arts file.

CDYC 2150  
ORGANIZATION AND ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS  
Credit: 3  
This course examines the philosophy, objectives, and methods of organizing and operation of Early Childhood programs. The course includes licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills and advocacy.

CDYC 2300  
CHILDREN’S LITERATURE  
Credit: 3  
Selection, evaluation, and the use of books and materials for children; reading needs and reading interests for children; factors in using and interpreting library materials in relation to the school curriculum. Basic reference books for children are included.

CHEMISTRY (CHEM)  
CHEM 1010  
CHEMISTRY I  
Credit: 3  
This course includes the fundamental laws, modern theories and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrated into this course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

CHEM 1010L  
CHEMISTRY LABORATORY I  
Credit: 1  
Introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

CHEM 1020  
CHEMISTRY II  
Credit: 3  
This course introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrated into the course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.
**CHEM 1020L**
CHEMISTRY LABORATORY II  
CREDIT: 1  
Introduction to basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties and titrations.  
**COREQUISITES:** CHEM 1020

**CHEM 1040**  
CHEMISTRY FOR PTEC MAJORS  
CREDIT: 3  
Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, bonding, chemical reactions, stoichiometry, periodicity, nomenclature, functional groups and their reactivity, and introductory polymeric materials. Chemical reactions are used to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals.  
**PREREQUISITE:** ELIGIBILITY FOR COLLEGE MATHEMATICS OR MATH 1100

**CHEM 1040L**  
CHEMISTRY LABORATORY FOR PTEC MAJORS  
CREDIT: 1  
Provides laboratory experiences that demonstrate, clarify, and illustrate applications of fundamental principles of chemistry presented and discussed during CHEM 1040 lecture.  
**PREREQUISITE:** CHEM 1040  
**COREQUISITE:** CHEM 1040  
**NOTE:** CHEM 1010L CAN BE USED FOR THIS LAB.

**CHEM 1300**  
CHEMISTRY I FOR NON-SCIENCE MAJORS  
CREDIT: 3  
Provides an overview of chemical theory and principles. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences. Designed to meet the needs of students who have had little or no previous background in chemistry. Also used to satisfy general education requirements in the natural sciences or to provide the basic principles of chemistry necessary to meet particular career goals and interests.  
**PREREQUISITE:** ELIGIBILITY FOR COLLEGE MATHEMATICS

**CHEM 1300L**  
CHEMISTRY I LABORATORY FOR NON-SCIENCE MAJORS  
CREDIT: 1  
Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles learned in Chemistry 1300.  
**PREREQUISITES:** ELIGIBILITY FOR COLLEGE LEVEL MATHEMATICS AND CHEM 1300  
**COREQUISITES:** CHEM 1300

**CHEM 1310**  
CHEMISTRY II FOR NON-SCIENCE MAJORS  
CREDIT: 3  
Continues to present modern theories and principles of chemistry with emphasis on the gas laws, properties of solutions, acids and bases, and a survey of organic chemistry. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences.  
**PREREQUISITE:** CHEM 1300  
**COREQUISITE:** CHEM 1310L RECOMMENDED

**CHEM 1310L**  
CHEMISTRY II LABORATORY FOR NON-SCIENCE MAJORS  
CREDIT: 1  
Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles learned in Chemistry 1310.  
**PREREQUISITES:** CHEM 1300 AND CHEM 1300L  
**COREQUISITE:** CHEM 1310

**CHEM 2210**  
ORGANIC CHEMISTRY I  
CREDIT: 3  
This is an introduction to the chemistry of carbon-containing compounds. The physical and chemical properties of organic compounds will be examined. The emphasis will include a systematic study of nomenclature, molecular structure, properties, bonding, reactivity, stereoisomerism and conformational analysis for aliphatic compounds. Included in the course will be practical applications, problem solving, and attention to historical and recent developments in interpretation of structure and reaction mechanisms.  
**PREREQUISITE:** CHEM 1020

**CHEM 2220**  
ORGANIC CHEMISTRY II  
CREDIT 3  
This is a continuation of CHEM 2210. The emphasis will include a systematic study of nomenclature, molecular structure, properties bonding, and reactivity of aromatic compounds. Included in the course will be practical applications, problem solving, and attention to historical and recent developments in interpretation of structure and reaction mechanisms.  
**PREREQUISITE:** C OR BETTER IN CHEM 2210

**COLLEGE AND CAREER SUCCESS SKILLS**

**CCSS 1100**  
COLLEGE AND CAREER SUCCESS SKILLS  
CREDIT: 3  
This course provides an introduction to the college experience and academic resources and support services available at RPCC. Course topics may include goal-setting, note-taking, time management, career exploration, study skills, and problem solving.
CRIMINAL JUSTICE (CRJU)

CRJU 2010
INTRODUCTION TO POLICE, COURTS, AND CORRECTIONS
Credit: 3
This course will examine the primary components of the criminal justice system and how they are interrelated. Students will also learn how these entities work toward common goals and how they are challenged by competing goals or organizational demands.

CRJU 2300
INTRODUCTION TO LAW ENFORCEMENT
Credit: 3
This course is designed to acquaint the pre-service as well as non-law enforcement major with the field of law enforcement.

CRJU 2310
CRIMINAL LAW FOR POLICE OFFICERS
Credit: 3
This course will examine the structure and function of the Code of Criminal Law, the U.S. Constitution, and their impact upon law enforcement.

CRJU 2320
CRIMINAL INVESTIGATION
Credit: 3
This course will examine modern methods of criminal investigation of both minor and serious crimes. Students will learn how to write reports, and identify, collect and preserve criminal evidence.

COMPUTER SCIENCE (CSCI)

CSCI 1010
INTRODUCTION TO COMPUTER TECHNOLOGY
Credit: 3
Introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education, and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, database and multimedia, should be included.

CSCI 1200
INTRODUCTION TO COMPUTER PROGRAMMING LOGIC
Credit: 3
This course is a study of computers and program design. An introduction to programming which emphasizes the basic skills and tools needed to analyze a problem and develop a solution algorithm.

CSCI 1500
COMPUTER PROGRAMMING C++
Credit: 3
This is an introduction to the “C++” programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in “C++”. Other topics include input, output, computations, branching, functions, subroutines, arrays, records, file handling and pointers.

CSCI 2010
SOFTWARE APPLICATIONS I
Credit: 3
This course is an in-depth study of current software applications such as MS Word, Excel, Access and PowerPoint.

CSCI 2020
SOFTWARE APPLICATIONS II
Credit: 3
A continuation of CSCI 2010 with further study of MS Excel and Access.

CSCI 2025
WEB DESIGN I
Credit: 3
This course will introduce students to web page design using a stable, tested, and smoothly organized program geared for ease of learning and use.

CSCI 2030
COMPUTER GAME CRITICISM
Credit: 3
Note: This course may be used to satisfy RPCC program requirements, but it is not intended for transfer. This course will introduce students to the computer game industry and computer game genres including action, shooter, role playing strategy, real time strategy, massively multiplayer and edware. Students will be required to write previews and reviews of computer games similar to those published in print media.

CSCI 2140
COMPUTER PROGRAMMING VISUAL BASIC
Credit: 3
This course is a study of computer programming using the Visual Basic language. The course contains topics on design, coding, testing, and documentation of a computer program written in Visual Basic.

CSCI 2240
INTRODUCTION TO JAVA PROGRAMMING
Credit: 3
Fundamentals of programming, program design, and algorithms using a high-level block-structured language. Problem-solving skills from an algorithmic viewpoint using the Java programming language. Course covers the origins and early development of computer science as an academic discipline as well as the basic issues underpinning the discipline employ programming principles in problem-solving & explore the fundamentals of the object-oriented programming (OOP) paradigm.

PREREQUISITE: CSCI 1200
CSCI 2250  ADVANCED JAVA PROGRAMMING  
Credit: 3  
Fundamentals of Data Abstraction including the ADTs and data structures for the queue, stack, list and binary search tree. Introduces students to some fundamental data structures, Abstract Data Types and searching and sorting algorithms using the object-oriented programming paradigm. This course will enable students to understand the use of references and objects in the implementation of various data structures, employ techniques such as abstraction and recursion in the formation of algorithmic solutions, and to design and analyze basic search and recursive sort algorithms.  
Prerequisite: CSCI 2240

CSCI 2310  MANAGEMENT INFORMATION SYSTEMS  
Credit: 3  
This course is an introduction to business information resources, system design and information management. Topics include computer hardware, system analysis, database management decision support systems and distributed data processing.  
Prerequisites: Sophomore standing, CSCI 1010 and one other computer science class or permission of the department head.

CSCI 2500  ADVANCED C++ AND DATA STRUCTURES  
Credit: 3  
This course is an introduction to elementary data structures and algorithm development using programming language C++. Topics include: arrays, pointers, records, linked list, stacks, queues, recursion, binary trees, sorting, and searching. Offered during Spring semesters.  
Prerequisites: CSCI 1500 or permission of the department chair.

CSCI 2510  DATABASE MANAGEMENT SYSTEMS  
Credit: 3  
Database models, database design and implementation; database query language. Emphasis on using commercial database software to support business and institutional processing.  
Prerequisites: Sophomore standing, CSCI 1010 and CSCI 1200 or CSCI 2020; or permission of department head.

ECONOMICS (ECON)  
ECON 2010  MACROECONOMICS  
Credit: 3  
A study of economics, economic concepts and economic institutions. Emphasizes the operation and function of a market economy while analyzing economic problems related to income, employment, the business cycle, money and banking, growth and development.

ECON 2020  MICROECONOMICS  
Credit: 3  
A study of price and output determination, theories of production, determination of prices in regulated and unregulated industries, functional distribution of income, and international economics.

ECON 2030  ECONOMIC PRINCIPLES  
Credit: 3  
Economic understanding of both micro- and macroeconomic principles; problems associated with monetary policy, fiscal policy, public finance, government and business, labor, international trade, and economic growth.

EDUCATION (EDUC)  
EDUC 1000  INTRODUCTION TO EDUCATION  
Credit: 3  
Introduction to the education profession for prospective teachers or those interested in the field. Includes the following: survey of the history of education, educational requirements for teachers, compensation, the teaching process, learning, discipline, evaluation, roles of the local and state educational system.

EDUC 2507  CLASSROOM TECHNOLOGY  
Credit: 3  
This course is designed to introduce teacher education students to a variety of technology tools and effective technology integration methods that can be used to enhance student learning both inside and outside classrooms. Students will learn how to incorporate various educational software into the Louisiana Comprehensive Curriculum.

ENGLISH (ENGL)  
ENGL 0090  COLLEGE PREPARATORY ENGLISH I  
Credit: 3 (Not for degree credit)  
This course is designed to help students gain proficiency in basic writing and reading skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies; thus, the focus tends to be on grammar and mechanical problems. As a result of carefully planned learning experiences, students should be able to write clear, adequately developed, logically-organized, effective sentences and short paragraphs which conform to the conventions of standard American English. Its sole focus is to prepare students for the short essay writing in English 0091, College Preparatory English II. This is a college preparatory course and does not apply toward the associate's degree.

ENGL 0091  COLLEGE PREPARATORY ENGLISH II  
Credit: 3 (Not for degree credit)  
This course is designed to help students gain greater proficiency in basic writing and reading skills. Using the format...
of writing simple essays, the course assesses the level at which students are writing to discover individual areas of deficiency and to assist students in developing college level writing skills. Upon completion of this course, students should be able to write clear, adequately developed, logically organized paragraphs and simple essays which conform to the conventions of standard American English. **PREREQUISITE: PLACEMENT BY DIAGNOSTIC TEST.**

**ENGL 1010**
**ENGLISH COMPOSITION I**
Credit: 3
This course is an introduction to writing in academic and professional environments that demand innovative, informative, critical, and clear thought and communication. This course stresses writing as a learning and thinking process. Accordingly, special focus is paid to critical thinking and information literacy, which includes an introduction to finding and incorporating researched information. The course depends heavily on discussing and practicing the following strategies: active reading, pre-writing, planning, drafting, and revising.

**ENGL 1020**
**ENGLISH COMPOSITION II**
Credit: 3
This course is a continuation and intensification of material and strategies covered in ENGL 1010, culminating in an introduction to argumentative composition. The course introduces explicative, analytical, evaluative, persuasive, and other forms of argumentative discourse. To prepare students for upper-level academic and professional demands, the course pays special focus to information literacy and critical thinking. Throughout the course, students will discuss and practice active reading, researching, pre-writing, planning, drafting, and revising.

**ENGL 2000**
**ENGLISH COMPOSITION**
Credit: 3
Credit will not be given for both this course and ENGL 1020. Practice in the processes of academic and applied writing

**ENGL 2002**
**PROFESSIONAL WRITING**
Credit: 3
This course prepares students to develop and write a wide variety of texts related to specialized fields, such as business, science, technology, education, and medicine. Texts will include summaries, paraphrases, reports, memos, letters, abstracts, proposals, and articles.

**ENGL 2024**
**CRITICAL STRATEGIES**
Credit: 3
This course prepares students to develop skills for reading and writing about different kinds of textual and non-textual communication (e.g., literature, advertisements, song lyrics, films) from a variety of critical approaches. Critical approaches covered may include reader response, New Criticism, psychoanalysis, myth, Marxism, feminism, race theory, post colonialism, deconstruction, and others.

**ENGL 2110**
**A SURVEY OF SHORT STORIES & NOVELS**
Credit: 3
Skills for reading and writing about fiction; attention to generic conventions and critical perspectives; section emphasis may vary; consult departmental handout.

**ENGL 2150**
**INTRODUCTION TO DRAMA & POETRY**
Credit: 3
The course is designed to develop in students an ability to understand, analyze and evaluate drama and poetry. The first half of the course focuses on drama and introduces the student to plays from the Greek classics through the twentieth century. The second half of the course emphasizes poetry that reflects different forms, subjects, themes, and points of view. Since reading is a major focus of this course, students will practice a variety of interrelated reading and interpretative skills. Students' writing should move beyond paraphrasing into analysis, interpretation, and argumentation.

**ENGL 2200**
**CREATIVE WRITING**
Credit: 3
An introductory course in the forms and techniques of creative writing, which may include writing short stories, poetry, screen-writing, autobiographical essays, and other forms of expressive writing. Examination of manuscripts through group discussion and individual conferences with course faculty member.

**ENGL 2400**
**WORLD LITERATURE**
Credit: 3
An examination of some major works of world literature.

**ENGL 2510**
**ENGLISH LITERATURE I**
Credit: 3
This course is a survey of some important works of English literature from the Anglo-Saxon period to the Restoration and Eighteenth Century.

**ENGL 2520**
**ENGLISH LITERATURE II**
Credit: 3
This course is a survey of some important works of
English literature from the Romantic Period through to the end of the Twentieth Century.

**ENGL 2530**
**INTRODUCTION TO SHAKESPEARE AND THE RENAISSANCE**
Credit: 3
This course is an introduction to William Shakespeare's most famous plays and poems, as well as an introduction to socio-cultural aspects of Shakespeare's contemporary historical period, the Renaissance.

**PREREQUISITE: ENGL 1020, OR PERMISSION OF TEACHING FACULTY MEMBER.**

**ENGL 2610**
**AMERICAN LITERATURE I**
Credit: 3
This course is a survey of some important works of American literature from the Colonial Period through to the end of the Civil War.

**PREREQUISITE: ENGL 1020, OR PERMISSION OF TEACHING FACULTY MEMBER.**

**ENGL 2620**
**AMERICAN LITERATURE II**
Credit: 3
This course is a survey of some important works of American literature from the end of the Civil War to the present.

**PREREQUISITE: ENGL 1020, OR PERMISSION OF TEACHING FACULTY MEMBER.**

**ENGL 2800**
**FILM CRITICISM**
Credit: 3
Studies in the basic elements of film appreciation and criticism, with detailed analysis of specific films and their relation to the theories of film-making.

**PREREQUISITE: ENGL 1020, OR PERMISSION OF TEACHING FACULTY MEMBER.**

**FRENCH (FREN)**

**FREN 1010**
**ELEMENTARY FRENCH I**
Credit: 3
A beginning course designed for students with no previous knowledge of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.

**FREN 1020**
**ELEMENTARY FRENCH II**
Credit: 3
A continuation of FREN 1010. It places strong emphasis on vocabulary, sounds and structure of the French language. Other components of the course include reading and writing. Supplemental work will be done in the language laboratory.

**PREREQUISITE: FREN 1020**

**FREN 2020**
**INTERMEDIATE FRENCH I**
Credit: 3
French 2020 is a 3-hour, video-based course designed for intermediate students of French. It places strong emphasis on development of listening, speaking, reading and writing skills. Supplemental work will be done in the language laboratory.

**PREREQUISITE: FREN 1020**

**GEOGRAPHY (GEOG)**

**GEOG 2010**
**INTRODUCTION TO GEOGRAPHY**
Credit: 3
A survey of significant geographical endeavors and ideas Western and non-Western cultures have contributed towards the development of modern geography, and their impact on historical world events: discussion of major topical sub-disciplines that comprise modern geography; an introduction to the concepts, techniques, and tools of physical geography and human geography.

**GEOG 2030**
**CULTURAL GEOGRAPHY**
Credit: 3
Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.

**GEOG 2050**
**PHYSICAL GEOGRAPHY**
Credit: 3
Introduction to the concepts, themes and disciplines of physical geography. Discussion of atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems and weather systems.

**GEOLOGY (GEOL)**

**GEOL 1001**
**GENERAL GEOLOGY: PHYSICAL**
Credit: 3
Earth materials and land forms; processes at work on and within the earth.

**GEOL 1001L**
**PHYSICAL GEOLOGY LABORATORY**
Credit: 1
Properties of minerals and rocks; practical application
of geological principles, using topographical and geological maps; geological factors relating to energy exploration and environmental problems, with emphasis on south Louisiana.

**PREREQUISITES:** credit or concurrent enrollment in GEOL 1001. Lab related to GEOL 1001.

**HEALTH SCIENCE (HESC)**

**HESC 1000**
**MEDICAL TERMINOLOGY**
Credit: 3
This course will introduce students entering the health field to basic medical and clinical terminology. Vocabulary, spelling, pronunciation and word analysis for common medical terms that are relevant to anatomy and physiology, medicine, disease and clinical specialties will be emphasized.

**HESC 1600**
**PERSONAL & COMMUNITY HEALTH**
Credit: 3
This course examines the factors in contemporary society that affect the well-being of an individual. It considers effects on such quality of life issues as aging, sex, health services, physical activity, drugs and nutrition.

**HISTORY (HIST)**

**HIST 1010**
**HISTORY OF WORLD CIVILIZATIONS I**
Credit: 3
A survey of the major civilizations of the world to 1500, with particular emphasis on the interactions among them and their influences on each other.

**HIST 1020**
**HISTORY OF WORLD CIVILIZATIONS II**
Credit: 3
A survey of the major civilizations of the world from 1500 to the present, with particular emphasis on the interactions among them and their influences on each other.

**HIST 2010**
**U.S. HISTORY I**
Credit: 3
A survey of United States history from the period of colonial origins to 1865.

**HIST 2020**
**U.S. HISTORY II**
Credit: 3
A survey of United States history from 1865 to the present.

**HIST 2061**
**AFRICAN-AMERICAN HISTORY**
Credit: 3
Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.

**HIST 2100**
**LOUISIANA HISTORY**
Credit: 3
A survey of Louisiana history from the original European settlement to the present.

**INFORMATION SYSTEMS (ISDS)**

**ISDS 1100**
**INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS**
Credit: 3
This course introduces students to management of information, computers, and systems. Students will also learn to utilize management information systems to improve managerial decision making.

**LIBRARY SCIENCE (LISR)**

**LISR 1000**
**INFORMATION LITERACY:**
**RESEARCH STRATEGIES & RESOURCES**
Credit: 1
This course is designed to provide students a foundation in locating, evaluating, and utilizing information resources. This course will expose students to basic research methods and a wide variety of electronic resources. Students will develop fundamental research techniques and will learn to effectively use and evaluate electronic resources such as an online catalog, periodical indexes, journal databases, and the Internet.

**MATHEMATICS (MATH)**

**MATH 0090**
**BASIC MATHEMATICS**
Credit: 3  (NOT FOR DEGREE CREDIT)
This course is designed for students who lack the basic skills necessary for success in MATH 0091. It provides instruction and practice in computation involving whole numbers, fractions, decimals, percents and signed numbers. Exit requirements will include a departmental final examination.

**MATH 0091**
**COLLEGE PREPARATORY ALGEBRA I**
Credit: 3  (NOT FOR DEGREE CREDIT)
This course is designed for students who have had little or no algebra. The major topics in the course are real numbers and their properties, exponents and polynomials, linear equations and linear inequalities, as well as an introduction to factoring, radicals and graphing. Exit requirements will include a departmental final exam.

**MATH 0092**
**COLLEGE PREPARATORY ALGEBRA II**
Credit: 3  (NOT FOR DEGREE CREDIT)
This course is designed for students who require additional skills in algebra before taking MATH 1100, College Algebra. The major topics include sets and real
numbers, linear equations and inequalities with applications, polynomials and factoring, algebraic fractions, exponents, roots and radicals, quadratic equations, relations and functions, graphs, and systems of linear equations with applications. Exit requirements will include a departmental final examination.

**MATH 1100**
**COLLEGE ALGEBRA**
Credit: 3
Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. Credit will not be given for both MATH 1100 and MATH 1200.

**MATH 1110**
**PLANE TRIGONOMETRY**
Credit: 3
Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, and polar coordinates. Credit will not be given for both MATH 1110 and MATH 1200.

**MATH 1170**
**ELEMENTARY NUMBER STRUCTURE**
Credit: 3
Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving.

**MATH 1167**
**GEOMETRY FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS**
Credit: 3
This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two- and three-dimensional space: perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions.

**MATH 1200**
**COLLEGE ALGEBRA & TRIGONOMETRY**
Credit: 3
For qualified students, a replacement for MATH 1100 or MATH 1110 as preparation for calculus.

**MATH 1300**
**INTRODUCTION TO CONTEMPORARY MATHEMATICS**
Credit: 3
Primarily for students in liberal arts and social sciences. Mathematical approaches to contemporary problems of growth, size, and measurement, handling of data, and optimization using basic concepts from algebra, geometry and discrete mathematics.

**PREREQUISITES: MATH 0092 with "C" or higher or placement by diagnostic test**

**MATH 1500**
**FINITE MATHEMATICS**
Credit: 3
This course is designed for students who plan to major in fields that do not require an in depth study of mathematics. The major topics introduced in this course are set theory, symbolic logic, applications of rational numbers, place-value numeration systems, geometry and measurement, introductory combinations, probability, and descriptive statistics.

**PREREQUISITE: MATH 1100**

**MATH 2010**
**CALCULUS FOR NON-SCIENCE MAJORS**
Credit: 3
The course will focus on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis, and exponential growth models.

**PREREQUISITES: MATH 1100**

**MATH 2100**
**CALCULUS I**
Credit: 4
This course will focus on: limits, continuity and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions from analytical and graphical points of view.

**PREREQUISITES: MATH 1100 and MATH 1110, or MATH 1200**

**MATH 2110**
**CALCULUS II**
Credit: 4
This course continues the focus on applications of the derivative and integral. Parametric equations, polar coordinates, infinite sequences and series, three dimensional geometry, vectors and partial derivatives.

**PREREQUISITE: MATH 2100**

**MATH 2140**
**INTRODUCTION TO STATISTICS**
Credit: 3
This course is designed to introduce students to the fundamentals of descriptive and inferential statistics with a pronounced emphasis on inference. The major topics include methods for analyzing sets of data, probability, probability distributions, estimation, confidence intervals, hypotheses testing, simple linear regression, correlation and non-parametric statistics.

**PREREQUISITES: MATH 0092 or placement by diagnostic test**

**MASS COMMUNICATION (MCOM)**

**MCOM 2000**
**INTRODUCTION TO MASS MEDIA**
Credit: 3
This course introduces students to the mass communication process within American society. Topics include development, structure, function, and the cultural
impact of mass media

**M COM 2020**
**FOUNDATIONS OF ADVERTISING AND PUBLIC RELATIONS**
**Credit:** 3
Students will examine the theories and principles of advertising and public relations including their social and economic roles.
**Prerequisite:** MCOM 2000 OR PERMISSION OF THE INSTRUCTOR

**MANAGEMENT (MGMT)**

**MGMT 2010**
**PRINCIPLES OF MANAGEMENT**
**Credit:** 3
This course consists of a detailed analysis of management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles.

**MUSIC (MUSC)**

**MUSC 1010**
**MUSIC APPRECIATION**
**Credit:** 3
This course is designed to foster an understanding of music through the study of selected examples. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

**OFFICE ADMINISTRATION (OADM)**

**OADM 1100**
**KEYBOARDING/INTRODUCTION TO WORD PROCESSING**
**Credit:** 3
The major objectives of the course, designed for students who have little or no typewriting/keyboarding experience, are to learn the keyboard and to develop correct keyboarding techniques. The course introduces basic word processing concepts applied to reports, centered text, letters and memos.

**OADM 1324**
**BUSINESS MATHEMATICS USING CALCULATORS**
**Credit:** 3
This course consists of a mathematical treatment of financial problems arising in modern businesses. Fundamental mathematical processes are reviewed using electronic calculators. The course covers percentages, simple and compound interest, inventories, depreciation, payroll, commissions, taxes, and other business-related topics. Spreadsheet applications are introduced.
**Prerequisites:** MATH 0900 with a grade of "C" or better, or SATISFACTORY SCORE ON PLACEMENT TEST

**OADM 1336**
**FUNDAMENTALS OF BUSINESS COMMUNICATIONS**
**Credit:** 3
This course is designed to provide the foundation for effective business communications. It will focus on the fundamentals of English and the established standards of usage while emphasizing their importance in the business world. Students will learn listening and verbal skills, and how to format, proof and edit documents.

**OADM 1355**
**INTRODUCTION TO INFORMATION AND RECORDS MANAGEMENT**
**Credit:** 3
This course gives students an overview of records used in business, as well as various configurations of record-keeping systems. Students are made aware of how and why information of various types are stored on several kinds of medial and how an information system functions. Career opportunities are presented. Emphasis is placed on international filing rules.

**OADM 1384**
**INTRODUCTION TO CUSTOMER SERVICE**
**Credit:** 3
This course is designed to teach the communication skills necessary to speak and write clearly in a business environment. Students will compose business correspondence, develop and give an oral presentation, and develop effective verbal and nonverbal communication and listening skills.
**Prerequisites:** OADM 1336 OR ENGL 1010

**OADM 2335**
**APPLIED BUSINESS COMMUNICATIONS**
**Credit:** 3
This course is designed to teach the communication skills necessary to speak and write clearly in a business environment. Students will compose business correspondence, develop and give an oral presentation, and develop effective verbal and nonverbal communication and listening skills.
**Prerequisites:** OADM 1336 or ENGL 1010

**OADM 2402**
**ADMINISTRATIVE SUPPORT SYSTEMS AND PROCEDURES**
**Credit:** 3
This course provides an understanding of the roles of administrative support personnel, organization and time management, information and communications systems, meeting and travel planning, reprographics, report and presentations research and development, and accountability and office ethics are included.
**Prerequisites:** CSCI 2010 OR OADM 2335

**OADM 2501**
**OFFICE SYSTEMS MANAGEMENT**
**Credit:** 3
This course applies management principles to planning and controlling office systems. Emphasis is given to organization of office resources, leadership and motivation of office personnel, office environment, and
design of business information systems.

OADM 2812
DESKTOP PUBLISHING USING WORD PROCESSING
Credit: 3
This course is an introduction to desktop publishing using current word processing software. Projects and hands-on practice appropriate to contemporary business needs will be used. Foundation page design skills will be introduced to familiarize students with the concepts of page composition and topography including different type styles and sizes and page formatting techniques.

Prerequisites: Working knowledge of microcomputers and experience with word processing in a Windows environment.

OADM 2930
SELECTED TOPICS IN OFFICE SYSTEMS TECHNOLOGY
Credit: 3
The open-topic format of this course provides an opportunity to address various combinations of topics related to OADM curriculum or business industry need. This course may be repeated for credit.

Prerequisites: Depends upon topic

OADM 2946
INTERNSHIP
Credit: 3
A discipline related internship which provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study. (3 Credits, 180 contact hours on the job during the term with additional work/reporting required off the job site.)

PARALEGAL STUDIES (PARL)

PARL 1000
INTRODUCTION TO LAW AND THE PARALEGAL PROFESSION
Credit: 3:
This course provides an overview of the legal profession, with emphasis placed on the role of paralegals. Topics include paralegal duties and responsibilities, ethical issues in legal assisting, sources of law and legal concepts, and the court system.

PARL 1100
LEGAL RESEARCH
Credit: 3:
This course introduces the skills necessary for the effective analysis, identification and research of legal issues. Topics include the various research tools including codes, case reporters, digests, Shepard’s, law reviews, Westlaw and CD-Rom.

PARL 1050
LITIGATION
Credit: 3:
This course studies the procedural aspects of litigation, with emphasis on civil litigation. It includes the reading, interpretation and application of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure.
PHIL 2028
PHILOSOPHY OF RELIGION
CREDIT: 3
Students will examine the essence and meaning of religion as a pervasive phenomenon in human societies; faith and reason; the nature of divinity; arguments for and against God's existence, religious knowledge and experience, morality and cult, as well as the problem of evil.

PHIL 2030
INTRODUCTION TO LOGIC
CREDIT: 3
Formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques and fallacy detection; (2) elementary formal logic, including truth-tables and propositional logic.

PHIL 2050
INTRODUCTION TO ETHICS
CREDIT: 3
Relevance, applicability, and practicality are the goals of this course in ethics. The course is a topical review of current ethical theories. Lectures, projects, and class discussions will be concerned with the development of a practical ethical perspective relevant to today's world. Special areas of concern include business, legal and medical ethics.

PHYSICAL SCIENCE (PHSC)
PHSC 1010
PHYSICAL SCIENCE I
CREDIT: 3
The first semester of a two-semester sequence is a survey course in physical science treating topics primarily from the field of physics, including key topics in astronomy. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

PHSC 1010L
PHYSICAL SCIENCE LABORATORY I
CREDIT: 1
The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields.

PHSC 1020
PHYSICAL SCIENCE II
CREDIT: 3
The second semester of a two-semester sequence is a survey course in physical science treating the most basic principals of physics with emphasis on optics, electricity and magnetism, chemistry, meteorology, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

PHSC 1020L
PHYSICAL SCIENCE LABORATORY II
CREDIT: 1
The second semester of a two-semester sequence is a laboratory course covering selected experiments, primarily from electricity and magnetism, optics, the atom, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for one of the basic laboratory courses in any of these fields.

PHYSICS (PHYS)
PHYS 1030
PHYSICS OF MUSIC
CREDIT: 3
This course addresses the science behind music, including basic physical concepts needed to understand the behavior and formation of sound waves, acoustical principles, and sounds made by musical instruments. This course is designed for non-science majors and those interested in studying music.

PHYS 2010
GENERAL PHYSICS I
CREDIT: 3
The first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat and sound. This course is appropriate for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines.

PHYS 2010L
GENERAL PHYSICS LABORATORY I
CREDIT: 1
The first semester of a two-semester sequence is a laboratory course in which students will perform selected experiments in mechanics, heat, and sound.

PHYS 2020
GENERAL PHYSICS II
CREDIT: 3
The second semester of a two-semester sequence for students studying biology, (pre)-medicine, architecture, technology, earth and environmental sciences, and other related disciplines. The second semester will
introduce the basic concepts and principles of optics, electricity and magnetism and topics in modern physics.

**COREQUISITES:** NONE REQUIRED, PHYS 2020L STRONGLY RECOMMENDED

**PREREQUISITE:** PHYS 2010

**PHYS 2020L**  
**GENERAL PHYSICS LABORATORY II**  
**CREDIT:** 1

The second semester of a two-semester sequence is a laboratory course in which students will perform selected experiments dealing with electricity, magnetism, optics, and modern physics.

**COREQUISITES:** PHYS 2020

**POLITICAL SCIENCE (POLI)**

**POLI 1100**  
**AMERICAN GOVERNMENT**  
**CREDIT:** 3

The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.

**POLI 2000**  
**STATE AND LOCAL POLITICS**  
**CREDIT:** 3

State and local government and politics. This course is a study of the problems, principles and structure of state and local politics in the United States. Special emphasis in Louisiana state and local government and politics.

**PSYCHOLOGY (PSYC)**

**PSYC 1520**  
**HUMAN SEXUAL BEHAVIOR**  
**CREDIT:** 3

Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.

**PSYC 2000**  
**PSYCHOLOGY OF ADJUSTMENT**  
**CREDIT:** 3

Addresses both scientific and applied aspects of the Psychology of Adjustment. Topics covered include aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

**PSYC 2010**  
**INTRODUCTION TO PSYCHOLOGY**  
**CREDIT:** 3

A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.

**PSYC 2040**  
**SOCIAL PSYCHOLOGY**  
**CREDIT:** 3

This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups.

**PREREQUISITES:** THREE HOURS OF PSYCHOLOGY OR SOCIOLOGY

**PSYC 2045**  
**ADOLESCENT PSYCHOLOGY**  
**CREDIT:** 3

This course examines adolescent behavior in terms of psychological, social and physical development.

**PREREQUISITES:** PSYC 2010

**PSYC 2250**  
**CHILD PSYCHOLOGY**  
**CREDIT:** 3

This course examines adolescent behavior in terms of psychological, social and physical development.

**PREREQUISITES:** PSYC 2010 OR PERMISSION OF TEACHING FACULTY MEMBER.

**PSYC 2260**  
**DEVELOPMENTAL PSYCHOLOGY**  
**CREDIT:** 3

The purpose of this class is to increase knowledge and understanding of life-span development from the physical, cognitive, and socioemotional perspectives. Age-related changes in behavior and mental processes will be covered for the following developmental periods: prenatal, infancy, early, middle and late childhood, adolescence, and early, middle, and late adulthood. Knowledge of the scientific method and the evaluation of research and theory which pertains to developmental psychology is emphasized in this course.

**PREREQUISITES:** PSYC 2010 OR PERMISSION OF TEACHING FACULTY MEMBER.

**PSYC 2300**  
**EDUCATIONAL PSYCHOLOGY**  
**CREDIT:** 3

Principles of learning, motivation, development and evaluation as related to the classroom teacher.

**PREREQUISITES:** PSYC 2010 OR PERMISSION OF TEACHING FACULTY MEMBER.

**READING (READ)**

**READ 0090**  
**DEVELOPMENTAL READING**  
**CREDIT:** 3 (NOT FOR DEGREE CREDIT)

This course is designed to enhance basic reading skills and to develop higher level vocabulary and comprehension skills, textbook reading techniques and learning strategies needed for success in college. Students must satisfy appropriate exit level scores to complete this course successfully.

**RELIGIOUS STUDIES (RELS)**

**RELS 1000**  
**RELIGIONS OF THE WORLD**  
**CREDIT:** 3
Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.

**RELS 1003**  
**INTRODUCTION TO RELIGION**  
**Credit:** 3  
Students will examine ways of being religious including the nature of religious experience, nature and function of religious scripture, stories, beliefs, and rituals. The course also includes the roles of religions in social and individual life.

**RELS 1004**  
**OLD TESTAMENT**  
**Credit:** 3  
This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious life of ancient Israel.

**RELS 1005**  
**NEW TESTAMENT**  
**Credit:** 3  
This course will examine the history, religion and literature of early Christianity from about 30 to 150 a.d. New Testament texts and the methods by which scholars study them will be emphasized.

**RELS 2029**  
**JUDAISM, CHRISTIANITY AND ISLAM**  
**Credit:** 3  
Students will learn about the doctrines and practices of the three major religions of the Western world. The course will introduce teachings of the Hebrew Bible, New Testament and Koran.

**RELS 2500**  
**SELECTED TOPICS IN RELIGIOUS STUDIES**  
**Credit:** 3  
May be taken for up to 9 credit hours when semester topics vary.

**SOCIAL WORK (SOCW)**

**SOCW 2000**  
**INTRODUCTION TO SOCIAL WORK**  
**Credit:** 3  
An in-depth study of social work as a profession within the field of social welfare. Gives a historical perspective of social welfare and social work. Uses survey approach to examine the present day structure and functions of the major fields of social work practice, knowledge, values and skills.

**SOCIOLOGY (SOCL)**

**SOCL 2000**  
**INTRODUCTION TO SOCIOLOGY**  
**Credit:** 3  
As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

**SOCL 2050**  
**CONTEMPORARY SOCIAL PROBLEMS**  
**Credit:** 3  
A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

**SOCL 2090**  
**CRIMINOLOGY**  
**Credit:** 3  
Process by which definitions of criminal behavior emerge and criminal justice systems operate. Includes theories of criminal behavior.

**SOCL 2500**  
**MARRIAGE & FAMILY**  
**Credit:** 3  
This course includes a sociological study of the family and its forms as well as issues in mate selection, dating, marriage, child rearing, divorce and remarriage. Special attention is given to the contemporary American family.

**SOCL 2510**  
**HUMAN RELATIONS**  
**Credit:** 3  
This course draws from several areas of behavioral science, and includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations. The course is designed for students in business and office administration.

**SOCL 2550**  
**SELECTED TOPICS IN SOCIOLOGY**  
**Credit:** 3  
May be taken for up to 9 credit hours when semester topics vary.

**SPANISH (SPAN)**

Native speakers of Spanish will not receive credit for courses marked with an asterisk (*).

**SPAN 1101**  
**ELEMENARY SPANISH I**  
**Credit:** 4  
For students with no previous study of Spanish. Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use.

**SPAN 1102**  
**ELEMENARY SPANISH II**  
**Credit:** 4  
Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use.  
**Prerequisite:** SPAN 1101.
SPAN 2101*
INTERMEDIATE SPANISH I
CREDIT: 3
Continuation of elementary Spanish. Additional emphasis on reading and writing.
PREREQUISITE: SPAN 1102.

SPAN 2102*
INTERMEDIATE SPANISH II
CREDIT: 3
Continuation of SPAN 2101.
PREREQUISITE: SPAN 2101.

SPEECH COMMUNICATION (SPCH)

SPCH 1010
FUNDAMENTALS OF SPEECH
CREDIT: 3
Develops an awareness of the history and traditions of speech communication as a field of academic study. Students learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included.

SPCH 1200
TECHNIQUES OF SPEECH
CREDIT: 3
Designed to teach students basic public presentation principles and skills. Students complete one speech of introduction, one informative speech, one demonstration speech, one persuasive speech, and one special occasion speech. The ethics of public speaking are also considered.

SPCH 2100
INTERPERSONAL COMMUNICATION
CREDIT: 3
Introduces basic principles and theories of interpersonal communication. Students also learn practical skills for enhancing everyday relational communication in a variety of social and professional settings.

SPCH 2200
COMMUNICATION FOR BUSINESS & PROFESSIONALS
CREDIT: 3
Designed to assist students in business related presentations. Students complete one information-seeking interview, and two (4-6) minute presentations, one of which occurs as part of a group presentation. General theories and principles of organizational communication are also examined.

TEACHER EDUCATION

TEAC 2010
TEACHING AND LEARNING IN DIVERSE SETTINGS I
CREDIT: 3 (2 LECTURE, 2 LAB)
This course introduces candidates to the field of teaching and focuses on the developmental needs of students. Three primary topics will be addressed within the course: An Introduction to Education, Child Development/Psychology, and Technology for Teaching and Learning. The course will involve a combination of lecture and site-based experiences within schools.
PREREQUISITES: SUCCESSFUL COMPLETION OF ENGL 1010 AND MATH 1100, FULL ADMISSION TO THE ASSOCIATE OF SCIENCE IN TEACHING PROGRAM, PERMISSION OF INSTRUCTOR OR PROGRAM MANAGER.

TEAC 2030
TEACHING AND LEARNING IN DIVERSE SETTINGS II
CREDIT: 3 (2 LECTURE, 2 LAB)
The second of a two course sequence, this course introduces candidates to the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: An Introduction to Education and Child Development/Psychology. The course will involve a combination of lecture and site-based experiences within schools.
PREREQUISITES: ENGL 1010 & ENGL 1020, MATH 1100, EDUC 2010, COMPLETED ATTEMPT OF PRAXIS I, CANDIDATE FOR GRADUATION, PERMISSION OF INSTRUCTOR OR PROGRAM MANAGER.

THEATRE (THTR)

THTR 1020
INTRODUCTION TO THEATRE
CREDIT: 3
Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.

THTR 1027
STATE VOICE: BASIC TECHNIQUES
CREDIT: 3
Students will learn about the development of the speaking voice using the Lessac Method. Students will explore vocal breath release, phonation, resonance and articulation. Applications include not only state work but also vocality in media/broadcast fields.

THTR 2008
INTRODUCTION TO WRITING DRAMA
CREDIT: 3
This course provides students with guided practice in writing plays. It includes techniques of dramatic structure, character and development and style. Each student will create an extended one-act play as a final project.

THTR 2025
FUNDAMENTALS OF ACTING
CREDIT: 3
Principles involved in a workable theory of acting and their application through development of technical skill.

THTR 2028
INTRODUCTION TO DRAMATIC LITERATURE
CREDIT: 3
A study of representative plays from the Greek era to
present.

THTR 2030
INTERMEDIATE ACTING
CREDIT: 3
Students will utilize exercises designed to develop realism in characterization. Students will also explore Stanislavski’s work as well as other predominate acting philosophies.

WOMEN & GENDER STUDIES
(WGNS)
WGNS 2500
WOMEN AND GENDER STUDIES
CREDIT: 3
An interdisciplinary study of women’s lives: work, family, sexuality, economic development, political and social change; variance in sex roles among cultural groups and in different historical periods.
## Catalog Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>19</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>40</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>43</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>49</td>
</tr>
<tr>
<td>Academic Amnesty</td>
<td>22</td>
</tr>
<tr>
<td>Academic Services &amp; Policies</td>
<td>40 – 45</td>
</tr>
<tr>
<td>Academic Status</td>
<td>42</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>42</td>
</tr>
<tr>
<td>Accounts, Delinquent &amp; Unpaid Balances</td>
<td>34</td>
</tr>
<tr>
<td>Add / Drop Period</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Additional Costs</td>
<td>32</td>
</tr>
<tr>
<td>Administrative, Professional, &amp; Support Staff</td>
<td>11 – 13</td>
</tr>
<tr>
<td>Admission Status</td>
<td>19</td>
</tr>
<tr>
<td>Admission on Probation</td>
<td>19</td>
</tr>
<tr>
<td>Admission to the College</td>
<td>16</td>
</tr>
<tr>
<td>Advanced Placement Credit</td>
<td>20</td>
</tr>
<tr>
<td>Advising, Academic</td>
<td>19</td>
</tr>
<tr>
<td>Articulation Agreements</td>
<td>8</td>
</tr>
<tr>
<td>Associate Degrees</td>
<td>52 – 57</td>
</tr>
<tr>
<td>Audit, Post-Registration</td>
<td>33</td>
</tr>
<tr>
<td>Auditing, Admission Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Auditing Policies</td>
<td>23</td>
</tr>
<tr>
<td>Calendar, Academic</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Catalog, College</td>
<td>26</td>
</tr>
<tr>
<td>Chancellor's List</td>
<td>43</td>
</tr>
<tr>
<td>Checks Written with Insufficient Funds &amp; Stopped Payments</td>
<td>33</td>
</tr>
<tr>
<td>Classification, Full-time / Part-time</td>
<td>30</td>
</tr>
<tr>
<td>Classification, Resident &amp; Non-resident</td>
<td>30</td>
</tr>
<tr>
<td>Classification, Student for Academic Purposes</td>
<td>44</td>
</tr>
<tr>
<td>Classification, Student for Tuition Purposes</td>
<td>30</td>
</tr>
<tr>
<td>College Vision, Mission &amp; Philosophy</td>
<td>8</td>
</tr>
<tr>
<td>Computing Facilities Policies &amp; User Agreement</td>
<td>44</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>71 – 90</td>
</tr>
<tr>
<td>Course Load</td>
<td>44</td>
</tr>
<tr>
<td>Costs, Additional</td>
<td>30</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>26</td>
</tr>
<tr>
<td>Credit, Advanced Placement</td>
<td>20</td>
</tr>
<tr>
<td>Credit, Transfer</td>
<td>20</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>20</td>
</tr>
<tr>
<td>Cross Enrollment Agreements</td>
<td>17</td>
</tr>
<tr>
<td>Deans’ List</td>
<td>43</td>
</tr>
<tr>
<td>Degrees</td>
<td>52 – 57</td>
</tr>
<tr>
<td>Delinquent Accounts</td>
<td>34</td>
</tr>
<tr>
<td>Disabilities, Students with</td>
<td>27</td>
</tr>
<tr>
<td>Dismissal for Non-Academic Reasons</td>
<td>44</td>
</tr>
<tr>
<td>Drop, Add Period</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>16</td>
</tr>
<tr>
<td>External Agencies, Financial Assistance</td>
<td>35 – 38</td>
</tr>
<tr>
<td>Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Faculty</td>
<td>13</td>
</tr>
<tr>
<td>Fees, Schedule of</td>
<td>31 – 34</td>
</tr>
<tr>
<td>Fee Waivers</td>
<td>36</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>35 – 38</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>35 – 38</td>
</tr>
<tr>
<td>Food Service, Housing</td>
<td>38</td>
</tr>
<tr>
<td>Freshman, Admission Classification and Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Full Admission</td>
<td>19</td>
</tr>
<tr>
<td>Full-time Classification</td>
<td>32</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>51</td>
</tr>
<tr>
<td>Good Standing</td>
<td>43</td>
</tr>
<tr>
<td>Grade-Point Averages</td>
<td>40</td>
</tr>
<tr>
<td>Grade Reports and Official Transcripts</td>
<td>42</td>
</tr>
<tr>
<td>Grades, Incomplete</td>
<td>41</td>
</tr>
<tr>
<td>Grading System</td>
<td>40</td>
</tr>
<tr>
<td>Handbook, Student</td>
<td>59 – 70</td>
</tr>
<tr>
<td>History of the College</td>
<td>9</td>
</tr>
<tr>
<td>Honors</td>
<td>57</td>
</tr>
<tr>
<td>Housing and Food Service</td>
<td>38</td>
</tr>
<tr>
<td>In Good Standing</td>
<td>43</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>41</td>
</tr>
<tr>
<td>Library Services</td>
<td>46 – 47</td>
</tr>
<tr>
<td>Load, Course</td>
<td>44</td>
</tr>
<tr>
<td>Membership, College</td>
<td>1</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>26</td>
</tr>
<tr>
<td>Non-matriculating, Admission Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Non-resident, Resident Classification</td>
<td>30</td>
</tr>
<tr>
<td>Orientation, New Student</td>
<td>26</td>
</tr>
<tr>
<td>Part-time Classification</td>
<td>30</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>19</td>
</tr>
<tr>
<td>Policies, Academic</td>
<td>40</td>
</tr>
<tr>
<td>Policies, Student Services</td>
<td>26 – 27</td>
</tr>
<tr>
<td>Post-Registration Audit</td>
<td>33</td>
</tr>
<tr>
<td>Pre-registration</td>
<td>26</td>
</tr>
<tr>
<td>Probation, Admission</td>
<td>19</td>
</tr>
<tr>
<td>Probation, Academic</td>
<td>43</td>
</tr>
<tr>
<td>Programs, Academic</td>
<td>49</td>
</tr>
<tr>
<td>Provisional Admission</td>
<td>19</td>
</tr>
<tr>
<td>Re-admission After Suspension</td>
<td>44</td>
</tr>
<tr>
<td>Re-entry, Admission Classification and Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>33</td>
</tr>
</tbody>
</table>
Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>27</td>
</tr>
<tr>
<td>Repeating Coursework</td>
<td>42</td>
</tr>
<tr>
<td>Requirements, General Education</td>
<td>51</td>
</tr>
<tr>
<td>Resident and Non-Resident Classification</td>
<td>30</td>
</tr>
<tr>
<td>Resignation from the College</td>
<td>33</td>
</tr>
<tr>
<td>Schedule of Tuition and Fees</td>
<td>30–34</td>
</tr>
<tr>
<td>Scholarships</td>
<td>36</td>
</tr>
<tr>
<td>Services, Academic</td>
<td>40–45</td>
</tr>
<tr>
<td>Services, Student</td>
<td>26–27</td>
</tr>
<tr>
<td>Status, Academic</td>
<td>42</td>
</tr>
<tr>
<td>Status, Admission</td>
<td>19</td>
</tr>
<tr>
<td>Stopped Payments, Checks Written with Insufficient Funds</td>
<td>33</td>
</tr>
<tr>
<td>Student Classification for Academic Purposes</td>
<td>44</td>
</tr>
<tr>
<td>Student Classification for Tuition Purposes</td>
<td>30</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>70</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>59–70</td>
</tr>
<tr>
<td>Student Services and Policies</td>
<td>26–27</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>27</td>
</tr>
<tr>
<td>Suspension, Academic</td>
<td>42</td>
</tr>
<tr>
<td>Suspension, Re-admission After</td>
<td>44</td>
</tr>
<tr>
<td>System Board, Louisiana Community and Technical College</td>
<td>11</td>
</tr>
<tr>
<td>Testing, Placement</td>
<td>19</td>
</tr>
<tr>
<td>Transcripts, Official and Grade Reports</td>
<td>42</td>
</tr>
<tr>
<td>Transfer, Admission Classification and Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Services</td>
<td>27</td>
</tr>
<tr>
<td>Tuition, Schedule of</td>
<td>30–34</td>
</tr>
<tr>
<td>Unpaid Balances and Delinquent Accounts</td>
<td>34</td>
</tr>
<tr>
<td>Waivers, Tuition / Fee</td>
<td>36</td>
</tr>
<tr>
<td>Withdrawal from Courses</td>
<td>33</td>
</tr>
</tbody>
</table>

Student Handbook

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of the Student Handbook</td>
<td>61</td>
</tr>
<tr>
<td>Honor Code</td>
<td>61</td>
</tr>
<tr>
<td>Release of Student Information</td>
<td>61</td>
</tr>
<tr>
<td>Access to and Review of Student Records</td>
<td>61–62</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>62–63</td>
</tr>
<tr>
<td>Student Complaint and Due Process Procedures</td>
<td>63–66</td>
</tr>
<tr>
<td>Testing Policy</td>
<td>66</td>
</tr>
<tr>
<td>Emergency Closure Plan</td>
<td>66</td>
</tr>
<tr>
<td>New Student Orientation Program</td>
<td>67</td>
</tr>
<tr>
<td>Security</td>
<td>67</td>
</tr>
<tr>
<td>Regulations Governing Student Behavior</td>
<td>67–69</td>
</tr>
<tr>
<td>Sanctions</td>
<td>69</td>
</tr>
<tr>
<td>Misconduct</td>
<td>69</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>70</td>
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River Parishes Community College does not discriminate in admissions or employment on the basis of race, color, national origin, sex, disability or age in its programs and activities.

For inquiries on nondiscrimination policies, contact: Human Resources Manager, P.O. Box 310 Sorrento, LA 70078, or call (225) 675-8270.