



# RHODE ISLAND COLLEGE



## ACADEMIC PROCEDURES, POLICIES AND TIPS FOR RIC STUDENTS

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**NOTE:** *This advising guide provides highlights and tips for undergraduate students. There is a more formal policy guide called the Manual on Academic Policies & Procedures located under the Current Students tab on the RIC homepage (under Academic Resources).*

## TOPICS TITLES AND PAGES

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## MyRIC

The College's web-based administrative system gives you access to registration, your advisor's name, class schedule, a "To Do" list, your unofficial transcript, an Academic Requirements report and more. Access the system with your username and password provided to you by User Support Services via the college's home page, Online Services (upper right of home page). You can access the system on or off campus. Need help logging in or forgot your password? Go to [http://www.ric.edu/studenttoolbox/Office\\_365/index.htm](http://www.ric.edu/studenttoolbox/Office_365/index.htm)

## RIC EMAIL – AN OFFICIAL METHOD OF COMMUNICATION

You've got mail! Your RIC email account is an official form of communication and it is *your* responsibility to check it on a regular basis. The college will use your RIC email account to communicate important information and news (i.e., announcements about registration, financial aid deadlines, mid-year grades for freshmen, billing, probation notices, opportunities to participate in surveys, etc.).

Microsoft Office 365 hosts RIC student email and provides a full-featured email system with web access, integrated calendaring, support for mobile device access, and 50 gigabytes of email storage and 1 terabyte of document storage per account.

Student email addresses reflect a domain name of "email.ric.edu." For example, the format for Sally Smith's email address (if her ID ended in "1234") would be ssmith\_1234@email.ric.edu.

Students may contact the RIC Help Center at helpdesk@ric.edu or 456-8803 for assistance with their Live@edu accounts.

## UNIVERSAL ADVISING

To ensure that students follow a logical pathway toward timely graduation, advising is **mandatory** for all undergraduate degree candidates. New degree students starting their first semester at RIC will be advised and registered at their respective orientation programs sponsored by OASIS. The small number of new students who do not attend orientation will need to contact OASIS to be advised for classes.

The Records Office places a universal advising hold (UAD) via a service indicator symbol on your record prior to the registration period for the fall and spring semesters (it is **not** required for summer registration).

Currently enrolled undergraduates receive an email each semester from Records informing them to consult with their advisor to ensure course selection suitability and then to have the universal advising block removed. You will be reminded that your advisor's name is listed on your "Details" page in MyRIC and if you do not have an advisor to contact the chair of the department of your major.

**Note on Service Indicators:** Service indicators are designated by a symbol and you may have more than one (positive or negative) attached to your record. **You can simply double-click on any service indicator symbol to see the type of hold.**

∅ Negative service indicators include universal advising hold, rubella immunization, past-due financials or fines, ethnic data validation, disciplinary action, etc. Several negative service indicators may affect your ability to register for classes even if your advisor lifts the advising hold:

- Financial hold: Contact the Bursar's Office (456-8130, East Campus, Building #4)
- Registration hold: if college math competency not met by 15 credits or if writing requirement is not completed by 30 credits (see page 4 for more details)
- Declare a major: Students with 45 earned credits who have not yet declared a major will have an additional hold which will prevent registering (until a major is declared)
- Library Fine: Contact the Circulation Desk (456-9617, Adams Library)
- Athletic Equipment Fine: contact Athletics (456-8007, Murray Center)
- Immunization hold: Contact Health Services (456-8055, Browne Hall)

★ A positive service indicator is most often used in special cases to retain your current registration so you are not dropped from classes. It is also used to show when you are in good academic standing.

## WHO ADVISES ME?

Most students will be advised by a faculty member in the department of their chosen major. OASIS advises Exploring majors. Department chairs assign faculty advisors to declared majors. Intended secondary education students with a chosen major (i.e., English, history) are also assigned an advisor by the chair of the academic major department. Remember, if no advisor is listed in your MyRIC account, please contact the department of your major (or OASIS if you are an Exploring major).

 **TIP:** You need an appointment with your advisor *before* your assigned registration appointment time – otherwise, you risk classes you need being closed and open appointments unavailable. Have a schedule planned out with your choices and some options for a more efficient meeting. You should review these with your advisor to see if they are appropriate for the major, gen ed or electives.

## GRADUATION REQUIREMENTS –120 CREDITS

The following requirements must be completed by undergraduate degree candidates at RIC in order to graduate:

1. All curriculum requirements, including general education requirements, requirements in the major(s) or concentration(s), and, if applicable, requirements in the minor(s).
2. The college writing requirement and the college mathematics requirement (separate from Gen Ed mathematics requirement).
3. A minimum of 2.0 in the major.
4. A minimum of 120 credit hours, with a minimum of 45 taken at RIC. Of the 45 credits, a minimum of 15 must be in the major (12 of which must be at the 300- or 400-level). Students must have a minimum cumulative GPA of 2.0 to graduate.

Current policy (subject to change) allows students to walk in May Commencement if they have 9 or fewer credits to complete in summer and those courses are being offered in the summer.

**NOTE:** Courses in the Gen Ed Core may *only* be taken to fulfill Gen Ed requirements, and may not be counted as credits in a major or minor.

You will follow the catalog requirements from the term you were admitted to the college. Readmits follow the degree requirements based on the term they are readmitted to the college. Requirements based on your admit term are incorporated into your academic advisement transcript.

It is impossible for you to graduate in four years if you take the minimum for full-time status each semester (12 credits). Summer session or Early Spring courses may be necessary or desirable to stay on track for graduation. Students who take a minimum of 15 credits/semesters can graduate in 4 years and save up to a year's worth of tuition.

## GENERAL EDUCATION

All students must complete the college's General Education requirements as part of their degree. The Gen Ed requirements are listed at <http://www.ric.edu/generaleducation/Pages/default.aspx>. Current RIC degree students admitted prior to fall 2012 will follow the pre-2012 general education program. Several of the "old" Gen Ed courses no longer exist. The general education link describes and lists appropriate substitutes.

 **IMPORTANT NOTE:** CCRI transfers with associate degrees have **not** necessarily satisfied all RIC Gen Ed requirements. Automatic completion is limited to a very specific group of CCRI transfers who meet the requirements of an old compact agreement. All Gen Ed requirements will be considered completed for transfers who began at CCRI *prior* to the fall of 1994, and have since graduated with an Associate in Arts, Associate in Science in Business Administration, or Associate in Applied Science in Radiography with a minimum cumulative GPA of 2.4.

## **MAJOR – YOU MUST DECLARE A MAJOR BY THE TIME YOU EARN 45 CREDITS**

Every student must complete a major as part of their degree requirements. College policy requires that students declare a major by the time they earn 45 credits. But how do you choose the right one? If you're just starting out and want to learn more about a major, or you've discovered a new passion for a particular field, there are some excellent sources on the college's website to help you make a decision.

Go to the RIC homepage:

Click "Academics" (top row of home page)

Click "Majors & Programs" Click on the major that interests you.

## **ACADEMIC RHODE MAPS – CHECK THEM OUT**

Every major has its own Academic Rhode Map, a semester-by-semester plan to complete your degree. Find them here:

[http://www.ric.edu/academics/Pages/Majors\\_Programs.aspx](http://www.ric.edu/academics/Pages/Majors_Programs.aspx) and just click the Google map symbol 

In addition, the Career Development Center offers TypeFocus, a free online interest assessment as a resource if you need to explore majors or are undecided. Maybe the major you thought you wanted is not right for you. Your interests may have changed or your grades in major courses are not where you want or need them to be. Changing majors is a very acceptable practice. The same sources listed above should be helpful to you.

## **BACK UP PLAN**

For programs with a secondary admission process like nursing, education and social work, it is a good idea to have a backup plan in place in case you are not offered admission to the program. Some programs have highly competitive admission (Like nursing and medical imaging) and fewer places available than the number of applicants. Your goal should be to complete a degree and graduate. Some students return after graduation for a second bachelor's degree or graduate degree to add to the credential they have earned.

## **CHANGING/DECLARING A MAJOR**

If you want to change or declare a major, the process is simple. To see the list of RIC majors, visit [http://www.ric.edu/academics/Pages/Majors\\_Programs.aspx](http://www.ric.edu/academics/Pages/Majors_Programs.aspx) Contact the department chair or program director of the major you wish to declare. He or she may wish to meet with you before processing your change of major request. A list of department chairs or program directors is available at <http://www.ric.edu/advising/Pages/List-of-Department-Chairs-and-Program-Directors.aspx>

Your transcript will track any changes you make in majors or programs. Be sure when you read your transcript to look at the most recent date to see your current declaration of major.

## **EXPLORING/UNDECLARED**

If you have not yet made a choice, you must declare a major once you have earned 45 credits. Declaring a major will allow you to work with a faculty member in the field you want to pursue (think future reference for a job or grad school). If you need help figuring out what to choose for a major, the Career Development Center and Counseling Center have a number of programs and tools designed to help you explore majors and fields of study. Academic Rhode Maps have been developed for five "meta-majors" or Exploring majors (clusters of related majors) for new first year students who are exploring choices for a major.

Each map has a 3-semester plan to enable you to explore related areas, and stay on track towards your degree. Meta-major maps include the Arts, Business, Humanities, Science/Math and Social & Behavioral Sciences. Maps are posted on the web and we expect to develop maps for all majors.

## MILESTONES

All undergraduate degree students must complete a college writing requirement (before 30 attempted credits and mathematics competency (before 15 attempted credits). These show as Milestones on your transcript and will be listed as Complete or Incomplete. Students who have not completed these requirements before attempting the indicated number of credits will have a registration hold until they formally register for the necessary course and/or complete the requirement. The online college catalog has complete information on how you may meet these requirements: <http://www.ric.edu/recordsoffice/Pages/College-Catalog.aspx>

Students must also complete a second language requirement, which now includes American Sign Language as an option. Find details at <http://ric.smartcatalogiq.com/en/2017-2018/Catalog/General-Education/Second-Language-Requirement>

### NOTE:

- **Mathematics competency:** Fulfillment of the mathematics competency is distinct from and does not substitute for completion of the math category of General Education.
- **College writing requirement:** Students who receive a C-, D+, D, or a D- in FYW 100 or FYW100P will receive the college credit but will **not** have fulfilled the College Writing Requirement (minimum grade required in FYW 100 or FYW 100P is a C). The *only* way to improve the FYW 100 or FYW 100P grade (or any grade earned at RIC) is to retake the course at RIC. Students in the Feinstein School of Education and Human Development (FSEHD) are required to earn a B in FYW 100 or FYW 100P.

## ACADEMIC REQUIREMENTS –HOW TO CHECK YOUR ACADEMIC PROGRESS OR UNOFFICIAL TRANSCRIPT

Your Academic Requirements Report displays which requirements have been met or not met for graduation including major, Gen Eds, writing and math requirements, number of credits, and required GPA. The report is based on the correct college catalog for the term you were admitted to RIC.

Log into your MyRIC account.

**Navigation:** *Self Service>Student Center*

On the left under your shopping cart is a search box that says “other academic” –

Use the drop down to select Academic Requirements

Click the little blue arrow on the right

To view your unofficial transcript:

Select “Transcript: View Unofficial” in the search box

Click the little blue arrow on the right

Click the green “view report” button which may take a few minutes to process.

## FERPA

The Family Rights and Privacy Act (FERPA) protects the privacy of student education records by prohibiting their disclosure without the student’s written consent.

Students may choose to allow the sharing of their educational records to specified third parties (i.e. parent/guardian, family member, counselor, teacher) in a meeting (in person, via phone or email) with a member of the college faculty, staff or administration using this form:

<http://www.ric.edu/recordsoffice/documents/StudentConsenttoReleaseInformation.pdf>. This consent for release of information is a **one-time authorization** specific to this request only. The student must bring the form to the RIC employee and sign and date the form in person. Without a signed form, the faculty/staff member or administrator may not share information with the third party.

\*This form is primarily for academic-related records and is not used for other departments that may have HIPPA requirements such as Health Services, Counseling Center, Disability Services Center, etc.

## AUTHORIZATION OF CREDIT FORM

If you plan to take a course at another college while you are a degree student at RIC, you must complete an Authorization of Credit Form (s) *before* you register for the course (even for CCRI and URI courses). The form must be signed by the department chair of the subject area of the course. This form protects you in the event you are making a request that cannot be approved, such as retaking a RIC course in which a low passing grade was received elsewhere after being enrolled at RIC: <http://www.ric.edu/recordsoffice/documents/authorcreditform.pdf>

## COURSE SUBSTITUTION REQUESTS

Approval of a course substitution is different than Authorization of Credit. The chair of your major department may approve a course substitution for a course already appearing on your RIC transcript (i.e., one RIC course for another requirement in the major, a transfer course which may not be articulated as such, including a Gen Ed). The form is available at <http://www.ric.edu/recordsoffice/pdf/coursesubstit.pdf>.

Approved course substitutions appear in transcript notes on your unofficial and advising transcripts. When the student applies for graduation, any course substitutions must be updated by the Records Office staff to complete the degree audit process.

### ➤ IMPORTANT

An approved course substitution may sometimes appear as an outstanding requirement in the advising transcript until the signed course substitution form is processed. You may contact the Senior Records Advisors in Records if you have a question about a course substitution you have been told is approved. Students with a last name beginning with A-K contact Terry Riley Wilcox ([triley@ric.edu](mailto:triley@ric.edu)); L-Z contact Amy Cherry ([acherry@ric.edu](mailto:acherry@ric.edu)).

## FINANCIAL AID <http://www.ric.edu/financialaid/Pages/default.aspx>

Several important things you need to know:

- You *must* reapply each year to renew your financial aid.
- Deadline for undergraduates is March 1. Late applicants may lose out on aid.
- When you receive an aid package, you *must* accept it or the award will not be made.
- You have an assigned financial aid counselor (you can find the name of your counselor online at <http://www.ric.edu/financialaid/Pages/Financial-Aid-Counselor.aspx>)
- The financial aid FAQ page at the above link provides answers to a number of common questions that faculty and students have about financial aid. It also provides an explanation of the regulation that limits financial aid for students repeating a previously passed course.
- To award aid, there are federal financial aid guidelines for determining satisfactory academic progress. In addition to GPA, there are limits on total credits attempted including transfer credit, W's and F's). Visit <http://www.ric.edu/financialaid/Pages/Satisfactory-Academic-Progress-Policy%E2%80%8B.aspx> review Standards for Measuring Satisfactory Academic Progress of Undergraduate Financial Aid Recipients. If you have additional questions, email or make an appointment with your financial aid counselor.

**Important note:** Financial aid awards for an upcoming semester may **NOT** be used to pay a past due balance from a previous semester.

## GRADUATION

You should apply for graduation one year before you intend to graduate so that a degree audit can be performed (giving you enough time to complete any outstanding requirements. Records sends a reminder email to students with 90 earned credits informing them about applying online for graduation. Here is the link to use for more information: <http://www.ric.edu/recordsoffice/Pages/Graduation.aspx>

## TRANSFER CREDIT

To award transfer credit, college policy requires a grade of "C" or higher from a regionally accredited institution. Ungraded courses (credit/no credit) will not be awarded transfer credit, because it cannot be determined if the grade would have been a "C" or higher. The only exception for minimum grade is part of the articulation agreement among RIC, CCRI, and URI, which allows a grade of "D" to be transferred as elective credit only.

**Grades from other colleges are *not* calculated in the RIC GPA.** Transfer credits count towards attempted and earned credit at RIC.

The majority of our transfer students come from CCRI. There is an articulation agreement among the three state institutions (RIC, URI and CCRI). It is updated annually and provides agreed-upon equivalencies for courses at the three schools. Transfer students can use the RI Transfer site or Transfer Evaluation System (TES) site to see how classes will transfer to RIC. TES also lists courses from other frequent transfer institutions. Transfer credit is “year-specific,” that is, based on the term you enter RIC. To access the RI Transfers site, go to [www.ritransfers.org](http://www.ritransfers.org).

**Transfer credit falls into two distinct categories for process, approval, and posting:**

**I. Transfer credit earned *prior* to your enrollment at RIC**

Admissions staff evaluate and post transfer credit earned prior to enrollment (for colleges listed on your application to the college). Generally, specific course credit will be awarded for Gen Ed equivalents, lower level courses, and those courses which are part of articulation agreements. Staff only award elective credit for upper level courses or those that require portfolio review such as art. Once you are a degree student at the college, you may see the appropriate chair to request specific course credit for upper level classes. If the chair recommends a change, he/she will notify the Admissions Office in writing.

**Questions about your transfer credit:**

- If you have transfer credit (earned prior to enrollment) that doesn’t appear on your transcript *and* it is from a college you listed on your application for admission, contact the Admissions Office in the Forman Center. The most common reason for this is if the student forgets to send the final semester official transcript to Admissions for evaluation and posting.

**II. Transfer credit earned after you have enrolled at RIC**

If you wish to take a course at another college while enrolled at RIC (including URI or CCRI), an Authorization of Credit Form must be filed with the Records Office *prior* to your enrolling in the course: <http://www.ric.edu/recordsoffice/documents/authorcreditform.pdf>. The form must be signed by the chair of the department in which the course will be taken (so it is not necessarily the department of your major).

Completing and submitting the form in advance ensures that you will receive the appropriate transfer credit upon successful completion. The form also protects you in the event you are making a request that cannot be approved, such as retaking a RIC course in which a low passing grade was received.

**Two important considerations:**

- If you received a passing grade (D- or higher) for your work at RIC and repeat the course at an external institution, no transfer credit will be awarded.
- If you earned an “F” in the RIC course and retake it elsewhere, the credit may transfer, but it will not adjust the original grade of “F.”

**Note:** An official transcript must be sent to Records for posting of credit.

**TEST CREDITS - CLEP (College Level Examination Program)**

It is possible to earn college credit through CLEP. See this link for the Transfer Evaluation System (TES): <http://www.ritransfers.org/how-courses-transfer-for-apclep/>. Some CLEP exams satisfy Gen Ed requirements and the second language requirement.

A minimum score of 50 is required for a credit award. A CLEP exam may be useful if you are just short of credits needed for graduation. However, you will not receive CLEP credit if you have already received credit for an equivalent course. You must submit an official score report to the Records Office for posting. CLEP exams are offered at CCRI: <https://www.ccri.edu/advising/clep/>. The cost is approximately \$110/test. Practice materials are available. CLEP credits do not alter a student’s GPA.

## REPEATING A COURSE

You are allowed to repeat a course *once*. Any request for an additional repeat must be made to the Academic Standing Committee. The form for petitioning the Academic Standing Committee is available here: <http://www.ric.edu/recordsoffice/documents/PetitiontoAcademicStandingCommittee.pdf> When you repeat a RIC course, the repeat grade replaces the first attempt, even if it is lower.

**Note:** Federal regulations allow repeated courses to be included in determining financial aid enrollment status as long as there is not more than one repeat of a previously passed course. If a previously passed course is being repeated more than once, credits for the course will not count the determination of financial aid enrollment status or cost of attendance. For example, a student who enrolls for 12 credits while repeating a previously passed 3 credit course for the second time would only receive financial aid as a 3/4 time student. All repeated courses as well as the original attempt are included in determining satisfactory academic progress.

**Note:** You will not receive credit if you repeat a RIC course at another institution (if the course at RIC had a passing grade of D- or higher). You may repeat a course at another institution and get transfer credit if the grade at RIC was an "F". However it will not adjust the grade of the first attempt at RIC.

## GPA

Your GPA is generally calculated by dividing total quality points by total attempted credits. Quality points (QP) are the number of credits for a course TIMES the numeric value of the letter grade.

Transfer grades are not considered in calculating GPA.

### Quality Points (QP) per credit:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Example of a semester GPA earned by a student taking three 4-credit classes and one 3-credit class (15 credits):

A-	3.67 QP X 3 (credits) = 11.01
B	3.00 QP X 4 (credits) = 12.00
B+	3.33 QP X 4 (credits) = 13.32
C-	1.67 QP X 4 (credits) = 6.68

Total QP = 43.01 divided by a total of 15 credits = a semester GPA of 2.86

## ACADEMIC STANDING AND RETENTION STANDARDS

Rhode Island College defines good academic standing as a minimum cumulative grade point average (GPA) of 2.0. The academic standing policy applies to all degree and nondegree undergraduates once they have attempted a minimum of 12 credits at the college. Maintaining good academic standing is crucial to demonstrating progress towards the completion of the degree.

Academic standing is based on the number of credit hours attempted, the GPA earned at the end of a semester and the cumulative GPA. Following the posting of grades each semester, the Records Office will review all undergraduate students, degree and nondegree, to determine the level of academic standing applicable to each student. Professional programs and some majors may have additional and/or higher academic standards which the student must meet at specific intervals.

## LEVELS OF ACADEMIC STANDING

### Good Academic Standing:

- Term GPA  $\geq 2.00$ ; cumulative GPA  $\geq 2.00$
- Positive service indicator applied ★

### Academic Alert

- Applies to all first semester students who have attempted 12 or more credits (first semester at RIC)
- Term GPA  $< 2.00$ ;
- Students notified by OASIS
- Students complete an academic coaching program and/or class the following semester
- Academic Alert designation appears on unofficial transcript
- Academic Alert is for one semester only

### Probation I

- Cumulative GPA  $< 2.00$
- Students notified by Records; registration hold placed
- Academic Improvement Plan must be completed by students and designated academic coach (available at <http://www.ric.edu/recordsoffice/Pages/Academic-Improvement-Plan.aspx> .
- Courses will be dropped if plan is not submitted by the start of the following semester.
- Probation I designation on unofficial transcript and as a negative service indicator ∅
- Students may be dismissed at the end of the semester depending on level of progress towards academic improvement or may qualify for one additional semester of probation (Probation II)

### Probation II

- Students on Probation I who show significant improvement in their semester GPA ( $\geq 2.5$ ), and have a cumulative GPA of 1.80 – 1.99, may continue on probation for one additional semester (Probation II).
- Students on Probation I with a semester GPA of 2.33 -2.49 and a cumulative GPA of 1.80 – 1.99 may appeal to the Academic Standing Committee to continue on probation for one additional semester (Probation II)
- Students notified by Records; registration hold placed
- Update Academic Improvement Plan prior to start of the following semester. Courses will be dropped if plan is not submitted by the start of the following semester
- Limited to a maximum of 12 credits
- Ineligible to hold office in student organizations; NCAA eligibility may be affected
- Financial aid may be affected
- Probation II designation on unofficial transcript (one semester only) ∅

### Dismissal

- Cumulative GPA  $< 2.00$
- Students who fail to meet probation level standards will be dismissed from the college at the end of the fall or spring semester. ∅
- Students may take RIC courses (nondegree) and apply for readmission once their cumulative RIC GPA reaches a 2.00.
- Nondegree students who fail to meet probation level standards will be dismissed from the college and blocked from future registration.
- Students may appeal to the Academic Standing Committee for reinstatement only if the student's appeal for a retroactive withdrawal, grade change, etc., results in a cumulative GPA adjustment to a 2.00 or higher.