



429 POLICY – Academic Affairs

429.1 Statement of Policy

In order to promote a learning environment which maximizes student success, academic standards and procedures should be explicitly stated, recognized, and followed by all faculty and staff. The Faculty Senate, with the approval of the Chief Academic Officer, shall have the responsibility to create procedures which will seek to achieve this mission and purpose. These are all included in the procedures section of this policy.

Adopted February 2017



429 PROCEDURE – Academic Affairs

429.1:1 Add, Drop, and Withdrawal

Students wishing to add, drop, or withdraw from a course can contact Student Services in person or through Redlands email. Students are strongly encouraged to visit with their professor when considering dropping or withdrawing from a course.

Add: Students may add a course after the start of the semester until the deadline specified in the academic calendar (typically the end of the first week of the semester). When adding a course after the start of the semester, meeting with the professor is strongly encouraged to familiarize with the course and catch up on any missing work.

Drop: Students may drop a course for a full refund and no penalty before the deadline specified in the academic calendar (typically at the end of the second week of the semester). No grade will be recorded to transcript.

Withdraw: Students may withdraw from a course before the deadline specified in the academic calendar (typically the end of the third-to-last week of the semester). A letter grade of “W” will be recorded to transcript.

429.1:2 Full-time Faculty Office Hours

It is important for faculty to establish reasonable expectations of availability and accessibility to their students. Specifically, it is vital for students to be afforded an opportunity to communicate with faculty outside established modality of instruction (i.e., face-to-face, IETV, hybrid or online) and in a structured and meaningful fashion. In keeping true to this premise, all full-time faculty instructing for Redlands Community College are required to hold office hours throughout the period of contracted instruction.

For face-to-face instruction, faculty must set aside time equal to a minimum half of their full-time contractual responsibility. For example, someone with a 15-credit load should have at minimum 7.5 hours of office time.

Faculty teaching online, hybrid or IETV classes must hold office hours equal to aforementioned minimum: half of their full-time contractual responsibility. Faculty office hours should be synchronous but given nature of course may be asynchronous. For these classifications of instruction, faculty are to make alternative arrangements with students to be available online or by telephone.

Office hours must be (1) included in the course syllabus and (2) visibly posted on the faculty’s office door. If, for any reason, a faculty member cannot meet stated office hours, it will be the faculty member’s responsibility to inform students of said



development. A communication must also be dispatched to the Department Head who in turn will be responsible for ensuring students are made aware of absence.

Normal office hours are to be maintained during the course of the entire semester.

Adopted February 2017