

UNDERGRADUATE CATALOG

2006-2008



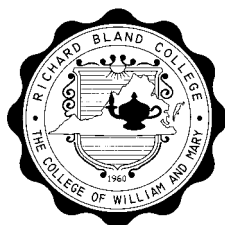
R B C

WWW.RBC.EDU

RICHARD BLAND COLLEGE

OF THE COLLEGE OF WILLIAM AND MARY

11301 JOHNSON ROAD
PETERSBURG, VIRGINIA 23805-7100



“The Junior College of the Commonwealth of Virginia”

General Information	804-862-6100
Admissions	804-862-6225
Financial Aid	804-862-6260
Academic Affairs	804-862-6242
TDD	804-862-6213
Recorded Announcements & Closings	804-751-4574
Security (8:00 AM to 5:00 PM)	804-862-6213
Security (5:00 PM to 8:00 AM)	804-720-9179

www.rbc.edu

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Accreditation

Richard Bland College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Richard Bland College.

A MESSAGE FROM THE PRESIDENT

Dear Friends of Richard Bland College,


Welcome to Richard Bland College of The College of William and Mary. For the past forty-five years, this institution has been an educational leader in Central and Southside Virginia. We are the Commonwealth's only public junior college, and our sole mission is to prepare students for transfer to both public and private colleges and universities throughout the country.

The College's enrollment of over 1,400 full and part-time students is indicative of the confidence expressed by the traditional student, the adult learner, and the general public in the quality of instruction offered by our outstanding faculty.

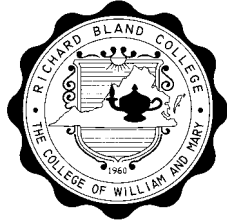
Richard Bland College offers many challenging courses and opportunities in programs that will provide you with a foundation in the liberal arts, business, education and allied health. By attending Richard Bland College and completing the Associate Degree, you will have completed the first two years toward the Bachelor's Degree. We have transfer agreements with colleges and universities across the Commonwealth that will enhance your educational opportunities. Our students do well when they transfer, and I encourage you to explore all of these career and educational options with us. Our tuition and fees are among the lowest in the Commonwealth. Where else can you receive quality education at a very competitive price?

As I begin my thirty-ninth year at Richard Bland College, I ask you to consider the advantages of attending our institution. Please contact us for a personal tour and consultation.

Please take advantage of the opportunities offered at Richard Bland College. Your college years are among the most important of your life. I want you to be a part of our success story.



President



Section I: Introduction

General Statement of Policy

Special Notice to Students

Directions/Campus Map

Academic Calendars

RBC Mission Statement

Goals of the College

General Statement of Policy

Richard Bland College is an equal educational opportunity institution. In keeping with this policy, the College makes no distinction in the admission of students, or in any other of its official activities, on the basis of race, color, national origin, gender, age, religion, political affiliation, handicap, veteran's status, sexual orientation, or other non-merit factors. All standards and policies governing student employment, recruitment, admissions, financial aid and support programs are applied accordingly.

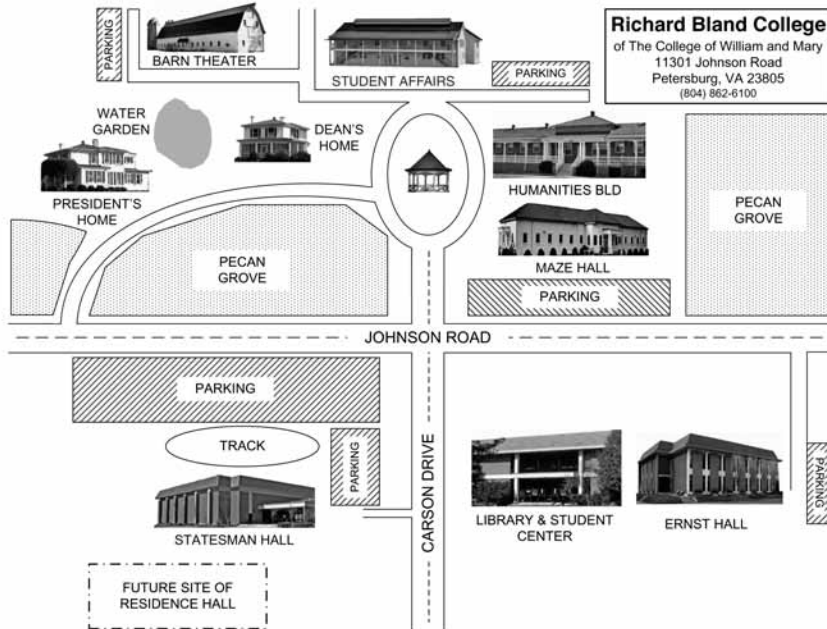
Special Notice to Students

The *Richard Bland College Catalog* is intended to describe the work of the College and to be a digest of its regulations. Although the courses announced and the regulations given are usually continuous from year to year, none of them is valid beyond the publication of a new Catalog, which will supersede all previous Catalogs.

Ordinarily, students may complete a degree in accordance with the degree requirements in force when they were admitted to the College or in any subsequent Catalog published while they are students. Students who have not been enrolled at Richard Bland College for a period of five years or more must fulfill the degree requirements in effect at the time of their readmission.

Students who plan to complete a baccalaureate degree at a senior college are urged to study carefully the degree requirements of the institutions to which they will apply in order to plan appropriate programs of study at Richard Bland College.

NOTE: This Catalog provides announcements for the 2006-2007 and 2007-2008 academic years. Because programs and policies change from time to time, Richard Bland College reserves for itself and departments the right to withdraw or change any requirements or provisions in this catalog at any time.



Directions/Campus Map

(Richard Bland College signs are in place along each route.)

From Interstate Route 95 (North or South – Exit 48B) Onto Wagner Road - West

Upon exiting I-95, travel to the stoplight and turn right onto Crater Road (US Route 301-North). At the next stoplight, turn left onto Flank Road and travel approximately two miles to the second four-way stop intersection. Turn left onto Johnson Road and travel one mile to the Richard Bland College Campus. The Student Center (Library, Cafeteria and Bookstore), Ernst Hall, and Statesman Hall (Gymnasium) are located on the west (right) side of Johnson Road. Maze Hall Administrative Offices, the Humanities and Social Sciences Building, the Barn Theatre, The Center for Student Affairs (Admissions and Financial Aid) and other campus buildings are on the east (left) side of the campus. Visitor and handicap parking spaces are designated in each parking area.

From Interstate Route 85 (North or South – Exit 65) Onto Squirrel Level Road - East

Upon exiting I-85, travel to the stoplight at Defense Road. Continue on Squirrel Level Road (approximately one-quarter mile) and turn left onto Wells Road. Travel on Wells Road approximately one-half mile; turn left (bridge over railroad tracks) onto Halifax Road. Continue on Halifax Road approximately one mile to Carson Road. Travel approximately one mile on Carson Road to Richard Bland College. The Student Center (Library, Cafeteria and Bookstore) and Ernst Hall are located on the north (right) side of Carson Road. Statesman Hall (Gymnasium) is on the south (left) side of the campus. Maze Hall Administrative Offices, the Humanities and Social Sciences Building, The Center for Student Affairs (Admissions and Financial Aid), the Barn Theatre and other campus buildings are located across Johnson Road on the east side of the campus. Visitor and handicap Parking spaces are designated in each parking area.

From Interstate Route 295 (North or South – Exit 3B) Onto Route 460 - West

Upon exiting I-295, travel west to the first stoplight and turn left onto Wagner Road. Travel to the second stoplight and turn right onto Crater Road (US Route 301-N). See I-95 above for directions from Crater Road to the campus.

Academic Calendars

The Calendar for the Fall or Spring Semesters or any Summer Session is subject to change as necessary to fulfill the College's educational objectives. For further information, or to obtain a copy of any schedule, contact the Office of the Registrar at 804-862-6185. (www.rbc.edu)

Fall 2006

March 20 – August 15		Registration for Fall 2006 for STUDENTS ENROLLED SPRING 2006 Tuition payment due by August 16 (4 p.m.)
April 17 - August 15		Registration open to ALL STUDENTS Tuition payment due by August 15 (4 p.m.)
August 16	Wednesday (4 p.m.)	Tuition payment due for registered students
August 16 - 18	Wednesday thru Friday	No Registration
August 21 - 25		Registration/Class Changes Tuition payment due by 4 p.m. on day of registration
August 21 – September 8		Financial Aid students may purchase books
August 22	Tuesday	Faculty Meeting
August 23	Wednesday	New Student Orientation
August 24 - 25	Thursday - Friday	Advising (Faculty Available)/Testing
August 28	Monday	Day/Evening classes begin
August 28 - September 1	Monday – Friday	Late Registration/Class Changes Tuition payment due by (4 p.m.) on day of registration
August 29	Tuesday	\$25 Late Registration Fee Begins
September 4	Monday	Labor Day Recess
September 8	Friday	Last day for book returns and refunds from Bookstore
October 12 - 13	Thursday -Friday	Fall Recess
October 27	Friday	Last day to drop class without academic penalty
		<i>and</i>
		Deadline for Spring 2006 and Summer 2006 Incomplete grades
October 16 - December 12		Registration for Spring 2007 with tuition payment due by December 13 (4 p.m.)
November 1 - December 12		Spring 2007 Advising and Registration for New, Readmit, and Transfer Students
November 15	Wednesday	Deadline to apply for December graduation
November 22	Wednesday (5 p.m.)	Begin Thanksgiving Recess
November 27	Monday (8 a.m.)	End Thanksgiving Recess
December 8	Friday	Last Class Day
December 11-15	Monday – Friday	Final Examinations
December 13	Wednesday (4 p.m.)	Tuition due for Spring 2007 registered students
December 13 – January 1, 2007		No registration for Spring 2007

Spring 2007

October 16– December 12		Registration for Spring 2007 for STUDENTS ENROLLED FALL 2006 Tuition payment due by December 13 (4:00 p.m.)
November 1 – December 12		Registration open to ALL STUDENTS Tuition payment due by December 13 (4:00 p.m.)
December 13	Wednesday (4:00 p.m.)	Tuition payment due for registered students
December 13-January 1, 2007		No Registration for Spring 2007
January 2	Tuesday	Academic Standards Committee Meeting
January 2 – 12		Class Changes/Registration Tuition payment due by 4 p.m. on day of Registration
January 10	Wednesday	Faculty Meeting
January 11	Thursday	New Student Orientation
January 12	Friday	Advising (Faculty Available)/Testing/Registration Tuition payment due by 4 p.m. on day of Registration
January 15	Monday	Day/Evening Classes Begin
January 15 - 19	Monday – Friday	Class Changes/Late Registration Tuition payment due by 4 p.m. on day of Registration
January 15	Monday (11:00 a.m.)	Martin Luther King, Jr. Recognition (Activity Period)
January 16	Tuesday	\$25 Late Registration Fee Begins
February 2	Friday	Deadline to apply for May and Summer Graduation Apply at Registrar's Office – Maze Hall
March 1	Thursday	Registration for Summer 2007 begins
March 19 - 23	Monday - Friday	Spring Recess
March 23	Friday	College Closed
March 26	Monday	Registration for Fall Semester 2007 begins for Students Enrolled Spring 2007
March 30	Friday	Last Day to Drop Class Without Academic Penalty <i>and</i> Deadline for Fall 2006 Incomplete Grades
April 16	Monday	Fall 2007 Advising and Registration begins for New, Readmit, and Transfer Students
May 4	Friday	Last Class Day
May 7 – 11	Monday – Friday	FINAL EXAMINATIONS
May 18	Friday	Commencement

Summer 2007

Intersession	May 21 – June 8
Evening	June 11 – August 2
Day Term I	June 18 – July 13
Day Term II	July 16 – August 10

INTRODUCTION

Fall 2007

March 26 – August 14		Registration for Fall 2007 for STUDENTS ENROLLED SPRING 2007 Tuition payment due by August 15 (4 p.m.)
April 16 - August 14		Registration open to ALL STUDENTS Tuition payment due by August 16 (4 p.m.)
August 15	Wednesday (4 p.m.)	Tuition payment due for registered students
August 15 - 17	Wednesday thru Friday	No Registration
August 20 - 24		Registration/Class Changes Tuition payment due by 4 p.m. on day of registration
August 21	Tuesday	Faculty Meeting
August 22	Wednesday	New Student Orientation
August 23 - 24	Thursday - Friday	Advising (Faculty Available)/Testing
August 27	Monday	Day/Evening classes begin
August 27 - 31	Monday - Friday	Late Registration/Class Changes Tuition payment due by (4 p.m.) on day of registration
August 28	Tuesday	\$25 Late Registration Fee Begins
September 3	Monday	Labor Day Recess
October 18 - 19	Thursday -Friday	Fall Recess
October 22 - December 11		Registration for Spring 2008 with tuition payment due by December 12 (4 p.m.)
October 26	Friday	Last day to drop class or without academic penalty <i>and</i> Deadline for Spring 2007 and Summer 2007 Incomplete grades
November 1 - December 11		Spring 2008 Advising and Registration for New, Readmit, and Transfer Students
November 15	Thursday	Deadline to apply for December graduation
November 21	Wednesday (5 p.m.)	Begin Thanksgiving Recess
November 26	Monday (8 a.m.)	End Thanksgiving Recess
December 7	Friday	Last Class Day
December 10-14	Monday – Friday	Final Examinations
December 12	Wednesday (4 p.m.)	Tuition due for Spring 2008 registered students
December 12 – January 1, 2008		No registration for Spring 2008

Spring 2008

October 22– December 11		Registration for Spring 2008 for STUDENTS ENROLLED FALL 2007 Tuition payment due by December 12 (4:00 p.m.)
November 1 – December 11		Registration open to ALL STUDENTS Tuition payment due by December 12 (4:00 p.m.)
December 12	Wednesday (4:00 p.m.)	Tuition payment due for registered students
December 12 - January 1, 2008		No Registration for Spring 2008
January 2	Wednesday	Academic Standards Committee Meeting
January 2 - 11		Class Changes/Registration Tuition payment due by 4 p.m. on day of Registration
January 2	Wednesday	Faculty Meeting
January 3	Thursday	New Student Orientation
January 4	Friday	Advising (Faculty Available)/Testing/ Registration Tuition payment due by 4 p.m. on day of Registration
January 7	Monday	Day/Evening Classes Begin
January 7 - 11	Monday – Friday	Class Changes/Late Registration Tuition payment due by 4 p.m. on day of Registration
January 8	Tuesday	\$25 Late Registration Fee Begins
January 21	Monday (11:00 a.m.)	Martin Luther King, Jr. Recognition (Activity Period)
February 1	Friday	Deadline to apply for May and Summer Graduation Apply at Registrar's Office – Maze Hall
March 3	Monday	Registration for Summer 2008 begins
March 17 - 21	Monday - Friday	Spring Recess
March 21	Friday	College Closed
March 24	Monday	Registration for Fall Semester 2008 begins for Students Enrolled Spring 2008
March 28	Friday	Last Day to Drop Class Without Academic Penalty <i>and</i> Deadline for Fall 2007 Incomplete Grades
April 14	Monday	Fall 2008 Advising and Registration begins for New, Readmit, and Transfer Students
April 25	Friday	Last Cass Day
April 28 – May 2	Monday – Friday	FINAL EXAMINATIONS
May 9	Friday	Commencement

Summer 2008

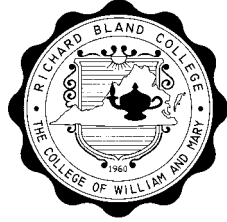
Intersession	May 12 – 30
Evening	June 2 – July 24
Day Term I	June 9 – July 3
Day Term II	July 7 – August 1

The Richard Bland College Mission

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is the Junior College of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

Goals of the College

1. Be guided by the Mission Statement in its directions, decisions, and activities.
2. Engage in the development and support of dynamic operational and academic policies and practices.
3. Provide and support programs, services, activities, and learning/information resources to promote student learning and development.
4. Provide access to programs and services that promote community enrichment.
5. Integrate long-range planning and continuous improvement in the decision-making and budgetary processes.



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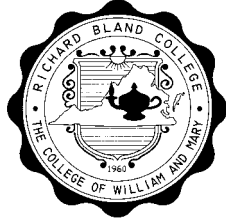
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Section III: Officers of the College

RBC Board of Visitors

Administration

Faculty

RICHARD BLAND COLLEGE
of
The College of William and Mary In Virginia

BOARD OF VISITORS

Michael K. Powell, Rector
Henry C. Wolf, Vice Rector
Suzann W. Matthews, Secretary

<i>Alvin P. Anderson</i>	<i>Robert A. Blair</i>
<i>Janet M. Brashear</i>	<i>Thomas E. Capps</i>
<i>Lawrence S. Eagleburger</i>	<i>John W. Gerdelman</i>
<i>Sarah I. Gore</i>	<i>R. Philip Herget, III</i>
<i>Jeffrey L. McWaters</i>	<i>Joseph J. Plumeri, II</i>
<i>Anita O. Poston</i>	<i>John Charles Thomas</i>
<i>Jeffrey B. Trammell</i>	<i>Barbara Ukrop</i>

ADMINISTRATION

Office of The President

James B. McNeer President
Patricia Tukiendorf Administrative Assistant
Richard M.B. Rennolds Special Assistant to the President

Office of The Provost

Vernon R. Lindquist Provost and Dean of Faculty
Karen Pepper Administrative Assistant
David Majewski Division Chair - Humanities and Social Sciences
Michelle Sars Secretary - Humanities and Social Sciences
Steven Martin Division Chair - Science and Quantitative Methods
Catherine Fisher Secretary - Science and Quantitative Methods
Virginia Cherry Director of the Library
Irene Handy Public/Technical Services Librarian
Deborah Vroman Assistant Director and Public Services Librarian
Roger Franklin Director of Academic Computing
Patricia Harvey Director of Institutional Effectiveness
Randy L. Dean Assistant Provost for Student Affairs
Karen O'Daire Student Services Specialist – Admissions
Marcella Kelly Student Office Assistant – Admissions
Evanda Watts-Martinez Director of Student Services

OFFICERS OF THE COLLEGE

Ann Sorensen Director of Admissions and Transfer Services
VACANT Director of Student Activities
Jacqueline Davis Enrollment Services Specialist - Admissions
Beverly Morris Director of Financial Aid
Susan Basl Enrollment Services Specialist - Financial Aid
Vera Lewis Technical Specialist - Financial Aid
John Dyson Instructional Center Technician - Academic Computing
Lois Wray Registrar
VACANT Enrollment Services Specialist – Associate Registrar
Margaret Williams Enrollment Services Specialist – Assistant to Registrar

Office of The Dean of Administration and Finance

Russell E. Whitaker, Jr. Dean of Administration and Finance
Frances Scarbrough. Director of Human Resources
Margery Young. Accountant
Jacqueline Harrison Fiscal Technician
Becky Toombs Fiscal Technician
Mary Perdue. Fiscal Assistant
Shelby Harrison. Payroll Manager
Pamela Sweeney. Procurement Manager
Nicole Collins Procurement Assistant
Micheale Shriver Special Project Coordinator
Patty Fisher Follett Bookstore Manager
Dorothy Edwards Director of Information Technology Services
Deborah James Administrative Network Support Technician
Shelley Dietrich Academic Network Support Technician
Stephanie Cunningham. Programmer/Analyst
Michael Kelly Programmer/Analyst
Nancy Kelly Programmer/Analyst
William Wamsley Landscaping Supervisor
Patrick McKensie. Landscaping Assistant
Ralph Ketcham. Contract Administration
Elizabeth Hurst Accounting Manager
Jason Collins Trades Technician
Stephen Jenkins Trades Technician
Charles Newton Trades Technician
Clifton Walker Housekeeping/Maintenance Supervisor
Marvin Harris Housekeeping Services
Rosa Kanga Housekeeping Services
George Keys Housekeeping Services
Gregory Taylor Housekeeping Services

OFFICERS OF THE COLLEGE

FACULTY

(Date indicates year of appointment)

- Marilyn Z. Antunes** (2002) *Assistant Professor of Mathematics*. B.A., Susquehanna University; M.A.T., Miami University of Ohio; additional graduate study, Virginia Commonwealth University, Florida Institute of Technology.
- LeAnn Binger** (1980) *Professor of Psychology*. A.A., Richard Bland College; B.A., Westhampton College of University of Richmond; M.S., Virginia State University; Certificate of Advanced Graduate Study in Higher Education, Ed.D., The College of William and Mary.
- John L. Blair** (1964) *Professor of History*. B.A., American International College; Deutsches Zertifikat, Universitaet des Saarlandes; M.A., The College of William and Mary; M.A.T., University of Massachusetts at Amherst; Certificate, Cambridge University; Ph.D., University of Chicago.
- Mark D. Bryan** (1997) *Assistant Professor of Physical Education*. B.A., M.Ed., University of Richmond.
- Virginia R. Cherry** (1992) *Director of the Library*. B.A., The College of William and Mary; M.Ln., Emory University; Ph.D., Virginia Commonwealth University.
- Williabel Davis** (1974) *Associate Professor of English*. B.A., M.A., Virginia State University; additional graduate study, University of Virginia.
- Michelle Delano** (1999) *Professor of Art*. B.F.A., Virginia Commonwealth University; M.F.A., Temple University; additional graduate study, The College of William and Mary.
- Alexandra Duckworth** (2001) *Assistant Professor of English*. A.B., Guilford College, M.A., The College of William and Mary; additional graduate study, Virginia Commonwealth University.
- Timothy J. Evans** (1979) *Professor of English*. B.A., University of Richmond; M.A., Wake Forest University; Ph.D., University of South Carolina.
- Mark L. Fidelman** (1989) *Professor of Physics*. B.S., Massachusetts Institute of Technology; M.S., Purdue University; Ph.D., State University of New York at Buffalo.
- Rachel Finney** (2000) *Associate Professor of Spanish*. B.A., University of Tennessee; M.A., University of Arkansas-Fayetteville.
- Esther Floyd** (1998) *Associate Professor of English*. A.A., Richard Bland College; B.A., Glassboro State College; M.A., Virginia Commonwealth University; additional graduate study, University of North Carolina-Greensboro.
- Roger E. Franklin, Jr.** (1989) *Associate Professor of Computer Science*. B.A., M.S., Troy State University; M.Ed., Livingston University; M.S., University of Evansville.
- Mary K. Gurnick** (2002) *Assistant Professor of Chemistry*. B.A., Marist College; Ph.D., University of Illinois.
- Roland A. Havis** (1989) *Professor of Psychology and Sociology*. B.S., University of Arkansas; M.S., Pittsburgh State University; additional graduate study, Texas Southern University, Arkansas State University, Northeast Louisiana University, University of Missouri, Louisiana State University; Ph.D., Virginia Commonwealth University.

- Alenka Hlousek-Radojic** (1997) *Associate Professor of Biology*. B.S., M.S., University of Zagreb (Croatia); Ph.D., Michigan State University.
- Linda Eanes Jefferson** (1989) *Associate Professor of English*. B.A., M.A., Longwood College; additional graduate study, Virginia Commonwealth University, Northeastern University, Virginia Polytechnic Institute and State University.
- Jeremy D. Jordan** (1986) *Associate Professor of Mathematics*. B.A., University of Florida; M.Ed., Ed.S., University of Georgia.
- Richard Love** (1999) *Associate Professor of History*. B.A., M.A., University of Maryland; Ph.D., University of Virginia.
- Vernon R. Lindquist** (2004) *Provost and Dean of Faculty and Professor of English*. B.S., M.A., M.S. L.S., University of Maine; Ph.D. University of New Brunswick (Canada).
- David E. Majewski** (1989) *Professor of Speech and Theatre*. B.S., The Defiance College; M.A., University of Akron; M.F.A., Wayne State University; additional graduate study, Wayne State University.
- Steven E. Martin** (1979) *Associate Professor of Mathematics and Computer Science*. B.S., Arizona State University; M.S., Physics, University of Arizona; M.S., Mathematics, University of Arizona; M.S., Computer Science, Virginia Commonwealth University.
- James B. McNeer** (1968) *President of the College and Professor of History and Government*. B.A., Emory and Henry College; M.A., West Virginia University; Certificate of Advanced Graduate Study in Educational Administration, Ed.D., The College of William and Mary.
- Thomas H. Milton** (1973) *Associate Professor of Biology*. B.A., Marshall University; M.S., Virginia Polytechnic Institute and State University; Certificate of Advanced Graduate Study in Higher Education, The College of William and Mary.
- Mary S. Monroe** (1972, 1994) *Associate Professor of Biology*. A.B., Sweet Briar College; M.A., The College of William and Mary.
- Franklyn C. Morgan** (1985) *Professor of Sociology/Criminology*. A.B., The College of William and Mary; M.S., Ph.D., Florida State University.
- Linda Fischer Pittman** (1989) *Professor of Geography and Religion*. B.A., University of Wisconsin-Madison; M.A., University of Texas at Austin; Ph.D., University of Minnesota; additional graduate study, University of Chicago, Friedrich Wilhelm University (Bonn), University of Lyon, France.
- Chalmer L. Pritchard, Jr.** (1973) *Associate Professor of Physical Education*. B.S., The College of William and Mary; M.Ed., Virginia State University; additional graduate study, University of Virginia.
- Elizabeth D. Rescher** (2000) *Associate Professor of English*. B.A., University of Rochester; M.A., University of North Carolina; Ph.D., University of Toronto.
- Beverly Smith-Franklin** (2004) *Assistant Professor of Biology*. B.S., Virginia Commonwealth University; M.B.A., Strayer University; Ph.D., Virginia Commonwealth University.
- Katharine Snavelly** (1996) *Associate Professor of Computer Science*. B.A., Columbia College, South Carolina; M.S., Virginia Commonwealth University.

OFFICERS OF THE COLLEGE

- Margaret J. Sommer** (1992) *Associate Professor of Mathematics*. B.S., Wisconsin State University, Platteville; M.Ed., Virginia State University.
- Carole E. Summerville** (1980) *Associate Professor of Mathematics*. B.S., Clarion State College; M.S., Syracuse University; Certificate of Advanced Graduate Study in Higher Education, The College of William and Mary.
- Russell E. Whitaker, Jr.** (1974) *Dean of Administration and Finance and Professor of Business*. B.S., Virginia Commonwealth University; M.Ed., Virginia State University; Certificate of Advanced Graduate Study in Higher Education Administration, Ed.D., The College of William and Mary.
- B. Lee Woodruff** (1972) *Professor of Biology*. M.T., Southern Academy of Clinical Technology; B.S., M.S., Austin Peay State University; Certificate of Advanced Graduate Study in Higher Education, Ed.D., The College of William and Mary.
- Daniel Zeliński** (2000) *Associate Professor of Philosophy and Religion*. B.S., M.A., Ph.D., University of California-Irvine.

FACULTY/STAFF - EMERITI

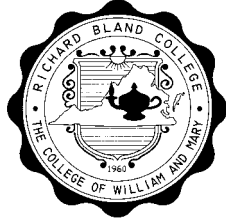
- Robert E. Antrim** (1976) *Professor of Chemistry, Emeritus*. B.S., Delaware; Ph.D., Pennsylvania State University.
- Gracie M. Bailey** (1974) *Associate of Professor of Business, Emerita*. B.S., M.Ed., Virginia State University; Ed.D., Virginia Polytechnic Institute and State University.
- Susan G. Brown** (1968) *Associate Professor of Art, Emerita*. B.F.A., Virginia Commonwealth University.
- Robert G. Churn** (1974) *Associate Professor and Dean of Student Services, Emeritus*. B.A., Randolph-Macon College; M.Ed., University of Virginia.
- Martha Day** (1970) *Professor of English and French, Emerita*. B.S., Springfield College; MA., University of North Carolina; Diploma of French Language and Literature, University of Aix-Marseilles; Fulbright Certificate, University of Tubingen; M.A., Yale University; Ph.D., University of North Carolina.
- Elizabeth D. Hartman** (1961) *Associate Librarian, Emerita*. B.A., The College of William and Mary.
- Edward D. Hayes** (1971) *Professor of English, Emeritus*. B.A., M.A., Ph.D., University of South Carolina.
- William D. Henderson** (1963) *Professor of History, Emeritus*. B.A., The College of William and Mary; M.S., Radford University; M.A., State University of New York at Albany.
- Eike Hueter** (1971) *Associate Professor and Librarian, Emeritus*. B.A., M.A., University of Alabama; M.S.L.S., Louisiana State University.
- Cornelis Laban** (1969) *Professor of Biology, Emeritus*. B.S., M.A., Western Michigan University; M.Ed., Adult Education, Virginia Commonwealth University; Advanced Certificate in Higher Educational Administration, The College of William and Mary; Ph.D., Oregon State University.

OFFICERS OF THE COLLEGE

- Patsy N. Newman** (1966) *Associate Professor of Mathematics, Emerita*. B.S., James Madison University; M.S., University of South Carolina.
- Billie E. Nichols** (1969) *Professor of Business and Computer Science, Emerita*. B.S., University of North Carolina; M.Ed., Virginia State University; Certificate of Advanced Graduate Studies, Ed.D., Virginia Polytechnic Institute and State University.
- Barbara Peroe** (1967) *Associate Professor of Accounting, Emerita*. B.A., The College of William and Mary; M.S., Virginia Commonwealth University, Certified Public Accountant.
- J. James Perry, Jr.** (1967) *Associate Professor of Marketing, Emeritus*. B.S., Old Dominion University; M.S., M.Ed., Virginia Polytechnic Institute and State University.
- Charlotte H. Rhodes** (1967) *Associate Professor of Health and Physical Education, Emerita*. B.A., Lynchburg College; M.Ed., Virginia State University; additional graduate study, Virginia Commonwealth University.
- William J. Spaniol** (1968) *Associate Professor of Modern Languages, Emeritus*. B.S., West Virginia State College; M.A., West Virginia University; Certificate of Advanced Graduate Study in Higher Education, The College of William and Mary; additional study, Virginia State University, West Virginia University, Virginia Commonwealth University, St. Lawrence University, University of Costa Rica.
- John T. Thios** (1966) *Associate Professor of Psychology, Emeritus*. B.A., University of Charleston; M.S., Virginia Commonwealth University; Certificate of Advanced Graduate Study in Higher Education, The College of William and Mary.
- Elizabeth Weiland** (1972) *Associate Professor of Biology, Emerita*. A.B., Randolph-Macon Women's College; M.A., University of Virginia; Ed.S., Lynchburg College.

FORMER PRESIDENTS OF THE COLLEGE

Colonel James M. Carson	President	1961-1973
Dr. Cornelis Laban	Acting President	1973-1975
Dr. Clarence Maze, Jr.	President	1975-1996



Section IV: General Policies and Procedures

History of the College

Website (**www.rbc.edu**)

Announcements/College Closings

The Campus

Library and Technology Services

Instructional Technology Services

Computer Use Policies

Copyright and Software Use Policy

Richard Bland College Web Server and Course Management System

History of the College

Richard Bland College is the Junior College of the Commonwealth and a branch campus of The College of William and Mary in Virginia. It was established by the General Assembly of Virginia in 1960, and has provided opportunities for higher education to the citizens of communities located away from the main campus of William and Mary in Williamsburg for the past forty years.

The affairs of the College are directed by the Board of Visitors of The College of William and Mary. The Board is appointed by the Governor of the Commonwealth of Virginia. A president, appointed by the Board of Visitors, is in charge of the actual administration and courses of study at the College.

Richard Bland College derives its name from that of Richard Bland, Virginia statesman and champion of public rights. Son and grandson of successful planters, Richard Bland was educated at The College of William and Mary. From 1742 until his death, he represented the area in which Richard Bland College is now located — first in the House of Burgesses, and later with the adoption of a state constitution, in the new House of Delegates. In the beginning, Richard Bland was somewhat conservative regarding any break from the mother country, but as early as 1753 he gained a reputation for his championship of Virginia's rights. He was a member of the House of Burgesses' committee, which in 1764 drew up the remonstrance to the English government respecting taxation imposed on Virginia by any other power than its own legislature. His **An Inquiry**

into the Rights of the British Colonies is the earliest published defense of the Colonial attitude in regard to taxation. He served as a member of the Committee of Correspondence in 1773 and was a delegate from Virginia in both the First and Second Continental Congresses. Not only was he respected as a political leader, but also due to his careful study of the ancient records of the colony, he was considered the best authority at the time on Virginia's history. It is fitting, therefore, that an institution of higher learning located in the area served for so many years by this distinguished Virginia patriot and scholar, should derive its name from the one Jefferson described as "the most learned and logical man of those who took prominent lead in public affairs."

Before the Civil War, the property on which Richard Bland College is now located was a plantation owned by the Gurley family. It became an important part of the Union-occupied territory during the 1864-1865 Siege of Petersburg. The present Campus was the scene of two battles during that campaign.

Shortly before the turn of the century, the Hatcher-Seward family established a dairy and cattle farm on the former Gurley property and constructed two farmhouses. Today they serve as the President's residence and the residence of the Dean of Administration and Finance.

In the early 1900s, the still-beautiful grove of pecan trees was planted. The farm was used as a work camp for about twenty conscientious objectors during World War I.

The Commonwealth of Virginia authorized Central State Hospital to purchase the land in 1932 for use as the Petersburg Training School and Hospital for African-American Youth. That institution was moved in 1959, and the land, still owned by the Commonwealth, became the location for the establishment of Richard Bland College of The College of William and Mary.

Under the guidance of Colonel (Ret.) James M. Carson, the former hospital and training facility was transformed into Richard Bland College, and classes were held beginning in 1961. In the late 1960s, Ernst Hall (named for a local business leader influential in the establishment of the college) was added to the original campus. In addition, a Student Center/Library building and a gymnasium also were constructed. Colonel Carson retired as the founding President of the College in 1973.

From 1973 through 1975, Dr. Cornelis Laban, Professor of Biology, *Emeritus*, served as the Acting President of Richard Bland College.

In 1975, Dr. Clarence Maze succeeded Colonel Carson as President. During his tenure, Richard Bland College expanded its academic programs and created a number of programs to encourage international awareness and travel.

Dr. James B. McNeer became the third President of Richard Bland College in 1996. He has been instrumental in restructuring the College to serve the Commonwealth in a responsible manner.

Website (www.rbc.edu)

The Richard Bland College website provides extensive information on the College, the campus, and academic programs. The College Catalog, student and faculty handbooks, course schedules, and the admission application, are among the publications posted on the College website. Consult the Richard Bland College website for additional information on any topic listed in this Catalog.

Announcements/ College Closings

The College recorded message number (804-751-4574) provides information on College Office hours and closings due to inclement weather or other emergencies. The College voice mail system also serves many faculty and staff offices, enabling callers to leave messages should faculty or staff members be unavailable. To leave a message, call the faculty or staff member's regular office telephone number and follow the voice prompts. Individual telephone numbers may be forwarded to the answering service when the College is closed.

The Campus

The Richard Bland College campus consists of over 700 acres located in both Prince George and Dinwiddie Counties and adjacent to the city limits of Petersburg. The rural, park-like campus consists of beautifully landscaped grounds, its famous pecan orchards, five modern and attractive academic buildings, and the Maze Hall Administration Building. In addition, the campus also contains the President's Home, the home of the Dean of Administration and Finance, a Water

GENERAL POLICIES AND PROCEDURES

Garden, and a number of maintenance facilities.

Barn Theatre - The Barn Theatre is the home of the Richard Bland College Players. The converted dairy barn provides a unique backdrop for the annual series of theatre productions involving RBC students, faculty, staff and community members, and is available as a performance venue to community groups.

The Campus Center - The Campus Center houses the Library, the snack bar and dining area, a student lounge, and the Bookstore.

The Center for Student Affairs – The Center houses offices and services of Admissions, Financial Aid, Student Activities as well as various other student services.

Ernst Hall - The classrooms, laboratories, and faculty offices for most of the members of the Division of Science and Quantitative Methods are located in Ernst Hall. The Academic Computer Lab, the office of the Division Chair, and a Lecture Hall also are located in this building.

Housing - Richard Bland College plans to open residence halls beginning in the fall of 2008. Students interested in renting housing near the campus may obtain a list of apartments from the Office of Student Affairs.

Humanities and Social Sciences Building - The classrooms and faculty offices of the Division of Humanities and Social Sciences are located in this building that is characterized by its arcade

walkway and grassy courtyard. The office of the Division Chair and a Lecture Hall also are located in this building.

Maze Hall - The Administration Building houses the offices of the President, the Provost and Dean of the Faculty, the Dean of Administration and Finance, the Director of Institutional Advancement, and the Director of Institutional Effectiveness. Also located in this white one-story brick building are the Business Office and the Registrar.

Statesman Hall - Statesman Hall houses the gymnasium, locker facilities, a weight training center, a racquetball court, an aerobics classroom, classrooms for physical education and health courses and physical education/health faculty offices. Instructional Technology Services is also housed on the second floor.

Library and Technology Services

During 2006-2007 the library will be undergoing major renovation, and essential services will be delivered from a temporary location. Opening of the new facility is planned for August 1, 2007.

Richard Bland College Library, located in the Campus Student Center, supports the information and research needs of students. The library is a comfortable, well-lighted facility seating up to 195 students. It is an open-stack collection providing easy access to 68,500 volumes; 47,000 electronic books; 125 periodicals; 8 daily and weekly newspapers; 640 maps; 5,000 spoken and musical recordings as well as 1,650 Videos and 1950 DVDs.

Library Web Page: The library web page (<http://www.rbc.edu/library>) serves as a gateway to library services and resources. The website contains a library tutorial, online forms, copyright information, electronic citation guides, and links to LION, VIVA resources, library publications (**Library Bookmarks and New Additions**), RALC, Evaluated Web Sites, Frequently Asked Questions, Subject Guides to the Internet, Friends of Richard Bland College Library, and more.

Collection Highlights. The Richard Bland College Library has an extensive reference collection and a comprehensive collection of books in English and American literature covering all periods. The history collection emphasizes American and European history with a broad collection of books on the Civil War and the Second World War. The Richard Bland College Library also has extensive religion and philosophy sections. A Special Collection, the Virginia Room, houses not only books but also memorabilia pertinent to the history of Southside Virginia communities. The Library subscribes to 47,000 net Library ebooks (electronic books) accessible via LION, the library's online catalog.

Online Library Services. Richard Bland College uses an automated catalog, LION (Libraries ONline). The integrated library system was developed by the SIRSI Corporation. LION allows users to access the bibliographic records of Richard Bland College Library as well as the libraries of The College of William and Mary and The Colonial Williamsburg Foundation. The computers located in the OPAC (Online Public Access Computer)

area provide searching capabilities through LION as well as the Internet, including VIVA (Virtual Library of Virginia) databases. VIVA provides access to 165 databases with full text access to millions of articles and more than 5,000 full text journals and newspapers, as well as nearly 10,000 full text works of poetry and verse drama and over 700,000 other full text scholarly materials (e.g. statistical reports, company financial reports). VIVA resources may be used off campus by RBC students. Students use their campus email account information to gain access to these databases from home.

Computer Lab Extension. In cooperation with Student Computer Lab personnel, eight personal computers with Microsoft Office products are available in the library for student use. These computers can run textbook CD-ROMS.

Reference Services. The staff of Richard Bland College Library is available to answer reference questions, assist with research, and locate materials. A reference librarian is available during all library hours.

Library Instruction. The library staff provides instruction to students in the use of LION, the Internet and VIVA (Virtual Library of Virginia) electronic resources. The library staff conducts orientation and provides group and individualized instruction. A classroom with a projection system is available within the library for library instruction and is frequently used for full class instruction.

Reserve Materials. Reserve materials are available both at the circulation desk

GENERAL POLICIES AND PROCEDURES

and also electronically, through Blackboard, the college's course management system.

Interlibrary Loan. Materials needed by students, faculty and staff yet not in Richard Bland College Library's collection can be obtained from other libraries. There are no charges for interlibrary loan services. If the loaned book is lost or damaged, there will be a replacement cost plus the processing fee, as determined by the lending library.

Library Affiliations:

- **VIVA** (*The Virtual Library of Virginia*) Richard Bland College Library is a participant in the VIVA (The Virtual Library of Virginia) project. The goal of VIVA is "to increase the availability of fundamental information, as well as scientific and scholarly material, for instruction and research use by students and faculty of all publicly supported universities and colleges in Virginia." VIVA provides access to commercial research databases such as InfoTrac OneFile and Encyclopedia Britannica Online. Also, as a member of VIVA, requests for interlibrary loan materials are delivered to Richard Bland College Library from other VIVA-participating institutions within 48 hours.
- **RALC** (*Richmond Academic Library Consortium*) As a member of RALC, Richard Bland College has access to hundreds of visual media materials. A shuttle service is provided by RALC for timely delivery of materials. A RALC Borrowing Pass may be obtained from the Circulation Desk, which allows Richard Bland College students and faculty to have limited borrowing privi-

leges from these institutions. The Consortium is composed of J. Sargeant Reynolds Community College, John Tyler Community College, Randolph-Macon College, Union Theological Seminary, the University of Richmond, Virginia Commonwealth University, Virginia State University, Virginia Union University and The Library of Virginia.

- **SOLINET** (*Southeastern Library Network, Inc.*) This affiliation provides access to materials available in Virginia college and university libraries. Interlibrary loan requests are filled using this service. Membership to this organization facilitates timely interlibrary loan for the Richard Bland College students and faculty.

Other Library Services. Other services available in the College Library include:

1. A microfilm reader/printer for researching The New York Times newspapers that are archived on microfilm. There is no charge for printing.
2. A standard copier for student use with a charge of five cents per page.
3. A TV/VCR/DVD for in-house viewing of both curriculum and entertainment videos and DVDs. Students may check out videos and DVDs for viewing in the library or at home.
4. A computer workstation is available for students with special needs.

Instructional Technology Services

Richard Bland College fosters the development of student computer literacy and competence as part of a sound college

education. This is accomplished by providing a proper environment and comprehensive multimedia information-technology support for instructional programs, research and writing projects. The open-access student computer lab policy provides student and faculty access to computers in classrooms, offices, and the library. The student computer labs are staffed to provide support and assistance to users.

All student computer labs have been upgraded to include state-of-the-art personal computers and multimedia equipment. The labs and electronic classrooms also are used for instructional programs that require "hands on" instruction. This includes courses in the Life Sciences, Computer Science, Physical Science, Health, Art, and English.

The College is committed to providing the latest in computing technology to the educational community. The campus is networked and all faculty offices, classrooms and labs have access to the Virtual Library of Virginia and the Internet.

Computer Use Policies

Richard Bland College provides a College Computer Network with connection to the Internet for use by staff, faculty and students. Computer users at Richard Bland College may use the College Network for any school-related and non-commercial activities, such as e mail, lab assignments, and library research. A college e mail account is available to all currently enrolled students. Computers are located in several labs and the library.

The departments of Academic Computing and Information Technology Services have instituted regulations to ensure that under normal circumstances each individual using the computer can be confident in the privacy of his/her work and materials; that no one will be subjected to abusive behavior of others using the system; that the resources available to the community are not consumed by only a few individuals; and that electronic vandalism and abuse do not destroy computer programming, configuration or files.

All members of the college community are bound by the Richard Bland College Computer Use Policy and Richard Bland College Copyright and Software Use Policy and other associated policies as may be established.

Copyright and Software Use Policy

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication.

Because electronic information is volatile and easily reproduced, respect for the work of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations may be grounds for sanctions against students or employees of Richard Bland College.

GENERAL POLICIES AND PROCEDURES

1. Richard Bland College licenses the use of computer software from a variety of outside companies. Richard Bland College does not own this software or its related documentation; and users, unless specifically authorized by the software developer, do not have the right to reproduce it.
2. Richard Bland College students and employees learning of any misuse of software or related documentation within the College shall notify the Coordinator of Academic Computing or Director of Information Technology Services. Failure to report misuse may result in disciplinary action that could include termination of your relationship with Richard Bland College.
3. According to the U.S. Copyright Law, persons involved in the illegal reproduction of the software or related documentation can be subject to civil damages of as much as \$50,000 and criminal penalties, including fines and imprisonment. Richard Bland College does not condone the illegal duplication of software or related documentation. Richard Bland College students or employees who make, acquire or use unauthorized copies of computer software or related documentation shall be

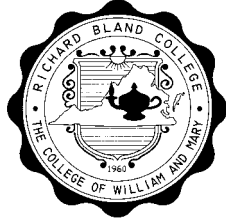
disciplined as appropriate under the circumstances.

4. Employees and students involved in the creation of Web pages for the College are responsible for following federal and state copyright laws regarding published materials. The Richard Bland College Library has posted additional information and links to sites to provide additional information on Copyright. Visit their website at www.rbc.edu/library/research/copyright.htm.

A copy of this policy may also be found on the RBC website.

Richard Bland College Web Server and Course Management System

The College website and Intranet site are valuable resources that serve the College community. College committees, organizations and groups may be granted the privilege of posting pages to this website, guided by the Policy Regarding Use of Richard Bland College Web Server and Course Management System. This policy may be found in the college catalog, student handbook and/or the college website: www.rbc.edu.



Section V: Admissions and Enrollment

General Information

Admission Requirements

Application for Admission

Transfer Students

International Students

Home-Schooled Students

Programs for High School Students

Readmission

Admission Tests

Placement Tests

Advanced Placement (AP)

College Level Examination Program (CLEP)

Service Members' Opportunity Colleges (SOC)

Transfer – Guaranteed Admissions Agreements

Alternative Education Opportunities

General Information

Application for admission to Richard Bland College of The College of William and Mary is open to qualified persons without regard to non-merit factors. The Division of Student Affairs, acting under policies established by the Academic Standards Committee and approved by the Board of Visitors, considers each applicant individually using principles of selection, evidence of good character, and evidence of academic achievement and promise.

The applicant must be a graduate (or the equivalent) of an accredited high school or preparatory school with graduation based on no fewer than twenty-one (21) entrance units. The preferred high school grade point average for all applicants is at least 2.0; an applicant with a high school grade point average of less than 2.0 may be accepted after an interview and evaluation of his/her academic potential by admissions personnel. Along with these considerations, the College desires to incorporate into its community a wide variety of backgrounds, attitudes, and interests to enrich the educational experience of its students. The College has a commitment to recognize and meet the educational needs of all its students.

Admission Requirements

Richard Bland College is an Equal Opportunity Institution. An essential requirement for admission to Richard Bland College of The College of William and Mary is graduation from an accredited secondary school or the equivalent of this requirement as shown by examination General Education Diploma (GED).

Each candidate is considered on the basis of:

1. high school achievement (academic work in grades nine through twelve);
2. scores on standardized scholastic tests (SAT or ACT); and
3. participation in extracurricular activities and/or work experience.

Recommendations from high school guidance counselors and/or principals will be reviewed if provided, but are not necessary.

Although the College does not specifically prescribe the high school units to be presented, the College prefers that the candidate presents at least the following:

1. four units in English
2. two units in a foreign language (ancient or modern)
3. two units in history
4. three units in mathematics
5. two units in science.

Admission is normally restricted to those students who have achieved a minimum high school grade point average of 2.0. If, in the judgment of the College, a candidate with a grade point average below 2.0 has presented adequate evidence of academic potential, that candidate may be admitted to the College. Students so admitted will be required to limit their course loads.

College-administered placement tests in math and English will determine any need for students to enroll in non-credit

developmental courses. Students placed in developmental courses must complete them successfully before taking other courses in the same discipline.

Application for Admission

All applicants for admission must submit the Application for Admission obtained from the Office of Student Affairs, Richard Bland College, 11301 Johnson Road, Petersburg, Virginia 23805-7100. Although applications are accepted on a rolling basis throughout the year, it is recommended that students apply by August 15 for the Fall Semester and by December 15 for the Spring Semester. Applications and other supporting documentation are available by accessing the Admissions link on the college website (www.rbc.edu). A non-refundable fee is required of all persons making initial application to the College. This fee is waived for the off-campus dual enrollment high school students in certain area high schools who are governed by special contractual agreements.

Transfer Students

Richard Bland College welcomes students who are transferring from another post-secondary institution as degree-seeking students. Transfer students are invited to begin their matriculation during the fall, spring, or summer semesters. A transfer student must:

- Be a graduate of an accredited high school or have earned a GED.
- Possess a high school grade point average of 2.0 or better on a 4.0 scale
- Complete an application for admission

- Pay an application fee
- Provide an official high school transcript
- Provide an official copy of all college or university transcripts

If a transfer student has not completed one full semester of college work, the student must request a letter of good standing be sent from the previous institution.

Special circumstances may require additional documentation. If a student leaves an institution on academic probation, the student may enroll in a maximum of twelve semester credit hours and will be subject to the same guidelines as students placed on academic probation at Richard Bland College. The list of guidelines accompanies the letter of admission. An applicant under suspension from another college or university will not be eligible for admission until the student has been separated from the college for one semester. Summer sessions do not count as a full semester.

After the transfer student is admitted to the College and has begun matriculation, the evaluation process of college transcripts begins. The Registrar reviews the transcripts awarding transfer credits for courses for which a grade of "C" or better was earned and for which a matching Richard Bland College course is currently offered. A maximum of 33 transfer credit hours will be accepted toward an Associate Degree at Richard Bland College. Credit will not be granted for courses taken while the student is suspended from any college or university.

International Students

Richard Bland College welcomes international students to its community of learners. In addition to the regular application for admission, all international applicants must complete an International Student Application and provide all required Immigration and Naturalization Services documentation. The international student applicant must have taken the Test of English as a Foreign Language (TOEFL) examination and have earned a 500 on the written examination, an equivalent score of 173 on the computerized version in order to be considered for admission or a score of 61 on the internet version. Currently, there are no special services available on campus to remediate language deficiencies in the English language.

Home-Schooled Students

Richard Bland College welcomes students who have been home-schooled. It is recommended that a home-schooled student contact the Assistant Provost for Student Affairs for an interview.

Home-schooled students must provide a transcript of all coursework completed. In addition, a home-schooled student must take the General Education Diploma (GED) examination or the Scholastic Achievement Test (SAT). If the student successfully passes the GED, the student is eligible for admission to the College. If the student elects to take the SAT, the student must earn a total score equal to or greater than the mean score for current Richard Bland College students as established by the Office of Institutional Effectiveness.

A home-schooled student who desires to pursue a degree at Richard Bland College should be at least seventeen years of age prior to registration.

Programs for High School Students

On-Campus High School College Program—High school students who have completed a junior year with minimum grade point averages of 3.0 may apply for admission to the High School College Program for High School Students. In this program, high school students enroll in college courses on the Richard Bland College campus while earning high school and college credit. Students may elect to attend on a part-time or a full-time basis. They may enroll for the fall or spring semester or during any summer session.

The purposes of this program are:

1. to allow exceptional students accelerated entry into the college curriculum;
2. to encourage academically capable students to strive for challenges and the maximum use of their abilities;
3. to bridge the gap between high school and college and to permit the college-bound student the experience of functioning in the college setting prior to graduating from high school;
4. to provide courses not normally available in the curriculum of area high schools; and
5. to provide opportunities for qualified high school students to earn dual-credit in certain approved subject areas.

Students who are interested in this program should contact their high-school guidance counselor. If the student has a 3.0 GPA and is recommended by the guidance counselor, the student completes the High School College Program Application, pays the application fee, and requests that an official high school transcript be forwarded to the Division of Student Affairs where eligibility to enroll in the program is determined. If the student is eligible, the Assistant Provost for Student Affairs works with the student to select appropriate course work that will meet high-school graduation requirements and further the student's interests through advanced course work. Questions about the High School College Program should be directed to the Division of Student Affairs (804-862-6225).

Off-Campus Dual-Enrollment Program—Richard Bland College offers a number of dual-enrollment classes for qualified high school juniors and seniors at several area high schools. Interested students should contact their guidance counselors to determine if courses are available at their respective schools.

Credits for courses successfully completed may be used toward a degree at Richard Bland College or may be transferred to another college or university. Credits earned under this program will be officially recorded upon receipt of the certification of high school graduation. Students who plan to enter another institution after graduating from high school are advised to check with that institution concerning transfer of credits earned through the dual-enrollment program.

Questions about the Dual-Enrollment Program should be directed to the Office of the Provost (804-862-6242).

Readmission

A student who does not register for one or more semesters, but is eligible to return to the College, must submit an application to the Division of Student Affairs to be readmitted to the College.

Students who are under suspension from this or any other college are not permitted to enroll in any program of the College for one full semester following suspension. (Summer sessions do not count as a full semester.) Credits earned while under suspension from another institution will not be transferable. A student under suspension must apply to the Office of Student Affairs for readmission. A student who has been suspended for a second time from Richard Bland College or from any other institution of higher education may not be considered for readmission/admission.

Admission Tests

Applicants for admission to the freshman class are requested to take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT) of the American College Testing Program. Test scores should be sent directly to the College. Students who have not taken either of these tests may be admitted to Richard Bland College; however, it is to the student's advantage to take the Scholastic Aptitude Test (SAT) during their first semester. Information on these tests is available from the Division of Student Affairs.

Placement Tests

Placement tests are given to all incoming students — freshmen, transfers, and re-admits — who have not completed college-level course work in English and/or mathematics. On-campus students who are placed in developmental English and/or mathematics are required to enroll in such course(s) during the first semester of enrollment. They must continue to enroll in the course(s) until a grade of “C” or better is received.

Placement tests serve four very important functions. They

1. provide the College with data useful in counseling;
2. enable the College to discover any weaknesses in reading, writing, and mathematics;
3. assist in the placement of students into courses designed to help develop skills essential to academic success; and
4. provide data required by the State Council for Higher Education in Virginia (SCHEV).

Advanced Placement (AP)

Richard Bland College recognizes the Advanced Placement Tests of the College Entrance Examination Board as a legitimate means of acquiring college credit for qualified students who have completed college-level courses while enrolled in an accredited secondary school. It is the responsibility of the student to see that official transcripts from the Advanced Placement Program of the College Board are furnished to the Registrar of Richard Bland College to be evaluated by the appropriate academic officer. Credit will

be awarded on the basis of recommendations suggested by the American Council on Education (ACE). These hours are not used, however, in the computation of the student’s Richard Bland College grade point average.

College Level Examination Program (CLEP)

Richard Bland College awards college credit to students who score satisfactorily on the College Level Examination Program (CLEP). The maximum number of semester credits awarded to a student for CLEP General Examinations and/or Subject Examinations is thirty. These hours are not used in the computation of the student’s Richard Bland College grade point average. Generally a student may not attempt credit by examination for a course in which a failing grade was received, or for a basic course in an area in which acceptable college credits have been earned at a more advanced level. Credits awarded will not exceed those awarded by CLEP; for example, French Language, Level 1 will be awarded six credits for French 101-102 instead of eight credits that would be earned if the student completed the courses at Richard Bland College.

Students seeking locations for taking CLEP tests may contact the Richard Bland College Registrar’s Office at 804-862-6185.

It is the responsibility of the student to request official transcripts from the College Level Examination Program be sent to the Registrar’s Office at Richard Bland College to be evaluated by the appropriate academic officer.

Richard Bland College will allow credit for scores on the CLEP subject examinations as follows:

EXAMINATION TITLE	MIN SCORE	RICHARD BLAND COLLEGE EQUIVALENT	HOURS AWARDED
Biology	50	BIO 101-102 (Lecture only)	6
Accounting, Principles of	50	BUS 201-202	6
Macroeconomics, Principles of	50	ECON 201	3
Microeconomics, Principles of	50	ECON 202	3
Freshman College Composition w/essay	60	ENGL 101-102	6
English Literature	50	ENGL 203	3
American Literature	50	ENGL 205	3
French Language, Level 1	50	FREN 101-102	6
French Language, Level 2	62	FREN 201-202	12
German Language, Level 1	50	GERM 101-102	6
German Language, Level 2	63	GERM 201-202	12
American Government	50	GOVT 201	3
History of the U. S. I: Early Colonization to 1877	50	HIST 201	3
History of the U. S II: 1865 to Present	50	HIST 202	3
Western Civilization I: Ancient Near East to 1648	50	HIST 101	3
Western Civilization II: 1648 to present	50	HIST 102	3
College Algebra	50	MATH 101	3
Pre-calculus	50	MATH 117	3
Psychology, Introductory	50	PSY 201 or PSY 210	3
Human Growth and Development	50	PSY 250	3
Sociology, Introductory	50	SOC 201	3
Spanish Language, Level 1	50	SPAN 101-102	6
Spanish Language, Level 2	66	SPAN 201-202	12

Service Members' Opportunity Colleges – SOC

Richard Bland College is a member of the Service members' Opportunity Colleges (SOC), a consortium of over 1,500 colleges and universities that provide college-level educational opportunities for Service members and their families. As a SOC member, Richard Bland College recognizes the GED high school equivalency certificate/diploma; recognizes learning gained from specialized training and experiences in the military services; establishes competency by nationally recognized means; such as standardized tests; maintains a flexible transfer of credit policy for the mobile, active-duty service member; publicizes alternative admis-

sions procedures available to service members and waives formal admission procedures for those seeking enrollment in course work for transfer to another institution; conducts a timely evaluation of the educational records and relevant experiences of service members; and completes a student agreement or degree completion plan for all degree-seeking service members.

Transfer – Guaranteed Admissions Agreements

Richard Bland College graduates enjoy high rates of acceptance from area universities because of the proven success of our transfer students. In fact, eleven public and four private colleges

and universities have signed agreements guaranteeing admission to RBC graduates who meet certain minimum requirements. For instance, students graduating with a minimum 3.0 grade point average (exclusive of physical education), who are Virginia residents, and who have earned at least 45 credits at Richard Bland are guaranteed admission as juniors at The College of William and Mary.

These agreements can be found at <http://www.rbc.edu/transfer-info.html>.

Students are urged to become familiar with the specific requirements for the university to which they hope to transfer. Additional guidance is available through the Transfer Resource Center in the Office of Student Affairs.

Alternative Educational Opportunities

To better serve the citizens of the Commonwealth, Richard Bland College offers a number of alternative educational opportunities as outlined in the following paragraphs. Evening courses are offered during the fall and spring semesters as well as during the summer for those who are unable to participate in the traditional academic schedule. Teacher recertification courses are offered on a regular basis. The College has contractual agreements with the Southside Regional Medical Center Schools of Nursing and Radiation Sciences, and several area high schools to provide academic classes. In addition, special on-campus programs are available to advanced high school students, members of the armed forces, and senior citizens. Richard Bland College awards college credit to students

who score satisfactorily on the College Level Examination Program (CLEP) and also recognizes the Advanced Placement (AP) Tests for college-level courses completed while enrolled in an accredited secondary school.

Evening College

Evening courses have the same credit status as day courses. A schedule of evening offerings is available from the Office of the Registrar by calling 804-862-6185, or by accessing the College website. (www.rbc.edu)

Summer Sessions

The purpose of the summer session is to provide the opportunity for College students and other adults to further their educational programs during the summer and to enable high school graduates to begin college work prior to the fall semester.

Richard Bland College offers a variety of courses during the months between the end of the Spring semester and the beginning of the Fall Semester. A three-week session is offered in May. Two regular day sessions of four weeks each and an evening session of eight weeks also are offered.

There are numerous course offerings available during the day and evening for students who desire to accelerate their program or to make up academic deficiencies. A student may enroll in up to fifteen credit hours during the summer.

Students who have completed their junior year in high school and meet specific criteria, high school graduates, and stu-

dents from other colleges and universities who are eligible to return to the institution they last attended may be considered for enrollment in the Richard Bland College summer session as non-degree-seeking students.

A schedule of summer offerings is available from the Office of the Registrar by calling 804-862-6185, or by accessing the College website. (www.rbc.edu)

Teacher Recertification

Specialized courses designed for teacher recertification are regularly offered. Teachers may enroll in these courses and earn up to three credits for each course. These courses are restricted to public or private school teachers. A schedule of teacher recertification offerings is available from the Office of the Registrar.

Nursing and Radiation Sciences - SRMC

A contractual relationship exists between Richard Bland College and Southside Regional Medical Center School of Nursing and the School of Radiation Sciences to provide academic support for these Schools. Once enrolled in the School of Nursing or the School of Radiation Sciences, all required support (non-nursing or non-radiography) courses must be taken at Richard Bland College.

1. **Nursing.** The field of nursing has many avenues for career development, as this profession is always in demand. The Southside Regional Medical Center School of Nursing is a two-year diploma program that prepares the graduate for licensure as a Registered Nurse (RN). This school, established in

1895, has a long history and rich tradition of professional nursing education.

Students gain hands-on experience as well as comprehensive course work in a variety of classes throughout the program of studies. The major clinical rotations throughout the program are completed at Southside Regional Medical Center in the intensive care, surgical and emergency areas as well as in medical, psychiatric, pediatric, and obstetrical nursing units, and in a variety of community settings throughout Southside Virginia. The curriculum is academically challenging, offers personal fulfillment, and provides a strong foundation for professional competence in the practice of nursing.

A student may receive an Associate in Science Degree from Richard Bland College when the student completes the appropriate core curriculum courses and a minimum of **thirty (30)** credit hours at Richard Bland College.

For more information about the nursing school admission criteria or financial aid/scholarship availability, students should contact the Coordinator of Admissions, Southside Regional Medical Center School, Telephone 804-862-5800.

2. **Radiation Sciences.** The radiation sciences program at Southside Regional Medical Center consists of two years of theoretical and practical education designed to prepare the student for a career as a radiographer. The program includes instruction in the aspects of entry-level radiography. The clinical experience is in the general diagnostic area of radiography plus various imaging modalities. Throughout the pro-

gram, classroom and laboratory knowledge is correlated with clinical experience.

For information concerning the Radiation Sciences Program and admission requirements, contact the Coordinator of Admissions, Southside Regional Medical Center School of Radiation Sciences, Telephone 804-862-5800.

University Partners

Richard Bland College works with several Virginia universities and museums to increase the array of educational opportunities available to area citizens.

1. As the junior college branch of **The College of William and Mary**, Richard Bland College offers three important articulation agreements with William and Mary. First, the colleges have a long-standing general transfer agreement for Richard Bland College graduates; second, we have a co-enrollment agreement that allows Richard Bland College students the option of enrolling in William and Mary courses while enrolled at Richard Bland; and third, Richard Bland College graduates may transfer as juniors directly into the School of Education of The College of William and Mary.
2. To help address the critical shortage of school teachers, Richard Bland has a Memorandum of Agreement with **Longwood University**. Through this partnership, students interested in a teaching career can plan a course of study at Richard Bland that will essentially complete the comparable first two years at Longwood. After taking

Education 200 – Introduction to the Teaching Profession, students can enroll through Longwood for a classroom practicum in an area school.

3. An alliance with the **University of Richmond** has led to hosting their courses on our campus and to joint offerings of community service functions in the tri-cities area.
4. Richard Bland College has an agreement with **Averett University** school of Graduate and Professional Studies. Students interested in pursuing the junior and senior years for the Bachelor of Business Administration degree, or a Master of Business Administration, should visit www.averett.edu/gps for appropriate contact information. These programs are designed to meet the needs of working adults, with classes offered one night a week on the Richard Bland College campus.
5. **Pamplin Historical Park** and Richard Bland College have established agreements that lead to opportunities for internships on-site and for joint programs throughout the year and during summer session. Pamplin Historical Park is the national museum of the civil war soldier and includes exhibits and programs reflecting the lifestyle of the mid-nineteenth century.

Pre-teacher Education

Many Richard Bland College students are considering pursuing a career in teaching at the elementary, middle, or high-school level. The College offers several ways to help students decide upon and/or prepare for this profession. Students can join the Future Educators Club on campus.

The guaranteed program articulation in Education with The College of William and Mary creates opportunities for students to enroll in Richard Bland courses which may be applied to the non-professional subject majors required of each William and Mary candidate for teacher recertification at either the elementary or secondary level. Richard Bland students are able to transfer with junior status. All professional education courses will be taken at William and Mary.

Through Longwood University students can enroll in Education 200 – Introduction to the Teaching Profession, to learn more about what is involved in preparing for and becoming a classroom teacher. RBC and Longwood have developed a recommended program of study so that students pursuing an associate degree at Richard Bland will be able to transfer with junior standing when they transfer to Longwood. Volunteer opportunities for tutoring and classroom assistance are also available.

Students considering the teaching field are urged to meet with the Director of Admissions and Transfer Services in the Division of Student Affairs as soon as possible after being admitted.

Reserved Officers’ Training Corps – ROTC Cross Enrollment Agreement with Virginia State University

The Reserved Officers’ Training Corps (ROTC) Program consists of the basic course and the advanced course. The basic course is normally pursued during the freshman and sophomore years. The advanced course is pursued during the

junior and senior years. Each advanced-course student is entitled to a monthly allowance for up to 10 months per year. Each advanced-course student is required to attend a six-week ROTC summer camp at the completion of his/her junior year. Successful completion of the ROTC program qualifies the student for appointment as a second lieutenant in the Army, Army Reserves, or Army National Guard. For more information you may call 804-524-5537.

Students with previous military experience may be given credit for certain military science prerequisites. No more than four (4) military science credits may be applied toward an Associate Degree.

Opportunities for Senior Citizens

A senior citizen who is age 60 or older and a resident of Virginia is offered special opportunities at Richard Bland College. In accordance with guidelines outlined in the *Code of Virginia*, §23-38.56, a senior citizen may be permitted:

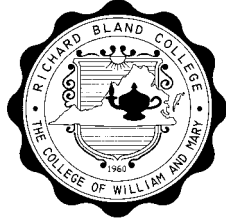
- (1) To register for and enroll in courses as a full-time or part-time student for academic credit and pay no tuition if such senior citizen had a taxable individual income not exceeding \$15,000 for Virginia income tax purposes for the year preceding the year in which enrollment is sought.
- (2) To register for and enroll in courses for audit and pay no tuition, regardless of income.

Such senior citizens will pay fees established for the purpose of paying for course materials, such as laboratory fees. They will be subject to the admission require-

ADMISSIONS AND ENROLLMENT

ments of the College. Tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled; however, the College may make individual exceptions to these procedures when the senior citizen has completed 75 percent of the requirements for a degree.

Senior citizens whose annual income exceeds \$15,000 for Virginia income tax purposes, who wish to register and enroll in courses for academic credit, will be required to pay the prevailing tuition and fees.



Section VI: Financial Services

Tuition and General Fees

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Scholarships

WITH THE APPROVAL OF THE PROPER AUTHORITIES, THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES IN TUITION AND OTHER FEES.

Tuition and General Fees

Tuition and General Fees represent payment toward the general maintenance and operating costs of the College. Part-time students are charged per semester credit hour. A student who carries 12 semester credits is considered a full-time student for tuition purposes. Non-credit developmental courses are considered part of the course load in determining full-time status. Current tuition rates may be obtained on the College website at www.rbc.edu or by calling the College Business Office (804-862-6213).

Payment of Accounts

Tuition and fees are payable in full in advance of each semester. Payments must be received by the Business Office before students will be allowed to complete registration. The College accepts cash, checks, VISA and MasterCard.

When a check is returned by the bank for any reason, the student's previous academic record will be encumbered, and the student will not be permitted to complete registration until tuition, fees and service charges are paid in full.

Tuition Refund Policy

General Information

1. All refunds, except Plus Loan and financial aid refunds, are made payable to the student and mailed to the student's home address.

2. Financial aid refunds are made payable to the student and can be picked up in the Cashier's Office.
3. Plus Loan refunds are made payable to the parent and mailed to the parent's home address.
4. Refunds for medical, legal, or military deployment will be made on a case-by-case basis.
5. No refund of fees will be made to a student who has been required to withdraw by the College regardless of the date of withdrawal.
6. Refund checks are processed through the Treasurer of Virginia. Students should allow four to six weeks processing time from the date of withdrawal or drop for receipt of refund checks.
7. Refer to the RBC Course Schedule for refund dates.

Dropped Courses

Part-time students who drop courses will be entitled to a refund of a portion of tuition paid for the semester in which they are currently enrolled. Refunds will be based on the actual date in which the student drops the course, not the last date of class attendance.

Students changing from 12 or more hours to 11 or fewer hours, change from full-time to part-time status. When a status change from full-time to part-time occurs during the first week of classes, the resulting overpayment of tuition will be refunded.

No refund will be made for a change from full-time to part-time status occurring after the first week of classes.

Withdrawal (Dropping All Courses)

Full-time or part-time students who withdraw from college in good standing will be entitled to a refund of a portion of the tuition paid for the semester in which they are currently enrolled. Refunds will be based on the actual date in which the student withdraws from college, not the last date of class attendance.

Tuition Overpayment Refund

1. When a student's account is overpaid, the overage will be refunded to the student at the end of the term, or upon request.
2. Requests, including the student's identification number, should be made to the Cashier's Office.

Financial Aid Refunds

1. Grants, scholarships, and loans are credited to the student's account.
2. When tuition and book charges are resolved, refund checks will be issued to students.

Unpaid Accounts

Student refunds, transcripts, grades, degrees, or any other information concerning academic records will not be released until College accounts are paid in full.

Check Cashing

The College does not have facilities for handling deposits for a student's personal expenses, but the Business Office Cashier in Maze Hall is prepared to cash

checks up to \$30. All such checks should be made payable to the student or to cash. Under regulations for state institutions, the College is not permitted to cash checks made payable to Richard Bland College. A service charge of \$35 will be added for any check returned from the bank for non-payment for any reason. The student's academic record will be encumbered, and the student will not be permitted to register or withdraw until charges are paid in full.

Classification as a Virginia Resident

In-State Tuition Eligibility

Copies of Section 23-7.4 of the *Code of Virginia* are available in the College Library.

Section 23-7.4 of the Code of Virginia provides that "no person in attendance at a State institution of higher education shall be entitled to reduced tuition charges, unless such person is and has been domiciled in Virginia for a period of at least one year immediately prior to the commencement of the term, semester or quarter for which any such reduced tuition charge is sought."

Evidence of intent to establish Virginia domicile may include, but is not limited to, voting registration, actual voting, payment of state taxes, permanent residence, membership in organizations, employment, auto registration, and driver's license.

The tuition rate for spouses and dependents of active military personnel will be in accordance with applicable state laws and statutes.

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In order to meet requirements of the code provisions related to residence classification of students for tuition purposes, the following procedures are instituted at Richard Bland College:

1. The Office of Student Affairs shall make initial determination of residence at the time of admission based on completion of the Virginia In-State Tuition Form. Additional documentation may be required in certain cases. Any student not providing the necessary information shall be classified as a non-resident.
2. An applicant who disagrees with the initial classification shall have the right to appeal to the Assistant Provost of Student Affairs. This appeal must be in writing and the Assistant Provost shall respond in writing within five working days of the receipt of the appeal.
3. If the applicant disagrees with the decision of the Assistant Provost of Student Affairs, the Assistant Provost will contact the designated official with the State Attorney General. The decision rendered by the designated official cannot be appealed to College officials.
4. Any party aggrieved by a final administrative decision shall have the right to review in Circuit Court. A petition for review of the final administrative decision shall be filed within thirty days of receiving the written decision.

Change of Name/ Address/ Social Security #/ Telephone #

Changes in name, address, telephone number, and/or social security number must be reported in writing to the Office of

the Registrar. Changes may be reported on a form provided by the Registrar or by a letter signed by the student. Documentation may be required for changes in names or Social Security numbers. Unless student records are current, the Registrar cannot provide prompt and accurate updates to student records.

Late Registration Fee

A \$25.00 fee is charged to any student who completes registration after the indicated date and hour of the last official registration day.

Physical Education Fees

Where applicable, additional fees are payable to the off-campus facility where physical education courses in specialized or individual activities are conducted.

Bookstore

The bookstore is operated by Follett Stores, Inc., and may be contacted at 804-863-4490, at their website: www.efollett.com, or the College website: www.rbc.edu.

The bookstore is open year round and carries a variety of items including book bags, RBC clothing and RBC gift items, car decals, candy, and basic school supplies. The cost of book(s) varies with each course(s). Financial aid recipients can charge books and supplies beginning on the Monday, one-week prior to the start of classes and ending on the second Friday of classes. A picture ID (Driver's License, school ID) is required in order to purchase anything with financial aid credit. Checks for bookstore purchases must be payable to the Richard Bland College Bookstore

for the amount of purchase only. The Bookstore accepts VISA, MasterCard, American Express, and Discover for purchases. The Bookstore is open Monday through Thursday 8:30 AM to 4:00 PM and on Friday from 8:30 AM to 2:00 PM, unless hours are posted otherwise. Extended day and evening hours are posted at the beginning of each semester.

The Bookstore tries to obtain as many used books as possible. Buyback is one of the ways this is accomplished. Buyback is when a student brings their book in at the end of the semester and sells it to the Bookstore. Buyback prices vary, depending on need, edition, and the condition of the book. Exam time is the best time to sell your books back because we are buying them for the next semester. The buyback price for any book is not determined until it has been entered into the system. In order to sell your books back, a student will need a picture ID (Driver's License, school ID or work ID).

Book Return Policy – Full refunds are given for books during the first two weeks of class. (Please refer to the summer course schedule for summer book refunds – as they differ from fall and spring.) New books will be accepted for refunds only if they are not marked or damaged in any way. Shrink-wrapped books may not be returned once they have been opened. If books are returned that were purchased on financial aid or by credit card, they are credited back to the same form of payment. If a class is dropped after the first two weeks, then buyback prices apply.

The Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 requires all higher education institutions to annually report to the Internal Revenue Service the following information for each student:

1. Student name
2. Student address
3. Social Security Number of the taxpayer who will claim the deduction on a federal income tax return
4. The amount of tuition billed, scholarships and grants, and any adjustments made during the calendar year.

For each session enrolled, the student will be mailed a Form 1098-T on which to report the required information.

Financial Aid

Richard Bland College offers a variety of financial aid programs to qualified students to support its conviction that students should not be denied the opportunity to pursue a college education because they or their parents cannot afford the cost of attendance.

In addition to the financial aid information in this catalog, the College publishes a financial aid brochure that provides additional information.

General Information

The majority of assistance is awarded on the basis of financial need, as determined by a federally approved need analysis formula. Financial need is the difference between the cost of education (education-

FINANCIAL SERVICES

al expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount that a student and his/her family is expected to contribute toward that cost. Often a student's award package may include grants, scholarships, part-time employment, and loans.

Grants are awarded on the basis of financial need and do not require repayment.

Scholarships are awarded competitively on such criteria as academic ability, achievement, and area of study, and generally do not require repayment. Financial need is also required for many but not all scholarships.

Work-Study awards are awarded on the basis of financial need and offer eligible students an opportunity to earn money to help pay educational expenses as well as to gain work experience. Work-Study jobs are available in offices and departments on campus and students usually can work in an area related to their course of study or interests.

Student Rights

Students should be aware of the following rights as prospective financial aid recipients.

1. To know what financial aid programs are available.
2. To know how financial aid recipients are selected.
3. To know how financial need is determined.
4. To know how the type and amount of assistance is determined.
5. To know how and when aid will be received.
6. To know whether satisfactory academic progress is maintained and what happens if satisfactory progress is not maintained.
7. To know the interest rate, terms and conditions of the PLUS loan.
8. To know what an assigned job is, what hours will be worked, what the duties will be, what the rate of pay will be, and how and when payment will be received if offered a Federal Work-Study job.
9. To know the location, hours, and counseling procedures of the school's financial aid office.
10. To know the College refund policies.

Student Responsibilities

1. Review and consider all information about the College's program prior to enrollment.
2. Complete all application forms accurately and submit them by the deadline date to the appropriate office.
3. Provide correct information. Errors can result in long delays in receipt of financial aid. In most instances, deliberately reporting incorrect information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
4. Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which an application is submitted.

5. Read and understand all forms that are signed and keep copies of them.
6. Accept responsibility for all agreements that are signed.
7. Perform the work that is agreed upon in accepting a College Work-Study award.
8. Be aware of and comply with the deadlines for application or reapplication for aid.
9. Be aware of and understand the College's refund policies.
10. Notify the Registrar and the Office of Financial Aid of a change in name, address, or enrollment status (half-time, three-quarter time, or full-time).

Application Procedures

Students applying for financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA) and the Richard Bland College Application for Financial Assistance.

1. **Richard Bland College Application for Financial Assistance** - Provides the Financial Aid Office with demographic, budgetary, and scholarship application information.

You may obtain the Richard Bland College Application for Financial Assistance online at www.rbc.edu. The application must be printed, signed, and submitted by the student to the Financial Aid Office.

2. **Free Application for Federal Student Aid** - This form provides the Federal Processing Center with household, income, and asset information used to determine the expected family contri-

bution and Federal Pell Grant eligibility for each applicant.

Parent information is required unless the student is one of the following: 24 years of age, veteran of the U.S. Armed Forces, working on a master's or doctorate program, married, both parents deceased or dependent of the court, or has legal dependents. **Also, Federal Tax Return(s) and/or other financial documents are needed to complete the FAFSA.**

The Richard Bland College Financial Aid School code is **003707**. The Financial Aid Office will receive your results electronically if the school code is listed.

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. If you do not have Internet access, you may visit the RBC Library or any other public library. Application should be submitted as early as possible, but no earlier than January 1 preceding the award year. The priority application deadline is May 1 preceding the award year.

Eligibility for Aid

To be considered for financial aid at Richard Bland College, an applicant must:

1. Have financial need, except for the Federal PLUS Loan (Parent Loan).
2. Have a high school diploma or a General Education Development Certificate (GED).
3. Be enrolled as a regular student working toward a degree.

4. Be a United States citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose/certification statement on refunds and default.
8. Sign a statement of updated information if required.
9. Register with the Selective Service, if required.

How Aid is Awarded

Completed applications received by the May 1 priority deadline will be ranked according to the level of need. Those with the highest need will be awarded aid first, and others will be awarded as funds are available.

Students who are awarded financial aid will receive an award letter stating the source and amount of the aid offered. Students must review the award letter, indicate their acceptance or rejection of the award, and return the signed letter by the specified date. If the award letter is not received in the Financial Aid Office by that date, rejection will be assumed and the aid will be awarded to another student.

Unless otherwise stated, awards will be made for a complete academic year. One-half of the award from each source will be credited to the recipient's account to meet tuition, books, and other expenses during each semester. Any aid exceeding tuition, bookstore charges, and other fees will be paid by check to the student about six weeks after each registration.

Satisfactory Academic Progress

Students who fail to maintain satisfactory academic progress as defined below will not be eligible to receive financial aid from Federal, State, or College programs.

Students must maintain a specified cumulative grade point average to maintain satisfactory academic progress. Grades will be reviewed prior to the beginning of each term. Non-credit developmental courses will not be included in this calculation. A student must meet or exceed the following minimum cumulative grade point average to maintain satisfactory academic progress:

1. After attempting a minimum of 12 semester hours, a cumulative grade point average of 1.50.
2. After attempting a minimum of 24 semester hours, a cumulative grade point average of 1.75.
3. After attempting a minimum of 45 semester hours, a cumulative grade point average of 2.00.

Students may receive financial aid for a maximum of 96 attempted credits while pursuing an associate degree at Richard Bland College. Financial Aid recipients who have attempted twelve or more credits must successfully complete 66% of their cumulative credits attempted to maintain satisfactory academic progress. The percentage of hours successfully completed will be reviewed prior to the beginning of each term. Non-credit developmental courses will be included in this calculation and are treated no differently than credit courses. Withdrawals and audited courses are included in this

calculation; however, students cannot use financial assistance to audit courses at registration. Students are allowed to use financial assistance to repeat courses once.

For purposes of determining satisfactory academic progress, the following policies apply:

1. Credit successfully completed is defined as a grade of A, B, C, or D in any course.
2. Successful Completion Percentage equals: Total hours successfully completed divided by total hours attempted.
3. The number of credits attempted for a term is defined as the number of credits in which a student is enrolled after the last day to add courses for that term.
4. Incomplete "I" grades are calculated as failing "F" grades until the courses have been satisfactorily completed.
5. Summer courses are treated the same as courses taken during the academic year and are included in the cumulative grade point average and the cumulative completion percentage.

Financial aid recipients who fail to meet the above satisfactory academic progress requirements will be given written notice that financial aid will be terminated.

Satisfactory Academic Progress Appeal

Any student who loses financial aid for failure to maintain satisfactory academic progress has the right to submit a written appeal to the Financial Aid Review

Committee and have aid restored if circumstances warrant. The appeal should explain why satisfactory academic progress was not maintained and should provide reasons why financial aid should not be terminated. The committee will meet prior to the beginning of each semester to review the appeals.

Types of Financial Aid

Grants

(Grants do not require repayment)

1. **Federal Pell Grant** - A federal need-based program. Eligibility is determined directly by the U. S. Department of Education.
2. **Federal Supplemental Educational Opportunity Grant** - A federal need-based program designed to assist students with exceptional financial need. Priority is given to students with Federal Pell Grant eligibility.
3. **Commonwealth Student Grant** - A State need-based program for Virginia residents.
4. **Virginia Guaranteed Assistance Program** - A State need-based program for Virginia dependent residents with a 2.5 or higher high school grade point average.
5. **College Scholarship Assistance Program** - A State need-based program for Virginia residents with exceptional need.
6. **Higher Education Teacher Assistance Program (HETAP)** - A State funded need-based program for Virginia Residents with financial need. Students must enroll full-time and

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intend to enroll into an eligible K-12 teacher preparation program.

7. President's Discretionary Grant - An institutional non-need-based program for Virginia residents with special circumstances.

Federal Work-Study (FWS)

A federal need-based program that provides eligible students opportunities to earn money to help pay educational expenses as well as gain work experience. Work-study jobs are available in offices and departments on campus, and students usually work in an area related to their courses of study or interests. Students generally work fifteen to twenty hours per week.

Loans

1. Federal Parent Loan for Under-Graduate Students (Plus Loan) - The PLUS Loan is a federal loan program that is not need-based. It enables parents of eligible students to borrow funds directly from banks, credit unions, and other financial institutions. The PLUS Loan is guaranteed by the Federal Government and must be repaid. A credit check is required for all parental borrowers.

2. Student Loans - The College does not participate in student loan programs at this time.

Veteran Benefits

The Department of Veteran Affairs offers financial assistance to students who qualify for the following programs:

1. Montgomery G.I. Bill - Active Duty (Chapter 30)

2. Montgomery G.I. Bill - Selective Reserve (Chapter 106)

3. Post-Vietnam Era Veterans' Educational Assistance Program (VEAP-Chapter 32)

4. Educational Assistance Test Program (Section 901)

5. Educational Assistance Pilot Program (Section 903)

6. Survivors' and Dependents' Education Assistance Program (Chapter 35)

7. Restored Entitlement Program for Survivor (REPS)

8. Virginia War Orphans Education Program

Requests for applications or additional information should be directed to the Richard Bland College Director of Financial Aid/Coordinator of Veterans Affairs at 804-862-6223 or the United States Department of Veterans Affairs at 1-888-442-4551.

Scholarships

Friends of the College provide scholarships that are generally awarded to applicants competitively on such criteria as academic achievement, extracurricular involvement, and financial need. To be considered for any of the following scholarships, an applicant must be a Virginia resident and complete the Richard Bland College Financial Assistance Application. This form may be obtained online at www.rbc.edu. In addition, the student must complete the Free Application for Federal Student Aid which may be obtained online at www.fafsa.ed.gov.

Anabel Green Pilcher Scholarship

The Anabel Green Pilcher Scholarship is an annual scholarship. Applicants must demonstrate financial need, enroll full time, and have at least a 2.0 grade point average. Scholarship is renewable if the recipient continues to meet the criteria.

Ann Dobie Peebles Scholarship

The Ann Dobie Peebles Scholarship Fund provides two annual scholarships. Applicants must enroll full time, have a minimum 2.0 grade point average, be involved in extracurricular activities, and demonstrate financial need. This scholarship may be renewed for a second year if a minimum grade point average of 2.0 is maintained.

Army ROTC

Army ROTC scholarships are offered for four, three, and two years. The four-year scholarships are awarded on a worldwide competitive basis to U.S. citizens who will be entering college as freshmen. The three-year and two-year scholarships are awarded competitively to students who are already enrolled in college. Students who attend the Basic Camp of the two-year program may also compete for two-year scholarships. For additional information concerning Army ROTC Scholarships, contact the Virginia State University ROTC Department.

Clarence Lee Richardson Scholarship

The Clarence Lee Richardson Scholarship is an annual scholarship. Applicants must enroll full time and demonstrate financial need. This scholarship may be renewed for a second year if

a minimum 2.0 grade point average is maintained.

Clarence Maze, Jr. Scholarship

The Clarence Maze, Jr., Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average, be enrolled full time, and be involved in extracurricular activities. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Colonial Heights Federated Woman's Club

The Colonial Heights Federated Woman's Club provides scholarship funds to students who demonstrate needs as determined by the Financial Aid Office and are residents of Colonial Heights.

Colonel James M. and Elizabeth Carson Memorial Scholarship Fund

The Colonel James M. and Elizabeth Carson Memorial Scholarship Fund provides an annual scholarship. Applicants must have at least a 2.0 grade point average, be enrolled full time, be involved in extracurricular activities, and demonstrate financial need. This scholarship may be renewed for a second year if a minimum 2.0 grade point average is maintained.

Crump Scholarships

The Crump Scholarship Fund provides annual scholarships. Applicants must have at least a 2.0 grade point average, be enrolled full time, be involved in extracurricular activities, and demon-

strate financial need. This scholarship may be renewed for a second year if a minimum grade point average of 2.0 is maintained.

Daughters of Penelope, Agave Chapter #224, Hopewell

The Daughters of Penelope provides scholarship funds to an outstanding student that is worthy of this honor and who demonstrates need as determined by the Financial Aid Office.

Donald J. Herrmann Scholarship

The Donald J. Herrmann Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average, be enrolled full time, and be involved in extracurricular activities. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Dr. L. Bruce Weekley, Jr. Scholarship

The Dr. L. Bruce Weekley, Jr. Scholarship provides annual scholarship funds to full time students who demonstrate need as determined by the Financial Aid Office. The student must have at least a 2.5 grade point average and be a Virginia resident. Preference will be given to a student in the science field. This scholarship may be renewed for a second year if the student continues to meet the criteria.

Dr. Renaldo Menendez Scholarship

The Dr. Renaldo Menendez Scholarship was established to honor his outstanding service to the Southside Virginia community. A resident of Emporia, Dr. Menendez

spent most of his adult life administering to the needs of his patients. He concluded his career with fifteen years of dedicated service to the Stony Creek Community Health Center, who, with great admiration and appreciation for his efforts, established this scholarship for the education of full time Virginia residents pursuing a career in the allied health professions from the Counties of Dinwiddie, Greensville, Prince George and Sussex. The scholarship may be awarded on the basis of merit or need to students who have a 2.50 grade point average or better. The scholarship is renewable if the recipient continues to meet the criteria.

E.K. & Marjorie Z. Solenberger Scholarship

The E.K. & Marjorie Z. Solenberger Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average and be enrolled full-time. Preference may be given to United States military veterans who are returning to school after rendering service to their country.

Elizabeth W. Lanier Scholarship

The Elizabeth W. Lanier Scholarship provides an annual scholarship. Applicants must enroll full time, have at least a 2.0 grade point average, be involved in extracurricular activities, and demonstrate financial need. Scholarships are renewable if the recipient continues to meet the criteria.

Endowment (General) Scholarship

The College offers scholarships to students who demonstrate financial need.

Applicants must enroll at least half time, have at least a 2.0 grade point average, and be involved in extracurricular activities. Scholarships are renewable if the recipients continue to meet the 2.0 grade point average.

Endowment for International Studies

These scholarships are awarded to students who participate in international study programs sponsored by Richard Bland College. Recipients are selected on the basis of academic achievement.

Federated Woman’s Club of Petersburg

The Federated Woman’s Club of Petersburg provides an annual scholarship. Applicants must have financial need as determined by the Financial Aid Office. The recipient shall be a full time student from the Tri-Cities area. Scholarship may be renewed for a second year if the student maintains a 2.5 or better grade point average.

Friends of the RBC Library/Elizabeth D. Hartman Scholarship

The Friends of the Richard Bland College Library provides an annual scholarship for the purchase of textbooks. Applicant must have accumulated 12 credit hours at Richard Bland College and have financial need as determined by the Financial Aid Office. Applicant must be enrolled full time with a minimum 2.5 grade point average and be involved in extracurricular activities. The scholarship may be renewed for a second year if the student continues to meet the criteria.

Garland and Agnes Taylor Gray Scholarship

The Garland and Agnes Taylor Gray Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.5 grade point average, be enrolled full time, and be involved in extracurricular activities. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Guyon W. Cumby Scholarship

The Guyon W. Cumby Scholarship provides annual scholarship funds. Applicants must have at least a 3.5 grade point average, be a Virginia resident from the Tri-Cities area, and be enrolled as a full time student. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Herbert B. Miller Scholarship

The Herbert B. Miller Scholarship is awarded annually to full time Virginia residents who have a minimum 2.0 grade point average. The scholarship may be renewed for a second year if the recipient continues to meet the criteria. Preference may be given to students intending to major in health and physical education.

Hilda Manieri Traina Italian-American Cultural Association of Virginia Scholarship

This scholarship is awarded based on financial need. Applicants must have at least a 2.0 grade point average, be enrolled full time, and be of Italian descent. In the event no qualifying applicant meets the criteria for financial need, the scholarship will be awarded on the basis of academic merit.

Homebuilders Association of Southside Virginia

This association awards a scholarship annually which provides tuition. Applicants must demonstrate financial need, be Southside Virginia residents, enroll full time, and have a minimum 2.5 grade point average. Applicants affiliated with the Homebuilders Association of Southside Virginia will be given priority consideration. The scholarship is renewable for a second year if the recipient continues to meet the criteria.

James B. McNeer Scholarship

The James B. McNeer Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average, be enrolled full time, and be involved in extracurricular activities. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

J. Scott McNeer Scholarship

The J. Scott McNeer Scholarship provides annual scholarship assistance to full time students who demonstrate need as determined by the Financial Aid Office. The student must have at least a 2.0 grade point average and be a Virginia resident. The scholarship may be renewed for the second year if the student continues to meet the criteria.

Jennifer Lynn Moss Scholarship

The Jennifer Lynn Moss Scholarship provides scholarship funds to full time students who demonstrate need as determined by the Financial Aid Office.

John and Ada L. Herrmann Scholarship

The John and Ada L. Herrmann Scholarship provide annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average, be enrolled full time, and be involved in extracurricular activities. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Junior Federated Woman's Club of Petersburg

This civic club offers an annual scholarship. Applicants must be residents of Southside Virginia, demonstrate financial need, enroll full time, and have a 2.0 grade point average. The scholarship is renewable for a second year if the recipient continues to meet the criteria.

Lucille Barney Memorial Scholarship

The Lucille Barney Memorial Scholarship is designed for an incoming freshman. Applicants must enroll full time, have financial need as determined by the College Financial Aid Office, have at least a 2.5 grade point average, and live in the Southside Virginia area.

Margery and Alexander Blair Memorial Scholarship

The Margery and Alexander Blair Memorial Scholarship provides an annual scholarship. Applicants should have at least a 2.5 grade point average, or the equivalent and be enrolled full time. This scholarship is available to both citizens of the United States and students from abroad. The scholarship may be renewable for the second year if the student maintains the minimum 2.5 grade point average.

Petersburg Eagles Aerie #882 Scholarship

The Petersburg Eagles Aerie #882 Scholarship is awarded annually to full time Virginia residents who intend to pursue a career in nursing. Applicants must demonstrate financial need as determined by the College Financial Aid Office.

Petersburg Lions Club W.R.S. Curtis & Walter H. Waters Scholarship for International Studies Scholarships

These scholarships are awarded to students who participate in international study programs sponsored by the College. Recipients are selected on the basis of academic achievement.

Post C Traveler's Protective Association Scholarship

This association provides an annual scholarship. Applicants must enroll full time, have at least a 2.0 grade point average, and be involved in extracurricular activities.

Presidential Scholarships

The College Foundation awards a limited number of scholarships on a competitive basis to high school seniors who plan to attend Richard Bland College upon graduation. High school seniors who earn a 3.5 cumulative grade point average will be given consideration for this scholarship. Full-time Richard Bland College students who maintain a 3.5 cumulative grade point average during their freshman academic year maybe awarded this scholarship for their sophomore year. Recipients will be selected on a competitive basis. The number of scholarships awarded will depend on availability of funds. Out-of-state and students who

have attended other colleges prior to Richard Bland College are not eligible. Known as "Presidential Scholars," the President of the College and the Provost serve as academic advisors to holders of these scholarships.

Richard Bland College Science Fair Scholarship

The College offers a scholarship to the high school that scores the highest at the Richard Bland College Science Fair held each spring, sponsored by the Richard Bland College Science Department. After being notified of the award, the winning high school selects a student from that high school as the recipient. The recipient must plan to attend Richard Bland College as a full time student. For additional information, contact a high school science instructor or the College's Science Department.

Robert G. Churn Scholarship

The Robert G. Churn Scholarship provides an annual scholarship. Applicants must enroll full time, have at least a 2.0 grade point average, be involved in extracurricular activities, and demonstrate financial need. This scholarship may be renewed for a second year if the minimum 2.0 grade point average is maintained.

Rotary Breakfast Club of Petersburg

This civic club offers a scholarship annually. Applicant must demonstrate financial need, enroll full time, and meet and maintain a 2.0 grade point average. Applicants should be a resident of Southside Virginia. Applicants should demonstrate ability and serious purpose. The scholarship can be renewed for a second year if

the student continues to meet the Rotary Breakfast Club of Petersburg scholarship criteria.

Rotary Club of Petersburg

This civic club offers a scholarship annually. Applicants must demonstrate financial need, enroll full time, and meet and maintain a 2.0 grade point average. Applicants from Petersburg will be given first consideration with other Tri-Cities area applicants receiving second priority. Applicants should demonstrate ability and serious purpose. Each applicant's program of study should be such that upon completion he/she will be prepared for a worthwhile career of further study. The scholarship can be renewed for the second year if the student continues to meet the Rotary Club of Petersburg scholarship criteria.

Sarah Hearney Scholarship

The Sarah Hearney Scholarship is awarded based on an applicant with a 2.5 grade point average, must enroll full time, a Virginia resident, and pursue a degree in journalism. In the event no qualifying applicant meets the criteria for pursuing a degree in journalism, the scholarship preference will be given on a basis of academic merit.

Sidney Robert Davis Scholarship

The Sidney Robert Davis Scholarship provides annual Scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.0 grade point average, be a Virginia resident, and be enrolled full time. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

The Bank of Southside Virginia Scholarship

The Bank of Southside Virginia Scholarship provides annual scholarship funds. Applicants must have financial need as determined by the Financial Aid Office, have at least a 2.5 grade point average, enroll full-time, be residents of Southside Virginia, and be involved in extracurricular activities. Preference will be given to applicants from the Tri-Cities area. This scholarship may be renewed for a second year if the recipient continues to meet the criteria.

Thomas Hunt and Virginia Neaves Rose Scholarship

The Thomas Hunt & Virginia Neaves Rose Scholarship is awarded annually to full-time Virginia residents who have a minimum 2.0 grade point average, and who resides in Sussex, Dinwiddie, or Prince George counties with preference given to a student in Sussex County.

Titmus Foundation Scholarship Fund

The Titmus Foundation Scholarship Fund provides annual scholarships. Applicants must have at least a 2.0 grade point average, be involved in extracurricular activities, and demonstrate financial need. Recipients may continue to receive these scholarships for a second year if at least a 2.0 grade point average is maintained.

Veterans of Foreign Wars-Post 2239- Colonial Heights, VA

The VFW Post 2239 offers an annual scholarship for a second-year full-time student who has demonstrated academic excellence (3.0 grade point average or better). First consideration will be given to students who graduated from Matoaca,

Lloyd C. Bird, Thomas Dale, or Colonial Heights high schools. The College Financial Aid Office will select the recipient.

Virginia B. Nelson Memorial Scholarship Fund

The Virginia B. Nelson Memorial Scholarship Fund provides annual scholarships. Applicants must have at least a 2.0 grade point average, be involved in extracurricular activities, and demonstrate financial need. Recipients may continue to receive these scholarships for a second year if a minimum 2.0 grade point average is maintained and other criteria are met.

Virginia K. Patton Scholarship

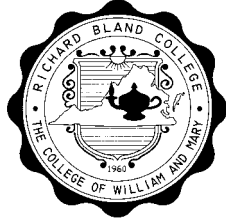
The Virginia K. Patton Scholarship is awarded based on financial need or merit factors. Applicants must have at least a 3.0 grade point average, be a Southside Virginia resident, enrolled full time, and be involved in extracurricular activities. This Scholarship is renewable for a second year if the recipient continues to meet the criteria.

W. Francis and Helen C. Wright Scholarship

This endowment fund provides scholarships annually. Applicants must enroll full time, be involved in extracurricular activities, have at least a 2.0 grade point average, and demonstrate financial need. Recipients may continue to receive these scholarships for a second year if at least a 2.0 grade point average is maintained.

Zeta Chapter VA, The Delta Kappa Gamma Society International Endowment Fund for International Studies

This fund provides scholarship assistance for students participating in international study programs, with a preference for women intending to enter the field of education.



Section VII: Student Services

The College Community

Student Assembly

Student Conduct

Student Health Education

Student Organizations and Activities

Intramural Athletics

Public Performance Policy

Academic Advising

Students Requiring Special Accommodations (ADA)

Automobile Regulations

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The College Community

More than lecture halls, more than experiments in the laboratory or the giving of examinations, education is a matter of people. It is the people at Richard Bland College who give the campus its character.

Students at the College come from over twenty-five public and private high schools, many of them located within fifty miles of the campus. Since 95 percent of Richard Bland College students are from nearby urban and rural areas, there are common bonds of experience for creating a unified and friendly college community. Because of the industrial and military establishments in the area, many students have had opportunities to travel or live abroad. There are also a number of students from other states and from other countries who attend the College.

The faculty provides students not only intellectual stimulation but also broad opportunities for cultural enrichment. While their educational preparation and experiences are diverse, the Richard Bland College faculty shares a dedication to teaching and a desire to help each student reach individual potential.

Campus life is designed to stimulate the development of students in accordance with their potential. Through participation in student government, the conduct and honor policies, various organizations, and in all campus activities, the administration, faculty, staff and students work together to produce an environment, which provides many opportunities for growth.

Student Assembly

The Student Assembly is composed of the entire student body. Its purpose is to promote a better campus, to coordinate student activities and practices, to serve as a medium through which students may be heard, and to present and further the best interests of the student body and the College. An Executive Committee composed of five officers elected by general vote as well as eight sophomore and eight freshman representatives elected by their respective classes govern the Assembly.

A handbook containing both Student Assembly and administrative regulations is given to each entering student. At the beginning of the fall and spring semesters, new students are further acquainted with these rules and with the conduct and honor policies in orientation programs sponsored by the Division of Student Affairs.

Student Conduct

When Richard Bland College grants admission to an applicant, it becomes the responsibility of that individual to become familiar with and abide by College rules and regulations while enrolled at the College. Violations of College rules and regulations may result in disciplinary action being taken by the College.

Student conduct that reflects intellectual dishonesty, infringes on the rights of others, or violates federal, state, or local laws is considered to be unacceptable by the College. Other examples of unacceptable student conduct include damaging College property and hazing.

All members of the College community are expected to understand there is a distinction between College procedures for dealing with unacceptable conduct and the procedures under which civil courts operate. That distinction in no way suggests the College can or will act capriciously, ignore the individual's rights, or violate the rules of fair play in dealing with disciplinary matters. Students who feel the College has acted in such a manner have recourse to civil courts.

Unacceptable activities fall into two broad categories: activities that involve intellectual dishonesty, and activities that do not. Actions involving intellectual dishonesty fall under the provisions of the Honor Code. Actions that do not involve intellectual dishonesty fall under the provisions of the General Student Disciplinary Policy.

The College reserves the right at any time to suspend or dismiss a student whose conduct is in its judgment unsatisfactory. The College will react to inappropriate conduct by taking one or more of the following actions:

1. Refer the matter to civil authorities for investigation and possible prosecution. This step may be used both for cases involving intellectual dishonesty and those which do not.
2. Follow the procedure outlined in the General Student Disciplinary Policy printed in full in the Student Handbook. Such matters may also be referred to civil authorities as noted in Action 1.
3. Follow the procedure outlined in the Honor Code printed in full in the Student Handbook.

General Student Disciplinary Policy

Conduct subject to disciplinary action under this category shall generally consist of conduct adversely affecting the College community's pursuit of its educational objectives. The College shall, in its sole discretion, decide what activities meet this criterion.

Conduct involving intellectual dishonesty will be subject to the provisions of the Honor Code. The Student Handbook contains a full explanation of the disciplinary policy, the actions subject to it, appeal procedures, and the rights and responsibilities of students in connection with the policy.

The Honor System

One of the most treasured traditions of The College of William and Mary is the student-administered plan of discipline known as the Honor System. Richard Bland College, as a branch of The College of William and Mary, shares in this tradition of a code of honor that began in the late 1770s at the Williamsburg campus. The Honor System stresses individual responsibility. It assumes that the principles of honorable conduct are known and respected by all students; it assumes that students are deeply concerned with the strict observance of these principles in deference to themselves, their fellow students, and the College.

Upon applying for admission to the College, each student signs a statement to the effect that he or she understands what is expected under the Honor System and that violation of the Honor

Code, at any time, may result in disciplinary action.

Richard Bland College has a college-wide definition and policy on the application of the Honor System in classes. In general, giving and/or receiving unauthorized assistance on tests, quizzes, or other graded activities, as well as plagiarism will be considered a violation of the College's Honor Code and will be referred to the Council on Academic Integrity for disciplinary purposes. It is the student's responsibility to understand the impact of the Honor Code on their academic program.

The Council on Academic Integrity

The honor code is administered through the Richard Bland College Council on Academic Integrity, which includes freshman and sophomore students whose efforts are actively supported by administrative and teaching faculty members. The President, Vice President, Council Administrator, and Co-Chairs are elected or appointed by the council's members.

The Council of Academic Integrity has two components: **The Academic Review Board** and the **Student Honor Board**. The Academic Review Board, which consists mostly of full or part-time Richard Bland College students, hears and determines cases involving individuals who violated the honor code. The Student Honor Board educates the campus community on issues concerning academic dishonesty. The Student Honor Board is composed of three committees. The *Research Committee* assesses the trends of academic dishonesty on campuses across the nation, and researches

the policies and laws, which address issues pertaining to academic integrity. The findings of the Research Committee are communicated to the Publications and Public Relations Committees. The *Publications Committee* promotes the academic expectations of Richard Bland College. Members in the committee also distribute and post materials pertaining to policies on academic integrity, and are charged with designing an informative web page on the College's website. The *Public Relations Committee* creates and implements programs that will provide learning opportunities for the entire campus. Furthermore, these individuals educate students on issues related to ethical academic behavior in the classrooms, and serve as a student leader at major on-

and off-campus events. Refer to the Student Handbook for a complete version of the Council on Academic Integrity's constitution.

Student Health Education

Richard Bland College has several health-education programs that address problems of major significance for both the individual and society. The College is also committed to creating a campus free of alcohol and drug abuse. Programs and activities are conducted each year regarding alcohol and drug abuse education, enforcement, and referral resources. Detailed information and policies governing AIDS and alcohol and drug abuse are available through the Director of Student Activities.

The Richard Bland College Wellness Committee also sponsors a number of

activities and programs to encourage healthy living. Wellness fairs, lectures, and physical activity programs are available to students and other members of the campus community.

Student Organizations and Activities

Participation in co-curricular activities is an important part of the educational process. The Student Assembly and the various clubs and organizations offer opportunities for leadership, discussion, recreation, and companionship both on the campus and in the community.

There are a number of honor, service, social, and departmental clubs and organizations on campus, including: Art Club; Big Brother Big Sister; Biology Club; Bon Homme Richard (Student Newspaper); Chess Club; Christian Fellowship; Film Club; Friends of the Library; Future Educators Club; GLBT (Gay/Lesbian/Bisexual/Transgender); Home Builders; International Travel Club; International Unity Club; Intramural Sports; Japanese Language & Animation Club; *Mnemosyne Art & Literary Magazine*; Ms. RBC Pageant Committee; Petersburg Festival Chorus at RBC; Phi Theta Kappa National Honor Society; RBC Council on Academic Integrity; RBC Dance Team; Richard Bland College Players; RBC Runners; Richard Bland College Community Wind Ensemble; Spanish Club; Student Ambassador/Orientation; Student Assembly; Students in Free Enterprise; Wellness Club; Wild Minds (Creative Writing Club); Young Democrats and Young Republicans.

Students interested in playing a musical instrument may audition for the Richard Bland College Community Wind Ensemble. Students interested in vocal performance may audition for the Petersburg Festival Chorus. College credit may be earned for participation in either group.

Sponsors for each organization give guidance and serve as contacts between the organization and administration. If there is significant interest, additional clubs can be established in accordance with policies stated in the Student Handbook.

Intramural Athletics

An intramural program is offered for students under the direction of the Physical Education Department. All students registered for at least six (6) credit hours in the College are eligible and encouraged to participate. Activities for men and women include basketball, bowling, golf, softball, tennis, and volleyball.

Public Performance Policy

No person or group of persons associated with Richard Bland College shall give a public performance in the name of the College unless prior to the first rehearsal the said person or group of persons shall have obtained from the Provost permission to present the entertainment. In order to secure permission, those in charge of the performance must make written application.

Academic Advising

A program of academic advising involving counselors in the Division of Student Affairs and full-time faculty is an integral

part of the academic program. The purpose of this program is to provide personal contacts and assistance to students who enroll at the College. Major emphasis is placed on encouraging students to carefully plan their courses of study in order to develop academically sound and fully transferable associate degree programs. Further information regarding these services is available through the Division of Student Affairs.

Students Requiring Special Accommodations (ADA)

Richard Bland College does not discriminate on the basis of disability in the administration of its educational programs and activities, including admissions and employment practices, access to, or treatment in its programs and services. The Director of Student Services has been designated to coordinate compliance with the requirements of the Americans with Disabilities Act (ADA) contained in Section 35.107 of the Department of Justice Regulations. Students requiring special accommodations should contact the Division of Student Affairs (804-862-6225) approximately one month prior to the beginning of classes so arrangements can be made to ensure their needs are served. A Telecommunications Device for the Deaf (TDD) is available by calling 804-862-6213.

Students in need of accommodations must follow the procedures listed below:

- Make an appointment with the Director of Student Services at least one month prior to the beginning of the semester in

which the student plans to enroll at the College (804-862-6225).

- Provide documentation from the attending physician of learning, physical, or psychological disabilities as evidence of the need for the requested accommodations.
- Provide documentation of how accommodations have been made during high school years or at other colleges/universities.
- Provide documentation of any achievement, educational, or psychological testing that the College personnel feel is relevant to the decision on special accommodations.

Any information that is provided by the student, high school, or college/university becomes the property of Richard Bland College and will be kept strictly confidential.

The Director of Student Services, in consultation with the student (and parent/guardian if desired), will make the decisions regarding accommodations. It is the responsibility of the Director to communicate directly with the faculty members or other school officials as needed to ensure that proper accommodations are made. If accommodations are not made within a reasonable time, the student should notify the Director.

Automobile Regulations

As there is no public transportation to and from the College, students must use private cars. Students not owning cars should consider joining a car pool. It is the responsibility of the students to make their own arrangements for transporta-

tion. The parking fee for students is included in the tuition and general fee. Students are required to register their vehicles in the Business Office and display parking decals on the rear bumper or in the rear window of their automobiles. Display of the decal will identify the vehicle's owner quickly in emergency and accident situations. Detailed parking and other regulations governing the use of automobiles are published in the Student Handbook.

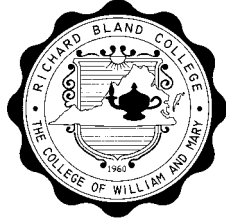
Campus Security

The College has a Security Department on duty 24 hours a day, seven days a week. In addition, there are several Emergency Call Boxes located at various

sights across campus. The Department enforces traffic and parking regulations and is available for emergency assistance to students and staff. For assistance during regular office hours, contact the Business Office at 804-862-6213. After regular office hours, call 804-720-9179 to reach a security officer.

Recorded announcements regarding closing of the College due to inclement weather or other general announcements may be obtained by calling 804-751-4574.

Information regarding campus security and campus crime rates is available from the Office of the Dean of Administration and Finance.



Section VIII: Academics

Classification of Students

Academic Honors

Academic Status

Challenging Academic Records

Academic Assessment

Attendance Policies

Audit/Credit Status

Graduation Application

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Quality Points

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Transfer Credits

Transcripts

Withdrawal from the College

Withdrawing from one or More Classes but not from the College

Family Educational Rights and Privacy Act (FERPA)

Programs and Courses

Course Descriptions

Classification of Students

Richard Bland College classifies students as Traditional Degree-Seeking or Non-Degree. All students are subject to the general academic policies of the College as presented in this Catalog.

Academic Honors

Richard Bland College recognizes outstanding achievement among its students. For academic honors, non-credit developmental courses are not included in determining full-time status or grade point average.

President's List. A full-time student who in any semester earns a grade point average of at least 3.8 with no grade below a "C" will be placed on the President's List. This recognition is noted on the student's academic transcript.

Dean's List. A full-time student who in any semester earns a grade point average of at least 3.25 with no grade below a "C" will be placed on the Dean's List. This recognition is noted on the student's academic transcript.

Phi Theta Kappa. This organization is the international honor society for the two-year college. A student who has completed twelve (12) semester hours (not including developmental courses) at Richard Bland College and achieved a minimum grade point average of 3.50 is eligible for membership. Richard Bland College's chapter, Alpha Beta Omicron, was chartered in 1971 and is active in both college and community service.

Graduation Honors. Recognition is given at Commencement to students who have excelled in academic work. The minimum cumulative grade point averages required for graduation honors are:

Cum Laude 3.25 GPA
Magna Cum Laude 3.50 GPA
Summa Cum Laude 3.80 GPA

Academic Status

Richard Bland College has three levels of academic status for its students: Good Standing, Academic Probation, and Academic Suspension. In order to continue in college, a student should normally maintain at least a 2.00 grade point average on all work attempted. If the grade point average is deficient, the student should be able to remove the deficiency within two semesters of full-time study in order to achieve the minimum 2.00 grade point average required for graduation.

Academic Status - Good Standing

To continue in Good Standing, a student must meet or exceed the following minimum academic requirements:

1. At the end of the first semester (12 semester hours minimum not including developmental hours), the student must have attained a grade point average of 1.50;
2. At the end of the second semester (24 semester hours minimum not including developmental hours), the student must have attained a grade point average of 1.75;
3. At the completion of 45 semester hours (not including developmental hours), the student must maintain a grade point average of 2.00.

Academic Probation

A student who has not met the minimum academic requirements in the preceding semester to maintain Good Standing will be placed on Academic Probation. The student will be notified of this action by a letter from the Registrar. A student on Academic Probation must meet the following conditions during the probation semester.

1. The student's academic load may not exceed thirteen semester hours, exclusive of Physical Education.
2. The student must earn at least a 2.00 grade point average while on academic probation, or meet the requirements of Good Standing.

A student in violation of either of these two conditions will be subject to academic suspension from the College. At the end of the probation semester (or completion of 12 academic hours), the student may be:

1. returned to Good Standing if the student has met the conditions of the probation semester and earned sufficient quality points;
2. continued on Academic Probation if the student has met the conditions of the probation semester, but has not earned sufficient quality points to regain Good Standing. In such case, the student will be allowed to continue in college, but only on continued Academic Probation. If Good Standing is not regained at the end of the second semester of Academic Probation, the student will be placed on Academic Suspension; or
3. placed on Academic Suspension if the student has not met the conditions of

the first probation semester. (See Academic Suspension)

The student will be notified of such status by a letter from the Registrar.

A student admitted to Richard Bland College under Academic Probation from another college or university is subject to the same requirements as continuing Richard Bland College students under Academic Probation.

Academic Suspension

A student placed on Academic Suspension is required to withdraw from the College for a minimum period of one semester. A student will be placed directly on Academic Suspension at the end of nine (9) hours attempted if the cumulative grade point average is below 0.50. Students placed on Academic Probation may be subject to Academic Suspension after one semester if the grade point average is not appropriate for the total number of credit hours attempted (See Academic Status - Good Standing). A student will be notified of Academic Suspension by a letter from the Registrar.

A student who is on Academic Suspension from this or any other college is not permitted to enroll in any program of the College for one full semester after suspension. If a student on Academic Suspension wishes to return to Richard Bland College, an application for re-admission must be completed in the Office of Admission and Student Development. Academic status (Good Standing or Academic Probation) will be determined at the time the student is re-admitted. A student who has been suspended for a second time from Richard

Bland College or from any other institution of higher education may not be considered for readmission/admission.

If a Richard Bland College student is suspended at the end of the spring semester and is pre-registered for a course during the Intersession (short term immediately following the Spring semester) the student will be permitted to complete that term and will receive credit for the course(s). However, the student will not be permitted to enroll in additional classes until the upcoming Spring semester. Pre-registration for any other Summer term following the Spring suspension will be terminated and tuition refunds will be issued.

Credits earned while under suspension from this or any other college will not be accepted by Richard Bland College.

Academic Amnesty

Although all credits and grades earned at Richard Bland College are a part of the permanent record, a student may petition through the Office of the Provost for forgiveness of part or all of the academic record. This amnesty policy is a privilege extended to students who began their academic careers at Richard Bland College, or at any other college, and for whatever reasons experienced academic difficulty. Academic amnesty may be granted to students who have had at least a five-year interruption in college education, and upon re-enrollment in Richard Bland College, have established a satisfactory record. To be forgiven those courses in which a "D" or "F" was earned at Richard Bland College, the student must first complete an equivalent of

twelve (12) semester credits and then petition the Provost in writing. The Provost will determine if there is sufficient basis to believe that the student is better able to succeed academically. After being granted amnesty, the student will retain credit and quality points for courses taken at Richard Bland College in which at least a "C" is earned. Courses for which academic amnesty have been granted will show "Amnesty" on the student's transcript. The cumulative grade point average will not include the hours attempted and quality points earned (if any) for those courses. Eligibility for academic honors, however, is determined on the basis of the student's entire academic record.

Challenging Academic Records

All course grades and changes in academic status become part of the student's permanent record. If a student wishes to challenge a change in status to Academic Probation or to Academic Suspension, the student may petition for a hearing before the Academic Standards Committee. Such a petition should be forwarded in writing through the Registrar to the Committee. It may be that sufficient personal circumstances exist, not reflected in the mathematically derived grade point average, to warrant the Committee's waiving certain academic requirements in a given case or recalculating the student's grade point average. The Academic Standards Committee will hear the student and any concerned faculty member in order to reach its decision.

Academic Assessment

Richard Bland College is committed to assessing its success as an institution. Academic programs and support services are continually evaluated to assure their quality. Evaluation and assessment activities are housed with the Director of Institutional Effectiveness.

Assessment is conducted in a variety of ways. Richard Bland College is one of few colleges in the nation to require outcomes testing of all graduates for comparison against a national norm. All graduating students are required to complete the Collegiate Assessment of Academic Proficiency (CAAP) test prior to graduation. Test results are used to evaluate the College's General Education program and do not affect a student's record.

Students are surveyed routinely to obtain information on their satisfaction with faculty and staff. Faculty members are evaluated on teaching methodologies and effectiveness each semester. Students and alumni are surveyed on a regular basis to measure their satisfaction with the College. The results of this ongoing process are used internally and are reported to the State Council of Higher Education in Virginia and the Southern Association of Colleges and Schools. All data collected for assessment is held under strict confidence and is never used to evaluate or identify student performance.

Through assessment and evaluation, the academic program and support services at Richard Bland College remains strong and competitive.

Attendance Policies

While there is no system of recognized class attendance, each faculty member may establish his or her own policy and publish it in the course syllabus. The instructional program at Richard Bland College is based upon a system of class meetings involving lectures, discussions, and special reading and reporting assignments. Therefore, it is important for each student to be in attendance on a regular basis. Students who must miss class sessions are expected to make up the material covered in the courses. Instructors are not required to provide makeup tests for students who are absent. (For absences from final examinations, see the Examination section of this catalog.)

Audit/Credit Status

A student may register for a course on an "audit" status. Audit students are charged the regular rate of tuition and fees, and an audit class is counted as part of the student's semester course load. However, a student registered on audit status is not required to take tests or final examinations. Failure to attend classes regularly may jeopardize audit status. A student enrolled on audit status is not given a final grade, but the permanent record is marked (O) to indicate Audit. Audit is recorded without certification of class attendance or course accomplishment.

A change in registration from audit to credit status must be completed no later than the last day of the Class Change period during the first week of classes. A change from credit to audit status may be completed up to the penalty-drop date. (See the Academic Calendar for the per-

minent dates.) In each case, the student must complete the appropriate form at the Registrar's Office.

Credit cannot be given for a course taken on audit status beyond the Class Change period or after the course has been completed. However, a student who has audited a course may later enroll in the same course on a credit status.

It is the responsibility of each student to determine the effect of auditing a class on financial aid, insurance policies, and participating in clubs and organizations.

Traditional Student

1. Freshman – The student who has completed fewer than 24 semester hour credits or has earned fewer than 48 quality points.
2. Sophomore – The student who has completed at least 24 semester hour credits and has earned at least 48 quality points.

Non-Degree Student

The College recognizes its obligation to students whose interests may not necessarily be served through immediate participation in the College's degree programs. To meet this need, the College permits such individuals to enroll under "non-degree status." Students enrolled under this definition may take no more than nine (9) hours of coursework per semester for a maximum of 18 hours, after which they must seek admission as traditional degree-seeking students. Students enrolled under the non-degree category are not eligible for financial aid.

Students in the category are identified as:

- Students who, at the time they enroll, do not wish to pursue a degree program but do wish to receive credit for coursework taken on campus, off campus, or during summer sessions;
- Students who want to earn academic credit applicable to a degree at another college or university; or,
- Students enrolled in teacher recertification courses, courses required for employment, or for personal enrichment.

Students falling under this definition must meet the following requirements:

1. Students must be at least 17 years of age.
2. Students must have a valid high school diploma or GED.
3. Students who have attended another institution must be eligible to return to that institution.

Students must complete the Registration Form and pay the standard one-time fee of \$20.

Students enrolled in teacher recertification courses must provide proof of employment to the Registrar.

Continued enrollment as a non-degree student is contingent upon satisfactory academic status.

Graduation Application

Students must complete the Application for Candidacy for Degree, available in the Registrar's Office, by the first week in February for May graduation, mid-July for

August graduation, and mid-November for December graduation. (See the College Calendar for specific filing deadlines.)

Students who will be candidates for degrees are encouraged to check with the Registrar or their advisors regarding academic standing prior to the deadline for filing for degree. Candidates for December and May degrees are expected to participate in commencement exercises in May. Candidates for degrees in August may participate in May commencement exercises if they file by mid-February, if they have a 2.00 overall cumulative grade point average at the time of filing, and if they will have completed all degree requirements by the end of the Summer Session. Students who file for August graduation and do not have a 2.00 overall cumulative grade point average at the end of the spring semester are not permitted to participate in Commencement.

The diploma will not be released if a student has an outstanding debt to the College.

Second Associate Degree

Richard Bland College does not confer two degrees concurrently. A student who has already received an Associate Degree may earn a second but different Associate Degree by meeting the following requirements.

- Completing a minimum of 15 semester hours of additional course work during the semester in which the requirements for the second Associate Degree are met at Richard Bland College after the

date on which the first degree was earned;

- Meeting all prerequisite and course requirements for the first Associate Degree, as well as degree requirements for the second degree; and,
- Earning a grade point average of 2.0 or higher in course work completed for the first and second Associate Degree.

Examinations

All non-activity courses will have scheduled final examinations. Unless otherwise announced by the instructor, the examination will take place in the same classroom in which the course has been held. Students are required to take all examinations at the time scheduled. No changes will be permitted except when

1. two or more examinations are scheduled at the same hour; or,
2. a student has three or more consecutive examinations. (In this case, the student must take all examinations during examination week.)

Written request to reschedule examinations must be submitted to the instructor for approval. An excuse for missing an examination for illness will not be accepted without a physician's note and notification in advance whenever possible. No student will be allowed more than three hours for an examination, unless a documented ADA accommodation is involved.

Grade Appeals

In matters involving grade appeals, the student should consult with the faculty member who issued the final grade for the course. If the student still believes a

grade has been assigned unfairly, the student may appeal to the division chair and further to the Provost. If the issue cannot be resolved at any of these levels, the student has the right to appeal formally to the Academic Standards Committee. This written appeal must be submitted within ninety days of issuance of the student's final grade. A form for facilitating the appeal process is available in the Provost's Office.

It shall be the responsibility of the Academic Standards Committee to hear the student's appeal and to interview anyone the student chooses to speak on his/her behalf. The faculty member issuing the grade also has the right to appear before the Committee for the purpose of presenting pertinent information and also may have witnesses present if desired. The recommendation of the Committee will be reported to the Provost, who will make the final decision and notify the student. The Committee is not empowered to change a grade.

In these proceedings, the burden of proof is on the student to prove that a change of grade is the appropriate action.

Quality Points (QPA)

Final semester grades are given quality-point ratings in accordance with the following scale:

- A = 4 quality points per semester-hour credit
- B = 3 quality points per semester-hour credit
- C = 2 quality points per semester-hour credit

D = 1 quality point per semester-hour credit

F = 0 quality points per semester-hour credit

To determine the quality points earned in a given course, multiply the points for the final grade by the semester-hour credit for that course.

A student's quality-point average (QPA or GPA) is computed by dividing the number of quality points earned at RBC by the number of credits attempted at RBC. This computation includes semester hours in which a grade of "F" is earned. If a course is repeated, the highest grade is used to compute the quality-point average; however, both the original and second grades are recorded on the student's permanent record. The grades of accepted transfer courses, audit courses, developmental courses, and courses officially dropped before the academic penalty date are not included in the quality-point average.

Registration Procedures

Online registration procedures are published on the Richard Bland College website and in the course schedule for each semester and summer session. An Alternate PIN is required for registration, and is available only from the advisor/faculty member to whom the student has been assigned.

Students should make appointments with advisors as soon as possible after course schedules are published to plan schedules and review degree requirements. Faculty office schedules are posted on respective faculty office doors. Faculty office telephone numbers may be

obtained by referring to the College website (www.rbc.edu).

Registration stations are located as follows:

- Center for Student Affairs – Second Floor
- Maze Hall Administration Building – Room 101
- Maze Hall Administration Building – Registrar’s Office (for special assistance)

Repeat of Courses

Students are allowed to repeat courses and receive credit for the higher grade. After the first repeat, any further attempts must be approved by the Provost. Students desiring to repeat a course must notify the Registrar by using the Class Repeat Application to ensure proper credit is given for the highest grade. The application is available at the Registrar’s Office and on the Registrar’s page of the RBC website. (www.rbc.edu).

All original courses and grades will appear on the student’s transcript. Although Richard Bland College adjusts cumulative grade point averages for successful repeats, some four-year institutions may compute the grade point average using all courses attempted.

Note: The following examples illustrate the rules concerning repeats:

1. Original grade is “I” (Incomplete) and the student registers for the same course the following semester:

The original course will remain on the student’s record but will be dropped without academic penalty and the new course will not be shown as a repeat on the student’s record.
2. Original grade is lower than the grade for the repeated course: The cumulative grade point average is calculated including “I” (located in the column to the right of the course) the attempted hours and quality points earned for the repeated course and the attempted hours and quality points earned (if any) for the original course are excluded “E” (located in the column to the right of the course).
3. Original grade is equal to or higher than the grade for the repeated course: (See rule concerning “F’s” below.) The cumulative grade point average is calculated including “I” (located in the column to the right of the course) the attempted hours and quality points earned for the original course and excluding “E” (located in the column to the right of the course) the attempted hours and quality points (if any) for the repeated course.
4. Original grade is “F” and the grade for the new course is “F”: The cumulative grade point average is calculated including “I” (located in the column to the right of the course) the attempted hours for up to three (3) “F’s” for a course.
5. Original and second grades are “F’s” and the grade for the new course is “D” or higher: The cumulative grade point average is calculated including “I” (located in the column to the right of the course) the attempted hours and quality points earned for the new course and

the attempted hours for the two “F’s” are excluded “E” (located in the column to the right of the course).

6. Original, second, and third grades are “F’s”: On occasion a student must complete the course to fulfill degree requirements. Therefore, a third repeat is warranted. If a third repeat is granted by the Provost and the course is passed, the cumulative grade point average is calculated including “I” the attempted hours for the three “F’s” and the attempted hours and quality points earned for the new course.

Prior to fall 1996, one grade was recorded for Biology 101-102 Lecture and Lab or Chemistry 101-102 Lecture and Lab. Therefore, repeat of either of these courses must include a lecture and a lab if the course was originally taken prior to fall 1996.

Student Credit Load

The normal full-time student credit load during the regular session consists of four or five courses representing twelve to eighteen semester-hour credits. Exceptions to this general credit load include the following:

1. A superior student may, with the approval of the Provost, carry an overload beyond eighteen semester credit hours.
2. A student on Academic Probation may not exceed thirteen semester credit hours (exclusive of Physical Education).
3. The maximum Summer Session credit load is two courses or six credit hours

in each term. Students may earn up to fifteen credits during the summer.

4. For administrative purposes, a student who is enrolled in twelve or more credit hours is considered a full-time student. A student enrolled in fewer than twelve credit hours is considered part-time.

Grading System

Grade reports are sent to students at the end of each semester or term. The College’s grading system for evaluating achievement in academic courses is:

A	=	Superior
B	=	Good
C	=	Average
D	=	Poor
F	=	Failing

In addition to the grades, A, B, C, D, and F, the following symbols are also used:

- The grade of “I” (Incomplete) indicates the student has received permission from the instructor to postpone the completion of certain required work or for a deferred final examination. The student and instructor must complete the “Application for Incomplete Grade” to initiate the process. Incomplete course work and deferred examinations must be completed as soon as possible, but not later than the last date to complete “Incomplete” grades during the following semester (See Academic Calendar for pertinent dates). An incomplete grade that is not removed within this period will automatically become an “F”. A student may elect to repeat an “Incomplete” course the following semester. If so, the

“Incomplete” course will remain on the student’s record but will be dropped without academic penalty.

- The symbol of “W” (Withdrew on or before Penalty Drop Date) indicates a course dropped after the Class Change period but on or before the penalty drop date (See College Calendar for pertinent dates). Any student withdrawing after the Penalty Drop Date receives a grade of “W/F”. Grades of “W/F” are included in the computation of a student’s Richard Bland College grade point average.
- The symbol of “M” (Medical/Extenuating Circumstance Withdrawal) indicates a course dropped after the penalty drop date due to medical/extenuating circumstances with appropriate documentation. Approval of the Provost is required.
- The symbol of “O” (Audit) indicates a course being taken for non-credit.

Transfer of Credits

Evaluations of credits earned from other regionally accredited institutions are made after a student has been selected for admission and has indicated an intention to enroll.

Students may request to have up to thirty-three credits earned at the transfer institution(s) applied toward Richard Bland College graduation requirements. A minimum of thirty credit hours must be completed at Richard Bland College toward the Associate Degree. Transfer credits are not included in the computation of a student’s Richard Bland College grade point average.

Currently-enrolled students who wish to enroll in one or more courses at another college or university should obtain advance credit transfer approval by completing the “Request for Permission to Take Courses from Transfer Credit” form available from the Office of the Provost or on the Registrar’s page of the College website. (www.rbc.edu).

Transcripts

A transcript is the official up-to-date student academic record. It includes:

- Courses and grades
- Credits attempted and accomplished
- Transfer/CLEP/Advanced Placement credits accepted
- Current and Cumulative grade point averages
- Academic standing
- Degree received, and
- Degree honors

Transcripts are processed at no charge three to five days after a Transcript Request Form is received. Transcripts will be issued provided the student has no outstanding debts or obligations to the College.

The Transcript Request Form and instructions may be found on the College website (www.rbc.edu) on the Registrar’s page. Letters requesting transcripts may be mailed to the address below or faxed to 804-862-6189.

Office of the Registrar, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805.

Partial transcripts are not issued.

Official transcripts carry the College Seal and an authorized signature, and they are mailed directly to educational institutions, employers, etc. Personal transcripts are provided to the student.

A written transcript request must include:

- Name (and name at the time of attendance at Richard Bland College, if applicable),
- Social security number,
- Current mailing address,
- Daytime telephone number,
- Approximate last date of attendance at Richard Bland College,
- Complete mailing address of the institution to which the transcript is to be sent, and signature of the student.

Withdrawal from the College

Students who desire to withdraw from the College must complete a "Withdrawal From College" form available from the Office of the Registrar or submit a letter to the Registrar stating the desire to withdraw. Students under age eighteen must furnish written permission from their parent or guardian to withdraw from the College. Students with outstanding debts to the College must settle their accounts before withdrawing.

If a student withdraws from the College after the penalty drop date (see Academic Calendar for pertinent dates), or does not officially withdraw by notifying the Office of the Registrar in writing, a grade of "F"

will be assigned for each course. If extenuating circumstances exist, the Provost must be informed in writing and appropriate documentation may be required. The Provost will determine if withdrawal without academic penalty is appropriate.

Students withdrawing from the College during the first four weeks of a semester are generally eligible for a partial refund of tuition. Questions concerning refunds should be directed to the Cashier's office.

Readmission to College after voluntary official withdrawal is not automatic. A student desiring to return to the College must apply for readmission with the Division of Student Affairs.

Military Deployment

A student with certain military status who is called to active duty is given special consideration by the College in determining tuition refund or academic deferral of credit. Depending upon the circumstances and timing, such a student may be allowed to withdraw from the College without academic penalty and with full refund of tuition. The student will receive a grade of incomplete with the option of completing the course(s) at a later date or tuition credit for future enrollment. Each case is determined on its own merits based on the College's receipt of a copy of the appropriate military orders.

Withdrawing from One or More Classes but not from the College (Dropping a Class)

After the conclusion of the Class Change period during the first week of classes, class drops are initiated by completing a

“Class Drop” form available at the Office of the Registrar or on the Registrar’s page of the College’s website (www.rbc.edu). The form must be signed by the instructor of the course(s) being dropped, the advisor, the Financial Aid Office (if applicable), and submitted to the Office of the Registrar.

A course dropped after the Class Change period but before the Penalty Drop Date will have the notation “W” on the student’s permanent record. A course dropped after the Penalty Drop Date receives a grade of “W/F” (included in the computation of the student’s Richard Bland College grade point average). If medical or extenuating circumstances exist, and appropriate documentation can be presented to and approved by the Provost, the grade of “M” (drop without academic penalty) will be assigned to the student’s permanent record.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law, which states

(a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student education records. Richard Bland College of The College of William and Mary in Virginia accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to education records,

nor will the institution disclose any information from education records without the consent of the student, with the following exceptions:

1. Authorized personnel within the institution;
2. Officials of other institutions in which students were enrolled and/or seek to enroll;
3. Persons or organizations providing student financial aid;
4. Accrediting agencies carrying out their accreditation function;
5. Persons in compliance with a judicial order;
6. Military personnel; or,
7. Persons in an emergency in order to protect the health or safety of student or other persons.

All these exceptions are permitted under the Act.

Within the Richard Bland College community, only those members individually or collectively acting in the student’s educational interest are allowed access to a student’s education records. These members include personnel in the Office of the Registrar, the Office of the Provost, the Financial Aid Office, the Division of Student Affairs, the Faculty Advisors, and other academic personnel within the limitations of their need to know. At its discretion, the College may provide directory information in accordance with the provision of the Act to include:

1. Student name, address, telephone number;

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2. Date and place of birth;
3. Major field of study;
4. Dates of attendance;
5. Degrees and awards received;
6. The most recent previous education agency or institution attended by the student; and/or
7. Participation in officially recognized activities and sports.

Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for each term.

The law provides a student the right to inspect and review information contained in his/her education record, to challenge the contents of the education record, and to have a hearing if the outcome of the challenge is unsatisfactory. The student may submit explanatory statements for inclusion in the files if the student feels the decision of the hearing panel to be unacceptable. The Registrar at Richard Bland College has been designated by the institution as the individual responsible for coordinating the inspection and review procedures for student educational records. These records include admissions, personal, academic, and financial files, as well as academic and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records within certain exceptions (e.g., copy of the academic record for which a financial

hold exists, or a transcript of an original or source document that exists elsewhere). Education records do not include records of instructional, administrative, and educational personnel who are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Physicians designated by the student may review health records.

Students may not inspect the following as outlined by the Act:

1. Financial information submitted by their parents
2. Confidential letters and recommendations associated with admissions, employment, or job placement honors to which they have waived their rights of inspection and review
3. Records containing information about more than one student

In such cases, the institution will permit access only to that part of the record that pertains to the inquiring student.

A student who believes an educational record contains information that is inaccurate or misleading or is otherwise in violation of privacy or other rights may discuss the problem informally with the Registrar. If the decision is in agreement with the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and the student will be informed by the Registrar of the right to a formal hearing. A student request for a

formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such request, will inform the student of the date, place, and the time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys at the student's expense. The hearing panel that will adjudicate such challenges will be the Provost, the Assistant Provost for Student Affairs, and the Registrar.

The decision of the hearing panel will be final, and will be based solely on the evidence presented at the hearing. Notification will consist of written statements summarizing the evidence and stating the reasons for the decisions. The decision will be delivered to all parties concerned. Education records will be corrected or amended in accordance with the decision of the hearing panel if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place in the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be maintained as part of the student's record and released whenever the record in question is disclosed. Students who believe the adjudication of their challenges was unfair or not in keeping with the provisions of the Act may submit written requests to the President of the College for assistance. Students who believe their rights have been abridged may also file complaints with The Family Educational Rights and Privacy Act Office

(FERPA), Department of Education, Room 3011 FOB6, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the alleged failures of Richard Bland College to comply with the Act. Revisions and clarifications will be published as experience with the law and institution's policy warrants.

Copies of the College's policy and procedures are available to students (and authorized parents of students) upon request at the Office of the Registrar.

Programs and Courses

Richard Bland College provides a sound liberal arts education designed for transfer to senior institutions. The Board of Visitors of The College of William and Mary has authorized Richard Bland College to confer the degrees of Associate in Arts and Associate in Science. Each degree consists of specific requirements plus electives.

Curriculum Goals

The following college-wide curriculum goals have been adopted. Upon graduation from Richard Bland College, the student will have acquired:

1. The ability to analyze and critique information through accurate reading, listening, and logical thinking, and the ability to acquire, organize, document, and present written and oral information clearly, precisely, and correctly.
2. The ability to acquire, process, understand, and use quantitative data.
3. An understanding of how major historical factors and events have influenced the development of civilization.

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4. An understanding of major natural laws and theories that govern our universe and the ability to apply the scientific method to the acquisition of knowledge and problem-solving.
5. An understanding of major social forces that have shaped and continue to shape contemporary society.
6. An understanding of the human experience as revealed through creative expressions from the humanities.
7. An understanding of the components of a healthful lifestyle, including the benefits of physical fitness.

Richard Bland College strives to maintain an intellectual, cultural, and physical environment that fosters integrity of character, the spirit of free inquiry, disciplined thinking, and the capacity for lifelong learning. Richard Bland College is committed to a flexible, balanced, and coherent course of study based on a core curriculum in the humanities, natural sciences, social sciences, and physical education.

General Policies

1. The term "Continuous Course" (such as English 101-102) means the two semesters of the year-long course are meant to be taken as a unit, and the satisfactory completion of the first semester is a prerequisite for entrance into the second semester, except by special permission of the instructor.
2. A single number (such as Philosophy 101) indicates the course is completed within a single semester.
3. Courses listed in this Catalog have been approved by the College; however, a course will be taught only if

there is sufficient enrollment, which will be determined by the Provost.

4. Physical Education credits may not be used to fulfill requirements in any academic area.
5. Only two classes (4 credits) in physical education will apply toward graduation requirements. Students are nonetheless welcome to enroll in additional physical education courses.
6. Non-credit (developmental or audit) courses do not fulfill academic requirements for graduation.
7. A minimum overall cumulative grade point average of 2.00 is required for graduation in any degree program offered by Richard Bland College.
8. At least thirty (30) of the total semester hours required for a degree must be earned at Richard Bland College.
9. Only in exceptional cases will the Provost exempt a student from any graduation requirement outlined in this Catalog.
10. It is the student's responsibility to know and fulfill the requirements for graduation and to check with the Registrar during the year of intended graduation to be certain all credentials are in order.
11. Students planning to transfer to The College of William and Mary, as well as certain other institutions in the Commonwealth of Virginia, are reminded that six hours of foreign language at the intermediate level are required for graduation. Students must refer to the Transfer Guide to review the appropriate Articulation Agreement. This information is avail-

able on the Richard Bland College website under Transfer Information.

12. Any course that has been used to fulfill a degree requirement in one area may not be used to fulfill a requirement in any other area.

The Core Curriculum

The Core Curriculum provides the fundamentals of liberal arts education. It is the foundation of the Associate in Arts and the Associate in Science degrees. The Core Curriculum is constituted of courses that are accepted toward general education requirements at most of Virginia's senior-level colleges and universities.

The Core Curriculum credit-hour requirements applicable to the Associate in Arts Degree and the Associate in Science Degree are as follows:

A. Humanities	15
English 101-102	6
Art 201, 202, or 231, or Music 103 or Theatre 201	3
Literature, Philosophy, or Religion	3
Speech	3
B. Natural Sciences and Mathematics	17
Biology, Chemistry, or Physics	8
Mathematics (101 or higher)	6
Computer Science	3
C. Social Sciences	12
History	6
Economics, Geography, Government, Psychology (200 or higher) or Sociology	6
D. Physical Education	2
Total Core Curriculum Credits Required	46

Associate in Arts Degree (A.A.)

The Associate in Arts Degree is designed primarily for those students who plan to complete their baccalaureate degrees in areas of the arts, humanities, or the behavioral and social sciences. Depending upon the institution to which a student may transfer and the prospective major, the Associate in Science Degree may be more appropriate. Students are urged to consult an academic advisor on this matter.

A student must meet the following credit-hour requirements for the Associate in Arts Degree:

A. Humanities	21
English 101-102	6
Foreign Language (201-202) Art 201, 202, or 231, or Music 103 or Theatre 201	6
Literature, Philosophy, or Religion	3
Speech	3
B. Natural Sciences and Mathematics	17
Biology, Chemistry, or Physics	8
Mathematics (101 or higher)	6
Computer Science	3
C. Social Sciences	12
History (HIST 101-102 or 201-202 recommended)	6
Economics, Geography, Government, Psychology (200 or higher) or Sociology	6
D. Physical Education	2
E. Electives	11
Total Credits Required for A.A. Degree	63

Associate in Science Degree (A.S.)

The Associate in Science Degree is designed primarily for those students who plan to complete their baccalaureate degrees in areas of education, business, health professions, social work, engineering, or one of the natural sciences. Depending upon the institution to which a student may transfer and the prospective major, the Associate in Arts Degree may be more appropriate. Students are urged to consult an academic advisor on this matter.

A student must meet the following credit-hour requirements for the Associate in Science Degree:

A. Humanities	15
English 101-102	6
Art 201, 202, or 231, or Music 103 or Theatre 201	3
Literature, Philosophy, or Religion	3
Speech	3
B. Natural Sciences and Mathematics	17
Biology, Chemistry, or Physics	8
Mathematics (101 or higher)	6
Computer Science	3
C. Social Sciences	12
History (HIST 101-102 or 201-202 recommended)	6
Economics, Geography, Government, Psychology (200 or higher) or Sociology	6
D. Physical Education	2
E. Electives	17
Total Credits Required for A.S. Degree	63

Receiving an associate's degree from Richard Bland College allows students to pursue bachelor's programs in fields ranging from the arts to technology, from languages to laboratory research. The liberal arts foundation in the Richard Bland College curriculum has also provided the impetus for development of program-to-program articulation agreements with many senior institutions in the areas of business, education, and health sciences, including options in such fields as accounting, elementary school teaching, and nursing. Students interested in exploring major programs should meet with the appropriate advisor, the staff of Student Affairs or the Provost.

Course Descriptions

Courses at Richard Bland College are designed to provide basic knowledge and understanding of the liberal arts and sciences. They comprise a core curriculum of general-education requirements that prepare students to transfer to baccalaureate-level institutions.

Art (ART)

Richard Bland College promotes an appreciation of art and aesthetics in support of our understanding of culture. Students are exposed to a variety of basic skills and gain an appreciation of art within the tradition of the liberal arts. Courses at the 200 level contribute to meeting the humanities requirement in the Core Curriculum. Art 299 does not meet the humanities requirement for the Associate Degree unless approved by the Instructional Programs Committee.

101-102 Basic Design

Studio, six hours; three credits each semester. A foundation course providing the basic skills, concepts, and language of two- and three-dimensional design as related to the visual arts. Need not be taken in sequence

103-104 Beginning Drawing

Studio, six hours; three credits each semester. Introduction to drawing as a means of creative expression. Emphasis is on improving skills and exploring and studying the fundamental problems of perception relating to two-dimensional surfaces. Need not be taken in sequence.

201-202 Art History Survey

Lecture three hours; three credits each semester. A history of architecture, sculpture, and the pictorial world arts. The first semester deals with prehistoric through Gothic art; the second semester, Renaissance through modern art. It is not necessary for the semesters to be taken in chronological order.

221-222 Intermediate Drawing

Studio; one to three credits. Introduces advanced studio topics, builds upon foundation drawing skills, and assists students in developing a portfolio for transfer into an undergraduate fine arts program.

231 Art Appreciation

Lecture three hours; three credits. An approach to understanding and appreciating the visual art through critical and creative thinking. Course is designed to improve students' visual literacy, ability to analyze visual information, and to improve ability to make informed judgments about works of art. The course consists of lecture and discussion sessions and includes a number of field trips to area museums and galleries.

299 Special Topics in Art

One to three credits. Students develop individual learning contracts with the instructor to complete portfolios for transfer. Individual assignments and critiques, as well as research into relevant contemporary concepts and practices. Prerequisites: at least six credits of studio art and permission of instructor.

Biology (BIO)

Biology at Richard Bland College provides a rigorous curriculum that enables students to meet the core requirements in science and prepare for transfer to a senior-level institution, and to satisfy requirements at allied—health sciences schools. In particular, biology courses help develop an understanding of and appreciation for the diversity of living organisms and their structure, functions and interactions. Most courses include laboratory and/or field activities.

101-102 General Biology (Lecture)

Continuous course; three hours lecture; three credits each semester. Co-requisite English 101 and Math 101. Lecture and lab must be completed in order to meet the core curriculum requirements in the natural sciences. The course covers the scientific method; basic chemistry; molecular biology; genetics; evolution, the structure and function of cells, tissues, organ systems, and organisms; biodiversity; and ecology.

101L-102L General Biology (Laboratory)

Continuous course; three hours of laboratory; one credit each semester. Prerequisite: Student must have completed or be concurrently enrolled in the corresponding Biology lecture. Laboratory work emphasizes the principles discussed in lecture.

111 Medical Terminology

Two hours lecture; two credits. A study of scientific terms, root words, prefixes and suffixes used in medical and allied health fields.

205-206 Human Anatomy and Physiology

Continuous course; three hours lecture; three hours laboratory or online course; four credits each semester. Strongly recommended: Biology 101 General Biology. This course is specifically designed for students in the health sciences, providing a comprehensive and systematic knowledge of the structure and function of the human body through an integrated approach. Dissections, experiments and demonstrations carried out in the laboratory parallel the lectures.

211 Microbiology

Three hours lecture; three hours laboratory; four credits. Prerequisite: Biology 101 or Chemistry 101 or Chemistry 110. A study will be made of the morphology, physiology, taxonomy and epidemiology of bacteria, rickettsia, and some of the viruses, lower fungi, protozoa and metazoa. The techniques of isolation, culture, staining, identification, and control of bacteria will be a major part of the laboratory work. The principles of immunology and sterilization will be demonstrated.

220 Medical Microbiology

Three hours lecture; three hours laboratory; four hours credit. Strongly recommended: Biology 101. Course provides a student in allied-health programs with a basic understanding of the principles and concepts of microbiology as they apply to practical work. Emphasis is given to diseases and disease-causing agents. Can be used for partial fulfillment of degree requirements, but cannot be combined with BIO 211. The course does not fulfill requirements in microbiology for majors in science at four-year schools.

299 Special Topics in Biology

One to four credits. Prerequisite: General Biology 101-102 or permission of the instructor. In-depth study of a selected topic in the Biological Sciences as agreed upon by the instructor and the student. The topic will be studied for an entire semester.

Business (BUS)

Business courses at Richard Bland College provide a general background in the field of business and accounting. Students planning to major in business should take BUS 201 and 202.

104 Introduction to Business

Lecture three hours or online course; three credits. The course presents elementary concepts in the major areas of business. Students learn how businesses function, the institutions of business, and the relationships of business and government. The course introduces students to various business careers.

201 Principles of Accounting I

First semester; three hours lecture; three credits. The course presents accounting principles and their application to service and merchandising businesses. The accounting cycle, income determination, and financial reporting are stressed. Sophomore status is recommended.

202 Principles of Accounting II

Second semester; three hours lecture; three credits. Prerequisite: BUS 201. The course presents accounting principles and applications as they apply to partnerships and corporations. Analysis of financial data and introductory cost and managerial accounting concepts are stressed.

299 Special Topics in Business

One to three hours lecture or directed study; one to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in business. May be repeated with different topics.

Chemistry (CHEM)

Chemistry courses at Richard Bland College provide the student with a comprehensive introduction into the composition and properties of materials. All chemistry courses and their associated laboratories can be applied to the core curriculum science requirement and are appropriate for transfer to senior institutions.

101-102 General Chemistry (Lecture)

Continuous course; three hours; three credits. Prerequisites: Placement into or current enrollment in MATH 101 or higher. Student must have completed or be concurrently enrolled in the corresponding Chemistry Lab. In order to meet the core curriculum natural science requirement, Chemistry Lecture and Lab must be completed. This course discusses atomic and molecular structure, chemical bonding, stoichiometry, states of matter, thermo-chemistry, chemical kinetics, equilibria, acid-base chemistry, electro-chemistry, nuclear chemistry, and the descriptive chemistry of some elements.

101L-102L General Chemistry (Laboratory)

Continuous course; three hours; one credit. Prerequisite: Student must have completed or be concurrently enrolled in the corresponding Chemistry Lecture. Laboratory work to illustrate principles

discussed in lecture. Laboratory includes experiments in synthesis, physicochemical properties, titrations, equilibria, and qualitative analysis.

110 Concepts of Chemistry (Lecture)

Three hours; three credits. Prerequisites: High school algebra or Math 100B, or consent of the instructor. Chemical concepts are discussed in the context of current societal issues. Completion of CHEM 110, together with CHEM 110L, will satisfy four credits of the core requirement in natural sciences. This course does not satisfy the prerequisites for advanced courses in chemistry and cannot be combined with CHEM 101 or 102 to complete degree requirements.

110L Concepts of Chemistry (Laboratory)

Three hours; one credit. Corequisite: CHEM 110 (Lecture). Completion of CHEM 110L together with CHEM 110 will satisfy four credits of the core requirement in the natural sciences. Experimental work correlated with the CHEM 110 lecture course. This course does not satisfy the prerequisites for advanced courses in chemistry and cannot be combined with CHEM 101 or 102 to complete degree requirements.

230-231 Organic Chemistry

Continuous course; three hours lecture; three hours laboratory; four credits. Prerequisite: General Chemistry 101-102 or consent of the instructor. The chemical and physical properties of organic compounds are related to molecular structure. The functional groups are studied systematically in the context of Lewis acid-

base principles. Modern spectroscopic techniques are discussed.

299 Special Topics in Chemistry

One to three hours lecture, laboratory, or directed study; one to four credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in chemistry. May be repeated with different topics.

Computer Science (CSCI)

The computer science department wants to ensure that students are technology competent. Thus, students will be able to use current applications programs to locate and retrieve data from the Internet and other sources, analyze that data, extract conclusions and publish them in an appropriate and meaningful manner. Two courses in programming are offered for those intending to major in computer science.

103 Computer Keyboarding

Self-paced course; one credit. This course uses the personal computer to develop touch control of the keyboard and proper keyboarding techniques to build basic speed and accuracy skills. Not designed for transfer.

110 Computer Concepts and Applications

Three hours lecture or online; three credits. An introductory level course exploring the major areas of computer technology. A broad range of topics will be covered, ranging from the beginnings of the computer to the Internet and web pages. The four basic applications — word processing, spreadsheet, database, and presentations—will be covered, but in less depth than in CSCI 202. Business and industry

issues, e-commerce, will be explored. Privacy, ethics, security matters concerning everyone will be investigated.

202 Computer Applications I

Three hours lecture or online; three credits. Prerequisite: A typing speed of 25 words per minute with zero errors. Includes Microsoft Windows, word processing, spreadsheet analysis, presentation graphics, internet exploration and research.

203 Computer Applications II

Three hours lecture; three credits. Prerequisite: Successful completion of CSCI 202 or an equivalent background. Advanced Microsoft Office techniques in word processing, spreadsheet analysis, database management and query design, and presentation graphics.

Note: Computer Science 211 and 212 are designed for students who are planning to major in computer science.

211 Computer Programming I

Three hours lecture; three credits. Prerequisite: Math 101 or equivalent or consent of the instructor. Introduction to programming and computer concepts. Emphasis will be on the programming language Java. Survey of computer applications and organization, characteristics of computer languages, the algorithmic approach and flowcharting. This course follows the ACM guidelines for CS 1.

212 Computer Programming II

Three hours lecture; three credits. Prerequisite: CS 211. This course uses the Java language. Topics include details of Java, string processing, algorithmic analysis,

data structures, input and output via a programmer designed graphical user interface and recursion. This course follows the ACM guidelines for CS 2.

299 Special Topics in Computer Science

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in computer science. May be repeated with different topics.

Economics (ECON)

Economics is the scientific study of the production, distribution and consumption of goods and services. The basic principles of macroeconomics and microeconomics comprise the course offerings at Richard Bland College.

201 Principles of Economics (Macro)

Three hours lecture; three credits. This is the first of the Principles of Economics sequence. Topics include economic problems of scarcity, theories of money and banking, Keynesian Model, inflation, employment, and economic growth.

202 Principles of Economics (Micro)

Three hours lecture; three credits. This is the second of the Principles of Economics sequence. Prerequisite: Economics 201 or permission of the instructor. Topics include pure competition, oligopoly, monopoly, monopolistic competition, labor, government regulation and the agricultural sector.

299 Special Topics in Economics

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in economics. May be repeated with different topics.

Education (EDUC)

Richard Bland College is committed to helping interested students prepare for careers in teaching. Through a partnership with Longwood University, RBC students can begin completing degree requirements while at Richard Bland.

200 Introduction to the Teaching Profession

Two hours lecture; two hours credit. Overview of the teaching profession, including lesson planning, current educational research, parental involvement, classroom assessments, effective classroom environment, and Virginia's Standards of Learning. Students also will gain an understanding of professional requirements such as PRAXIS and certification. Students considering teaching as a career are encouraged to take this course. Those completing EDUC 200 are eligible to begin their teaching practicum (school-based experiences) through Longwood.

English (ENGL)

English courses at Richard Bland College teach students to think critically, to write effectively, and to understand and appreciate literary traditions. A requirement of every English course is an acceptable standard of spoken and written English.

100 Developmental English

Three hours lecture; three credits. This course is not designed for degree or transfer credit. An examination of the rhetorical, linguistic, grammatical, and psychological principles of developing a successful writing process. Daily writing assignments. Designed to help students with writing problems prepare to meet the challenges and expectations of English 101. Students must earn a "C" or higher before moving to English 101.

101 Writing and Research

Three hours lecture; three credits. Prerequisite: Placement through the admissions placement test or successful completion of English 100. Practice in formulating the thesis statement, outlining, sentence construction, paragraph and essay development, and responsible research techniques. Frequent paragraphs, essays, revisions, and a research paper.

102 Introduction to Literary Genres

Three hours lecture; three credits. Prerequisite: English 101. Introduction to the three major literary genres and the techniques of literary analysis to heighten the student's appreciation and enjoyment of fiction, drama, and poetry. Continued emphasis on effective writing. Quizzes, essay examinations, critical essays.

NOTE: The prerequisite to the 200-level English courses is completion of English 101-102.

200 The Craft of Researched Writing

Three hours lecture; three credits. Prerequisite: English 101,102, and 24 credit hours. Practice in a variety of research techniques and in writing a longer researched essay. One 15-page researched essay, process papers, research tasks, research notebook, annotated bibliography in progress, and daily writing. Recommended for students transferring to writing-intensive majors such as history and English. Does not fulfill a humanities requirement for graduation.

201 Western World Literature

Three hours lecture; three credits. Dominant literatures, ideas, conventions, attitudes, writers, and influence from Classical Antiquity and the Middle Ages through the Renaissance. Among authors and works studied are Homer, the Bible, the Greek playwrights, Virgil, the Song of Roland, Chaucer, Rabelais, Montaigne, Cervantes, Shakespeare, Donne, and Milton.

202 Western World Literature

Three hours lectures; three credits. Dominant literatures, ideas, conventions, attitudes, writers, and influences from Neoclassicism, Romanticism, Realism, and Naturalism to the Modern World. Among authors studied are Moliere, Voltaire, Madame de LaFayette, Goethe, Coleridge, Austin, Keats, Balzac, Browning, Whitman, Melville, Dostoevsky, Mann, Joyce, Kafka, Faulkner, Camus, Ellison, Solzhenitzen, and Garcia Marquez.

203 English Literature through the Eighteenth Century

Three hours lecture; three credits. The literature of England from the Anglo-Saxon period through the eighteenth century, emphasizing representative authors and works and recurring themes, forms, and their variations within the historical context. Among authors and works studied are Beowulf, Chaucer, Spenser, Marlowe, Shakespeare, Donne, Milton, Swift and Pope.

204 English Literature: Romanticism to the Present

Three hours lecture; three credits. The literature of England from the Romantic period to the present emphasizing representative authors and works and recurring themes, forms, and their variations within the historical context. Among authors studied are Burns, Wordsworth, Byron, Shelley, Keats, Tennyson, Browning, Hardy, Joyce, Eliot and Woolf.

205 American Literature through the Civil War

Three hours lecture; three credits. American literature and its background from Native American oratory to 1865. Among authors studied are Franklin, Irving, Bryant, Hawthorne, Poe, Melville, Emerson, Thoreau and Whitman.

206 American Literature: Civil War to the Present

Three hours lecture; three credits. American literature and its background since 1865. Among authors studied are Twain, Crane, Frost, Eliot, Pound, O'Neill, Williams, Faulkner, Hemingway, Fitzgerald, Plath and Dove.

210 Shakespeare

Three hours lecture; three credits. Reading of representative histories, comedies, tragedies, and sonnets within their historical context, and in light of current critical viewpoints.

211 Contemporary Literature

Three hours lecture; three credits. Reading of selected and related contemporary European, British, American or World prose, fiction, drama, or poetry.

212 Fantasy: Beowulf to the Present

Three hours lecture; three credits. An introduction to and historical survey of fantasy literature, beginning with Beowulf and traced through contemporary literature. An examination of writing styles and thematic approaches that reflect the styles and approaches of "mainstream" literature. Authors studied include the Beowulf poet, Tennyson, Carroll, Grahame, Tolkien, Feist, McKillip, Jordan and others.

213 Science Fiction

Three hours lecture; three credits. An examination of the philosophical, scientific, psychological, and literary aspects of science fiction from Mary Shelley's Frankenstein to the present. Authors include Shelley, Verne, Wells, Abbott, Stapledon, Asimov, Clarke, Dickson, Brin, Benford and others.

214 African-American Literature

Three hours lecture; three credits. An introduction to and survey of the literature of African-American writers from 1746 to contemporary times. A historical study of literature from various periods such as

the "Harlem Renaissance." Emphasis on literary themes, as well as genres such as "slave narratives." Authors include Phyllis Wheatley, Frederick Douglas, W.E.B. DuBois, Langston Hughes, James Baldwin, Rita Dove and Nobel Prize author Toni Morrison.

299 Special Topics in English

One to three credits. Study of a selected topic or literary genre in European, British, or American literature. Students are welcome to suggest a topic to any English instructor.

French (FREN)

Students are encouraged to continue with a modern foreign language begun in high school. A student with three or more high school years of a language should not register for the 101-102 level of that language without the consent of the instructor.

101-102 Elementary French I, II

Continuous course; four hours lecture; four credits each semester. Students with three or more high school years of French should register for French 201202. A student with two to three years of high school French may join French 102 in the second semester. Training in listening comprehension, pronunciation and conversation, vocabulary and idioms, reading, grammar, and composition.

201-202 Intermediate French I, II

Continuous course; three hours lecture; three credits each semester. Prerequisite: French 101-102 or three years of high school French. A student may join French 202 in the second semester with consent of the instructor. Emphasis will be placed

on listening and comprehension, review and strengthening of vocabulary and idioms, grammar, verb forms, and increasing reading, composition and speaking ability.

Geography (GEO)

Geography analyzes global spatial arrangements and their causes and consequences. The geography courses at Richard Bland College focus on the major world regions and the relationships between geography and culture.

101 Major World Regions

Three hours lecture; three credits. This course is a survey regional geography. The interaction of cultural, economic, political, physical and social processes in each of the world's major regions is explored and examined. Patterns, problems, and prospects in the world's principal human-geographic regions are discussed.

103 Cultural Geography

Three hours lecture; three credits. The course is structured to address human geography's core topics: population, cultural patterns and processes, the political organization of space, agricultural and rural land use, industrial and economic development and cities.

299 Special Topics in Geography

Either semester; one to three hours; one to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Geography.

Government (GOVT)

Government courses focus on the organization and exercise of legitimate authority within the political process. The structure and function of American government and its influence in world affairs is the purpose of government courses at Richard Bland College.

201 American Government and Politics

Three hours lecture; three credits. An introductory course with emphasis on the practical aspects of governmental operations and politics. Arranged topically, the course explores the basic beliefs of Americans about the nature and functions of government; civil liberties and civil rights; politics; and governmental organization. Students planning to major in political science are encouraged to enroll.

202 The United States in World Affairs

Three hours lecture; three credits. A study of world politics and how it influences the United States and its relationship with other countries. The Cold War from containment to the Soviet collapse will be examined, but emphasis will be on current political, economic and social problems. Discussion of current affairs will be frequent and culminate with the International Forum at which time a series of distinguished representatives of foreign powers visit both the campus and the classroom. Students are expected to attend the International Forum evening programs.

203 Comparative Government and Politics

Three hours lecture; three credits. This course introduces the comparative analysis of politics. It studies the political cultures, structures and processes of politics in diverse parts of world in order to compare how the nations emerged and developed, how the culture of a society influences politics in that nation, and how various national structures affect a nation's ability to determine policy goals and attempt to implement them. It also seeks to bring some coherence to the analysis of an otherwise diverse array of system types, and to heighten sensitivity to matters of race, class, and gender and increase tolerance for different cultures.

253 State and Local Government

Three hours lecture; three credits. This course is designed to provide the student with a basic knowledge of how state and local governments work in the United States. Attention will be paid to how federalism — new or otherwise — impacts on these units of government. The course also examines the political actors — legislators, governors, interest groups — that affect state and local politics, as well as specific policy issues (e.g., education, poverty).

299 Special Topics in Government

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Government.

Health (HLTH)

Health is the study of the principles of wellness at the individual, community, and societal levels. Health courses at Richard Bland College focus on health practices, nutrition, and wellness as a proactive strategy.

225 Health and Wellness

Lecture three hours or online course; three credits. A survey of principles for promoting and developing positive health attitudes and practices. Topics include emotional wellness, physical fitness, nutrition, weight management, addictive substances, chronic and infectious diseases, sexuality, and environmental health concerns.

252 Normal Nutrition

Lecture three hours; three credits. Prerequisite: A course in biology or chemistry recommended, or consent of the instructor. This course is designed to provide the student sufficient knowledge about nutritional requirements to guide food selection throughout the life span and to provide a sound basis for independent and advanced study. The biochemical utilization of nutrients will be emphasized.

299 Special Topics in Health

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Health.

History (HIST)

Recognizing that human experience is continuous, history seeks to understand how people have lived in the past, and how their institutions and leadership shaped their world and our own. Through the perspectives of the social sciences and the humanities, the study of history at Richard Bland College focuses on the processes of institutional change within societies with particular emphasis on Western Civilization and the United States.

101 Western Civilization to 1715

Three hours lecture; three credits. An introduction to the history of Western Civilization from the ancient world to the end of the 17th century. Particular emphasis is placed on political, economic, social and cultural developments and their influence in shaping our contemporary world.

102 Western Civilization since 1715

Three hours lecture; three credits. An introduction to the history of Western Civilization from the end of the 17th century to the present. Emphasis is placed on Western Europe and on the political, economic, social and cultural forces that increased and then diminished European dominance throughout the world.

201 American History to 1865

Three hours lecture; three credits. A survey of the history of the United States from the period of discovery to 1865. Emphasis will be on the Colonial Era, and the development of democracy and slavery. The course also covers the political and social aspects of American life, the

territorial expansion of the United States, and the coming of the Great Rebellion.

202 American History since 1865

Three hours lecture; three credits. A survey of the history of the Republic from Reconstruction to the present. This course will focus on the emergence of a national culture, the rise of America to super-power status and the growing dispute over America's role in the world; in short, what is our destiny? Chronologically, we will look at Reconstruction, industrialization, immigration, the two world wars, and the evolution of American society and culture from the late 19th century to the present.

221 The Coming of the Civil War

Lecture three hours; three credits. From a central theme covering the causes of the Civil War, the course includes the history of the American frontier and antebellum social, military, economic and cultural developments.

222 The Civil War and Reconstruction

Three hours lecture; three credits. Major emphasis is placed upon the military campaigns. Other topics include wartime economic, monetary, and fiscal policies. Diplomacy, life in the army and on the home front during the war, and American culture during the 1860s are covered. The final section of the course deals with the era of Reconstruction from 1865 to 1877, with special emphasis on Virginia and the City of Petersburg.

240 Nazi Germany

Three hours lecture; three credits. Prerequisite: Six credit hours of history, three of

which may be concurrent enrollment, and/or permission of the instructor. Who knows what evil lurks in the hearts of men? The Nazis knew, and with that knowledge they seized control of a modern industrial state. This course is the study of how a nation was brought to the brink of world conquest and of a small group of men who terrorized the western world on a scale unparalleled since the hordes of Genghis Khan stormed out of Asia. Supplemented with multimedia presentations, this course will examine the rise of the Nazi Party, the road to war, the war itself, the Holocaust, and the end of European primacy in world affairs.

250 Modern America: U.S. History Since 1945

Three hours lecture; three credits. This is a course in the post-World War II political and social history of the United States. It examines the major political events and movements of the last fifty years, including the Cold War, McCarthyism, the civil rights movement, the Great Society, Vietnam, the counter-culture, feminism, Watergate, and the resurgence of social and economical conservatism. It explores how ordinary Americans both shaped and were shaped by these events and movements as well as the relationship between politics and long-term developments in the American economy, society, and culture. Pre-requisites: Successful completion of English 101 and three credits in history.

276 The Vietnam Wars

Three hours lecture; three credits. Study of the United States' involvement in Vietnam from 1945 to 1975 and the military, political, social, and cultural causes and

consequences of that involvement. Course places the American involvement in Vietnam within the context of the Cold War as well as the centuries-long, multinational struggle for supremacy in Southeast Asia.

296 History Internship

One to three credits. Prerequisites: Six credit hours of history, three of which may be concurrent enrollment, and permission of the instructor. The internship is an introductory course into the museum environment and will emphasize the importance of learned and applied history in a historical-related museum. The purpose of the internship is to provide students with the opportunity for pre-professional experience. Students will sign a course contract that states the exact requirements to receive full credit.

299 Special Topics in History

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in History.

International Educational Travel (EDTR)

Richard Bland College has long realized that knowledge, understanding, and appreciation of other peoples and their cultures are critical in the education of citizens entering the 21st century. As a result, the College has become increasingly global in its extracurricular programming, study abroad, and student activities.

The International Forum is an annual series sponsored by the College and features visiting foreign dignitaries who give public addresses on some of the vital

issues and problems of the day and meet in both formal and informal sessions with students. In the past twenty years, the College has hosted ambassadors from more than fifty countries.

Many faculty members have significant experience in studying, teaching, or working abroad. Faculty and staff have organized a variety of international study/travel programs to Central and South America, Western Europe, Russia, and Africa.

299 International Educational Travel

One to three credits. Organized group tour led by faculty or staff member, normally accompanied by a licensed courier/guide. Requirements for credits may be:

- One credit - attend orientation meetings on campus and take the tour
- Two credits - above, plus keep a detailed journal of activities and reactions to experiences on the tour
- Three credits - above, plus a research paper with the guidance of a professor at the College related to some aspect of the journey or other work required by the faculty member.

Internship Opportunities

GUIDELINES

An internship is an opportunity for a Richard Bland College student to gain practical experience and academic credit in a field of study by becoming actively engaged in performing job duties for an off-campus organization. The organization may be a government agency, a for-

profit business, or a non-profit organization. An internship may be created for all disciplines in the Richard Bland College curriculum and will be designated as a 296 course in that discipline (i.e. Hist. 296)

The student must:

- 1.) be currently enrolled at the College and must have previously earned at least 15 hours college credit, either at RBC or another accredited institution of higher learning;
- 2.) have a grade point average for previous college work of 2.00 or better on a 4.00 point scale;

The student may:

- 1.) earn 1, 2, or 3 credit hours in the internship, as agreed upon in the written plan; minimum hours to be completed at the internship location: 1 credit hour, 50 intern hours; 2 credit hours, 100 intern hours, and 3 credit hours, 150 intern hours;
- 2.) earn as many as 3 credit hours by intern work, in any combination of 1-, 2-, or 3-credit internships;

Internships will be coordinated through the Office of the Provost and Dean of Faculty.

Mathematics (MATH)

Mathematics courses at Richard Bland College are designed to promote critical thinking and analytical reasoning as they develop basic mathematical skills for beginning students in the liberal arts and sciences. There are five entry points into the mathematics curriculum for freshmen. The course in which each student enrolls

ACADEMICS

is determined by the placement test score, high school mathematics courses completed, and desired major of the student.

Level 1 = MATH 100A

Level 2 = MATH 100B,

Level 3 = MATH 101, 105, 110

Level 4 = MATH 117, 207, or 217

Level 5 = MATH 201

Each student is required to take a placement test in mathematics before registering for any mathematics course, with the exception of students who choose to go directly into MATH 100A or students who have appropriate transfer mathematics credits. Courses may be taken at a lower than recommended level, but none may be taken at a higher level without the written permission of the mathematics discipline coordinator.

Level 3 MATH 101 is the standard entry level for most college freshmen while some majors may allow MATH 105 and/or MATH 110.

Well-prepared students whose prospective majors require the traditional calculus sequence should take MATH 201 as soon as possible.

Students should be aware of the appropriate mathematics courses required for their planned majors and the four-year institutions to which they will transfer. If you have questions, ask your advisor or any math faculty member.

Credit will not be awarded for duplicate courses. In particular, credit will not be given for both MATH 201 and MATH 207.

MATH 101 is a college algebra course designed to prepare the student for more advanced courses in mathematics such as statistics, business calculus, finite mathematics, and pre-calculus.

MATH 105 and MATH 110 are designed as terminal mathematics courses for the non-science student.

MATH 201-202 is a calculus sequence for students who have successfully completed 3 1/2 or 4 units of high school mathematics through trigonometry and have received the appropriate score on the placement test, or students who have completed MATH 117.

MATH 100A and 100B are review courses in basic and intermediate algebra. These non-credit developmental courses are designed for the student who has a weak mathematical background and is not prepared for college-level mathematics.

100A Basic Algebra

Three hours lecture; three credits. This course is not designed for degree or transfer credit. Recommended for the student with less than one year of high school algebra. Required for students who place at this level on the Mathematics Placement Test. A comprehensive review of basic algebra. Topics include computation using integers, polynomials, equations, applications of equations and graphs of linear equations. Must be followed by Math 100B.

100B Intermediate Algebra

Three hours lecture; three credits. This course is not designed for degree or transfer credit. Recommended for the student with less than two years of high school algebra. Required for students who place at this level on the Mathematics Placement Test. An intermediate algebra course designed to develop the mathematical proficiency necessary to study degree curriculum mathematics. Topics include factoring of polynomials, rational expressions, linear and quadratic equations, applications with equations, rational exponents and radicals.

101 College Algebra

Three hours lecture; three credits. Recommended for students with 2 or 3 units of high school mathematics who have received the appropriate score on the placement test, or students who have completed MATH 100B. A study of basic polynomials, rational and exponential, with emphasis on graphing techniques, algebraic and numeric properties and applications.

105 Fundamental Concepts of Mathematics

Three hours lecture; three credits. Prerequisite: MATH 100B or appropriate score on the placement test. This is a study of the nature and concepts of mathematics, designed primarily as a terminal course for the student who does not foresee any further need for mathematics courses. The content is selected to give the student a comprehensive view of the origins and evolutionary growth of the various branches of mathematics, and an appreciation of the role of mathematics

as one of the major branches of human endeavor. Topics include sets, logic, metric system, systems of numeration, an introduction to geometry and consumer mathematics.

110 Contemporary Mathematics

Three hours; three credits. Prerequisite: MATH 100B or appropriate score on the placement test. This course is designed primarily for the liberal arts student and will transfer as fulfilling the mathematics requirement at some four-year institutions, but no others. It is intended to give the student an appreciation of the wide applicability of mathematics to many fields of study. Topics include Euler circuits, Hamilton circuits, networks, the Fibonacci sequence, the Golden Ratio, population growth patterns, patterns in nature, voting schemes, and fair division schemes.

117 Pre-Calculus

Four lecture hours; four credits. Prerequisite: MATH 101 (grade of B or higher or approval of instructor with a grade of C) or appropriate score on the placement test. This course is designed for students who are planning to take the calculus sequence, MATH 201-202. Topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, analytic trigonometry, applications of trigonometry and an introduction to limits.

201-202 Calculus

Continuous course. Four hours lecture, two hours laboratory; four credits each semester. Prerequisites: two years of high school algebra, plane geometry, trigonometry and appropriate score on

the placement test, or completion of MATH 117 (grade of B or higher or approval of instructor with a grade of C). Topics include analytic geometry, limits and continuity of functions, derivatives and applications, anti-derivatives and techniques of integration, and improper integrals. (Credit will not be given for both MATH 201 and MATH 207).

203 Elementary Linear Algebra

Three hours lecture; three credits. Prerequisite: MATH 117, or placement and/or enrollment in MATH 201. Topics include systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues and applications.

204 Multivariable Calculus

Three hours lecture; three credits. Prerequisite: MATH 202. Topics include parametric equations, infinite series, vectors, parametric equations, vector-valued functions, differentiation of functions of several variables, and multiple integrals.

207 Calculus for Business and Social Science

Three hours lecture; three credits. Prerequisite: MATH 101 (grade of C or higher) or appropriate score on placement test. Not open to majors in mathematics, computer science, engineering, physics, or chemistry. A course that emphasizes the applications of calculus in social, behavioral, or life sciences and business or management. Topics include limits and continuity of functions, the derivative and applications, the definite integral and applications. (Credit will not be given for both MATH 201 and MATH 207).

217 Introductory Statistics

Three hours lecture; three credits. Prerequisite: MATH101 (grade of C or higher) or appropriate score on placement test. A general introduction to random variables, descriptive statistics, sampling theory, estimation theory, tests of hypotheses, regression and correlation.

299 Special Topics in Mathematics

One to three credits. May be repeated for up to three credits. Prerequisite: Consent of instructor. In-depth study of a selected topic in mathematics.

Music (MUS)

Music courses at Richard Bland College support the liberal arts by providing a basic understanding of the role of music in social and cultural development. In addition, performance opportunities exist in choral and instrumental music.

103 Music Appreciation

Three hours lecture; three credits. Important in the general education of the college student who is not a music major, the course provides the foundation for a lifetime of broadening experiences in the enjoyment of music. The course presents the element, structure, and history of music with major emphasis on developing listening skills and acquiring a basic repertoire of varied examples of music literature.

132-133 Chorus

Rehearsal two hours plus performances; one credit hour per semester. No more than two credits may be applied to an associate degree. Prerequisite: vocal interview with Chorus Director. A symphonic chorus of mixed voices, the reper-

toire will include choral masterworks of all periods and orchestral work requiring chorus. Chorus members will be taught breathing and vocal techniques, choral blend, diction, interpretation and musicality. Some repertoire will be sung in foreign languages. The Chorus is open to college students, faculty and staff as well as members of the community.

134-135 Wind Ensemble

Rehearsal three hours plus performances; one credit hour per semester. No more than two credits may be applied to an Associate Degree. Prerequisite: Instrumental interview with Ensemble Director. The ensemble is open to College students, faculty and staff as well as members of the community.

299 Special Topics in Music

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in music.

Philosophy (PHIL)

Philosophy is the art of critical reflection on fundamental questions concerning the nature of reality, value and knowledge. The Philosophy courses at Richard Bland College provide students with an overview of the canonical positions and theories which have shaped the major Euro-American and Asian philosophical traditions, as well as with the opportunity to develop the analytic skills of argumentation and evaluation. The critical reasoning skills emphasized in Philosophy have aided students who have gone on to pursue careers in diverse fields, including: academia, government, writing and law.

101 Introduction to Philosophy

Three hours lecture; three credits. Prerequisite: English 100; recommended English 101. This course is intended to serve as an introduction to Philosophy as an academic field of study, an art of personal reflection, and a tool for dialogue. In this light, it examines a few perennial philosophical questions and the major arguments and positions which fall under these, questions which center around issues of 'selfhood,' 'personhood,' 'freedom,' 'death,' and 'meaning:' Who am I? What is a person? Are we really free? Is there life after death? What sort of meaning is possible in life? Films and literature may be utilized to reveal how the art of philosophical reflection extends beyond canonical philosophical texts. Emphasis will be placed on critical justification and evaluation.

121 Introduction to Critical Thinking

Three lecture hours; three credits. Prerequisite: English 100; recommended English 101. This course is intended to introduce students to the art of critical thinking, the careful and deliberate determination about whether to accept, reject, or suspend judgment about a claim. As with the acquiring of any skills, practice is essential. Hence, exercises both inside and outside of class will be required. The course will include examinations of the concepts of 'argument' and 'evidence,' common fallacies in reasoning, techniques of Categorical and Proposition logic to assess deductive validity, and techniques for assessing inductive strength. Attention will be give to the application of critical thinking skills to the evaluation of claims found outside acade-

nia, including newspaper editorials and issues centering around the “paranormal” (e.g., ESP, reincarnation, UFO’s, channeling).

201 Ancient and Medieval Philosophy

Three hours lecture; three credits. Prerequisite: English 101; recommended Philosophy 101 or Philosophy 121. Humans have always sought answers to fundamental questions about the nature of reality and value. However, it is the subjugation of these “answers” to critical standards of justification and evaluation which is the hallmark of philosophy. This course will highlight the birth of this methodology in the ancient civilizations of India, China, Greece, and Rome, and follow its development in the Medieval period in Europe and Asia. Emphasis will be placed on careful interpretation and evaluation of canonical texts.

202 Modern Philosophy

Three hours lecture; three credits. Prerequisite: English 101; recommended Philosophy 101 or Philosophy 121. Philosophy is associated with fundamental questions: metaphysical questions concerning the nature and origin of the universe and the individual; epistemological questions concerning the nature of truth and the possibility of knowledge; and ethical questions concerning the nature of the good, the right and just. However, more fundamentally, Philosophy is a method of inquiry – a critical method where speculation and dogmatic acceptance is replaced by a concern for evidence and rational justification. While this method was not invented in the Modern period (17th-20th centuries), it was resur-

rected and extended in this period. This course will highlight the rebirth of this method within the Modern philosophical tradition of Europe and America, as well as noting comparisons between this tradition and contemporary Asian philosophical views. Emphasis will be placed on careful interpretation and evaluation of canonical texts.

203 Introduction to Ethics

Three hours lecture; three credits. Prerequisite: English 100; recommended English 101. This course is intended to acquaint students with the practical relevance of ethics within everyday life and to aid them in cultivating the skills inherent in ethical reasoning. Emphasis will be placed on the usefulness of major ethical theories in facilitating personal reflection and interpersonal dialogue, via detailed examinations of opposing ethical arguments over several contemporary moral issues, such as: military intervention, punishment & the death penalty, gun control, world poverty & hunger, justice and welfare, whistle blowing & corporate responsibility, abortion & cloning, animal rights and environmentalism.

299 Special Topics in Philosophy

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Philosophy.

Physical Education (PE)

The physical education curriculum is designed to provide instruction in a wide variety of lifetime fitness and wellness activities. Courses are selected on the basis of skill-related fitness components and safety. Each class is adapted to the individual ability of the students enrolled.

A minimum of four (4) credits in Physical Education is required for all students who desire to obtain an Associate Degree from Richard Bland College. This requirement must be met by completing two different physical education courses. Students planning to pursue a bachelors degree are advised to check the Physical Education requirements of the institution to which they wish to transfer.

A student who is participating in active or reserve military service while enrolled at Richard Bland College may have one of the two required physical education courses waived with permission of the Provost. A student who for medical reasons cannot take part in an activity course may, with a medical statement from a doctor and approval of the Provost, substitute either HLTH 225 (Health and Wellness) or PE 109 (Physical Fitness and Wellness) for the requirement.

Physical Education credits may not be used to meet requirements in any other area. If HLTH 225 is substituted for the physical education requirement, it may not be used as an elective.

The College is not responsible for medical bills of any kind for students who are injured in Physical Education classes, intramural sports, or any off-campus ath-

letic activities. Area facilities are utilized for teaching such courses as horseback riding, water activities, tennis, and jazz dancing. Additional fees may be charged for the use of these facilities.

101 Volleyball

Three hours lecture/activity; two credits. The history, rules, fundamentals, team concepts, strategy, and conditioning principles of volleyball are emphasized.

102 Basketball

Three hours lecture/activity; two credits. The history, rules, fundamentals, team concepts, strategy, and conditioning principles of basketball are emphasized.

103 Beginner/Intermediate Jazz Dance

Three hours lecture/activity: two credits. This course will explore jazz dance as an art form and as a means of expression through technical and creative work. The study of various jazz and musical theatre dance styles (including hip-hop and lyrical jazz) will reflect the history of jazz and popular music. Included in the course format is a series of wellness lectures.

106 Beginning/Intermediate Horseback Riding

Three hours; two credits. Course designed to teach students fundamentals of horseback riding including saddling and bridling, mounting and dismounting, proper seat and diagonal, and movements at a walk, slow trot, free trot, and canter.

107 Basic Physical Conditioning

Three hours lecture/activity; two credits. This course is designed to incorporate all of the components of fitness within one course. The class will consist of jogging and/or walking and weight training as well as a series of lectures and labs on health-related fitness.

108 Aerobic Conditioning

Three hours lecture/activity; two credits. This course is designed to incorporate all the components of fitness. The activity emphasizes the development of the cardiovascular system. The class may include either/or a combination of aerobic dance, cardio boxing, step aerobics, walking and jogging. A series of lectures and labs are given on health related fitness.

109 Physical Fitness and Wellness

One lecture hour or online, one laboratory hour; two credits. Prerequisite: The student must have time available to use the gym, belong to a fitness center, or have home exercise equipment. The course is designed to establish a clear understanding of basic concepts of fitness and wellness, to become fully aware of ones personal control of wellness, and to adopt and maintain a program of prescribed physical exercise.

113 Weight Training

Three hours lecture/activity; two credits. This course is designed to enable each student to organize a strength-training program based upon scientific principles. Included is participation in a weight-training program with an emphasis on the major muscle groups of the body and

their functions during exercise, as well as proper nutrition for maximum health.

117 Jogging for Fitness

Three hours lecture/activity; two credits. This course is designed to develop an understanding in each student of the importance and benefits of maintaining a high level of aerobic fitness through participation in a jogging program. Topics include nutrition, weight control, stress reduction and disease prevention.

118 Tennis

Three hours lecture/activity; two credits. Students are taught the fundamental skills of tennis, as well as the etiquette and physical and mental aspects of playing tennis. This course is designed for both beginning and intermediate level players.

119 Scuba Diving

Twenty hours lecture/pool training/water dives; two credits. This course is designed to certify the participant as a Professional Association of Diving Instructors (PADI) Open Water Scuba Diver. The class will have five lectures, five pool-diving sessions, and four scuba dives in an open water location. Upon successful completion of the class, the participants will be able to safely plan and execute open water scuba dives to a depth of 60 feet without the supervision of a dive instructor.

299 Special Topics in Physical Education

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in physical education.

Physics (PHYS)

Physics is a fundamental science concerned with understanding the natural phenomena that occur in the physical universe. At Richard Bland College, basic courses are offered for both general students and those preparing for more advanced studies in the physical sciences and engineering. These courses fulfill the core curriculum requirement in science.

101-102 College Physics

Continuous course; three hours lecture; three hours laboratory; four credits. PHYS 101 must be completed prior to enrolling in PHYS 102. Prerequisite: MATH 101 or placement into a Level 4 or 5 Math Course. College Physics is an introductory physics course (using algebra and trigonometry, but not calculus) commonly taken by students who are not majoring in engineering or the physical sciences. Topics include mechanics, thermodynamics, electricity and magnetism. Special emphasis is placed on developing problem solving skills using multiple representations. Extensive use is made of computer-based laboratories.

201-202 University Physics

Continuous course; four hours lecture; three hours laboratory; five credits. PHYS 201 must be completed prior to taking PHYS 202. Co-requisite: MATH 201-202. (Completion of MATH 201 prior to taking PHYS 201 is helpful but not necessary.) University Physics is a calculus-based introductory physics course for engineering and physical science majors focusing primarily on mechanics, thermodynamics, electricity and magnetism. Special emphasis is placed on developing prob-

lem-solving skills using multiple representations. Extensive use is made of computer-based laboratories.

299 Special Topics in Physics

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in physics.

Psychology (PSY)

Psychology is the scientific study of individual processes of thinking, feeling, and acting. At Richard Bland College, courses in general psychology are offered along with a number of upper level courses dealing with specific topics designed for nurses, education majors, psychology majors, or students wanting to learn more about psychology.

101 Psychology of Effective Learning

Three hours lecture and active learning; three credits. A general elective course utilizing principles of human cognition and learning to actively engage students in assessing and deploying their own learning style. The student is exposed to a variety of structured group exercises, demonstrations and lectures designed to promote autonomous thought and efficient problem solving. The course develops an awareness of the relationship between education, identity, and the influence of psychosocial factors and developmental tasks in learning and cognition. The course concludes with student presentations characterizing her/his preferred modes of learning, value choices and potential vulnerabilities. This course will not fulfill the social science degree requirement.

201-202 General Psychology

Three hours lecture; three credits each semester. Basic principles of psychology as a behavioral social science. The course includes the study of psychology in everyday life, as a basic and applied science, the theoretical approaches, and as a profession. Topics covered in the first semester (201) are learning and thinking processes, workings of the mind and body, awareness of the world, motivation, emotion, states of consciousness and human development. The second semester (202) includes such topics as human relations, theories of personality, positive adjustment to contemporary society, disorders, therapy and change, psychological testing and applications of psychology. Students taking 201-202 cannot get credit for Psychology 210. There are no prerequisites for Psychology 201 or 202.

210 A Survey of Psychology

Three hours lecture; three credits. A survey course in psychology providing a broad spectrum of areas of interest, bridging the gap between principles and theories and the real world. Psychology 210 is designed to meet the needs of introductory-level students. Students should consult the transfer guide for the senior institution they plan to attend to determine if the one-semester or two-semester course is required for their area of study. Students taking this course cannot get credit for Psychology 201-202.

250 Developmental Psychology

Three hours lecture; three credits. It is recommended that the student complete Survey of Psychology, or Psychology 201-202. The study of the biological, intellectual, emotional, personality, and social

factors affecting the psychological development of the individual from conception throughout the life span. This course may be used to fulfill teacher certification requirements.

260 Psychology of Personality Theories

Three hours lecture; three credits. Prerequisite: Psychology 201-202 or permission of the instructor. The systematic study of various approaches to understanding human behavior in terms of personality theories. Personality theories of Freud, Jung, From, Erickson, Allport, Skinner, Maslow, Rogers, May and others will be examined in detail.

291 Psychology of Adjustment

Three hours lecture; three credits. The study of the normal and pathological factors in psychological development as they relate to the effective and fully functioning individual. A positive approach to maintaining good mental health will be emphasized by discussion and personal application.

292 Stress Management

Three hours lecture; three credits. Prerequisite: Psychology 201-202 or permission of the instructor. An introduction to the theory and practice of stress-management. Research and application of the physical and psychological aspects of stress reaction and its management. Emphasis on relaxation techniques and cognitive restructuring methods of managing stress.

295 Human Sexuality

Three hours lecture; three credits. Prerequisite: Psychology 201-202, Survey of Psychology 210 or permission of the instructor. The systematic study of biological, psychological and sociological aspects of human sexual behavior and health throughout the life span. Films and discussions will consist of explicit sexual behaviors. Students must be 18 years of age or older to enroll in this course.

299 Special Topics in Psychology

Either semester; one to three hours; one to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Psychology.

Religion (REL)

Religion is fundamental to human existence and culture; it pervades the lives of a majority of humans, providing solace, guidance, communion, and hope. Religious Studies is the attempt to systematically and analytically study this phenomenon, drawing on an array of academic disciplines, including anthropology, sociology, psychology, linguistics, geography, history, philosophy, and archeology, among others. Religion courses at Richard Bland College provide students with an overview of the beliefs and practices of the major world religions, as well as with an introduction to this inter-disciplinary field of study.

201 Introduction to Religion

Three hours lecture; three credits. Prerequisite: English 100; recommended English 101. Religion is and has been fundamental to human existence, providing solace, guidance, communion and hope. This course will examine the con-

ceptual boundaries of 'religion,' the relation between religious intuition and rationality, different conceptions of the 'the Sacred,' psychological and sociological theories concerning religious belief / faith, secularist and functionalist approaches to the study of religion, phenomenological theories of religious experience and ritual, and the role which religious attitudes and perceptions play in grounding moral convictions and providing human life with a sense of meaning. Students will be encouraged to reflect on their own religious beliefs and experiences, and various art mediums (music, poetry, short-stories, film, etc.) will be utilized to examine these religious themes.

209 Comparative Religion

Three hours lecture; three credits. An historical investigation of the worlds major religions (Buddhism, Hinduism, Islam, Judaism and Christianity). Attention will be given to the origins, history, mythology, and culture of various belief systems.

210 Social History of Christianity (formally 210 Christianity)

Three hours lecture; three credits. An investigation of the development of Christianity from the first century to the present. The inquiry will focus on pivotal theological controversies and sociocultural issues that have shaped Christian history. Particular consideration will be given to such topics as the differences between the Western and Eastern traditions, monasticism, the Reformation and Counter-Reformation, and the Enlightenment. Students will visit four churches to experience the differences in art, architecture, and worship that result from different historical paths. This course will

examine the relationship between theological problems and the historical-cultural conditions from which they emerge.

219 History and Religion of Israel

Three hours lecture; three credits. The course traces the history of the people of Israel by exploring the Hebrew Bible and other ancient texts. These texts reveal a sacred history that wraps together their history and faith into an intricately woven story of a people's struggle to understand themselves and their God. Throughout the course students will examine the texts historically and theologically in order to better understand the triumphs and struggles of the people of Israel and the impact religion had on their self-understanding.

220 New Testament World

Three hours lecture; three credits. The course examines the writings of the New Testament from a historical critical approach through the use of the New Testament and other historical evidence. Through this method students will learn about the impact of Hellenization in the Roman world of the first century, and the struggles of the beginnings of the Christian faith searching for meaning and its own identity apart from its Jewish roots.

254 Religion in Contemporary America

Three hours lecture; three credits. Prerequisite: English 100; recommended English 101. At the beginning of the 21st century, the expressions of religious belief and the roles which religious belief play in the lives of Americans are more varied than ever. This course will examine the current state of organized religion in the United States, via an analysis of religious

traditions/denominations which are growing and traditions/denominations which are in decline, as well as various psychological, sociological, and phenomenological theories which attempt to ascertain why religion remains so influential in the lives of so many Americans. Students will be encouraged to compare and contrast the various religious views and practices that we will encounter with their own.

299 Special Topics in Religion

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Religion.

Sociology (SOC)

Sociology is the scientific study of human interaction. The sociology courses at Richard Bland College provide a basic overview of human behavior in a number of settings.

201 General Sociology

Three hours lecture; three credits. An introduction to the scientific study of human society. The course provides a foundation of basic theories and research methods that influence the study of culture, socialization, stratification, deviance and social institutions. The sequential course to SOC 201 is SOC 204.

204 Social Problems

Three hours lecture; three credits. This course examines a range of problematic issues facing society. Conflicting perspectives, research findings, theoretical explanations and societal responses will be discussed regarding such issues as: distribution of resources, national security, the environment, race, gender, family, the medical industry and the justice process.

250 Criminology

Three hours lecture; three credits. This course focuses on the role and functions of the justice bureaucracy as a means of social control. Evolution of justice system agencies, development of occupational subcultures and a range of factors influencing decision-making throughout the system will be addressed.

253 Marriage and the Family

Three hours lecture; three credits. An analysis of the relationships in premarital, marital, and post-marital situations. The wide range of topics considered include: gender roles, mate selection, evolving family structures, parenting, communication techniques, domestic abuse, divorce, non-marital lifestyles, and remarriage.

299 Special Topics in Sociology

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in Sociology.

Spanish (SPAN)

Students are encouraged to continue with a modern foreign language begun in high school, or to study a new language. Generally, students with two or three years of high school Spanish should join Spanish 102 in the spring semester. Consult the Spanish instructor if you are uncertain about appropriate placement.

101-102 Elementary Spanish I, II

Continuous course; four hours participation; four credits each semester. For students who have not acquired two high school units in Spanish. Training in pronunciation, oral comprehension, basic grammar, and composition. NOTE: Students for whom Spanish is their first

language cannot receive academic credit for these courses.

201-202 Intermediate Spanish I, II

Continuous course; three hours participation; three credits each semester. Prerequisite: Spanish 101, 102, or two units of high school Spanish. Review of grammar and syntax, training in conversation and composition, and reading from the works of modern authors.

299 Special Topics in Spanish

One to three credits. Prerequisite: Spanish 202 or consent of the instructor. In-depth study of a selected topic(s) in Spanish (e.g., literature, culture, history, composition and/or conversation).

Speech (SPCH)

Speech courses at Richard Bland College provide the basic skills used in oral communication. The ability to effectively communicate through oral channels is useful component that an educated individual will find useful in the future.

101 Public Speaking

Three hours lecture and student presentations; three credits. A practical course in preparing and delivering speeches. The development of a basic idea by research and thought as well as its preparation, organization, and delivery style is stressed. Additional historical background as well as material addressing perception, language, listening, audiences and non-verbal communication is covered.

201 Interpersonal Communication

Three hour lecture and student presentations; three credits. A practical course in the theories and elements involved in interpersonal communication. Study of the factors, which influence our ability to effectively communicate, development of relationships, the role of the self in communication, the resolution of conflict and communication on the job and in daily life.

299 Special Topics in Speech

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in speech.

Theatre Arts (THEA)

Richard Bland College promotes an appreciation of theatre in support of our understanding of cultural traditions. The courses in theatre provide the students a fundamental background in aesthetic principles, theories, history and traditions of the theatre. Opportunities to participate in the various aspects of theatre production and performance are available.

115 An Introduction to Acting

Three hours lecture and practical presentation; three credits. A concentration on the fundamentals of acting with practical application through improvisation, monologues and scenes prepared for classroom presentation.

132-133 Theatre Practicum

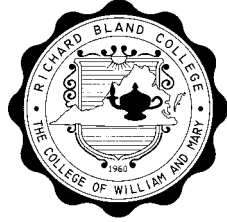
One credit hour per semester. No more than two credits may be applied to the Associate Degree. A practical course in which the student gains a greater understanding of theatre, by actively participating in a production by The Richard Bland College Players, either onstage or backstage.

201 Theatre: A Contemporary and Historical Introduction

Three hours lecture; three credits. An analytical approach to the understanding and appreciation of theatre as an art form. The course is designed for both prospective theatre majors and non-theatre students who wish to improve their understanding of theatre, both historically and aesthetically. The course will consist of lecture and discussion sessions concerning the major historic periods in theatre, with representative plays being studied. No acting is required for this class.

299 Special Topics in Theatre

One to three credits. Prerequisite: Consent of the instructor. In-depth study of a selected topic in theatre.



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