Pearl River Community College

Student Handbook

Foreword

This handbook is prepared in order to give each student another source of information about this college and its activities. Any worthy institution will, in the course of years, come to stand for practices, customs and ideals, which give it a spirit and character of its own. This handbook represents an effort on the part of the Office of Student Services to relate facts and policies concerning Pearl River Community College. Through the use of this book, the members of the student body should develop an understanding and appreciation of their college and the ideals for which it stands. It is not assumed that these policies are complete, nor will they serve indefinitely. They will be amended as changes in local conditions and practices may indicate.

PRCC reserves the right to change all policies, rules, or procedures stated herein.

PRCC offers equal education opportunities to all persons without regard to sex, race, religion, color, national origin, handicap, age or marital status.
Welcome
As a student at Pearl River Community College, the College affords a wealth of resources to support your success. The opportunities to learn and to grow are virtually limitless, shaped primarily by your motivation to rise to embrace the intellectual and personal challenges of a college education. As with any community, there are rules that have been developed to ensure a supportive and appropriate environment for learning.
While these rules pertain primarily to students, they are consistent with the expectations for all members of the PRCC community.
The Cat Country Guide, the student handbook, outlines those expectations that the College has established to foster an environment conducive to learning on—and beyond—the PRCC campus. One crucial aspect of this environment is our collective commitment to respecting the rights, dignity, and worth of all community members. We ask that you take the time to review this document in order to understand the values and rules of this community.
For the vast majority of our students, college will be a challenging and worthwhile experience. By taking the time to become familiar with the expectations and rules outlined in this document, we hope this will allow you to focus on the best parts of college life and to truly discover your own future at PRCC.
Our staff is here to support you as you set and reach your goals in a college environment. We are committed to excellence through teaching, learning, and community building. A challenging educational experience awaits you at PRCC, where dedicated faculty and staff in conjunction with innovative programs and services combine to create an exciting learning environment.
Again, welcome to Pearl River Community College. If there is anything we can do to help you to succeed and to realize your dreams, please do not hesitate to ask for assistance.

Maghan James
Assistant Vice President of Student Services
Mission Statement and Strategic Goals

Mission Statement

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

Strategic Goals

1. To prepare students to complete a degree or certificate program and to be competent in careers for which they have been prepared.

2. To provide quality student services.

3. To provide access to college courses and programs using various instructional methods, including distance education and dual enrollment/credit courses.

4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.

5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, and augment community services.

6. To provide adequate communication among campus personnel and community members regarding the College goals, outcomes, and activities.

7. To recruit and retain students from a diverse population.

8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.
Accreditation

Southern Association of Colleges and Schools Commission on Colleges

Pearl River Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or at http://www.sacscoc.org for questions about the accreditation of Pearl River Community College. The Commission is only to be contacted to learn about the accreditation status of the College, to file a third-party comment at the time of the College’s decennial review, or to file a complaint against the College with evidence that appears to support non-compliance with a standard or requirement. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Pearl River Community College and not to the Commission’s office.

Other Accreditation Organizations

Pearl River Community College is a member of the American Association of Community and Junior Colleges and the Mississippi Association of Colleges and Universities.

Additional accreditation and reaffirmation information follows:

In 2014 the College's Associate Degree Nursing Program received full accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road Northeast, Suite 850, Atlanta, Georgia 30326. The program is also accredited annually by the Mississippi Board of Trustees of State Institutions of Higher Learning (MS IHL).

In 2013 the College's Medical Radiologic Technology Program accreditation was reaffirmed by The Joint Review Committee on Education in Radiologic Technology.

In 2013 the College's Respiratory Care Technology Program, Associate in Applied Science Degree at the Forrest County Center in Hattiesburg, Mississippi, accreditation was reaffirmed by the Commission on Accreditation for Respiratory Care (www.coacrc.com), 1247 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

In 2012 the College's Medical Laboratory Technology Program accreditation was reaffirmed by the National Accrediting Agency for Clinical Laboratory Sciences, 5600
In 2010 the College's Practical Nursing Program accreditation was reaffirmed by the Mississippi State Board for Community and Junior Colleges.

In 2009 the College's Physical Therapist Assistant Technology Program accreditation was reaffirmed by the Commission on Accreditation of Physical Therapy Education.

In 2009 the College's Occupational Therapy Assistant Technology Program accreditation was reaffirmed by the Accreditation Council for Occupational Therapy Education, (ACOTE) of the American Occupational Therapy Association (AOTA http://www.aota.org), 2009, 4720 Montgomery Lane, Suite 200, Bethesda, Maryland 20814-3449  Phone: 800-377-8555 http://www.aota.org/AboutAOTA.

In 2008 the College's Dental Hygiene Technology and Dental Assisting Technology Programs accreditations were reaffirmed by the Commission on Dental Accreditation. American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, www.ada.org.

In 2008 the College's Surgical Technology Program accreditation was reaffirmed by the Accreditation Review Committee on Education in Surgical Technology. The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, Phone: (727) 210-2350.

In 2008 the College's Early Childhood Education Technology Program accreditation was reaffirmed by the National Academy of Early Childhood Programs.

In 2006 the accreditation of Pearl River Community College was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.
FY 2018 Student Fee Sheet

**TUITION:** (per semester)

<table>
<thead>
<tr>
<th>In-State 15 hours or more</th>
<th>$1,625.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State less than 15 hours</td>
<td>$140.00 per hr.</td>
</tr>
<tr>
<td>Associate Degree Nursing (see inclusions below ##)</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>Associate Degree Nursing (less than 15 hrs)</td>
<td>$220.00 per hr.</td>
</tr>
<tr>
<td>&gt; 21 hours surcharge</td>
<td>$140 per hr.</td>
</tr>
</tbody>
</table>

**Out of State Fees:**

<table>
<thead>
<tr>
<th>Plus $1625 -15 hrs or more</th>
<th>$1,199.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plus $140 per hour - less than 15 hrs</td>
<td>$100 per hr.</td>
</tr>
</tbody>
</table>

##A.D.N. F/T Tuition includes insurance, fingerprinting, background check, drug screen

**PROGRAM FEES:** Program fees are charged each semester based on the program of study taken by the student.

| Career & Technical: | MIS(\[ | St | Fi | C | Li | P | R | R | TD | S | Tr | Yt | Tr | W | V |
|---------------------|--------|
| Medical Billing & Coding | $90.00 |
| Barbering | $300.00 |
| Brick, Block and Stonemasonry | $350.00 |
| Cosmotology | $300.00 |
| Drafting & Design Technology | $60.00 |
| Heating & Air Conditioning | $375.00 |
| HIT | TBD |
| Welding | $375.00 |
| Truck Driving | $1,000.00 |
| Utility Lineman | $375.00 |
| Computer Networking | $40.00 |
| Allied Health (Dental Assistant, Surgical Tech) | $500.00 |
| (Physical Therapy, Occupational Therapy, Radiological Tech) | ** |
| Respiratory Care, Medical Lab Tech, Dental Hygiene, Practical Nursing) | * |
| Automotive Mechanics | $325.00 |
| Child Development Technology | $250.00 |
| Construction Equipment Operation | $575.00 |
| Electricity | $375.00 |
| Electronics | $40.00 |
| Machine Tool Operation/Machine Shop | $390.00 |
| UAS (Drone Program) | TBD |

**COURSE FEES:** A course/lab fee is charged for each course taken in a particular subject

<p>| Academic: | New |
| Academic Computer Fee | $70.00 |
| Music Fee | $150.00 | NOT |</p>
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Lab Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Wellness Center CPR Course Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Technical: (Course Fees)**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management Technology</td>
<td>$35.00</td>
</tr>
<tr>
<td>Computer Technology Courses</td>
<td>$35.00</td>
</tr>
<tr>
<td>Electronic Technology Courses</td>
<td>$35.00</td>
</tr>
<tr>
<td>Instrumentation Technology Courses</td>
<td>$35.00</td>
</tr>
<tr>
<td>Marketing/Management Technology Courses</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS FEES:**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Center Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Financial Aid Waiver</td>
<td>$50.00</td>
</tr>
<tr>
<td>CEU</td>
<td>$40.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$40.00</td>
</tr>
<tr>
<td>Replacement ID</td>
<td>$15.00</td>
</tr>
<tr>
<td>Schedule Change</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Year Disk (full time students)*</td>
<td>$5.00</td>
</tr>
<tr>
<td>Transcripts</td>
<td>$10.00</td>
</tr>
<tr>
<td>VCC OnLine Fee (per course)</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Digital Course Materials / Lab Fees**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math &amp; Science</td>
<td>$95-$115</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>$82-$120</td>
</tr>
<tr>
<td>Humanities</td>
<td>$72-$115</td>
</tr>
<tr>
<td>Health</td>
<td>$95-$120</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>$108-$130</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room &amp; Board (per semester)</td>
<td></td>
</tr>
<tr>
<td>New Student Suites</td>
<td>$2,450</td>
</tr>
<tr>
<td>Regular Double Rooms</td>
<td>$2,250</td>
</tr>
</tbody>
</table>

**NOTE:** Fees Subject to Change Without Notice
Communicable Diseases

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 2
Revision Date: Wednesday, November 12, 2014
Reference: Administrative, Student Affairs, Personnel

Policy:

The College will comply with all Federal and State Laws applicable to employees, students and job applicants with communicable diseases.

Procedure:

PRCC’s decision involving persons with communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the disease to others, the symptoms, special circumstances of each person who has a communicable disease, and a careful weighing of the identified risks and available alternatives for responding to an employee or student with a communicable disease.

The purpose of this policy is to establish procedures to be followed in the event an employee/student has or contracts a communicable disease. Communicable diseases include, but not limited to, measles, influenza, viral hepatitis A (infectious Hepatitis A), viral hepatitis B (serum Hepatitis B), human immune-deficiency virus (HIV infection), AIDS, AIDS related complex (ARC), severe acute respiratory syndrome (SARS), tuberculosis, or any other common disease in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The College will not discriminate against any job applicant, employee, or student based on the individual having a communicable disease. PRCC is committed to providing a working and educational environment free of health hazards to its employees and students. Employees and students shall not be denied access to the workplace or educational environment based solely on the grounds that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from the facility, programs, and functions if it is medically determined that such a restriction is necessary for the welfare of the affected person or the welfare of others within our facility, programs, and functions.

The College will make educational materials regarding communicable diseases available for students and employees.
Sexual Misconduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, December 11, 2014
Reference: Administrative

Policy:

Pearl River Community College has adopted a policy that prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct.

Procedure:

The college is committed to fostering an academic, work, and living environment that is free from all forms of discrimination and sexual misconduct including sexual harassment and sexual assault. Additionally, federal law prohibits all forms of sexual harassment under Title IV, Title VII, and Title IX. This procedure implements the college’s commitment to comply with federal and state legal mandates and college policies in relation to such conduct and behavior. Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C.123g), commonly known as the Family Educational Rights and Privacy Act of 1974. (FERPA)

1. Reporting
   a. All students and or employees should report any acts of sexual misconduct, sexual assault, and sexual harassment immediately to one of the following offices: (1) The appropriate Campus Vice President, (2) The College Police, (3) The Title IX Coordinator.
   b. The President has appointed a Title IX Coordinator for the college. The identity of the college’s Title IX Coordinator may be determined by visiting the college website. Among the duties and responsibilities of the Title IX Coordinator are the following:
      i. The college Title IX Coordinator oversees policies and procedures that apply to complaints or reports of sexual misconduct, including sexual discrimination, sexual assault, sexual violence, or sexual harassment by employees, students, or third parties, and for advising victims of sexual misconduct of their right to file a complaint or to seek informal resolution and the process for each.
      ii. The Title IX Coordinator, with the concurrence of the President, may appoint a Deputy Title IX Coordinator and may direct individuals to serve as members of the College Sexual Misconduct Investigation Team (SMITT).
iii. The Title IX Coordinator shall designate and appoint a sufficient number of individuals to serve as members of the College Sexual Misconduct Investigative Team (SMIT).

iv. The Title IX Coordinator supervises the training and functional operation of SMIT members which includes the investigation and hearing of sexual misconduct complaints and reports.

The Sexual Misconduct Investigative Team shall consist of employees of the College and shall represent various segments of the College, including staff, faculty and campuses. Members shall receive specific training related to their responsibilities to assist them in all aspects of their duties, which include investigations and hearings relating to complaints or reports of sexual misconduct. Members shall be assigned to serve as investigators or hearing officers on a rotating basis by the Title IX Coordinator.

2. Informal Resolution of Sexual Misconduct or Sexual Harassment

Employees or students who believe they are victims of sexual harassment or misconduct may have the option of proceeding informally or formally. The employee or student may find informal resolution particularly appropriate if the conduct is isolated and of the following nature: sexual innuendo; display or distribution of drawings, pictures or other materials with a sexual content; sexual or “dirty” jokes; or comments with sexual content. Pictures, drawings, diagrams, or other materials and discussion which are of an academic nature related to the course syllabus and instructional outcomes are, by necessity, excluded from being considered as sexual misconduct. Please note that the formal complaint process is available for sexual harassment or misconduct of any nature, and that these examples are not intended to discourage use of the formal complaint process.

Informal resolution is not an option for cases of sexual assault, including sexual or inappropriate touching of any kind. Information on how to formally report sexual assault, sexual harassment and sexual misconduct is contained below.

If one chooses to proceed informally, the employee or student should contact the Title IX Coordinator or the appropriate campus Vice President to report the sexual harassment or misconduct and specify that they wish to proceed informally. Resolution at the informal complaint process level will be mediated by the Title IX Coordinator, or the appropriate campus Vice President and may include an agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances of each case.

To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process; the complaint will be considered resolved. The accused and the accuser will receive written notification of the outcome and disposition of the complaint. The fact that a complaint of sexual harassment or misconduct may be concluded at the request of the accusing party
does not preclude the filing of a formal complaint by others, including appropriate College officials.

In those cases in which a mutually satisfactory resolution of an informal complaint of sexual harassment or misconduct cannot be achieved, either the accused or the accuser may request in writing to advance the complaint to the formal complaint process. This request should be submitted in writing to the Title IX Coordinator within seven (7) working days of the proposed informal resolution.

3. **Reporting Sexual Misconduct, Sexual Assault, or Sexual Harassment – Formal Complaint Process**

Every College employee is responsible for immediately reporting incidents of sexual misconduct which come to his/her attention to the Title IX Coordinator, the appropriate campus Vice President, or his/her designee, or campus police. Students or other third parties who witness, or are aware of, suspected incidents of sexual misconduct are strongly encouraged to report the incident.

Complaints may be made in writing by completing a Sexual Misconduct Complaint Form which may be obtained from the Title IX Coordinator, the Website, or the Campus Police Department.

Complaints of sexual misconduct may be made or reported to any faculty, staff, or college employee who shall then, immediately report the incident to the Title IX Coordinator, appropriate campus Vice President, or campus police.

While an investigation may begin on the basis of an oral complaint or report, the Complainant is strongly encouraged to file a written complaint. The complainant should submit a written and signed statement setting out the details of the conduct which is the subject of the complaint, including the complainant’s name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrences (s); the names of any witness(es) to the occurrence(s); the resolution sought; and any documents or information that are relevant to the complaint.

Persons who have been victims of either sexual assault or sexual violence are encouraged to immediately contact Campus Police at 601-403-1300 for the Poplarville campus, 601-554-5513 for the Forrest County Center, or 228-252-7000 for the Hancock Center or by dialing 911 and seeking immediate medical attention even if they do not wish to pursue criminal charges or otherwise pursue a complaint against their attacker.
4. **Immediate Actions and Protective Measures**

The Title IX Coordinator, Campus Vice President’s Office, and the Campus Police Department working in coordination with other necessary College Administrators, may take immediate interim actions to protect the safety of the College community, to enable students or employees with complaints, witnesses, to continue studies or duties of employment, and to ensure the integrity of an investigation. These actions may include:

- Interim suspension of an accused student or employee
- No-contact orders
- Modifying class or work schedules as necessary
- Making alternate housing or workplace arrangements
- Addressing other academic or workplace concerns
- Involving law enforcement to assist in maintaining order or safety
- Any other appropriate action warranted by the circumstances

**Violations of these protective actions will constitute related offenses which may lead to additional disciplinary action.**

5. **Formal Investigation**

Upon a determination to initiate a formal investigation, the Title IX Coordinator will set the target date for the completion of the formal investigation and the tentative date for the hearing, if necessary, as set forth above.

The Title IX Coordinator shall notify the Complainant that the investigation is proceeding. The notice will include tentative dates for the completion of the investigation and a hearing, if necessary.

During the investigation, SMIT members will collect all evidence relating to the complaint or report of sexual misconduct from all available sources and conduct interviews when appropriate. Upon completion of the formal investigation, they shall reach a finding by majority vote, based upon a preponderance of the evidence, as to whether or not a violation of the College’s sexual misconduct policy occurred and will prepare a written report in conformity with College policies which will be presented to the Title IX Coordinator.

If there is a finding of a violation of the College Sexual Misconduct Policy, the process is concluded. The Title IX Coordinator will be given written notice of the findings and termination of the proceedings to the Complainant, Respondent, and Appropriate College administrators.

If there is a finding of a violation of the College Sexual Misconduct Policy, the Title IX Coordinator will give written notice of the findings and initiate the hearing process.
6. **Hearing and Appeal Process**

When a formal investigation finds that a violation of the College’s Sexual Misconduct Policy has, more likely than not, occurred, the Title IX Coordinator will advise the Complainant and Respondent (the accused) of the exact date, time, and location of the disciplinary hearing. The hearing will be conducted according to the College Judicial Process and Appeal Process.

The Title IX Coordinator will maintain statistics about the number of violations and prepare a report to be made available to incoming students and new employees.

7. **Resources and Services**

Campus and community services are available, even if the College or criminal reports are not made. The College strongly encourages anyone who feels he or she is, or has been, the victim of sexual misconduct to seek assistance to care for himself or herself emotionally and physically through confidential crisis intervention, healthcare, and counseling. As you tend to your health, you should keep in mind that medical examinations are time-sensitive and are critical in preserving evidence of sexual assault so that options can be considered at a later time.
Solicitation

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Administrative

Policy:

Pearl River Community College will restrict and regulate all commercial activities on college property.

Procedure:

Agents, solicitors, or salespersons will not interfere with the instructional programs at Pearl River Community College. All contacts by the above must be made with the appropriate Campus Vice President or designee with permission being given by this office before solicitation will be permitted.

The name of Pearl River Community College will not be used for commercial or promotional purposes without approval of the President of this institution.

No person will be allowed to interview students on the Pearl River Community College campus or center except with the approval of the appropriate Campus Vice President.
Academic Misconduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 5, 1996
Reference: Educational Programs, Student Affairs

Policy:

Pearl River Community College prohibits academic misconduct.

Procedure:

Academic misconduct is a serious offense because it diminishes the quality of academic scholarship; defrauds society, the institution, faculty, and other students; and undermines the efforts of those who eventually depend upon the knowledge and integrity of our faculty and staff.

Academic misconduct is any activity which may compromise the integrity of PRCC. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

1. Asking for or giving another student information during a test;
2. Copying answers from another student’s paper or intentionally allowing someone to copy from one’s own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one’s identity during a test;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Plagiarize which is copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student’s assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, academic misconduct may result in disciplinary action.
Admission

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 12, 1976
Revision Number: 10
Revision Date: Friday, August 26, 2011
Reference: Educational Programs

Policy:
Educational opportunities are provided for students attending Pearl River Community College. Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

Procedure:

In order to be admitted as an academic, technical or career student (including on-campus, off-campus, and online students) the following documents must be submitted:

1. PRCC Application for Admission
2. Official transcript from an accredited high school indicating graduation date and regular high school diploma type or GED test transcript indicating passing
3. Official transcript from every college attended
4. ACT scores for General Education or Technical students

Application procedures and requirements for specific allied health, career, technical and nursing programs are separate from the standard admission procedure. The requirements and procedures for these programs are stated in the Pearl River Catalog. The official version of the Pearl River Catalog is available on the College website at www.prcc.edu.

The Board of Trustees desires to provide educational opportunities for all those interested in attending Pearl River Community College. The College through the Admissions Committee, reserves the right to cancel the admission or registration of an individual whose attendance at PRCC would not be mutually beneficial to the individual and to the Institution.
Attendance

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 13, 1976
Revision Number: 9
Revision Date: Wednesday, June 18, 2014
Reference: Educational Programs

Policy:

Pearl River Community College expects regular and punctual attendance of all students.

Procedure:

Absences –

1. Regular semester day and all night classes - Academic and technical students missing a class more than twice the times it meets in a week during a semester will be dismissed from that class due to excessive absences. Students enrolled in a career-technical education lab will be allowed a maximum of six absences during a semester.

2. Summer day classes - Academic and technical students are allowed only two absences during any four week term. Students enrolled in an eight week career-technical education lab are allowed four absences.

3. Weekend classes - A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.

4. A student participating in a provided online course will be allowed two (2) absences for full-term (15 weeks) online courses and one (1) absence for short-term (8 weeks) online courses. Attendance will be monitored weekly by timely submission of assignments, including tests, homework, projects, discussion board entries, etc. A student is expected to complete such assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence. Upon the third absence in a full-term course and second absence in a short-term course, the student will be administratively withdrawn from the course barring any extenuating circumstances.

5. Other classes - A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class.
6. An instructor may propose a stricter rule for absences or tardies from a class if approved by the instructor’s immediate supervisor and by the next level of administration.

7. The absence rule for any class must be included in the course syllabus provided to all students at the first meeting of the class.

Attendance –

1. To pass a course, a student is required to take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of each course.

2. If a student has to miss class, on the day the student returns to class, he or she has the responsibility of contacting the instructor in order to schedule any make-up work.

3. A student may make up work missed if valid reasons for missing, such as illness, accident, or other extenuating circumstances are accepted by the instructor. A student has one week after returning to class to schedule make up work unless circumstances indicate that extra time is needed. Regular scheduled tests and examinations missed without a valid reason will be recorded as a grade of zero.

4. Students will be informed of those programs which may have specific attendance requirements mandated by external agencies and/or program guidelines.

5. After a student cuts out of a class he/she cannot be readmitted to that class without permission from the instructor.

   A. A request for a hearing with the instructor must be made one (1) day after the student has been informed by the instructor that he/she has been dropped from class due to excessive absences.

   B. Readmission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting a hearing should be prepared to show proof to support their argument for excessive absences, i.e. a doctor's excuse, etc.

6. School business will not be counted as an absence from class. Faculty and staff members responsible for activities requiring students to miss school must receive approval from the appropriate Campus Vice President and provide notification to the students’ instructors through the College's Electronic Attendance Monitoring System.

7. A record of class attendance will be kept beginning with the date of the first class meeting.

8. Instructors are required to complete the online "cut-out" forms no later than Thursday at 3:00 p.m. of the following week.
9. Three tardies will count as one absence. A tardy of fifteen minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.

10. An instructor of an online course will record attendance in a manner prescribed by the Office of eLearning. An online student is classified as active, dropped, or withdrawn with the last date of attendance recorded. These categories are defined as follows:

   A. Active – Contact is being made on a regular basis and student is current in all assignments. However, active can also mean that the student is behind on submitting assignments but is in contact with the instructor and has not exceeded the allowed number of absences.

   B. Dropped – Student was dropped from the course by the instructor because the student has exceeded the maximum allowed absences.

   C. Withdrawn – Student dropped the course and documentation submitted by student is confirmed.

The last date of attendance (LDA) for a student whether dropped or withdrawn will be the last date the student submitted work in the course. The student's attendance status is determined by the instructor and supported by the student's participation in coursework.

Developmental Courses

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 2
Revision Date: Wednesday, June 18, 2014
Reference: Educational Programs

Policy:

Pearl River Community College offers developmental courses for students with deficiencies in the areas of English, mathematics, and reading.

Procedure:

Developmental courses are designed to strengthen the students' basic skills in order that they may become better prepared to succeed in other college courses.

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Class Meetings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Algebra (MAT 0123)</td>
<td>3 Lecture Hours per Week</td>
</tr>
</tbody>
</table>
Intermediate Algebra (MAT 1233)  
3 Lecture Hours per Week

Intermediate English and Reading (ENG 0125)  
5 Lecture Hours per Week

Related Studies Mathematics (VOM 1103)  
3 Lecture Hours per Week

Related Studies Reading (VOR 1103)  
3 Lecture Hours per Week

1. Effective Fall 2010, credit toward graduation is not awarded for developmental courses.

2. Grading: Beginning in Fall 1993, students enrolled in developmental courses must earn a grade of "C" or higher in order to enroll in the next higher level course. Students not earning a grade of "C" or higher must repeat the course the following regular semester.

3. Students whose ACT subscores indicate their need to enroll in one or more developmental courses must schedule these courses immediately. This requirement may not be delayed until a further semester without the approval of the Vice President for General Education and Technology Services or the appropriate Director or Department Chair.

4. Students enrolled in one or more developmental courses must be advised and follow the prescribed plan of courses in order to ensure graduation in a timely manner.

DEVELOPMENTAL COURSE PLACEMENT
The following American College Test (ACT) scale scores on the English and Mathematics subtests determine developmental course placement:

ACT SCALE SCORE

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>BEFORE SEPT. 89/AFTER SEPT. 89</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>1 - 10 / 1 - 15</td>
<td>Beginning Algebra - MAT 0123</td>
</tr>
<tr>
<td></td>
<td>11 - 13 / 16 - 18</td>
<td>Intermediate Algebra - MAT 1233</td>
</tr>
<tr>
<td></td>
<td>14 - or above/ 19 or above</td>
<td>College Algebra - MAT 1313</td>
</tr>
<tr>
<td>English</td>
<td>1 - 13 / 1 - 16</td>
<td>Intermediate English and Reading - ENG 0125</td>
</tr>
<tr>
<td></td>
<td>14 or above / 17 or above</td>
<td>English Composition I - ENG 1113</td>
</tr>
</tbody>
</table>

***NOTE***

1. If a student has taken the ACT more than once, the highest subtest scores for Mathematics and Reading are used.
2. When registering, students are permitted to take the Compass. If the Compass scores indicate the student can be placed in a college-level course, then the student may bypass the developmental courses. (There is a fee for each section of the Compass).

**Career Education Developmental Course Placement**

1. It is recommended that Career students who take the ACT and score 1-15 on Mathematics, or take the Compass and score 00-20, be assigned to Related Studies Mathematics (VOM 1103).

2. It is recommended that Career students who take the ACT and score 1-15 on Reading, or take the Compass and score 00-73, be assigned to Related Studies Reading (VOR 1103).
Graduation, Degrees, and Certificates

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 5
Revision Date: Wednesday, November 12, 2014
Reference: Educational Programs
Policy:

The College will award a degree or certificate when students have met specific requirements.

Procedure:

**Associate in Arts**

The Associate in Arts Degree is awarded to students who meet either of the following requirements:

1. Complete a minimum of 62 semester hours to include the 37 semester hour basic core curriculum and 25 semester hours of transferable electives (a maximum of four activity hours may be applied toward graduation); and, attain an overall grade point average of 2.0 or higher.

2. Complete the first two years of a baccalaureate program of study found in any accredited four year college or university catalog which has become effective since the student began college studies; and, attain an overall grade point average of 2.0 or higher.

In order to receive an Associate Degree a minimum of twenty-five percent (25%) of the hours applied toward the degree must be completed at Pearl River Community College.

Computer proficiency is required of all students who receive an Associate in Arts degree. This proficiency may be demonstrated in any of the following ways: passing an academic computer science course, passing a computer proficiency test, completing an online course with a grade of B or better, or completing a non-developmental mathematics course that requires the use of instructional software. The appropriate vice president may consider declaring a student computer proficient based on documentation of appropriate employment experience.
Associate in Applied Science Degree

The Associate in Applied Science Degree is awarded to a student who completes the prescribed technical course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.0 or higher.

Technical Certificate, Career Certificate, and/or Certificate of Completion

These Certificates are awarded to any student who completes the prescribed career course of study in his or her chosen field as outlined in the College Catalog and attains an overall grade point average of 2.0 or higher.

**NOTE - In order to participate in commencement exercises and receive a diploma, a candidate for graduation must file an application for graduation online at prcc.edu.**
Registration

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 13, 2002
Revision Number: 1
Revision Date: Wednesday, May 14, 2003
Reference: Educational Programs

Policy:

Students who have completed all admissions requirements may register for courses.

Procedure:

Students may register for classes in a variety of ways, including:

1. Regular Registration. Dates are set aside immediately preceding each semester when a student may meet with an advisor, select a course of study, and enter a class schedule.

2. Returning students who have obtained a Personal Identification Number (PIN) and have consulted with an advisor may register for courses using the Banner Web Registration System. Registration is complete only upon payment of fees. Web registration is available only to returning students who wish to enroll in traditional courses.

3. Registration for Distance Education Classes. Students may register for online and/or distance education classes by accessing http://www.prcc.edu/elearning/register-now.
Student Course Loads

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 12, 2001
Revision Number: 3
Revision Date: Wednesday, November 12, 2014
Reference: Educational Programs

Policy:

Pearl River Community College may place restrictions on student course loads.

Procedure:

1. The normal course load for a student seeking an Associate in Arts or Associate in Applied Science degree is 16 semester hours.

2. A student who is seeking a degree may register for 19 or more semester hours only with the approval of an instructional Vice President or person designated by the Vice President.

3. A student in a certificate or technical degree program requiring the student to enroll in 19 or more semester hours may do so with the approval of the director of the program.

4. A full-time student must maintain a minimum course load of 12 semester hours, of which at least 9 must be other than activity courses. That is, a student must be enrolled in at least 9 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)

5. A student may enroll in distance education courses, traditional courses, or any combination of distance education courses and traditional courses in order to be classified as a full-time student. A minimum of fifteen (15) hours of traditional on campus courses must be maintained in order to reside in campus housing.

6. Effective January 1, 2015, all PRCC students who reside in college housing or receive any form of Institutional or Development Foundation scholarship must be enrolled in 15 credit hours per semester. A waiver may be granted by an instructional Vice President if the student has applied for graduation and can demonstrate that 15 hours are not necessary for graduation.

Athletic eligibility for students enrolled in distance education courses shall be defined as follows: All athletes must be enrolled full time and in attendance within fifteen (15) calendar days from the beginning date of a particular term to be eligible to participate. To be considered full time, an athlete must be enrolled in 15 semester hours. Athletes taking distance education courses are considered full time if registered for at least nine (9)
semester hours on site at the certifying institution and six (6) or more hours with the certifying institution acting as the host institution for courses taught by other MACJC member colleges.

**Textbooks**

**POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE**

Adopted: Tuesday, February 12, 1985
Revision Number: 4
Revision Date: Wednesday, November 12, 2014
Reference: Educational Programs

Policy:

Pearl River Community College shall offer textbooks for purchase, as well as school supplies and merchandise for sale.

Procedure:

Pearl River Community College shall offer textbooks for purchase, as well as school supplies and merchandise.

Supply Store: The PRCC Supply Stores offer a complete selection of school supplies. Students with an excess credit balance on their student account may be allowed to charge purchases; certain restrictions may apply. Students with a credit balance of scholarship funds or other non-refundable types of financial aid may charge to their account until one week prior to final exams during the fall and spring terms; certain restrictions may apply.

Textbook Store: The PRCC Textbook Store, located on the first floor of Crosby Hall on the Poplarville Campus, offers a full range of required and supplemental texts.

Bookstore (Forrest County Center): The PRCC Bookstore is located on the first floor of the Allied Health Center.

Course Books: The PRCC Bookstore adopted a course fee program for 60% of its courses. The course fee is attached to each course and covers the cost of all technology materials for that course. This fee includes an interactive eBook which provides students the ability to highlight, annotate, bookmark, print, and access on many different devices. It also includes any additional resources, labs, videos, PowerPoints, interactive digital homework modules, quizzes, and digital resources the publisher is providing. For those courses not using the course fee model, the bookstore will offer new textbooks for purchase and used textbooks for purchase when available. Nebraska Book Company will conduct a Book Buy Back at the end of each semester.
Online Textbooks: Students enrolled in online courses can purchase their textbooks from the PRCC Bookstore. Students may choose to order textbooks via the PRCC Virtual Bookstore and have them shipped directly to them. All online textbook orders must be prepaid at the time they place their order. We accept financial aid and major credit cards. Students may also come to campus to make textbook purchases. Students enrolled in online courses that originate from another community college may place a special order for textbooks not stocked by the PRCC Bookstore. They can do so by completing an Online Textbook Order form. Students must bring a copy of their “Student Profile” into the textbook store when purchasing the textbook or fax a copy with orders being placed. All orders for online textbooks from other community colleges or direct from the publisher must be placed 7-10 business days prior to the start of online classes or risk a delay in receiving their order in a timely manner. The textbook store cannot be held responsible for orders that are delayed due to back orders or lost in shipping, etc., or when placed later than 10 days prior to the start of classes.

Virtual Bookstore: Students may now order their required textbooks online at http://bookstore.prcc.edu with the use of financial aid or a major credit card. Students may go to the Bookstore website to find a complete listing of textbooks required by course/term.

Payments: Cash, Visa and MasterCard accepted. Financial aid accepted with proper student identification. Personal checks honored if imprinted with required information.

Bookstore hours are Monday through Friday, 7:30 a.m. until 4:00 p.m. on the Poplarville Campus and 8:00 a.m. until 4:00 p.m. on the Hattiesburg Campus; summer hours, June & July, are Monday through Thursday, 7:30 a.m. until 5:00 p.m. For more information students may contact the textbook store at the following:

Poplarville Campus – 601-403-1368
Hattiesburg Campus – 601-545-5501

Merchandise/Textbook Refund: Merchandise and/or textbooks must be in new condition and must be returned within 30 calendar days from the original date of purchase. To obtain a full refund on merchandise or textbooks:

- You must have your original cash register receipt. New books must be in new condition (no markings, erasures, white-out, soiled spots, bent or frayed edges, etc.). Price sticker and/or tags must be on textbooks and merchandise. All items sold in shrink wrap must be returned sealed in the original shrink wrap. Any defective item must be returned within 30 days of original purchase date. After 30 days, customers must contact the manufacturer directly for warranty information. Contact Bookstore for instructions concerning electronics, laptops, tablets and headphones.

Payments: Personal checks must be imprinted with current address, phone number, driver’s license number, and Student ID number will be required at time of check out. VISA and MasterCard are accepted. Students may also use financial aid to charge purchases when available. PRCC ID or driver’s license MUST be presented (except cash payments).

Instructors Book Selection: These requests must be coordinated with the Bookstore Manager and the respective department chair. Recommendations for textbook changes
should be made to the Bookstore Manager by the department chairperson. All textbook adoptions must be approved by the respective department chair prior to being purchased by the Bookstore for purchase by students. Textbook data forms must be submitted to the Bookstore Manager for each course being offered.

- In order to maintain an adequate inventory of textbooks, textbook data forms must be submitted to the Bookstore Manager by:

  March 1: Textbooks required for fall, summer, and spring semesters for upcoming school year.

## Transfer of Credit

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2005  
Revision Number: 1  
Revision Date: Wednesday, October 10, 2007  
Reference: Educational Programs

Policy:

Pearl River Community College may accept transfer credit from another college or university. Credit may also be granted based on the results of Advanced Placement examinations and on military experience.

Procedure:

A course that has been passed by a student at another postsecondary institution that is fully accredited by a regional accrediting association will normally be accepted by the College for transfer credit to apply toward an associate degree or certificate. Whenever possible, a transfer course is equated to an equivalent Pearl River Community College course. If there is not an equivalent course, elective credit may be granted. A course from a postsecondary institution that is not fully accredited by a regional accrediting association may be considered for transfer credit when approval is recommended by the Vice President for General Education and Technology Services. The transfer of a technical or career course and its applicability toward a specific degree or certificate is subject to the approval of the faculty and administration of the department offering the degree or certificate program. A course that is developmental or remedial in nature may be considered for the purpose of meeting a prerequisite for enrollment in a Pearl River course, but will not be accepted as transfer credit to apply toward any degree or certificate.

Veterans who are attending college after a period of active duty in the armed forces may be eligible to receive undergraduate credit according to the following rules:
1. For four months of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded two hours of credit for HPR 1111 and HPR 1121.

2. For six months of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded five hours of credit for HPR 1111, HPR 1121, and HPR 1213.

3. For a year or more of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded seven hours of credit for HPR 1111, HPR 1121, HPR 1551, HPR 1561, and HPR 1213.

Credit may be awarded for successful completion of College Level Examination Program (CLEP) examinations and of challenge examinations administered by College faculty. The procedures for these programs are described under the Credit by Examination Policy.

Withdrawal from a Class or from the College

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976
Revision Number: 2
Revision Date: Tuesday, May 13, 2003
Reference: Educational Programs

Policy:

A student may withdraw from a class or from the College.

Procedure:

1. During the registration period, a student who wishes to withdraw from a class may complete the process online or seek the assistance of an academic or career-technical counselor. After the last day of registration, a student should consult with the instructor of that class and obtain a withdrawal form. After the student signs the form, the instructor will also sign it and will take the form to the Admissions Office. A student who wishes to withdraw from an online course should go to http://www.prcc.edu/?q=elearning/elearning-withdrawal-form and submit an online withdrawal form.

2. No grade will be given if a student withdraws from a class during the drop/add period. After the drop/add period, a student who is determined by the instructor to be passing a course may withdraw with a grade of “W” at any time prior to the scheduled time for the final examination. Prior to the published date on which the term is 75% completed, a student may withdraw with a grade of “W” whether passing or not. After that date, a student who is determined by the instructor to be
failing the course will receive a grade of “F” upon withdrawal. (A student who is dismissed from a class because of excessive absences or as a result of disciplinary action at any point in a term will receive a grade of “F.”)

3. A student who wishes to withdraw from all classes taken at the College should obtain a Withdrawal Slip from a counselor, who will supply the necessary information on the front of the Withdrawal Slip and explain the procedure for clearing each department listed on the reverse side. The counselor will also notify the instructors of the classes from which the student is withdrawing. Upon delivering the completed Withdrawal Slip, along with identification, to the Business Office, a refund of fees will be made if applicable. The grade in each class from which the student withdraws will be determined by the instructor of the class according to the procedure stated above.
Academic Freedom

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 1
Revision Date: Tuesday, July 11, 1995
Reference: Instruction

Policy:

The College faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.

Procedure:

1. An instructor is entitled to full freedom in research and in publication of the results, subject to the adequate performance of other assigned academic duties, but research for monetary return should be based upon an understanding with the authorities of the institution.

2. An instructor is entitled to freedom in the classroom discussing course context but should be careful to avoid emphasis on topics that have no relation to course context.

3. An instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When writing or speaking as a citizen, there should be freedom from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an educational officer, the instructor should remember that the public may judge the profession and the institution by what is said. Hence, instructors should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to avoid appearing as an institutional spokesperson.
Grade Appeal

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, January 31, 2002
Revision Number: 2
Revision Date: Wednesday, October 11, 2006
Reference: Instruction

Policy:

A student may appeal the final grade received for a course.

Procedure:

A student who is not satisfied with the final grade received for a course should first consult with the instructor of the course. If this consultation does not resolve the situation, the student should then consult the chair of the instructional department offering the course. If the department chair is unable to resolve the situation, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4:00 p.m. of the last day of regular classes of the next regular semester (fall or spring).

- A written appeal of a grade received in any course taken at the Forrest County Center should be submitted to the Vice President for Forrest County Operations.

- A written appeal of any grade received in a course at the Poplarville Campus or Hancock Center should be submitted to the Vice President for Poplarville Campus and Hancock Center.

- A written appeal of any academic course grade received in a class offered at a non-campus site should be submitted to the Vice President for General Education and Technology Services.

- A written appeal of any career / technical course grade offered at a non-campus site should be submitted to the Vice President for Workforce and Economic Development.

- Students enrolled in an online course provided by Pearl River Community College through the Mississippi Virtual Community College (MSVCC) should submit their grade appeal to the Director of eLearning. If the situation is not resolved by the Director of eLearning the student may submit an appeal to the Vice President for General Education and Technology Services.

The decision on the grade reached by the appropriate Vice President will be final. No further appeal of a course grade is provided by the College.
Grading

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 1977
Revision Number: 8
Revision Date: Wednesday, November 12, 2014
Reference: Instruction

Policy:

A college approved grading scale will be followed by all instructors.

Procedure:

The following grade scale will be used for all credit classes provided by the College.

A (90-100, Excellent); B (80-89, Good); C (70-79, Average); D (60-69, Poor); F (below 60, Failure); W (Withdrawn); P (Passed); AP (AP Credit); Z (CLEP); AU (Audit); I (Incomplete).

1. For three or more credit hour classes during the Fall and Spring semesters, a minimum of one major grade (hour test, major report, etc.) and four minor grades will be given prior to the progress grade determination. A minimum of one major grade and four minor grades will be given between the progress grade period and the final examination. For two or fewer credit hour classes, a minimum of one major grade (hour test, major report, etc.) and three minor grades will be given prior to the progress grade determination. A minimum of one major grade and three minor grades will be given between the progress grade period and the final examination.

2. For credit classes during the Summer semester a minimum of two major grades and six minor grades are required. Each instructor will provide progress grade information to students.

3. The semester average will be determined as follows:
   Minor Grades (15-35%)
   Major Grades (30-60%)
   Final Exam (25-35%)

4. A final examination will be administered in each class during the designated exam period and in accordance with an approved exam schedule. The exam will be comprehensive in nature for the content covered throughout the semester.

5. All class grades are to be recorded in a grade book and submitted electronically at the end of each semester for review and filing.
6. A student who is dismissed from class because of excessive absences will receive a grade of W regardless of the grade average on the date of dismissal.

7. A student who is dismissed from class as a result of disciplinary action may receive a grade of F.

8. An instructor may assign an I (Incomplete) in the rare circumstance in which a student has not completed the requirements for a course as a result of an accident, illness, or other approved reason. An incomplete grade is to be awarded only if the student and instructor have communicated prior to the submission of semester grades. If the requirements for the course are not completed, and the grade for the course is not assigned before the end of the next Fall or Spring semester, the grade of I will be changed to F, unless otherwise provided for or approved by the appropriate Vice President. (A student who takes the final examination for a course may not be assigned a grade of I.)

9. Each instructor must include specific grading information in the course syllabus as to how the final grade for the students will be determined and this information will be distributed to students at the beginning of the course.

10. Students receiving Veterans Administration educational benefits under the P.L. 90-77 must make a 2.0 grade point average on all hours attempted each semester after the last day to drop a course to remain in good standing with the Veterans Administration.

11. Students shall not be involved in activities of grading or duplicating tests for instructors.

12. All online courses will require at least two proctored tests during the fall and spring semesters and one proctored test during the summer semester and mini-terms at a designated site. All community and junior colleges in Mississippi have designated testing centers to administer exams. A professional staff person at the testing site will be responsible for confirming proper identification, administering exams, and returning exam materials to the originating site. To schedule an exam for an online course, go to www.prcc.edu/elearning and click on the link Schedule and Exam.

13. An online student who is dismissed from class as a result of disciplinary action may be prevented from taking online classes in the future.
Policy Changes

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 11, 1978
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Instruction

Policy:

A student may obtain a degree or certificate by completing curriculum requirements published in the PRCC Catalog within a specified period of time.

Procedure:

1. In general, a student may obtain a degree or certificate by completing curriculum requirements published in the PRCC Catalog at any time during the student's previous enrollment, subject to a ten-year limitation.

2. For major areas which are subject to emerging technologies and in cases where previously specified courses are no longer offered, the College reserves the right to require additional or substitute course work.

3. A student wishing to apply for graduation under requirements published in a previous Catalog should first consult the appropriate counselor or department chair/lead instructor. The counselor/department chair will direct any recommendations to the appropriate administrator.

4. It is the responsibility of the student to provide an original copy of the relevant Catalog for reference during all consultations.
Student Access to Faculty

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 13, 2003
Reference: Instruction

Policy:

All instructors will be accessible to students.

Procedure:

1. A work schedule must be posted in a prominent place near the office door of each fulltime and part-time instructor. A minimum of one hour during each day that the instructor teaches will be clearly identified so that students know that the instructor is normally available during that time for help and advisement. A statement that the instructor is available at other times by appointment must also be clearly displayed on this posted schedule.

2. Each instructor will inform students in the course syllabus of ways, other than in person, in which students may contact the instructor. These may include, but are not limited to, an email address, a postal address, an office telephone number, and, if the instructor chooses, a home or cellular telephone number. Providing such alternative means of contacting the instructor is particularly important for instructors of online classes, night classes, weekend classes, and other classes that meet in a manner other than the traditional two or three times a week in a classroom. An email address is required for instructors of online courses. Instructors of online courses must make this information easily available to distance learning students by posting it, and any other information that may help the student contact the instructor, on the Learning Management System, Canvas.
Taping Lectures

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 13, 1982
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Instruction

Policy:

Students at Pearl River Community College may tape lectures, excluding clinical or related discussions.

Procedure:

Students who wish to tape lectures of a class or classes should notify the instructor of their intention of taping the lecture. The taping of the lecture should not disrupt the class activities. Clinical activities or clinical related discussions will not be taped.
Academic Guidelines for College Housing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 10, 1997
Revision Number: 2
Revision Date: Tuesday, May 13, 2014
Reference: Student Affairs

Policy:

Pearl River Community College requires students to meet specific guidelines to reside in college housing.

Procedure:

College Housing: Holden Hall, Moody Hall, Huff, Lamar, Hancock, Pearl River, and Forrest Hall.

1. Effective January 2015, a student must be enrolled in a minimum of 15 semester hours to live in college housing.

2. A student must maintain satisfactory academic progress as defined below to reside in college housing.
   HOURS ATTEMPTED FOR GPA 0-24 25-36 37 & above
   MINIMUM CUMULATIVE GPA 1.5 1.75 2.0

3. If a student fails to meet the above requirements, he/she is placed on probation for one semester. If student does not remove deficiency during the probationary semester, he/she will be suspended from residency in college housing for a minimum of one semester or until the deficiency is removed.

4. A student may appeal dismissal from college housing by doing so in writing to the Assistant Dean for Student Life (the appeal must be within 3 days of dismissal with sufficient justification given).

5. A student must be seventeen years of age or older to reside in college housing.
Active Military Status for Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, September 11, 1990
Revision Number: 2
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Any student of Pearl River Community College who is a member of any component of the armed forces of the United States and who is placed on active duty status will be allowed to withdraw from the College.

Procedure:

Any student who withdraws from the College under this policy will not receive any grades. The student record will show evidence of the withdrawal documentation on file.

Any student who has completed at least 3/4 of the semester and is in good standing with the College, and who needs to only take the final examination to complete the semester, has the option to leave the College pursuant to this policy, without his class standing affected, and without refund of any of the above fees or tuition. However, within the ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam, the work done prior to leaving and the unfinished semester's work will constitute the student's final grade.
Athletic Drug Testing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 14, 1990
Revision Number: 3
Revision Date: Tuesday, May 10, 2005
Reference: Student Affairs

Policy:

Pearl River Community College will have a mandatory drug testing program for all student athletes. For purposes of this policy, a student athlete is any student involved in athletic competition, including cheerleaders, athletic trainers, managers, and other support personnel.

Objectives:

1. To educate the student athlete in the dangers of drug and alcohol use and abuse.
2. To identify through periodic random testing those athletes who may be involved in drug and alcohol usage and the substances being used.
3. To recommend and provide permissible confidential treatment for those individuals with drug and drug related problems, including alcohol.
4. To remove any athletes from the college athletic programs who are unable or unwilling to become and remain drug and alcohol free.

Procedure:

The procedures and guidelines under which the program is operated are:

1. All athletes will be requested to sign a consent form giving the Pearl River Community College Athletic Department permission to test the athlete.
2. The Pearl River Community College Athletic Department will conduct a mandatory drug test paid for by the College prior to the first scheduled athletic event. Testing will be repeated throughout the year on an unannounced random basis. A positive result will require follow-up testing at a medical clinic. The athlete must pay for this test.
3. The test may monitor for evidence of the following controlled substances and their derivatives: amphetamines, anabolic steroids, barbiturates, cocaine (as benzoyl-ecgonine), opiates, phencyclidine, and THC metabolite (marijuana).
4. A drug education presentation will be made to educate all student athletes to the danger of drug and alcohol abuse.
5. The results of the test will be made known to the Vice President for Poplarville Campus and Hancock Center.

6. The head coach will have a confidential meeting with any athlete testing positive. The following steps will be taken at this time.

   A. The athlete will be suspended from the team two weeks.

   B. The athlete will be required to undergo follow-up testing and counseling on the dangers and side effects of drug use.

      1. The follow-up testing will be borne by the athlete.

      2. If there is evidence that the athlete continues to use drugs he/she will be dismissed from the team.

   C. If said athlete plans to continue participation in athletics, he/she must agree to be tested for the duration of his/her enrollment at Pearl River Community College.
Campus Curfew

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 16, 1991
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Pearl River Community College has a campus curfew for students.

Procedure:
The campus will close and a campus curfew will be in effect each morning beginning at 1:00 a.m., and the campus will reopen each morning at 6:00 a.m.

Any student who enters or leaves the campus or the dormitories after 1:00 a.m. will have their student identification card taken by campus police.

The student identification card and a written report will be filed by campus police with the Assistant Dean for Student Life, and the student will be subject to disciplinary sanctions through the Vice President for Poplarville Campus and Hancock Center. A second curfew offense may result in dismissal from college housing immediately.
Campus Police 601-403-1300

Doug Rowell – Director of Public Safety

The PRCC Police Department is fully certified Police department staffed with full time, state certified police officers who have full arrest powers and granted full enforcement authority or college, city, county, and state laws, regulations, and ordinances.

We are here to provide you with a safe and friendly environment, which fosters education, protection, and service. We are committed to the prevention of crime and the protection of life and property, which we hope will make for a better college experience for you.

IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Emergency</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRCC Police</td>
<td>601-403-1300</td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td>1-800-273-TALK (8255)</td>
</tr>
<tr>
<td>PRCC Counselors</td>
<td>601-403-1250</td>
</tr>
<tr>
<td>Sexual Assault Hotline</td>
<td>1-800-656-HOPE (4673)</td>
</tr>
</tbody>
</table>
## 16-17 Federal Crime Awareness Statistics

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>14-15</th>
<th>15-16</th>
<th>16-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>4</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>11</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>9</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>14</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Weapon Violations</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>41</td>
<td>46</td>
<td>28</td>
</tr>
<tr>
<td>Structural Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dorm Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Crisis Intervention

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 1994
Revision Number: 2
Revision Date: Tuesday, October 1, 2002
Reference: Student Affairs, Personnel

Policy:

Pearl River Community College will provide a crisis intervention program.

Procedure:

Professional Standard

1. If, at any time, a person makes statements indicating to you his/her intention to harm himself/herself or others, you are obligated under ethical standards to notify someone experienced in crisis intervention.

Intervention

2. In the event of a crisis, one or more of the following personnel on the Poplarville campus should be notified: the academic counselors, the career-technical counselors, the campus nurse, or the Vice President for Poplarville Campus and Hancock Center. Personnel to be notified at the Forrest County Center include the career-technical counselors or the Vice President of the Center. Personnel to be notified at the Hancock Center include the Assistant Vice President for Hancock Center.

3. DO NOT ALLOW THIS PERSON OR STUDENT TO LEAVE YOUR PRESENCE until a treatment source has been located for the student. If the student has inflicted harm to himself/herself, the campus nurse should also be notified. If you are unable to reach any of the personnel listed above or if the person refuses to stay with you, on the Poplarville campus contact the Vice President for Poplarville Campus and Hancock Center immediately and ask them to radio security to assist you. At the Forrest County Center contact the Vice President for Forrest County Operations. At the Hancock Center contact the Assistant Vice President for Hancock Center.

Confidentiality

4. Make every possible effort to preserve the person's confidentiality both during the episode and afterwards. For example, do not release information of any type to teachers or administrators not directly involved in the crisis situation (excluding the Vice President for Poplarville Campus and Hancock Center) without a signed release of information form from the person.
Debriefing Session

5. All personnel involved in the incident should meet to discuss the management of the student, how the process could be improved, and their own feelings and reactions.

Re-Instatement Policy

6. Prior to returning to school, a meeting should be held among school personnel, parent(s) (if applicable), and the student to discuss the transition back into school.

Procedures for Crisis Intervention

It is recommended that these steps be followed in crisis situations:

1. If the student displays or states homicidal or suicidal behaviors, notify one or more of the following personnel on the Poplarville campus: the academic counselors, the career-technical counselors, the campus nurse, or the Vice President for Poplarville Campus and Hancock Center. Personnel at the Forrest County Center include the career-technical counselors or the Vice President of the Center. Personnel at the Hancock Center include the Assistant Vice President of the Center.

2. Once assistance has arrived, remain on the scene to provide any additional information or support until it is deemed appropriate for you to leave.

The appropriate personnel will begin to assess the situation and then do the following:

1. Provide intervention and stress problem solving to try and de-escalate the student and situation.

2. If person is a minor (under age 21), make an initial effort to notify parents or relatives and involve them in situation.

3. Attempt to obtain a written release of information from the student to enable a counselor to release name and details to relevant people who are or need to be involved in this situation.

4. If the situation is unmanageable, contact security and refer the student to an appropriate treatment facility. Attempt to contact parent(s) or relative(s).

5. Complete the Critical Incident Report and return it to the Vice President for Poplarville Campus and Hancock Center, and, when appropriate, the campus nurse.

6. Appropriate personnel should make a follow-up call regarding the student’s condition.
7. Inform the appropriate administrators of the situation and the steps taken to resolve the situation as soon after the incident as possible.

**Dress Code**

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977
Revision Number: 1
Revision Date: Wednesday, May 10, 2006
Reference: Student Affairs

Policy:

Pearl River Community College has a dress code for students.

Procedure:

1. Students will not be allowed to wear short cut-offs, cropped tops, halter tops, "see-through" blouses, or short shorts.

2. Tank tops may be worn after 3:00 p.m. except in the Cafeteria. This includes tank tops, not undershirts or tank tops that have been modified in outward appearance. Tank tops which have been cut or ripped up the side are not acceptable.

3. Shoes or sandals must be worn at all times.

4. The wearing of any type of clothing in an improper or disruptive manner will not be allowed (indecent exposure, pants below the waistline, short shorts, cropped tops, no sexually explicit attire, etc.).

5. Students are not allowed to wear or display any gang symbols.

6. Any dress determined to be inappropriate will not be tolerated.
Electronic Devices

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2005
Revision Number: 1
Revision Date: Wednesday, October 9, 2013
Reference: Student Affairs

Policy:

Pearl River Community College may restrict the use of electronic devices in instructional settings.

Procedure:

The possession of a cellular or wireless telephone, pager, or any other communication device is prohibited in any setting in which testing of any sort is taking place, whether the device is on or off. This procedure is only changed with permission of the instructor.

Unless permission is given by the instructor, the use of a cellular or wireless telephone, pager, or other communication device is prohibited in all College instructional settings, including classrooms, laboratories, shops, libraries, auditoriums, or any other location where instruction, recitation, performance, or any other educational activity is occurring.

The use of any device equipped with memory capability, such as a computer, calculator, or other device, is subject to restrictions, including being banned completely, by the instructor of a course. These restrictions must be communicated to the student in the course syllabus at the beginning of the course but are subject to change if a reasonable effort is made by the instructor to communicate any change to the student.

A person violating this policy is subject to disciplinary action, which may include confiscation of the device, dismissal from the instructional setting, dismissal from a class in which the violation occurs, or dismissal from the College. Any device confiscated must be returned to the student at the end of the class period or event or transferred to the appropriate Campus Vice President no more than 24 hours after the confiscation.

Due process will be afforded any student disciplined as a result of violation of this policy and procedure.
Financial Aid

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 1
Revision Date: Tuesday, August 13, 2002
Reference: Student Affairs

Policy:

Pearl River Community College students may be eligible for financial aid.

Procedure:

The Pearl River Community College Office of Financial Aid will be available to help traditional and distance education students find sources to help finance their education.

Financial assistance is contingent upon admission to Pearl River Community College as a regular student (all admission requirements have been met) on at least a half-time basis. Financial Aid awards are based on full-time (12 semester hours) enrollment.

Rules and regulations regarding financial aid programs, eligibility, and satisfactory progress (probation/suspension) can be found in the Student Financial Aid Consumer Information Guide.

Sources of financial aid include grants, scholarships, loans and employment opportunities. A student cannot receive financial aid from more than one institution. To explore financial aid options, a student should submit a free financial aid application online, search the Internet for scholarship opportunities, visit the Student Financial Aid Web Pages located at http://www.prcc.edu or contact the Financial Aid Office directly at:

Financial Aid Office
Pearl River Community College
101 Highway 11 North
Poplarville, MS 39470
Phone (601) 403-1029
Firearms and Deadly Weapons

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Wednesday, January 17, 1979
Revision Number: 2
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Pearl River Community College prohibits weapons from campus as defined by State law and college policy.

Procedure:

No one except designated employees and law enforcement personnel should have weapons or ammunition on campus without approval by college officials. The Board prohibits the possession of pistols, ammunition, firearms or weapons in any form by any person other than duly authorized law enforcement officers on school premises or at school functions regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

Any student found in violation of this policy by the Discipline Committee may be dismissed, expelled, or barred from the College, in addition to all other penalties and actions that may be available, provided the rights of due process are followed.

The only exception to this policy exists where weapons, not meeting the definition of deadly weapons, may be used for educational purposes; this is to be done only with personal approval of an executive officer.
Grievance

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 12, 2011
Reference: Student Affairs

Policy:

In order to maintain a harmonious relationship between Pearl River Community College and its students, it is the policy of the College to provide for the settlement of problems and differences through orderly grievance procedures. Every student shall have the right to present his or her problem, in accordance with the procedures established, in order to seek redress free from interference, coercion, restraint, discrimination, or reprisal.

Procedure:

A. Pearl River Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. A student who desires to resolve a grievance may initiate the resolution process by the following steps:

B. Procedural Steps

1. Informal Process

   a. The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by the following designated College Administrators or designee. The designated College Administrator is responsible for explaining the grievance procedure to the complainant. To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise. Below is a list of designated college personnel.

   A. Vice President for Poplarville Campus and Hancock Center (Poplarville Campus Students)

   B. Vice President for Forrest County Operations (Forrest County Center Students)

   C. Vice President for General Education and Technology Services (Non-Campus General Education Students)

   D. Vice President for Workforce and Economic Development (Non-Campus Career Technical Students)
E. Director of eLearning (online students)

F. Assistant Vice President for Hancock Center (Hancock Center Students)

b. The Administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level the student may initiate the formal grievance procedure.

2. Formal Grievance Procedure

The formal grievance procedure begins when a written complaint is submitted to the College Administrator designated. The written grievance should include the following:

A. The name of the aggrieved student

B. The name and position of the party against whom the grievance is filed

C. The date of filing

D. A concise statement of the nature of the grievance

E. The specific redress being sought by the student

The Administrator or designee shall further investigate the complaint, and shall, as necessary, meet with the student and the person who is the source of the grievance. The Administrator or designee must provide a response to the student and the person who is the source of grievance within ten (10) days of the meeting or receipt of the written complaint.

3. Appeals

The student may appeal the decision of the Administrator or designee to the College Appeals Board by written request within three (3) college days. Students may submit their written appeal to the appropriate Vice President’s office, Assistant Vice President for Hancock Center’s office, or the Director of eLearning (online students).

PRCC Appeals Court: This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing, cases appealed from Campus Court and written student grievances. The PRCC Appeals Court is comprised of two members of the PRCC student body, two members of the PRCC faculty/staff, and is presided over by the Campus Vice President or his/her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process procedure.
1. The appropriate College Administrator or designee will review the appeal and determine if a hearing is necessary.

2. If a hearing is deemed necessary, the student will receive notice of a hearing date within five (5) college working days of the appeal filing date.

3. The student will receive notice of the hearing findings within five (5) college working days of the hearing date.

4. Details of the hearing procedure are available in the student handbook, the Cat Country Guide.

Guest Speakers

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs, Instruction

Policy:

Pearl River Community College may allow guest speakers on campus.

Procedure:

Faculty members or students who wish to invite guest speakers to the College should follow the procedures listed:

1. The speaker's request to speak on the College campus must be cleared by the appropriate Campus Vice President.

2. Request by the speaker must be made 10 days prior to the desired speaking date. The committee will in turn confirm the date, location, and time of day the speaking engagement will be. The committee will provide a representative of the College to be present at this engagement.

3. Student attendance will be on a voluntary basis. No excuses will be granted from any class or scheduled activity.

4. Acceptance by Pearl River Community College for anyone to speak on the campus will in no way reflect the views of the speaker or endorsement of the speaker by the College.
Guests of Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 1979
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Students may have visitors on campus.

Procedure:

The student is held responsible for his/her guests' behavior at all times.

Students may invite guests to visit on campus. The guests are governed by the same rules and regulations as the student host or hostess.

The host or hostess who has a weekend guest will secure a permit from Campus Police before 3:00 p.m. on the day the guest is expected. The student and guest must also follow the visitation procedure within the residence hall. The student must furnish guest with sheets, towels, etc., and pay for his/her meals.

The visitation procedure for all students or guests not assigned to a particular residence hall involves contacting the Head Resident and/or Resident Assistant on duty and leaving a photo identification and personal information with the Head Resident. Students or guests who do not follow this procedure and are found in a residence hall will be charged with trespassing. The guest and host student must report and sign in a visitor to the residence hall personnel.
Guidance Services

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 14, 1978
Revision Number: 3
Revision Date: Tuesday, October 1, 2002
Reference: Student Affairs

Policy:

Guidance services are available as part of Pearl River Community College’s overall educational program.

Procedure:

Pearl River Community College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study which will lead to his or her academic objectives, the College provides a structure of academic advising to assist students. Academic and career-technical counselors are available to assist students with educational, career, and personal concerns. The offices of the counselors are located in the Counseling, Advisement, and Placement Center in Crosby Hall on the Poplarville campus. Academic and career-technical counselors assist students at the Forrest County Center. Special needs students are served by Admissions Specialist and ADA/Civil Rights Coordinator at the Poplarville campus and the Forrest County Center. A counselor is also available for students being served by Student Support Services in Jefferson Davis Hall. Counselors are available at the Hancock Center at posted times and at other times upon request. Offices are open Monday through Friday from 8:00 a.m. until 4:00 p.m.

A student enrolling in online courses should contact the appropriate advisor. A current list of faculty and staff can be found on the PRCC web site at the following address: http://www.prcc.edu. Students are strongly encouraged to seek out academic advisement prior to registration. Counselors can also be reached by dialing (601) 403-1250 in Poplarville and (601) 554-5500 at the Forrest County Center.

The contents of the counseling sessions are held in strictest confidence and are not revealed to any person or agency except under the following circumstances:

1. If client (or, if client is a minor, his/her parents) gives written permission to release information.

2. If client is involved with a bonafide medical emergency, information may be given to medical personnel.
3. If research, management audits, financial audits, or program evaluations are conducted, information may be revealed but client will not be identified either directly or indirectly.

4. If an appropriate court order is received by the counselor.

5. If client reports any type of child abuse.

6. If client reveals information, which, in the counselor’s judgement, indicates that he/she intends to harm himself/herself or someone else.

Libraries

GARVIN H. JOHNSTON LIBRARY AND CURRICULUM ENHANCEMENT CENTER (CEC) (POPLARVILLE)

Fall and Spring Hours

Monday-Thursday  7:00 am – 9:00 pm
Friday            7:00 am – 3:00 pm

Summer Hours

Monday-Wednesday  7:30 am – 6:30 pm
Thursday          7:30 am – 5:00 pm

Library Phone:  601-403-1332
Curriculum Enhancement Center Phone:  601-403-1336

FORREST COUNTY CENTER LIBRARY

Fall and Spring Hours

Monday – Thursday  7:00 am – 9:00 pm
Friday             7:00 am – 3:00 pm

Summer Hours

Monday-Wednesday  7:30 am – 6:30 pm
Thursday          7:30 am – 5:00 pm

Library Phone:  601-554-5522
HANCOCK CENTER LIBRARY AND LEARNING LAB

Fall and Spring Hours

Monday – Wednesday  10:00 am – 5:00 pm  
Thursday-          10:00 am – 6:00 pm  

Summer Hours

Monday – Thursday  10:00 am – 12:00 pm & 3:00 pm – 4:30 pm

Library Phone:  228-252-7000

Learning Lab Phone:  228-252-7000
Honor Rolls

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 14, 1978
Revision Number: 2
Revision Date: Thursday, January 31, 2002
Reference: Student Affairs, Instruction

Policy:

Pearl River Community College will recognize academic excellence.

Procedure:

1. The President's List recognizes full-time students with 4.00 grade point averages during the previous semester. A student is not eligible for the President's List for a semester in which a developmental course is taken.

2. The Dean's List recognizes full-time students with grade point averages of at least 3.40 but less than 4.00. A student is not eligible for the Dean's List for a semester in which a developmental course is taken.

3. Honor rolls will be generated by the Department of Information Technology at the end of each semester. The Vice President for General Education and Technology Services will verify the honor rolls of academic students and the Director of Poplarville Career-Technical Education or the Vice President for Forrest County Operations will verify the honor rolls of career and technical students. These honor rolls will then be sent by the Department of Information Technology to the Department of Public Relations for distribution.
Lost and Found

As items are received by the Campus Police, you can find them posted here with a short description. To claim lost items, contact the Campus Police with a complete description of the item.

Personal Distress

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 2004
Reference: Student Affairs

Policy:

Pearl River Community College recognizes that certain behaviors are signs of personal distress. These may include but are not limited to references or attempts to commit suicide, eating disorders, and substance abuse. The College is committed to helping students experiencing personal distress by providing support and/or referral through the use of appropriate resources.

Procedure:

Any student who demonstrates such behaviors while enrolled at Pearl River Community College will be required to meet with a member of the Student Services staff and may be required to immediately undergo a psychological or medical assessment and evaluation by qualified personnel. The diagnosis and results of the evaluation(s) will be considered by the appropriate Campus Vice President or his/her designee in determining if, or under what conditions, the student may continue at Pearl River Community College. If it is determined that the student poses a threat to him/herself, he/she may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student, as determined in the sole discretion of the appropriate Campus Vice President or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and to determine if progress is being made.

Satisfactory Progress

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 10, 1992
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs, Instruction
Policy:

Students receiving ANY form of Title IV Financial Assistance (Pell Grant, State Grant, Supplemental Grant, College Work-Study or Student Loan) MUST demonstrate satisfactory progress towards completion of their degree or certificate program.

Procedure:

**Qualitative and Quantitative Measure**

1. Satisfactory Progress: Satisfactory progress will be measured according to the following scale:

<table>
<thead>
<tr>
<th>Number of Hours Attempted</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 18</td>
<td>1.75</td>
</tr>
<tr>
<td>19 - 36</td>
<td>1.85</td>
</tr>
<tr>
<td>37 &amp; ABOVE</td>
<td>2.0</td>
</tr>
</tbody>
</table>

2. Incremental Measure: Full-time students receiving Title IV assistance must pass a minimum of six (6) semester hours during any semester in which assistance is received. Students enrolled on a part-time basis must pass 67% of the semester hours attempted. Failure to do so results in suspension of eligibility for financial assistance.

**Time Frame**

A student has six (6) full-time semesters in which to complete the degree or certificate requirements. The maximum number of allowable semesters for part-time students is adjusted, with the calculation based on an average full-time load of 15 semester hours. There are no provisions for financial aid beyond the second degree and/or certificate.

**Financial Aid Probation:** A student is placed on probation if the minimum required cumulative grade point average is not met for one semester. During the probationary semester the student is eligible for assistance.

**Financial Aid Suspension:** A student is placed on suspension if the minimum required cumulative grade point average is not met for two consecutive semesters or if the incremental measure requirement is not met for a term in which financial assistance is received. Eligibility is re-established when minimum standards on the satisfactory progress scale are met.

1. **Cumulative record:** A student's entire instructional record at Pearl River Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student received aid. Transfer Credits will not be considered.

2. **Remedial Courses:** Remedial courses are included in the calculation of the Satisfactory Academic Progress Policy.
3. **Repeated Courses**: Repeated courses are counted in the determination of the number of semester hours attempted, but do not affect overall GPA.

4. **Withdrawals**: All withdrawals will be counted as hours attempted. A grade of "W" will not affect GPA.

5. **Hours Attempted**: The number of hours attempted will be considered the number of hours in which a student is enrolled at the close of late registration.

6. **Reinstatement**: Students may re-establish their eligibility for financial aid after they have been suspended by attending Pearl River Community College at their own expense and earning the minimum requirement. Students who were suspended as full-time students must re-establish their eligibility as full-time, and students who were suspended as part-time students must establish their eligibility by enrolling in at least the same number of hours as when suspended.

7. **Appeal**: Students who wish to appeal their suspension from financial aid must submit a written request to the Director of Financial Aid. Only exceptional circumstances or an improved academic record will be considered.

### Search and Interrogation of Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

*Adopted: Tuesday, October 11, 1977*  
*Revision Number: 2*  
*Revision Date: Wednesday, December 15, 2004*  
*Reference: Student Affairs*

**Policy:**

Pearl River Community College reserves the right to search any residence hall room or vehicle or interrogate any person on campus subject to probable cause.

**Procedure:**

**Residence Halls and Vehicles**

1. Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by designated college officials and can be made if necessary in the absence of the student.

2. College officials will cooperate with law enforcement officers when a search warrant(s) is presented.

3. Whenever there is reasonable cause, the appropriate Campus Vice President or his/her designee will conduct the necessary search. The student will be present when possible; however, in all cases a witness will be present.
**Interrogation**

The rights of students regarding search and interrogation will be in accordance with the United States Constitution. The Board of Trustees recognizes that the law must be upheld, and when circumstances require, school officials may search and question students, particularly in cases involving the welfare and safety of people, the protection of property, and the possible violation of law or college rules.

A designated College official, with the assistance of campus police, may search and question students when in their judgment the welfare and safety of the College is in jeopardy.

The student may also be requested by a branch of the PRCC Judicial System to present themselves for interrogation.
Social Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Pearl River Community College encourages campus organizations to sponsor social activities.

Procedure:

In order to avoid conflicts and to insure adequate planning for social activities, the following procedures are outlined:

1. Any organization planning a social activity on the campus or an activity or trip off campus must submit an application to the appropriate Campus Vice President at least one (1) week prior to the activity and have the activity approved and placed on the Master Calendar in the office of the appropriate Campus Vice President.

2. The application should state the nature of the activity, the place, the chaperons, and the time the activity begins and ends. The chaperon list must include one of the organization's sponsors. The sponsor is responsible for the total activity including clean-up procedure.

3. No social activities are to be scheduled the last two weeks of each semester.

4. Application forms for the above mentioned activities can be secured online and/or in the office of the appropriate Campus Vice President.
Student Activities Funds

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 12, 1976
Revision Number: 2
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

All Pearl River Community College approved clubs/organizations must assume responsibility for their funds.

Procedure:

1. The sponsor of each club or organization will be accountable to the Office for Student Life for any monies that are collected.

2. The sponsor of each club or organization will maintain an accurate financial record of all monies collected.

3. A copy of the financial records of each club or organization will be submitted to the Assistant Dean for Student Life at the end of each school year.
Student Conduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 14, 1980
Revision Number: 2
Revision Date: Wednesday, December 15, 2004
Reference: Student Affairs

Policy:

Pearl River Community College expects appropriate conduct of students at all times.

Procedure:

The student whose actions are disrupting normal classroom activities will be asked by the instructor to refrain from disrupting classroom activities. If this disruptive action continues, the student will be referred to the Vice President for Poplarville Campus and Hancock Center, if on the Poplarville Campus, to the Vice President for Forrest County Operations, or to the Assistant Vice President for Hancock Center. The student's due process proceeding will be initiated.

Serious offenses should be reported immediately to the Poplarville Campus Police at (601) 403-1300, the Forrest County Center Police at (601) 554-5513, the Hancock Center Police at (228) 467-2761, or local law enforcement authorities if teaching at an off-campus site.
Student Contests, Conventions and Campus Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 1979
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Pearl River Community College encourages student participation in contests, conventions, and other organized activities related to the educational program.

Procedure:

The College will provide faculty supervision related to these activities.

It is the procedure of the College to pay the convention expenses for Academic or Career-Technical organization sponsors. This will include lodging, travel (if approved school transportation is not available) and meals. Convention and registration fees of sponsor and participating students will be paid by the College at the discretion of the appropriate administrator. Travel must be approved by the appropriate administrator two weeks prior to the event.
Student Involvement in Decision-Making

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 12, 1978
Revision Number: 2
Revision Date: Wednesday, May 14, 2003
Reference: Student Affairs

Policy:

Pearl River Community College provides students the opportunity to participate in college decision-making.

Procedure:

Students are represented on selected committees. See each committee for further information.

Student Publications

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Wednesday, June 8, 1977
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs

Policy:

Pearl River Community College encourages student publications.

Procedure:

The appointed faculty and administration of the College will have the right to review and control any material published in any student publication.

The Public Relations Director has the responsibility to review and control any material published in any student publication under the guidelines set by the President.
Student Records

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1994
Reference: Student Affairs

Policy:

Pearl River Community College will maintain student records.

Procedure:

The following information on students will be maintained in the Office of Admissions and Records.

1. College application
2. Transcript(s)
3. Test Scores
4. Incidental information

Paper records are kept for three years after the student is no longer enrolled. After three years the paper records are shredded and a notation is made in the computerized records that paper records have been destroyed.

Discipline records are maintained in a separate file in the Office of Admissions and Records and after a period of time not to exceed three years, the records are destroyed.
Student Rights and Responsibilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 11, 1995
Reference: Student Affairs

Policy:

Pearl River Community College students are guaranteed all rights and responsibilities of citizenship under the Constitution of the United States.

Procedure:

Students upon registration assume the responsibility to become familiar with and abide by the policies and procedures of the College.

Students have the responsibility to adhere to all College rules and regulations and acceptable standards of conduct.

Students will be guaranteed the right of due process.

Details and procedures of the Student Conduct Code and Student Rights and Responsibilities are found in the PRCC Handbook "Cat Country Guide." Additional rights and responsibilities for residence hall students are found in the “Guide to River Living” residence hall handbook.
Students with Disabilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 12, 2000
Revision Number: 2
Revision Date: Wednesday, October 11, 2006
Reference: Student Affairs

Policy:

Pearl River Community College provides reasonable accommodations for students with disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Procedure:

Pearl River Community College will follow the guidelines as set forth in the “Pearl River Community College Disability Services Guidebook and Procedural Standards.” A copy of this document may be obtained in the office of the ADA/Civil Rights Coordinator, in the office of the appropriate Campus Vice President, in all College Libraries, and at other locations. The document is also available online at: http://www.prcc.edu/files/pdfs/prcc-disability-services-guidebook.pdf.

Non-Discrimination Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 9, 2017
Reference: Administrative

Policy:

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.
Orientation

Q: **Who is required to complete orientation?**

A: Orientation is mandatory for all first-time PRCC students, including students who have previously dual enrolled while in high school. All freshmen are required to attend an on-campus orientation. If you are a returning student, you are not required to complete orientation this semester.

Q: **What should I expect at orientation?**

A: Students who are required to complete orientation can call the Office of Recruitment and Marketing to sign up for an early orientation event where they will register for classes, obtain their student IDs and parking decals, and learn about financial aid and their PRCC River Guide accounts. Also, during the first few weeks of each semester, these students will be required to participate in a series of sessions held on campus. Emails and college-wide announcements will be made at the beginning of each semester about these orientation sessions. If you need further assistance or have any questions, please call the Office of Recruitment and Marketing at 601-403-1197.
Students' Due Process

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976
Revision Number: 2
Revision Date: Wednesday, April 13, 2011
Reference: Student Affairs

Policy:

Pearl River Community College affords due process to all students in accordance with the law.

Procedure:

Due Process in Student Discipline:
All Pearl River Community College (PRCC) students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct as stated in the Student Handbook, the Cat Country Guide. The College reserves the right to apply appropriate sanctions to any and all violations of these standards as necessary. While being familiar with instructional regulations is the responsibility of the student, the College affords the following procedures in order to ensure that every student’s rights are protected.

1. When an infraction is committed that requires disciplinary action, the student involved will receive notice that specific action has been taken.

2. Students have the right to appeal any disciplinary action taken against them within three (3) college working days of the incident. Appeals may be submitted to the specific Campus Police Department, the Assistant Vice President of Student Services (Poplarville), the Vice President for Forrest County Operations (Hattiesburg), or the Assistant Vice President for Hancock Center (Waveland). Pearl River Community College online students who want to file an appeal should submit their appeal to the Director of eLearning. Appeals of students in a general education class offered at a non-campus site should be submitted to the Vice President for General Education and Technology Services. Appeals of any career and technical students at a non-campus site should be submitted to the Vice President for Workforce and Economic Development.

3. Depending on the infraction, the appeal will be assigned to the appropriate division of the PRCC Judicial System.

4. The President of Pearl River Community College is charged with the responsibility of maintaining an environment which is conducive to learning. The President has delegated this responsibility of student due process to the Vice
Presidents. The appropriate Vice President governs two levels of student due process hearing bodies. These levels include:

A. **PRCC Campus Court:** This level of the PRCC Judicial System handles all traffic tickets and college fines that are not drug or violence related. The PRCC Campus Court is comprised of student members and is presided over by the Chief of Campus Police or his/her designee. If the Chief of Campus Police is directly involved with the disciplinary sanction this appeal will be heard by the PRCC Appeals Court.

B. **PRCC Appeals Court:** This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing or any case appealed from Campus Court. The PRCC Appeals Court is comprised of two members of the PRCC student body and two members of the PRCC faculty/staff and is presided over by the appropriate Vice President or his/her designee. The decision of this court is final and will exhaust the Pearl River Community College Students’ Due Process procedure.

5. The Chair of the appropriate court will receive an appeal and determine if a hearing is necessary.

6. If a hearing is deemed necessary, the student will receive notice of a hearing date within five (5) college working days of the appeal filing date.

7. The student will receive notice of the hearing findings within five (5) college working days of the hearing date.

8. Details of the hearing procedure are available in the student handbook, the Cat Country Guide.
Guidelines for the PRCC Judicial Appeal Process

Prior to Hearing

1. The Student will receive written notice of the disciplinary action that has been taken.
2. The Student will have three days to file an appeal with the appropriate college administrator or Campus Police Department.
3. The Student will be informed of the date, time and location of the hearing.
4. College days are defined as Monday through Friday except for school holidays.
5. The deadline to appeal is 4pm on the third day.

Before the Hearing

1. Obtain an appeal form from the appropriate college administrator or Campus Police Department.
2. Review the charges being brought against you.
3. Determine if you want witnesses present with you, if so then notify them of the date and time of the hearing.
4. Be prepared.
5. Contact the appropriate Campus Vice President’s Office if you have any questions.

After the Hearing

1. Leave Campus immediately
2. Know that the decision of the court is final
3. Do not contact committee members
4. Notification of the court decision will be forwarded to the student contact information on file.
5. The Court has five days to render a decision.
Students' Payments and Refunds

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976
Revision Number: 6
Revision Date: Tuesday, April 7, 2015
Reference: Student Affairs, Administrative, Financial Resources

Policy:

The Board of Trustees will review and assess all students’ payments and refunds.

Procedure:

1. The faculty will recommend any change in fees, payments, rentals, or refunds within the department to program directors or department chairs by December of each year.

2. The program directors and department chairs will make their recommendations to the appropriate Vice President in January of each year.

3. The Vice President and the Vice President for Business and Administrative Services will recommend to the President any changes in fees, payments, rentals, or refunds by February 1.

4. The Vice President for Business and Administrative Services will notify the appropriate Vice President of any changes in assessment of fees, payments, rentals, or refunds.

5. The next publication of the College Catalog, faculty handbook, student handbook, and other college publications will reflect the approved changes.

6. Students who officially withdraw or cut out of all classes during a semester will have their financial accounts reviewed to determine if adjustments to institutional fees should be made. The institutional refund policy is applied to all students without regard to academic classification or eligibility of Title IV student assistance. The policy is in compliance with the Federal Refund and Federal Pro-Rata guidelines.

7. Tuition and fees are assessed at the same rate and manner for all classroom offerings, including distance education courses, off-campus, and weekend and evening courses. All students will receive monthly student account statements by email to their PRCC student email address. Payment may be made by mail or online through the PRCC RiverGuide website, or in person at the PRCC Business Office, Poplarville or Hattiesburg. Returned checks will result in the cancellation of the student’s schedule and the assessment of a returned check fee to the student’s account. All students may view their student account via the PRCC RiverGuide website.

8. In accordance with Mississippi Code 37-103-25, Pearl River Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.
REFUND POLICIES

TUITION

Fall & Spring Semesters Percentage Refund Summer Terms

<table>
<thead>
<tr>
<th></th>
<th>1st Week</th>
<th>End of 2nd Week</th>
<th>End of 3rd Week</th>
<th>End of 4th Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Refund</td>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>50%</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

NO REFUND AFTER 4TH WEEK

ROOM & BOARD

Fall & Spring Semesters Withdrawn by: Percentage Refund

<table>
<thead>
<tr>
<th>Before Classes Begin</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>75%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>50%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>25%</td>
</tr>
<tr>
<td>4th Week</td>
<td>25%</td>
</tr>
</tbody>
</table>

SUMMER SEMESTER: NO ROOM AND BOARD REFUNDS

Appeals for refunds due to extenuating circumstances may be made in writing to the Vice President for Business and Administrative Services, Pearl River Community College, P.O. Box 5060, 101 Highway 11 North, Poplarville, MS 39470. Any refund will be mailed to the student at the address of his/her record.

Payment of Fees

Tuition and fees are due and payable at the start of each term. Pearl River Community College requires students with out-of-pocket balances to enroll their balances with the Nelnet Payment Plan. The Plan provides an interest free monthly payment plan for those students who either do not have financial aid or do not have enough financial aid to cover the full cost of attendance. Simply go to RiverGuide, enter user ID and pin number, go to Student Tab, click on Payment Plan button. Here the student will enroll only the out-of-pocket portion of their student account. The PRCC Business Office will receive notification of the enrollment within 24 hours. The account enrollment in the Payment Plan will satisfy the financial requirements for registration. Those students who wish to pay in full up front may do so at the PRCC Business Office. Statements will be emailed each month to the student's PRCC email address. Payments can be mailed to the Business Office or can be made at the Business Office located in the Administration Building. Online payments can be made by visiting the College's website at www.prcc.edu. Business Office hours are Monday-Friday, 8:00 a.m. to 4:00 p.m. A schedule of current fees may be obtained online at www.prcc.edu/admissions/tuition-fees, or from the Business Office, or by calling (601) 403-1204, 1205, 1130.

Student fees for living in residence halls include room and board (meals) without exception. Each identification card is validated on a semester basis.
*No student may register for classes if a prior term has not been paid in full.

Refunds of Financial Aid

1. Grant refunds (Pell, SEOG) will be made by the tenth week of each semester provided the student was awarded the grant in time to do so. Refunds to late applicants will be made later within the semester.
2. Student loan checks received by the College will be applied to outstanding student fees and expenses. Refunds from the student loan checks will be made weekly following the fifth week of classes each semester. Disbursement of additional student loan checks will be made weekly throughout the semester.
3. All student financial aid refunds will be disbursed as a direct deposit to the student’s checking or savings account or as a credit to the student’s PayCard account. No paper checks will be issued for student financial aid refunds. Direct deposit forms are available on the PRCC RiverGuide website. PayCard applications are available in the PRCC Business Office.
Students' Records Family Educational Rights and Privacy Act of 1974

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977
Revision Number: 1
Revision Date: Tuesday, December 7, 1993
Reference: Student Affairs, Administrative

Policy:

Pearl River Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974.

Procedure:

Under this law, students enrolled in any educational institution receiving Federal funds are given certain rights concerning their college records.

The policy of Pearl River Community College provides for:

1. Informing students of their rights.
2. Permitting students to inspect and review their college records.
3. Not disclosing personally identifiable information from the college records of a student without the prior written consent of the student, except as otherwise permitted by law.
4. Maintaining the records of disclosures of personally identifiable information from the college records of a student and permitting the student to inspect that record.
5. Providing the student with an opportunity to seek the correction of their record if and when their record may be in question.

Persons seeking information about student records will be directed to the Office of Admissions, Business Office, or Financial Aid Office where they will be informed of the College's policy regarding student records.
Substance Abuse Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993
Revision Number: 1
Revision Date: Wednesday, February 15, 2012
Reference: Student Affairs, Personnel

Policy:

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or at any part of its activities.

Procedure:

The College will inform all students and employees regarding illicit drug and alcohol abuse and use including (1) the policies of the College related to the unlawful possession, use, or distribution of illicit drugs and alcohol (2) the penalties that may be imposed upon students or employees for drug and alcohol violations (3) the health dangers related to drug and alcohol use (4) the availability of drug and alcohol counseling and referral programs.

The College will provide up-dated drug and alcohol information to all students and employees by published brochures and appropriate college publications. For additional information related to the PRCC substance abuse policy, all students, faculty and/or staff should contact the Campus Vice President.

The College will make available, upon request, to the Department of Education and to the public, the information distributed to students and employees as well as the results of a biennial review of the institution’s programs that

- determines the effectiveness of the program and implements needed changes;
- determines the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus (as defined in HEA Sec. 485(f)(6)) or as part of the institution’s activities, and are reported to campus officials;
- determines the number and type of sanctions that are imposed and ensures that sanctions are consistently enforced.

Updated: August 2, 2017
Substance Testing for Students in Selected Programs

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, January 13, 2004
Revision Number: 4
Revision Date: Tuesday, January 13, 2009
Reference: Student Affairs

Policy:

Pearl River Community College has a controlled substance testing program for all students in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi. Under provisions of the Mississippi Code Nurse Practice Act, Chapter 15, Section 73-15-17, the state of Mississippi has the power to deny, revoke or suspend licensure to any person having been convicted of a drug/substance related felony or misdemeanor.

Procedure:

All students enrolled in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs must sign the “Substance Screen Consent” form agreeing to be tested for controlled substances. At some time, during the school semester, a percentage of all students enrolled in these programs will be chosen at random to undergo substance testing; this will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing.

All students in the Associate Degree Nursing program are required to submit to substance testing each semester. The student is responsible for the cost of this testing, and the cost will be assessed by the College. Any follow-up testing requested by the student is at the student’s expense under the supervision of the program director.

Required substance testing of students in other programs is at the discretion of the program’s director. In addition, any student enrolled in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student’s instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College “Probation Agreement” form. Refer to individual program’s policies for specifications.
Pearl River Community College affords due process to all students in accordance with the law.

**Substance Screen Consent**

I (print name) ____________________________ have read and understand the Substance Testing for Students in Selected Programs Policy and Procedure printed above and agree to have tests for substances at any time while enrolled in the Pearl River Community College ________________________ program.

_________________________________________  ___________________________  ________________
Student Signature                          Student ID Number              Date of Birth

_________________________________________  ___________________________
Program Director or Department Chair       Date

[Probation Agreement Form]
Tobacco on Campus

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Friday, March 23, 1990
Revision Number: 4
Revision Date: Wednesday, April 15, 2015
Reference: Student Affairs, Personnel

Policy:

Pearl River Community College may regulate the use of tobacco products on all campuses.

Procedure:

1. In an effort to promote a healthy learning and working environment, Pearl River Community College supports a positive and progressive approach to health and wellness. As a part of a comprehensive approach to encouraging good health and wellness, the College believes that it is in the best interest of its students, employees, and campus visitors to promote healthy lifestyle choices. The prohibition of tobacco use on all College campuses is a component of the effort to promote health and wellness among students, faculty, and campus visitors.

   It is the intent of Pearl River Community College to establish a tobacco-free environment on all campuses beginning January 1, 2014. From and after this date, the use of all tobacco and smoking products, which includes, but is not limited to the use of all electronic cigarettes and/or vaporizers, is not permitted on any Pearl River Community College campus or in any facility or vehicles owned or leased by the College.

   This policy shall apply to all Pearl River Community College students, employees, contractors, vendors, and visitors.

2. Tobacco products may not be sold or distributed on any Pearl River Community College campus and are not to be advertised in any college publication.

3. Anyone violating this policy will receive a warning for the first offense, a $100 fine for the second offense, and face dismissal from attendance or employment for the third offense.

Updated: August 2, 2017
Transportation for Student Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976
Revision Number: 2
Revision Date: Tuesday, July 11, 1995
Reference: Student Affairs, Administrative

Policy:

Pearl River Community College provides transportation for approved student activities.

Procedure:

Sponsors for clubs and organizations engaged in college activities requiring college transportation will turn in a request to the appropriate administrator. This approved request must be submitted to the President's Office at least one week prior to the date needed. This request will contain the number of students desiring transportation, the date, departing and returning time, and destination. This request must have approval of the appropriate administrator prior to submitting the form to the President's Office. The requestor will be notified as to the availability of transportation.

Students will be governed by the rules and regulations as stated in the Student Handbook of the College when traveling on any college vehicle. Students who violate transportation regulations or College rules and regulations will forfeit their right to the use of college supported transportation and will also be subject to disciplinary action.
Violence Prevention

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 2004
Reference: Student Affairs

Policy:

Pearl River Community College is committed to providing a learning and working environment that is free from violence or threat of violence. Any act of violence or threatening behavior, including verbal statements, is unacceptable and will not be tolerated. The College will promote working and learning conditions intended to eliminate the potential for incidents of violence to occur within its operation or facilities.

Procedure:

Pearl River Community College will treat all reports of threatening behavior or violence seriously and will fully investigate them. All students and or employees of Pearl River Community College should report incidents to the appropriate Campus Vice President who will investigate all reports and will initiate an appropriate response, which may include but is not limited to immediate removal from Pearl River Community College property, suspension, expulsion, and/or referral for criminal prosecution. All students are required to cooperate in any investigations the College conducts in response to reports of acts of violence or threatening behavior.
Social Media Guidelines

Student organizations wishing to develop a social media presence should contact the Public Relations Department before developing any pages and/or accounts. If a student wishes to submit a site for consideration, a request form must be submitted through the appropriate department chair/club sponsor or through the Assistant Dean of Student Life for official student clubs and organizations. Refer to the Policy and Procedure Manual for the Social Media Policy.

1. PRCC Social Media content is professional and secure. Do not post confidential or proprietary information about the College or PRCC students, employees, or alumni. Students must follow all applicable federal privacy requirements, including FERPA and HIPAA, and adhere to all College privacy and confidentiality policies.
2. In accordance with the Acceptable Use Policy, PRCC computers are reserved for College-related business.
3. Read, understand, and abide by the Privacy Policy and Terms of Service of any social media platform employed before its use. Acceptance of terms in conflict with College policies can result in personal liability.
4. The Director of Public Relations or designee reserves the right to remove photos and video images that misrepresent PRCC or are not of acceptable quality or have been posted without permission or in violation of federal or state law. Whenever possible, a watermark should be added to protect the College’s intellectual property.
5. Social media sites for PRCC will include official College logos and other appropriate branding as identified in the College style guidelines.
6. Do not use your site to include links to spam. Do not promote services, products, or organizations unrelated to Pearl River Community College. Behavior exhibited online that officially represents the College is covered in the codes of conduct established in the PRCC Student Handbook.
7. PRCC encourages students to use social media but reminds users that at any time they can be perceived as a spokesperson of the College.
   - Assume at all times that you are representing PRCC.
   - Identify yourself as a PRCC student representative.
   - Use common sense before you post or comment and respect the values and etiquette of communities you join.
   - Posting personal information on PRCC channels is not allowed.
   - Refrain from reporting, speculating, discussing, or giving any opinions on community college topics or personalities that could be considered offensive, sensitive, confidential, or disparaging including discussing internal policies or operations.
   - Follow the “golden rule” of “treating others as you would like to be treated”.

Disclaimer: While PRCC welcomes all responses, comments will be monitored and may be deleted if the comments contain profanity, hate speech, spam, advertisements or political speech/endorsements. Students are cautioned that they should have no expectation of privacy while using college equipment or facilities for any purpose, including blogging, commenting or posting on social media.
Because the technology that drives Web communication changes rapidly, the Social Media policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College’s priorities for the page.
Wellness Center

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 8, 1997
Revision Number: 3
Revision Date: Wednesday, June 18, 2014
Reference: Student Affairs

Policy:

Pearl River Community College will provide a safe and healthy environment suitable for exercise and the enjoyment of physical activity.

Procedure:

Adherence to the following guidelines will help ensure safety as well as proper use and care of the equipment and facility.

1. You must be at least 16 years of age to use the facility, present your PRCC ID/community membership card, log-in upon entering the facility, and log-out as you leave the facility.

2. Proper clothing is important for safe and enjoyable exercise. Quality shoes are highly recommended. Proper footwear can help prevent foot and leg problems. The following dress code applies when using equipment such as treadmills, bicycles, stair steppers, weight machines or free weights, or when participating in a group exercise class.

Dress Code:

- Athletic clothing including short and long sleeve t-shirts, tank tops, gym shorts or pants. Shirts/tops must cover abdomen.

- Athletic shoes, worn with socks, including running, walking, cross training, and aerobic shoes.

The following is required for use of the walking track:

- Athletic shoes, worn with socks, including running, walking, cross training, and aerobic shoes.

3. Bring and use a towel. Towels will not be provided. All participants are expected to maintain proper personal hygiene when using the equipment and the facility. Wipe off perspiration from each piece of exercise equipment as you move through your workout.

4. Proper conduct is expected while you are in the facility. Foul language, harassment of any kind, and other conduct considered improper by the College or Wellness Center staff are not allowed. Any case of improper conduct will result in disciplinary action.

5. The Wellness Center is not responsible for personal items brought into the facility. DO NOT bring valuable items into the facility. Lockers are available for your use while you are in the facility (you must bring your own lock). Remove your lock and belongings when you have completed your
workout. Since space is limited, these lockers will not be issued out or assigned to individuals for permanent use.

6. Cell phones are permitted only on the walking track, in the lobby, and in locker rooms. Phones must be kept on silent or vibrate while in the Wellness Center. You may use your cell phone to listen to music while working out.

7. Food, drinks, and chewing gum are allowed in the lobby only. There are water fountains around the perimeter of the workout area and in the locker rooms. Drink water before, during and after exercise to maintain adequate hydration.

8. Proper use of each piece of equipment is expected. Weight machines and free weights should be used with proper form and in a slow, controlled manner. A spotter may be required and is recommended when lifting heavy weights. Report any equipment that is not working properly to a staff member.

9. Guests can use the facility up to three times per semester free of charge. Visits beyond three days will require a semester membership. A guest must be 16 years of age to use the facility. Any guest under the age of 18 must have a consent form signed by a legal guardian. A guest must present a driver’s license and guest pass to enter the facility. Each guest must fill out a health history and sign a consent form before exercise. A doctor’s clearance may be required before an individual may participate. A guest must meet with the instructor of a group exercise class prior to attending. All guests must abide by the policies and procedures of PRCC.

10. Any other rules or regulations stated in the Student Handbook not specifically covered by this policy are applicable.

Welcome to the Wildcat Family!