



RICHMINDALE COLLEGE

ACADEMIC CATALOG

Revision 07/23

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(AZ Standards, Catalog checklist item #1)

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1. INTRODUCTION

1.1. History

Richmindale College was established in August 2019 with the objective of providing students with a high-quality, flexible, and convenient way to earn their bachelor and graduate degrees in business, information technology, and education. The name Richmindale was derived from the idea of creating “rich minds” through “agile learning and education”.

Richmindale members believe that every person has the right to an education. Richmindale was founded to provide world-class education to equip students with the right competencies and succeed in today’s highly competitive world.

1.2. Mission Statement

The mission of Richmindale is to provide accessible world-class education that upholds student career readiness.

1.3. Vision Statement

The vision of Richmindale College is to equip students with the right attitude, skills, and knowledge to thrive in today’s highly competitive market.

1.4. Core Values

To learn is to acquire knowledge, skills, and values. The philosophy and core values of Richmindale revolve around this powerful word, “LEARN”, where L stands for Livelihood, E stands for Excellence, A stands for Agility, R stands for Respect, and N stands for Nobility.

Livelihood

Living is the foundation for all we do. Richmindale believes that everyone has the right to live a better life. In a highly competitive environment, getting excellent education is crucial to success and key to making opportunities for a better living.

Excellence

We strive for perfection in what we do. Excellence is equally important as it makes Richmindale students shine and get recognized from the rest. Richmindale strives for perfection to produce excellent results, and it is part of Richmindale’s DNA. Richmindale has the culture of patience to go into detail where it matters.

Agility

We are flexible, open-minded, and innovative. Agility allows Richmindale to continually improve and innovate quickly and effectively. This is critical in a fast-changing environment where everyone must cope quickly to compete.

Respect

We believe everyone is valuable. Respect keeps Richmindale going to the right direction. Richmindale values its people, and it recognizes that it exists and becomes what it is today because of its people. Richmindale is committed to continually developing its workforce for long-term sustainment.

Nobility

We are committed to abide by our high moral principles. Nobility is key to making Richmindale’s relationship with its customers stronger and longer. Richmindale is committed to abide by its high moral principles to build trust.

1.5. Statement of Dedication

Richmindale College is committed to provide high-quality education and make it available and accessible to everyone. Richmindale's mission is centered on career-readiness as a critical factor to support students on their next steps after graduation. To support the mission, Richmindale's curricula are designed to expose students to real-world projects through simulations and/or actual applications as part of the learning process. The school's faculty members hold advanced degrees and practical experience in their areas of instruction and are dedicated to the success of the students. The school's staff provide the highest level of support and strive to make the students' experience at Richmindale College both successful and enjoyable.

1.6. Institutional Objectives

Richmindale College aims to produce graduates that are harnessed with intellectual, analytical, and critical abilities by employing various methods that deliver the learning content to the students in an efficient and effective way. The school's methods incorporate relevant and technology-driven instructional learning in academic programs in the form of online computer-based learning. Richmindale College is also committed to enhancing research undertakings in the fields of business, information technology and education.

Moreover, Richmindale College envisions producing graduates that are not just intellectually competent, but also graduates that are noble in character and are champions in community development. This is achieved through strengthening collaborations with various stakeholders in the community and intensifying involvement in community services.

2. ADMINISTRATION AND OWNERSHIP

(AZ Standards, Catalog checklist item #4)

2.1. Members of Board of Directors/Manager/Owners

Rolito Niño Chan Jr, President
Elnora Rose Pepito, Chief Academic Officer
Rolito Niño Chan Jr, Program Director - Business Programs
William Talboys, Program Director - Education Programs
Gomathi Gothandan, Program Director - Computer & IT Programs
Anna Liza Suyko, Student Services and Records Manager
Marian Joy Chan, Sales & Marketing Manager
Mary Joy Warain, Human Resource & Administration Manager
John Suyko, Learning Resources Manager

3. LICENSES AND APPROVALS

3.1. State License

Richmindale College is a for-profit private institution, which is provisionally licensed by the Arizona State Board for Private Postsecondary Education ("State Board"). Students may direct questions about the institution to:

The Arizona State Board for Private Postsecondary Education

1740 West Adams, Suite 3008, Phoenix, Arizona 85007

Phone: 602-542-5709

Fax: 602-542-1253

<https://azppse.gov/>

4. DEGREE PROGRAMS

(AZ Standards, Catalog checklist item #5)

Richmindale College offers the following online degree programs:

- 4.1 Bachelor of Business Administration (BBA)
- 4.2 Bachelor of Business Information Technology (BBIT)
- 4.3 Bachelor of Science in Computer Science (BSCS)
- 4.4 Master of Business Administration (MBA)
- 4.5 Master of Education in Educational Management (MEM)

4.1. Bachelor of Business Administration (BBA)

(AZ Standards, Catalog checklist item #6a)

Program Description

The Bachelor of Business Administration (BBA) online degree program of Richmindale College provides students with strong foundations in business. The program covers a comprehensive range of business disciplines such as accounting, leadership, management, finance, human resource management, operations management, marketing, sales, entrepreneurship, and project management. The program also adds strong emphasis on management information system as one of the essential tools in business.

The BBA curriculum is designed to be simple and straightforward. It consists of 39 required courses, 29 of which are core business administration courses and the remaining 10 are general (G) education courses. Students must take all 39 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale program offerings if they want to explore other disciplines.

The length of the program is 8 semesters and requires 120 credit units to complete.

Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Write a comprehensive business plan.
2. Develop clear strategy that can be translated into manageable actions for implementation.
3. Apply business process standards and best practices in business operations.
4. Write efficient policies and procedures.
5. Apply effective methods of communication.
6. Use appropriate technologies to gather, analyze, and present data.
7. Demonstrate a high level of analysis, logic, and critical thinking.
8. Use facts in making decisions.
9. Apply appropriate leadership and management styles based on different situations.
10. Demonstrate professional and ethical responsibilities.

Courses

Course Code	Course Title	Pre-requisite	Credit
Semester 1			
BUS-101	Introduction to Business		3.0
ICT-101	(G) Introduction to Computers		3.0
ENG-101	(G) English Composition I		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
Semester 2			
BUS-102	Business and Professional Ethics	BUS-101	3.0
ACC-101	Financial Accounting	BUS-101	3.0
ICT-104	(G) Office Software Applications with Macros	ICT-101	4.0
ENG-102	(G) English Composition II	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
Semester 3			
BUS-201	Business Law	BUS-102	3.0
BUS-202	Consumer Behavior	BUS-101	3.0
BUS-203	Business Mathematics	BUS-101, MAT-102	3.0
ECO-102	Principles of Microeconomics		3.0
COM-201	(G) Purposive Communication	ENG-101	3.0
Semester 4			
BUS-204	Organizational Behavior	BUS-201	3.0
BUS-205	Marketing	BUS-201, BUS-202	3.0
ACC-201	Taxation	ACC-101	3.0
ECO-103	Principles of Macroeconomics		3.0
PHI-101	(G) Critical Thinking and Logic		3.0
Semester 5			
BUS-301	Operations Management	BUS-204, ECO-102	3.0
BUS-302	Sales Management	BUS-204, BUS-205	3.0
PRJ-301	Project Management	BUS-204	3.0
FIN-301	Fundamentals of Finance	ECO-102	3.0
ICT-304	(G) Data Analytics	ICT-104	3.0
Semester 6			
BUS-303	Human Resource Management	BUS-204	3.0
BUS-304	Product Development	BUS-205, BUS-301	3.0
BUS-305	Business Intelligence	BUS-203, ICT-304	3.0
BUS-306	Supply Chain Management	BUS-301, BUS-302	3.0
ACC-301	Strategic Cost Management	ACC-101	3.0

Course Code	Course Title	Pre-requisite	Credit
Semester 7			
BUS-401	Performance Management	BUS-203, BUS-303	3.0
BUS-402	Optimization and Decision-Making	BUS-305, BUS-306	3.0
BUS-403	Global Business Strategies	BUS-303, BUS-306	3.0
BUS-404	Leadership and Management	BUS-303, BUS-305	3.0
ACC-401	Managerial Accounting	ACC-101	3.0
Semester 8			
ENT-401	Entrepreneurship	BUS-404	3.0
ICT-406	Management Information Systems	ICT-304	3.0
BUS-405	Strategic Management	BUS-402, BUS-404	3.0
BUS-490	Capstone: Business Feasibility Study	BUS-402, BUS-404	5.0
Total Credits for Program Completion			120.0

4.2. Bachelor of Business Information Technology (BBIT)

(AZ Standards, Catalog checklist item #6a)

Program Description

The Bachelor of Business Information Technology (BBIT) online degree program of Richmindale College provides students with strong foundations in business and the application of technology in the commercial setting. This program blends computer information systems with business disciplines. The program covers a comprehensive range of professional business courses such as accounting, leadership, management, managerial communication, finance, human resource management, operations management, marketing, sales, entrepreneurship, and project management. The program covers information technology and related courses as applied in business, such as data analysis, data processing and management, computer programming, and management information system.

The BBIT curriculum is designed to be simple and straightforward. It consists of 39 required courses, 28 of which are core business information technology courses, and the remaining 11 are general (G) education courses. Students must take all 39 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale program offerings if they want to explore other disciplines.

The length of the program is 8 semesters and requires 120 credit units to complete.

Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Analyze information flow through business processes.
2. Develop clear strategy that can be translated into manageable actions for implementation.
3. Apply business process standards and best practices in business operations.
4. Develop computer software that is beneficial to support and automate business processes.
5. Apply effective methods of communication.
6. Use appropriate technologies to gather, analyze, process, and present data.
7. Demonstrate a high level of analysis, logic, and critical thinking.
8. Use facts in making decisions.
9. Apply appropriate leadership and management styles based on different situations.

10. Demonstrate professional and ethical responsibilities.

Courses

Course Code	Course Title	Pre-requisite	Credit
Semester 1			
BUS-101	Introduction to Business		3.0
ICT-101	(G) Introduction to Computers		3.0
ENG-101	(G) English Composition I		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
Semester 2			
BUS-102	Business and Professional Ethics	BUS-101	3.0
ACC-101	Financial Accounting	BUS-101	3.0
ICT-104	(G) Office Software Applications with Macros	ICT-101	4.0
ENG-102	(G) English Composition II	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
Semester 3			
BUS-201	Business Law	BUS-102	3.0
BUS-202	Consumer Behavior	BUS-101	3.0
BUS-203	Business Mathematics	BUS-101, MAT-102	3.0
ECO-102	Principles of Microeconomics		3.0
COM-201	(G) Purposive Communication	ENG-101	3.0
Semester 4			
BUS-204	Organizational Behavior	BUS-201	3.0
BUS-205	Marketing	BUS-201, BUS-202	3.0
ACC-201	Taxation	ACC-101	3.0
ECO-103	Principles of Macroeconomics		3.0
PHI-101	(G) Critical Thinking and Logic		3.0
Semester 5			
BUS-301	Operations Management	BUS-204, ECO-102	3.0
BUS-302	Sales Management	BUS-204, BUS-205	3.0
PRJ-301	Project Management	BUS-204	3.0
FIN-301	Fundamentals of Finance	ECO-102	3.0
ICT-304	(G) Data Analytics	ICT-104	3.0
Semester 6			
BUS-303	Human Resource Management	BUS-204	3.0
BUS-305	Business Intelligence	BUS-203, ICT-304	3.0
BUS-306	Supply Chain Management	BUS-301, BUS-302	3.0
ICT-201	(G) Computer Programming Concepts	ICT-101	3.0
ICT-202	Database Systems and SQL	ICT-101	3.0

Course Code	Course Title	Pre-requisite	Credit
Semester 7			
BUS-401	Performance Management	BUS-203, BUS-303	3.0
BUS-402	Optimization and Decision-Making	BUS-305, BUS-306	3.0
BUS-404	Leadership and Management	BUS-303, BUS-305	3.0
ACC-401	Managerial Accounting	ACC-101	3.0
ICT-301	Object-Oriented Programming	ICT-201, ICT-202	3.0
Semester 8			
ENT-401	Entrepreneurship	BUS-404	3.0
ICT-406	Management Information Systems	ICT-304	3.0
BUS-405	Strategic Management	BUS-402, BUS-404	3.0
BUS-490	Capstone: Business Feasibility Study	BUS-402, BUS-404	5.0
Total Credits for Program Completion			120.0

4.3. Bachelor of Science in Computer Science (BSCS)

(AZ Standards, Catalog checklist item #6a)

Program Description

The Bachelor of Science in Computer Science (BSCS) online degree program of Richmindale College provides students with rigorous foundations in both the theoretical and practical aspects of computing. The core computer science courses provide students with an intensive background in writing complex software systems in different platforms and configuration. The program covers fundamental computing theories and principles focusing on computer systems and architecture, logic formulation, algorithm design, programming languages, application development, software engineering, technology management, and information systems.

The BSCS curriculum is designed to be simple and straightforward. It consists of 37 required courses, 24 of which are core computer science courses and the remaining 13 are general (G) education courses. Students must take all 37 courses to complete the program. Optional elective courses are not introduced in the program; however, students may take additional courses from other Richmindale program offerings if they want to explore other disciplines.

The length of the program is 8 semesters and requires 120 credit units to complete.

Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Write computer programs.
2. Evaluate the impact of computer systems in business operations.
3. Design, develop, implement, troubleshoot, and maintain computer systems.
4. Apply computer science principles in the design and development of computer software.
5. Use appropriate technologies to gather, analyze, and present data.
6. Design and implement relational database systems to store and manage data.
7. Explain the concepts and uses of data structures and algorithms.
8. Explain the concepts and uses of intelligent systems.
9. Demonstrate a high level of analysis, logic, and critical thinking.

10. Demonstrate professional and ethical responsibilities.

Courses

Course Code	Course Title	Pre-requisite	Credit
Semester 1			
ICT-101	Introduction to Computers		3.0
BUS-101	(G) Introduction to Business		3.0
ENG-101	(G) English Composition I		3.0
MAT-101	(G) Mathematics in the Modern World		3.0
PSY-101	(G) General Psychology		3.0
Semester 2			
ICT-102	Computers, Ethics and Society	ICT-101	3.0
ICT-103	Computer Organization and Architecture	ICT-101	3.0
ICT-104	(G) Office Software Applications with Macros	ICT-101	4.0
ENG-102	(G) English Composition II	ENG-101	3.0
MAT-102	(G) Probability and Statistics		3.0
Semester 3			
ICT-201	Computer Programming Concepts	ICT-101	3.0
ICT-202	Database Systems and SQL	ICT-101	3.0
ICT-203	Data Communication and Networking	ICT-103	3.0
MAT-201	(G) Discrete Mathematics	MAT-101	3.0
COM-101	(G) Purposive Communication	ENG-101	3.0
Semester 4			
ICT-204	Introduction to Computer Systems	ICT-201, ICT-203	3.0
ICT-205	Data Structures and Algorithms	ICT-201, MAT-201	3.0
ICT-206	Computer and Network Security	ICT-102, ICT-203	3.0
MAT-202	(G) Calculus I	MAT-101	3.0
PHI-101	(G) Critical Thinking and Logic		3.0
Semester 5			
ICT-301	Object-Oriented Programming	ICT-201, ICT-202	3.0
ICT-302	Automata and Formal Languages	MAT-201	3.0
ICT-303	Design and Analysis of Algorithms	ICT-205	3.0
ICT-304	(G) Data Analytics	ICT-104	3.0
MAT-203	(G) Calculus II	MAT-202	3.0
Semester 6			
ICT-305	Network and Web Programming	ICT-204, ICT-301	4.0
ICT-306	Computer Graphics and User Interaction Design	ICT-204	4.0
ICT-307	Data Management and Information Processing	ICT-202, ICT-205	3.0
ICT-308	Compiler Construction	ICT-302, ICT-303	4.0

Course Code	Course Title	Pre-requisite	Credit
Semester 7			
ICT-401	Web Application Development	ICT-305, ICT-306	4.0
ICT-402	Mobile Application Development	ICT-305, ICT-306	4.0
ICT-403	Enterprise Software Applications	ICT-305, BUS-101	4.0
ICT-404	Operating Systems	ICT-302, ICT-303	3.0
Semester 8			
ICT-405	Software Engineering	ICT-403	3.0
ICT-406	Management Information Systems	ICT-304	3.0
ICT-407	Intelligent Systems	ICT-302, ICT-303	3.0
ICT-490	Capstone: Software Project	ICT-403	5.0
Total Credits for Program Completion			120.0

4.4. Master of Business Administration (MBA)

(AZ Standards, Catalog checklist item #6a)

Program Description

The Master of Business Administration (MBA) online degree program of Richmindale College is an advanced and comprehensive leadership and management development program targeting early career professionals to transform them into competent business leaders who can perform greater responsibilities and broader leadership roles. This program is designed for those aspiring leaders and career professionals who do not want to put their careers on hold and would like to propel their career to new heights. Students will be equipped with concepts, principles, and competencies in business administration that will support their development as effective managers.

Students enrolled in this program can come from a broad range of industries and educational backgrounds, covering such diverse fields as marketing, leadership, finance, accounting, information technology, engineering, and advertising.

The length of the program is 4 semesters and requires 36 credit units to complete.

Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Develop a comprehensive research project that addresses a contemporary business issue.
2. Evaluate the impact of global economic issues in business.
3. Develop clear strategy that can be translated into manageable actions for implementation.
4. Apply business process standards and best practices in business operations.
5. Apply methods, tools, and techniques in analyzing, evaluating, and optimizing business processes for leaner and more efficient business operations.
6. Use appropriate technologies to gather, analyze and present data for decision-making.
7. Use facts to support business decisions.
8. Apply agile concepts in responding to the challenges of modern technology and global community.
9. Manage projects effectively.
10. Apply leadership and management methods, tools, techniques and practices in the workplace.

Courses

Course Code	Course Title	Pre-requisite	Credit
Semester 1			
BUS-601	Contemporary Business Research and Trends		3.0
ACC-601	Accounting for Decision Making		3.0
MAT-601	Applied Mathematics		3.0
Semester 2			
BUS-602	Human Capital Management		3.0
BUS-603	Marketing Management		3.0
FIN-601	Financial Management	ACC-601	3.0
Semester 3			
BUS-604	Production and Operations Management	ACC-601	3.0
BUS-701	Global Business Management	BUS-602, BUS-603	3.0
PRJ-701	Strategic Project Management	BUS-602, FIN-601	3.0
Semester 4			
BUS-702	Business Process Optimization and Automation	BUS-604	3.0
BUS-703	Leadership and Organization Development	BUS-602, FIN-601	3.0
MBA-790	Capstone: Global Business Strategy (Thesis)	BUS-701, FIN-601	3.0
Total Credits for Program Completion			36.0

4.5. Master of Education in Educational Management (MEM)

(AZ Standards, Catalog checklist item #6a)

Program Description

The Master of Education in Educational Management (MEM) online degree program of Richmindale College is an advanced and comprehensive leadership and management development program targeting early teaching professionals to transform them into competent educational leaders who can perform greater responsibilities and broader leadership and management roles. This program is designed for those aspiring leaders and teaching professionals who do not want to put their careers on hold and would like to propel their career to new heights. Students will be equipped with concepts, principles, and competencies in educational leadership and management, including school administration.

Applicants in this program should have a bachelor's degree in Education. Applicants who do not have an Education-related degree are required to complete the 12 credit units of Education courses to enroll in this program.

The length of the program is 4 semesters and requires 36 credit units to complete.

Program Learning Outcomes

By the end of the program, graduates should be able to do the following:

1. Develop a comprehensive research project that addresses a contemporary educational leadership issue.
2. Evaluate the impact of global issues in education.
3. Develop clear strategies that can be translated into more manageable actions as a key factor for successful implementation.
4. Apply process standards and best practices in school operations.

5. Apply methods, tools, and techniques in analyzing, evaluating, and optimizing school operational processes.
6. Use appropriate technologies to gather, analyze, and present data for decision-making.
7. Use facts to support educational leadership decisions.
8. Apply agile concepts in responding to the challenges of modern technology and global community.
9. Utilize the principles of developing, implementing, and evaluating the curriculum.
10. Apply leadership and management knowledge, tools, and techniques.

Courses

Course Code	Course Title	Pre-requisite	Credit
Pre-MEM course requirements for applicants without a bachelor's degree in Education			
EDU-101	Child and Adolescent Learners and Learning Principles		3.0
EDU-102	The Teaching Profession		3.0
EDU-301	The Teacher and the School Curriculum		3.0
EDU-302	Assessment of Student Learning		3.0
Total Credits for Pre-MEM course requirements			12.0

Course Code	Course Title	Pre-requisite	Credit
MEM program course requirements			
Semester 1			
EDU-601	Philosophical Foundations of Education		3.0
EDU-602	Research Designs and Methods		3.0
EDU-603	Educational Statistics and Analysis		3.0
Semester 2			
EDU-604	Human Behavior in Organization		3.0
EDU-605	Educational Legislation and Fiscal Management		3.0
EDU-606	Management and Organization of Educational Institutions	EDU-601	3.0
Semester 3			
EDU-701	Educational Planning and Development	EDU-605, EDU-606	3.0
EDU-702	Personnel Management in Education	EDU-604, EDU-606	3.0
EDU-703	Decision Analysis in Education	EDU-603, EDU-605	3.0
Semester 4			
EDU-704	Instructional Management	EDU-701	3.0
EDU-705	Crisis Management	EDU-605, EDU-701	3.0
EDU-790	Capstone: Research in Educational Leadership (Thesis)	EDU-603, EDU-701	3.0
Total Credits for Program Completion			36.0

5. ADMISSION AND COMPLETION REQUIREMENTS

(AZ Standards, Catalog checklist item #6b)

5.1. Admission Requirements

Bachelor's Degree Programs

High School (HS) graduates or equivalent may apply for the bachelor's degree programs of Richmindale College. Applicants must provide Richmindale College with official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate, or completion of a high school education in a homeschool setting approved under state law. Richmindale College may require attestation of the provided documents.

Master's Degree Programs

Applicants of the master's degree programs must submit evidence of completed bachelor's degree from a state-approved, nationally accredited, or regionally accredited institution, or an international equivalent. Richmindale College may require attestation of the provided documents.

5.2. International Students Admission Requirements

Applicants who are not citizens or permanent residents of the United States are welcome to apply for admission. Please note that due to the online learning nature of the programs, the school cannot issue I-20 documentation to allow international students to enter the United States on student visas. Further, please note the following:

- ✓ Transcripts in languages other than English must be accompanied by a certified translation.
- ✓ For credit transfer applications, see Credit Transfer Policy in section 15.14.
- ✓ International applicants whose native language is not English, except those who have completed their high school at a Richmindale school (worldwide), US school, or undergraduate degrees at a state-approved, or nationally or regionally accredited US college or university, must submit evidence of English proficiency through one of the following:
 - Certificate of English as the Principal Language of Instruction from the applicant's previous school;
 - Paper-delivered Test of English as a Foreign Language (TOEFL PBT), with a minimum total score of 57 for bachelor's degree and 60 for master's degree;
 - Internet Based Test of English as a Foreign Language (TOEFL iBT), with a minimum total score of 61 for bachelor's degree and 71 for master's degree;
 - International English Language Testing System (IELTS), with a minimum total score of 6.0 for bachelor's degree and 6.5 for master's degree;
 - Pearson Test of English Academic Score Report, with a minimum total score of 44 for bachelor's degree and 50 for master's degree;
 - Duolingo English Test, with a minimum total score of 95 for bachelor's degree and 100 for master's degree;
 - 4-skill Michigan English Test (MET), with a minimum total score of 53 for bachelor's degree and 55 for master's degree;
 - Michigan Examination for the Certificate of Competency in English (ECCE), with a minimum total score of 650/LP for both bachelor's and master's degrees; or
 - Michigan Examination for the Certificate of Proficiency in English (ECPE), with a minimum total score of 650/LP for both bachelor's and master's degrees.

5.3. Application Process

Step 1: Online Application

The application process is simplified to reduce processing time. Prospective students must complete an online application at www.richmindale.com/Admission. A one-time registration fee of \$75 per program is required at the time of application. Applicants must indicate in the application the program to which they are seeking enrollment.

Step 2: Enrollment Process

Within 3 working days after receiving the applications, an Admission Representative of Richmindale College will contact the applicants to assist throughout the enrollment process. Essential documents, including but not limited to transcripts, enrollment agreement, and payments, if not provided on the Richmindale College website online, will be collected by the Admission Representative from the applicants through e-mail, fax, mail, or personal visit to the Richmindale College office(s). Richmindale College may accept unofficial transcripts during application to speed up the admission process, however, applicants are required to order Official Transcripts, which must be sent directly to Richmindale College or its authorized representatives from the institution where the credit was earned, or sent by the applicants as long as the official transcript is sealed from the originating institution. Official transcripts must be submitted before the end of the first semester in the program. An extension may be provided subject to the approval of the Registrar or designee.

Applicants are informed of their admission application status within 3 working days after receiving the required documents. If applicants have applied for credit transfer, that application request is also evaluated, and the applicants are informed of the number of credits that they can transfer.

Step 3: Getting Started

After all details with regards to credit transfer are cleared (if applicable), an enrollment agreement will be signed and processed, and the applicants will officially become students. An official letter will be sent to the students to confirm their admission and to provide further information about the next steps. Students will be introduced to their Academic Adviser who will be their primary point of contact for any questions or issues arising during their studies.

5.4. Orientation Materials

Richmindale College provides first-time students with orientation materials to assist them with getting started on their first online courses. The orientation materials include Richmindale's policies and procedures, the online platform, the standards for academic conduct in the online environment, and some tips and practices for being successful in the online learning method.

5.5. Non-Degree Seeking Students

Non-degree seeking students are individuals who may be taking coursework for personal development or job enrichment and may enroll in individual courses of their choosing. Non-degree seeking students must formally apply and are subject to all policies and procedures that apply to degree seeking students, as outlined in this catalog. Transcripts (prior college experience) are not required to enroll as a non-degree seeking student, and the tuition fee is the same regardless of the student status. Richmindale College encourages non-degree seeking students to apply their earned credit toward a degree. Applicants may apply through Richmindale's website at www.richmindale.com/Request/Credits.

5.6. Graduation Policy

To receive a degree, a student must satisfy requirements related to the semester credits earned, grade point average, program of study, and courses. Academic Advisers are available to assist students with and to guide them through the process. Students who have met all requirements for graduation may apply for graduation to the Student Services and Records Office through Richmindale's website at www.richmindale.com/Request/Graduation.

To obtain a bachelor’s degree, a student must complete the following bachelor’s degree program requirements:

- ✓ Maintain an institutional GPA of 2.0 (on a 4.0 system) based on the required courses;
- ✓ Earn a minimum of 120 semester credits; and
- ✓ Pay all applicable fees.

To obtain a master’s degree, a student must complete the following master’s degree program requirements:

- ✓ Maintain an institutional GPA of 2.0 (on a 4.0 system) based on the required courses;
- ✓ Earn a minimum of 36 semester credits; and
- ✓ Pay all applicable fees.

Richmindale College confers degrees at the end of each semester. The conferral date is the date on which the student’s degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements will receive an original copy of their official transcripts and diploma.

5.7. Exit Survey

Richmindale College requires that an Exit Survey Form be filled in by all graduates and by all students who have withdrawn from the school for any reason. The Exit Survey provides the school with valuable information on student experience and can provide insights into ways the school can improve its operations. The survey must be completed prior to the release of any student records such as transcripts and diplomas.

6. TUITION AND FEES

(AZ Standards, Catalog checklist item #6c)

6.1. Tuition

Degree Program	Cost Per Credit	Total Credits	Total Tuition
Bachelor of Business Administration	\$ 50	120	\$ 6,000
Bachelor of Business Information Technology	\$ 50	120	\$ 6,000
Bachelor of Science in Computer Science	\$ 50	120	\$ 6,000
Master of Business Administration	\$ 80	36	\$ 2,880
Master of Education in Educational Management	\$ 80	36	\$ 2,880

6.2. Registration Fee

Fee Description	Amount	Unit
Registration fee	\$ 75	Each program

6.3. Other Fees

Fee Description	Amount	Unit
Application for transfer of credit evaluation fee	\$ 75	Each application
Transcript/certificate copy request fee	\$ 4	Each set; one original copy is free
Late payment or insufficient funds fee	\$ 20	Each transaction

6.4. Estimated Costs to Complete the Program

Bachelor of Business Administration

Tuition	120 semester credits @ \$50 per credit	\$6,000
Registration	One-time fee @ \$75 per program	\$75
Total Program Costs:		\$6,075

Bachelor of Business Information Technology

Tuition	120 semester credits @ \$50 per credit	\$6,000
Registration	One-time fee @ \$75 per program	\$75
Total Program Costs:		\$6,075

Bachelor of Science in Computer Science

Tuition	120 semester credits @ \$50 per credit	\$6,000
Registration	One-time fee @ \$75 per program	\$75
Total Program Costs:		\$6,075

Master of Business Administration

Tuition	36 semester credits @ \$80 per credit	\$2,880
Registration	One-time @ \$75 per program	\$75
Total Program Costs:		\$2,955

Master of Education in Educational Management

Tuition	36 semester credits @ \$80 per credit	\$2,880
Registration	One-time @ \$75 per program	\$75
Total Program Costs:		\$2,955

Note that the tuition and fees are subject to change at the discretion of the school. Textbooks and other study materials that are required for course completion are not provided within the tuition, and not included in the estimated costs to complete the program. The students are required to purchase them separately.

7. TECHNOLOGY REQUIREMENTS OR COMPETENCIES

(AZ Standards, Catalog checklist item #6d)

The BBA, BBIT, BSCS, MBA, and MEM online degree programs of Richmindale College use online computer-based learning as the method of course delivery in which the Internet is primarily used as the medium of communication. Richmindale College uses Internet-based technologies such as learning management system (LMS), video conference, voice-over-IP (VOIP) calls, electronics mails, videos, and similar technologies to deliver course instructions and instructional materials to students.

7.1. Equipment and Technology Requirements or Competencies

Students must have access to a computer with an Internet connection, video camera and microphone when required to access course instructions and materials, interact with Richmindale College faculty and administration staff, and provide feedback. The computer must be able to run video conferencing software (e.g., Google Meet, Microsoft Team, Zoom), browser, and PDF reader.

Students must know how to use a computer, computer software applications (e.g., browser, email, PDF reader, video conferencing software), and access the Internet. Richmindale College provides all necessary tutorial instructions and

materials on how to use its student account and learning management system through e-mail. These tutorial instructions and materials are also available online at www.richmindale.com/Learning/Instructions.

8. CLINICAL TRAINING, PRACTICUM, EXTERNSHIPS OR SPECIAL FEATURES

(AZ Standards, Catalog checklist item #6e,f,g)

8.1. Practical Training

Students are not required to complete any practical internships or externships.

8.2. Employment Opportunities and Requirements to Practice

Graduates of the programs can obtain employment in the marketplace with any employer who is willing to hire them. Richmindale College does not offer job placement for graduating students, nor can it guarantee gainful employment to its graduates.

Graduates of the business and computer science degree programs of Richmindale College do not have any licensure requirements to practice. Some countries and states have licensure requirements for graduates of education-related degree programs to practice.

9. PAYMENT AND FINANCING OPTIONS

(AZ Standards, Catalog checklist item #7)

9.1. Payment Method

Richmindale College accepts cash, electronic payments, checks, money orders, or any of the major credit cards. A surcharge of four percent (4%) applies to credit card payments to cover processing fees.

9.2. Terms of Payment

Richmindale College offers an installment plan to schedule fees in monthly payments. The number of days used in the terms of payment is based on the Gregorian calendar.

The student pays the one-time Registration Fee of \$75 upon program registration. The total tuition and fees based on the number of credits enrolled in the semester is divided into 4 payments. The first payment is due upon enrollment. The remaining 3 payments are scheduled in a monthly basis for 3 months starting from the month when the semester classes start. The due date of each remaining payment is set on the last working day of each month.

Students must settle all their outstanding balance to be able to enroll in courses for the next semester. Students must also pay the first installment of each semester before the semester classes start. Richmindale reserves the right not to enroll students or not to allow students to attend classes due to missed payments based on the terms of payment specified in the enrollment agreement.

9.3. Financial Assistance

Richmindale College does not offer financial assistance. The school is not eligible for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan.

10. DISCOUNTS, SCHOLARSHIPS AND LOANS

(AZ Standards, Catalog checklist item #8)

Richmindale College extends its support to the community as part of its social responsibility, by providing discounts and scholarships to degree program applicants and students who want to pursue higher education. This makes education more accessible, especially to the families and communities of Richmindale College. Richmindale College encourages and promotes access to higher education for people who meet the criteria.

Students and applicants who are beneficiaries of the discounts or scholarships of Richmindale College are required to comply with the school's admission requirements, policies, and procedures.

10.1. Discounts

Employee Discount

- ✓ Richmindale College provides free registration fee and seventy percent (70%) tuition fee discount to its employees to encourage personal growth and professional advancement which can be beneficial to Richmindale in return.
- ✓ The discount applies to all degree program applicants and students who are employees of Richmindale College and other Richmindale schools and affiliates worldwide.
- ✓ The discount does not apply to fees not covered by the registration fee and tuition, such as software licenses, books, and other learning materials required to complete the program.
- ✓ The discount does not apply, or is automatically terminated, when the employment contract of the employee in Richmindale or its affiliate is terminated.

Employee Children Discount

- ✓ Richmindale College provides free registration fee and fifty percent (50%) tuition fee discount to the children of its employees.
- ✓ The discount applies to all degree program applicants and students who are children of the employees of Richmindale College and other Richmindale schools and affiliates worldwide.
- ✓ The discount does not apply to fees not covered by the registration fee and tuition, such as software licenses, books, and other learning materials required to complete the program.
- ✓ The discount does not apply, or is automatically terminated, when the employment contract of the employee in Richmindale or its affiliate is terminated.
- ✓ This discount cannot be combined with the Employee discount.

Richmindale Loyalty Discount

- ✓ Richmindale College provides twenty percent (20%) tuition fee discount to the high school graduates of Richmindale College and other Richmindale schools worldwide.
- ✓ The discount applies to bachelor's degree programs only.
- ✓ The discount does not apply to fees not covered by the tuition, such as registration fee, software licenses, books, and other learning materials required to complete the program.
- ✓ This discount cannot be combined with the Employee and Employee Children discount.

Multiple Discount Entitlement

Students who are eligible to multiple discounts at the same time will get all the discounts combined, except those discounts that cannot be combined. Richmindale College identifies the total discount as the sum of all discounts.

Maximum Discount

Richmindale College does not provide a discount that is greater than one hundred percent (100%). If in any case the total discount is greater than 100%, Richmindale College adjusts the total discount to 100%.

Application

Applicants and students of Richmindale College degree programs who want to apply for discounts must submit a completed Discount Application Form with their recent and duly certified supporting documents upon enrollment every term (semester). Documents are considered recent if they are not older than 3 months.

Supporting documents that are submitted every term are reviewed by the Richmindale College Admissions team. Discount applicants are notified of their application status through electronic mail or phone within 10 working days from the receipt date of the documents to inform them if they need to submit more documents, or whether they are entitled to any discounts or not. Discount applicants who are not approved of any discounts may apply for reconsideration within 10 working days from the notification date by completing and submitting a Grievance Form. For information on how to file the Grievance Form, refer to the Grievance Policy section of this document.

10.2. Tuition Scholarships

Scholarship Program

- ✓ Richmindale College awards scholarships to its applicants and students of bachelor's and master's degree programs.
- ✓ Scholarship applicants must take and pass the scholarship qualifying exam.
- ✓ Scholars may be required to contribute by working in Richmindale College. Their responsibilities include research, training, administration, and other appropriate tasks according to their capabilities and potential.
- ✓ The scholarship amount is based on the result of the scholarship qualifying exam and their contribution to Richmindale College.
- ✓ Scholarships cannot be combined with any discounts.

Eligibility Requirements

- ✓ Existing students and degree program applicants who comply with the admission requirements of Richmindale College may apply for the scholarship.
- ✓ Scholarship applicants must pass the qualifying exam.

Application

- ✓ The scholarship application starts on November 10 and ends on December 10 every year. The qualifying exam is conducted every December 16. The final selection of the scholarship awardees is conducted every January 16 of the following year. The President of Richmindale College or designee has the authority to change these dates, if required, provided that the change must be applied and published in the Richmindale Scholarship web page at least 60 calendar days from the currently published application start date and new application start date, to allow reasonable notification to potential applicants.
- ✓ Applicants may apply online at www.richmindale.com/Scholarship. This web page is the official Richmindale

Scholarship page where the application dates are published.

Grounds for Termination

- ✓ A scholarship may be terminated if the scholar fails to:
 - maintain a GPA of 3.0 or higher every semester;
 - comply with the school’s code of conduct;
 - maintain a good moral character; or
 - report to the assigned supervisor on an agreed schedule.
- ✓ A scholar may terminate his or her scholarship grant by submitting a completed and duly signed Scholarship Termination Form to the Chief Academic Officer or designee through the school’s website, email, courier, or in-person visit to the Richmindale College office at least 7 calendar days from the actual termination date. The Scholarship Termination application is available at www.richmindale.com/Scholarship.
- ✓ A scholarship is automatically terminated when a scholar is not enrolled in Richmindale College anymore.

10.3. Loans

Richmindale College does not provide any type of loan to students.

11. CANCELLATION, WITHDRAWAL AND REFUND POLICY

(AZ Standards, Catalog checklist item #9)

If for any reason a student is denied admission or chooses to withdraw from a program or a course, Richmindale College has established this cancellation, withdrawal, and refund policy for the student’s protection. A student may terminate an enrollment at any time by notifying the school in writing.

Address: 2222 S. Dobson Rd, Suite 300
Mesa, Arizona 85202, United States of America
Telephone: +1 (928) 499-3936
Email: student@richmindale.com
Website: www.richmindale.com/Request/Cancellation

11.1. Non-Acceptance

An applicant denied by the school is entitled to a refund of all monies paid.

11.2. Three-Day Cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

11.3. Other Cancellations

A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (minus registration fee of \$75).

Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials.

11.4. Refund After the Commencement of Classes

Procedure for withdrawal/withdrawal date

- ✓ A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Chief Academic Officer of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- ✓ For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- ✓ A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- ✓ All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges/refunds

- ✓ Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee of \$75).
- ✓ After the commencement of classes, the tuition refund (less the registration fee of \$75) amount shall be determined based on the table below. The tuition refund amount shall be based on the total cost of enrolled credits of the student for the current semester.

Percent (%) of the credit hours attempted <i>(Credit hours counting starts from the date when the classes started and includes holidays)</i>	Tuition refund amount <i>(based on the total cost of enrolled credits for the current semester)</i>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	0% <i>(no refund is required)</i>

The percentage of the credit hours attempted is determined by dividing the total number of credit hours elapsed from the student's start date to the student's last day of attendance, by the total number of credit hours in the program.

For students enrolled in two or more courses that award semester credit hours, Richmindale College treats each course separately for the purposes of calculating the appropriate amount of tuition refund owed to the student.

11.5. Books, Supplies and Fees

Books, materials, software licenses, library services, and other supplies required for course completion are not provided by the school and are not the responsibility of the school; they are the responsibility of the students to purchase separately. Fees related to these items may be paid directly to outside vendors chosen by the students. Richmindale College is not responsible for and does not provide refunds related to these items. Refunds and related fees of these items are subject to the outside vendor policies and agreements with the student.

11.6. Refund Issuance Schedule

Refunds will be issued within 30 days from the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 calendar days from the date the student was scheduled to return from the LOA and did not return.

11.7. Refund Examples

Richmond enrolled in a degree program of Richmindale College and signed the enrollment agreement on July 1. Richmond enrolled in five 3-credit classes for the first semester that will start on September 1 for a total cost of \$825 for the semester. Based on the terms of payment, Richmond paid the Registration Fee of \$75 and the first monthly payment (payment 1 of 4) of \$188, a total of \$263 upon enrollment. Since one of the classes requires a software license, Richmond purchased the software license worth \$200^[1] from an outside vendor. Richmond spent a total amount of \$463.

Refund Example 1:

Three-Day Cancellation

On July 3, Richmond decided to cancel/withdraw and sent an official notification through email to student@richmindale.com on the same day. Since Richmond officially withdrew on July 3 which is within 3 days from the signing of enrollment agreement, Richmindale College shall refund Richmond all monies paid amounting to \$263^[1] within 30 calendar days (by August 2).

Refund Example 2:

Five Calendar Days Cancellation (after signing enrollment agreement)

Richmond decided to cancel/withdraw. On July 5, Richmond completed the Request for Refund Form, signed the form, and mailed the form to the Richmindale College office at 2222 S. Dobson Rd, Suite 401, Mesa, Arizona 85202, USA. The mail took 7 calendar days to reach Richmindale's office; Richmindale College received the mail on July 12. Since Richmond sent the mail on July 5 which is within five calendar days after signing the enrollment agreement, Richmindale College shall refund Richmond all monies paid amounting to \$263^[1] within 30 days (by August 4).

Refund Example 3:

More than Five Calendar Days Cancellation (after signing enrollment agreement)

On July 7 (assuming no official holidays from July 1), Richmond decided to cancel/withdraw and sent a notification email to student@richmindale.com. Based on this refund policy, Richmond is entitled to a refund of all monies paid minus an application for transfer credit evaluation fee of up to \$75 if applicable; and a one-time registration fee of \$75 per program and no more than 20 percent of the tuition. In this case, Richmindale College shall refund Richmond the amount based on the following calculation:

Description	Amount	Notes
Total initial payment	\$ 263	<i>Excluding \$200^[1] for software license.</i>
LESS: Registration fee	– \$ 75	
NET REFUND AMOUNT	\$ 188	<i>Payable within 30 calendar days.</i>

Refund Example 4:

Refund After the Commencement of Classes

On September 30, Richmond paid the second monthly payment (payment 2 of 4) of \$188 based on the terms of payment. On October 5, during week 5 of classes from September 1, Richmond decided to cancel/withdraw and sent a notification email to student@richmindale.com. Based on this refund policy, Richmond is entitled to a refund based on the following calculation:

Basis:	Amount
Total fee less registration fee	
Semester total credits fee	\$ 750

From course tuition and fees as basis to calculate charges/refund rate below.

Calculation 1: Based on charges	
Description	Amount
Initial payment on enrollment	\$ 263
Second monthly payment	\$ 188
Total payment^[1]	\$ 451
CHARGE: 40% of \$750. Charge rate during week 5; see table in Section VII(d)2B. <i>Tuition charges/refunds.</i>	– \$ 300
LESS: Registration fee	– \$ 75
NET REFUND AMOUNT	\$ 76
<i>Payable within 30 calendar days.</i>	

Calculation 2: Based on refund	
Description	Amount
Semester total fee	\$ 825
LESS: Total payment ^[1]	– \$ 451
Outstanding balance	\$ 374
REFUND: 60% of \$750. Refund rate during week 5; see table in Section VII(d)2B. <i>Tuition charges/refunds.</i>	\$ 450
LESS: Outstanding balance	– \$ 374
NET REFUND AMOUNT	\$ 76
<i>Payable within 30 calendar days.</i>	

^[1]In all cases, the software license purchased by Richmond from Store B was not included in the refund because it was purchased from an outside vendor.

12. STUDENT SERVICES

(AZ Standards, Catalog checklist item #10)

Richmindale College provides student services to assist students throughout the completion of their program.

12.1. General Services

Richmindale College provides support to students related to the school's methods, policies and procedures; student career path guidance; online learning requirements; administrative support; and all other general services that are beneficial to enhance the experience of the students in Richmindale College.

12.2. Academic Advisory

Each student is assigned an Academic Adviser, the student's point of contact for support and service requirements, and to assist in resolving issues, from the date of enrollment through graduation. The Academic Advisers are available during office hours through e-mail, video conference, or phone calls to provide support to students in their academic requirements. The Academic Advisers also monitor their assigned students in terms of academic performance and encourage students to achieve their academic goals.

12.3. Library Services

Students can access Richmindale's Online Library at www.richmindale.com/Library using their Richmindale LMS account. Students can register with third-party online library resources and services, but this is an individual endeavor and may incur additional fees depending on the third-party provider. Some third-party online library providers are The Free Library at www.thefreelibrary.com, and the Library and Information Resources Network (LIRN) at www.lirn.net.

13. PROGRAM AND COURSE DELIVERY

(AZ Standards, Catalog checklist item #11)

13.1. Course Format and Access

The degree programs of Richmindale College use online as the method of course delivery in which the Internet is primarily used as the medium of communication. Richmindale College uses Internet-based technologies such as learning management system (LMS), video conference, voice-over-IP (VOIP) calls, electronics mails, videos, and similar technologies to deliver course instructions and instructional materials to students. Students should have access to a computer with Internet connection when required to access course instructions and materials, assessments, attendance, grades, and others; interact with Richmindale College faculty and administration staff; and provide feedback. Before starting a coursework, students are provided with orientation materials, which introduce them to the online learning platform, student resources, and the process for successfully completing online courses.

Students can access their course activities and materials at any time and interact with Richmindale faculty and administration staff online during office hours. Students should note that some course activities have access expiration dates due to submission deadlines.

13.2. Faculty and Instruction

Courses are facilitated by faculty with advanced degrees and practical experience in the field of instruction. Students receive personalized attention and work closely with faculty towards successfully progressing through the courses in the program. Students are monitored and graded on participation, project assignments, and assessments. Individual communication takes place through the online messaging system. Continuous improvement and institutional effectiveness are achieved through course and faculty evaluations conducted with students after the end of each course.

13.3. Instructional Model

The goal of Richmindale College is to provide a high-quality educational experience to students and faculty through online learning using innovative techniques. The instructional model is as follows:

- ✓ Each student progresses through the program within cohorts.
- ✓ All instruction is provided in English.
- ✓ The course offering is structured over three 15-week semesters, with around 2 weeks break between semesters.
- ✓ The course duration is 15 weeks. Students are required to participate in discussion boards, submit assignments, and take exams in an asynchronous manner.
- ✓ The final course grade is submitted within seven (7) calendar days from the scheduled end date of each semester.

13.4. Participation

Instruction takes place in an asynchronous manner – this means that students are not required to be logged into the system at any time of the day or week. Rather, students have the freedom to select the most convenient days and times to participate. Discussion boards close at the end of each week – after 11:59 p.m. on Sunday evenings, students shall be able to view all posts but shall not have the ability to make additional posts. Only substantive comments made in the discussion boards contribute towards a student's participation grade.

13.5. Academic Honesty

Richmindale College takes academic honesty very seriously. Students are expected to always submit original work, and outside sources should be appropriately credited whenever used. Works that require citation include, but are not limited to, hard copy or electronic publications (copyrighted or not), and communication (verbal or otherwise) originating from identifiable sources. Academic dishonesty occurs when:

- ✓ students use words or ideas that are not their original work in assignments;
- ✓ citations are not included for all used outside sources;
- ✓ work is recycled from another course taken by the same students (unless agreed with the instructor in advance);
- ✓ documents, such as transcripts or diplomas are forged, etc.

Faculty members are trained and encouraged to try and prevent plagiarism in their classes. Some steps in that direction are for a faculty member to make it clear, through announcements or assignment instructions, what constitutes plagiarism (as well as the potential consequences), and how assignments and citations should be formatted. Both students and faculty members are encouraged to check assignments using a plagiarism checker software. Instances of plagiarism are addressed immediately.

13.6. Academic Honesty Procedure

When a faculty member determines that academic dishonesty in an assignment has occurred, the faculty member can address the issue directly with the student by considering one of the following options:

- ✓ educating the student on plagiarism (whenever it is unintentional or due to deficiency in understanding of what plagiarism is);
- ✓ allowing a student to resubmit the assignment; or
- ✓ taking steps to report the offence using the procedure outlined below along with a disciplinary action such as issuing a Failing grade on the assignment, reducing the final grade, or issuing a Failing grade for the course.
 1. If the instructor and student cannot resolve the plagiarism issue, the instructor submits an Academic Dishonesty Complaint form to the Chief Academic Officer or designee, with a copy sent to the student. The student has an opportunity to respond to the allegation.
 2. The Chief Academic Officer or designee assigns an Academic Honesty Committee, which reviews the forms and communications, and determines an appropriate action to address the issue. Some of the possible outcomes include student removal from class, loss of semester credit, documented counseling, or in extreme cases, expulsion from the school. The President of Richmindale College is informed of all reported instances and the actions taken.
 3. The student has the right to appeal the decision to the Chief Academic Officer or designee. All actions are based on the severity of the offense.

14. SCHOOL TERM AND ACADEMIC CALENDAR

(AZ Standards, Catalog checklist item #12)

Richmindale College uses a 15-week semester term. An academic year can be broken down into three terms where term 1 starts in September, term 2 starts in January, and term 3 starts in May. Due to the online nature of the degree programs of Richmindale College, the school may start cohorts of students at any time that may not necessarily align with the term start dates, if there are demands, subject to the approval of the Chief Academic Officer, President, or designee.

14.1. Term Start and End Dates starting September 2023

Start Date	End Date
Sep 5, 2023	Dec 22, 2023
Jan 8, 2024	Apr 19, 2024
May 6, 2024	Aug 16, 2024
Sep 3, 2024	Dec 20, 2024

14.2. Vacation Periods and Holidays

Students have access to their online courses seven days a week including holidays. Richmindale College employees will not work on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

15. ACADEMIC INFORMATION AND POLICIES

15.1. Admission Policy

(AZ Standards, Catalog checklist item #13a)

Richmindale College aims to attract applicants who have the potential to excel in their chosen fields. The admission criteria of Richmindale College do not put significant weight on the academic performance of its applicants from their previous school as it is not the only measure of success. Richmindale College gives applicants equal opportunity to pursue college education, especially those who were not able to get the opportunity to access high-quality education due to constraints in financials, geographical location, and other reasons. Richmindale College believes that interest, proper guidance, exposure, and maturity can help students learn and improve performance. Thus, giving applicants the opportunity to join Richmindale College to get a degree may help them get better opportunities or further their studies.

Richmindale College admits students regardless of race, color, national origin, disability, sex, creed, religion, or age.

15.2. Enrollment and Status

To be considered full-time, students must be enrolled in a minimum of 12 credits for bachelor's degree and 9 credits for master's degree in each semester. Students who are enrolled in a number of credits less than the minimum in each semester are considered part-time.

Students who enroll in a course after the tuition period covered in their enrollment agreement are required to complete a new enrollment agreement with updated fees and terms, and pay the registration fee again.

Students who have withdrawn from a program already have their enrollment agreement on such program cancelled. If they apply for admission on the same program again, they are required to complete a new enrollment agreement with updated fees and terms, and pay the registration fee.

Students must settle their outstanding balance to be able to enroll in courses for the next semester. Students must also pay the first installment of each semester based on the payment terms before the semester classes start. Richmindale reserves the right not to enroll students or not to allow students to attend classes due to missed payments based on the terms of payment specified in the enrollment agreement.

15.3. Course Load

Students enrolled in bachelor's degree programs may take up to 18 credits per semester. Students enrolled in the master's degree programs may take up to 12 credits per semester. Increased loads require the prior approval of the Chief Academic Officer or designee. Refer to Richmindale's Course Load Policy on www.richmindale.com/Policies/CourseLoad for more information. Students are expected to spend 1 hour of instruction and 2 hours of outside preparation for every credit hour enrolled, in accordance with the widely accepted Carnegie model of instruction.

15.4. Add/Drop Policy

(AZ Standards, Catalog checklist item #13b)

A student may drop a course and add another course during the first two weeks of class using the Course Add/Drop form. Requests are reviewed on an individual basis and a final decision is made based on the student's academic record. Courses dropped through this process will not have a record in the student's academic transcript. Students who wish to drop a course without adding a new course to their program should consider the impact of the additional semesters that may be required to complete the program.

For program cancellation, refer to the *Cancellation, Withdrawal and Refund Policy* section.

15.5. Grading Policy

(AZ Standards, Catalog checklist item #13c)

All student work is submitted in the online classroom, and faculty members assign individual assignment grades as well as course grades directly through the learning management system in the online classroom.

Term GPA is the Grade Point Average calculated based on the courses completed during a semester.

Cumulative GPA is the Grade Point Average calculated based on all completed courses counted towards the completion of a degree requirement at the school. It does not include grades assigned on transferred credits from other institutions.

Grading Scale

The following grading scale is adopted for use in all courses.

Grade	Equivalent	Quality Points	Grade Scale
A	Excellent	4.00	90-100
B	Good	3.00	80-89
C	Fair	2.00	70-79
F	Fail	0.00	0-69
W	Student-Initiated Withdrawal	0.00	
AW	Administrative Withdrawal	0.00	
I	Incomplete	0.00	

Grading Criteria

A = Excellent

The student demonstrates an advanced knowledge of all the content and skills presented in the course and uses professional or personal experience to contribute to class knowledge in a unique and insightful manner. The student has excellent writing skills and participates actively in all aspects of the learning process.

B = Good

The student demonstrates knowledge of most of the content and skills presented in the course and often uses relevant professional or personal experience to contribute to class knowledge. The student has very good writing skills and participates frequently in the online classroom.

C = Fair

The student demonstrates enough knowledge of the content and skills presented in the course and applies relevant professional or personal experience to class topics. The quality and quantity of work presented by the student on course assignments in participation forums are acceptable.

F = Fail

The quality and quantity of work presented by the student on course assignments in participation forums are unacceptable.

W = Withdrawal

Students receive a grade of "W" if they officially withdraw from the course prior to completing the course, regardless of whether they were determined to be passing or failing the course by the faculty member, at the time of withdrawal. The grade is not calculated in the GPA and the course credits are not assigned for course work ending in a withdrawal. Course withdrawals are included in the student academic record and transcripts.

AW = Administrative Withdrawal

Administrative Withdrawal refers to a student course withdrawal which is initiated by the school for reasons such as: failure to participate, not meeting a course prerequisite, academic conduct issues, etc. Administrative Withdrawal, which occurs after a course has already started, leads to a grade of AW entered on the student's academic record. The AW grade has no effect on the student's academic GPA.

I = Incomplete

Students may request an Incomplete (grade of I) status by submitting an Incomplete form, signed, and agreed to between the students and the course instructor. Approval of Incomplete status is at the discretion of the instructor. Students have 4 weeks to complete all course work after being assigned a grade of I. Failure to complete all course work results in the students earning the grade based on the coursework completed. A grade of "I" is not entered into the GPA calculation or the student academic record, but the grade earned after the completion of the extension period is entered into both GPA calculation and the student academic record.

Grade Challenges

A student may challenge a final course grade if there is clear and credible evidence of arbitrary or unprofessional grading. Individual assignment grades shall be handled between the student and the faculty member for the course.

The following policies and procedures apply to all grade challenges:

1. If a student believes that the final course grade is the result of an arbitrary or unprofessional grading by the course instructor, the student may dispute the grade in writing with the instructor within 7 calendar days of the final grade being posted. The student may send the written dispute to the instructor's official Richmindale e-mail. A copy of the communication shall be preserved.
2. If a satisfactory solution cannot be found, the student may submit a Grade Challenge Form to the Chief Academic Officer or designee within 21 days of the final grade posting date. The Grade Challenge Form can be submitted through the Richmindale website at www.richmindale.com/Complaints/GradeChallenge.
3. The Chief Academic Officer or designee makes the final determination after reviewing all related documentation and consulting with both the student and the faculty member.
4. The student will be notified, in writing, of the decision within 7 calendar days of the decision being issued by the Chief Academic Officer or designee.

15.6. Leave of Absence Policy

(AZ Standards, Catalog checklist item #13d)

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to mitigating circumstances in the student's life. A student seeking an LOA shall submit a request to the Student Services and Records Office. The maximum acceptable LOA for each term is 20% of the required total attendance days. Refer to the *Attendance Policy* section for the required attendance days. If the LOA requires more than 20%, the student will be advised to drop the course, in which case, the refund policy will apply.

The following circumstances are considered for the approval of the LOA:

- Medical emergency: A valid medical report is required.
- Maternity and Paternity: A valid medical report is required.
- Bereavement/Compassionate: A valid supporting document is required during the LOA application; copy of Death Certificate to be submitted within 60 calendar days from the date of application.

15.7. Course Repeat Policy

(AZ Standards, Catalog checklist item #13e)

Students may repeat a course no more than three times. The cost of repeating a course is the cost per credit multiplied by the number of credits in the course. When a student repeats a course, the lower grade is replaced with the higher grade in the academic records, but with a notation that the course was repeated. Only the higher grade and semester credit are used in calculating the cumulative GPA. Semester credit is only given once for a course, except in cases where indicated in the course description.

15.8. Academic Status

(AZ Standards, Catalog checklist item #13f)

Students in the undergraduate (bachelor's) and graduate (master's) degree programs must maintain a minimum cumulative GPA of 2.0 to remain in good academic standing. Students failing to maintain such cumulative GPA are subject to being placed on Academic Probation or Dismissal as defined below.

Academic Probation: Students whose cumulative GPA falls below the minimum cumulative GPA described above are placed on academic probation for a term and are informed in writing. Students who show satisfactory improvement can remain on academic probation until the minimum cumulative GPA is achieved.

Academic Dismissal: Students who fail to show improvement or achieve the minimum cumulative GPA while on academic probation are subject to academic dismissal. The Chief Academic Officer or designee makes the decision on placing students on academic dismissal and notifies the affected students and the Registrar's office in writing. A permanent record of the dismissal is written in the transcripts of the students who are placed on academic dismissal.

Students who are academically dismissed are not allowed to continue enrollment. Such students can be readmitted to the program after at least one term has passed. When readmitted after a dismissal, students are required to be on academic probation while repeating courses to raise the cumulative GPA to the minimum guideline for good academic standing.

Students who have been placed on academic dismissal can appeal the decision based on mitigating personal circumstances. The appeal must be submitted in writing to the Chief Academic Officer or designee, who makes the final determination. Students may submit the written appeal through the Richmindale website online at www.richmindale.com/Complaints/AcademicDismissal. If the appeal is approved, the students are permitted to continue their coursework on an academic probation status.

15.9. Inactive Students

Students who have been approved for admission but missed to enroll in several semesters and not under Administrative Withdrawal (see section 15.10) are considered inactive. Inactive students are counted as current students. Inactive students should consider the impact of the additional semesters that may be required to complete the program and the tuition period covered in the enrollment agreement.

If inactive students re-enroll in a course after the specified tuition period covered in the enrollment agreement, they are required to complete a new enrollment agreement with updated fees and terms, and pay the registration fee again.

15.10. Administrative Withdrawal

A student withdrawal initiated by the school is called Administrative Withdrawal. The school may initiate Administrative Withdrawal at its discretion in cases when a student fails to complete the registration process, fails to enroll for 2 consecutive semesters, fails to attend or participate in class, or in cases of academic dishonesty.

Whenever Administrative Withdrawal is initiated by the school, a notification is sent to the student. The student is given a maximum of 30 calendar days (from the date when the notification is sent) to respond to the notification. If the student does not respond to the notification within the specified number of days, the student is considered withdrawn under Administrative Withdrawal. The student has the option to dispute the action by sending a written response to the Chief Academic Officer or designee who makes the final determination.

If the student responds within the specified number of days and informs the school that he/she will continue after a specified number of semesters for valid reasons, the student is considered inactive (see section 15.9) until the student re-enrolls. Inactive students should consider the impact of the additional semesters that may be required to complete the program and the tuition period covered in the enrollment agreement.

15.11. Transcripts

(AZ Standards, Catalog checklist item #13h)

Overview

Richmindale College considers the academic records and other student-related information as confidential. As per the Privacy Act of 1974 (FERPA), student academic records can only be released if the student personally requests a copy of it. In the case that another party requests a document on the requesting students' behalf, the requesting party shall present a written authorization duly signed by the student.

Transcript of Records

Richmindale College issues 2 types of Transcripts: (1) Official Transcript, and (2) Unofficial Transcript.

✓ **Official Transcript**

An Official Transcript is a certified true copy of a student's permanent academic record that shows all the courses that the student has completed at Richmindale College, including grades and other relevant information. An Official Transcript is validated with the Registrar's signature and the school seal.

✓ **Unofficial Transcript**

An Unofficial Transcript is an accurate, but uncertified, copy of the student's academic record. It contains the same information as reflected in the Official Transcript, however, it does not reflect the Registrar's signature and the school seal.

Transcript Request

Issuance of Official and Unofficial Transcripts requires an official request from the student using the Transcript Request

Form to authorize the release of the transcripts. In case another person requests the copy of the Transcript on behalf of the student, the student shall provide the necessary information of the authorized person in the "Authorization" field of the Transcript Request Form. The person authorized by the student must present a valid identification document to claim the Transcript. A valid identification must be a government-issued document such as passport, driver's license, etc.

Richmindale College issues one original copy of Official Transcripts to each student free of charge. Request for additional copy costs \$4.00 per set. Urgent requests cost an additional \$2.00 per set.

Transcript Request Procedure

Students may request a copy of their Official or Unofficial Transcript online through the Richmindale College website, electronic mail, or personal visit to the Richmindale College office. The procedure is as follows:

- ✓ Visit the Richmindale website at www.richmindale.com/Request/Transcript, fill out the Transcript Request Form and click the submit button.
- ✓ Alternatively, download the Transcript Request Form from www.richmindale.com/Request/Transcript and fill it out. Print the completed form and sign. Scan the signed form and send through electronic mail to student@richmindale.com or deliver to any Richmindale College office.
- ✓ In case another person requests the Transcript on behalf of the student, the student must clearly indicate the name of the authorized person on the space provided in the Transcript Request Form.
- ✓ It normally takes 7 to 10 business days for Richmindale College to process the Transcript document. For urgent requests, check the "Urgent" option in the Transcript Request Form. Richmindale Colleges charges an additional fee of \$2.00 per set for urgent requests.
- ✓ Students are notified when their Transcripts are ready or there is a delay in the issuance of the Transcript within 10 days through email or phone.
- ✓ Official Transcripts can be picked up by the student or the student's authorized person from the Richmindale College office or sent by courier. The person who collects the Transcripts must show a valid government-issued identification document. If the student specifies that the Transcript should be sent through courier, the student must pay the delivery cost.

15.12. Maintenance and Confidentiality of Student Records

(AZ Standards, Catalog checklist item #13i)

Academic records will be maintained for perpetuity.

Richmindale College strictly observes the Family Educational Rights and Privacy Act (FERPA) – a federal law, which protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information.

Examples of education records include, but are not limited to: Transcripts, Degree Audit Reports, Schedules of Classes, Class Rolls, Academic History Reports, Grade Rolls, etc. The following items are NOT education records, as defined by FERPA: Sole possession records (records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, psychological or mental health records.

As allowed by FERPA, disclosure of student records without consent is acceptable when disclosure is made to school officials of this school or other schools where the student seeks enrollment. Such officials must have legitimate educational interest – which is a need to review education records to fulfill professional responsibility.

Also as allowed by FERPA, Directory information may be disclosed without consent UNLESS the student has invoked his/her FERPA right to limit disclosure of that information. Directory information includes name, address, email address, telephone number, previous educational institutions attended, major and concentration, degrees and awards, dates of attendance, participation in school activities and sports, weight, and height.

Students who wish to inspect their education record can do so by submitting a request to the Student Services and

Records Office in writing. Students may submit their written request through the Richmindale website online at www.richmindale.com/Request/StudentRecord. All requests are honored within 15 business days of request.

As required by FERPA, students can limit disclosure of personally identifiable information contained in their education records or in the school directory. To invoke their FERPA rights to limit disclosure, students should submit a request to Academic Affairs office in writing – all requests are honored within 15 business days of request.

Students who feel that Richmindale College has failed to comply with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

15.13. Attendance Policy

(AZ Standards, Catalog checklist item #13j)

Richmindale College requires students to meet an attendance requirement of being online at least on two separate days (attendance days) during each week. Student attendance is automatically registered when students log into the course portal. Failure to meet the attendance requirement may result in students being automatically dropped from the course. Under extenuating circumstances, a student may request alternate arrangements.

15.14. Credit Transfer Policy

(AZ Standards, Catalog checklist item #13k)

Undergraduate students may transfer up to 75% of the total credits of their currently enrolled program at Richmindale College. Graduate students may transfer up to 50% of the total credits of their currently enrolled program at Richmindale. The credits that can be transferred may come from a combination of both comparable coursework completed at an accredited school and experiential credits, however, experiential credits must not exceed 25%.

Requests for credit transfer are evaluated based on their individual merit by the Student Services and Records Office. Transfer of credits is not based solely on whether the postsecondary education institution or program from which the credit is to be transferred is accredited; and if accredited, the accrediting agency. The following minimum criteria are used for transfer of credits:

- ✓ Coursework must be comparable in scope and content;
- ✓ Coursework must be applicable to the program into which transfer is requested;
- ✓ Learning outcomes and competencies must be aligned with the program into which transfer is requested;
- ✓ Credits to be transferred must have been completed within 5 years from the date of credit transfer application;
- ✓ Undergraduate (bachelor's) and graduate (master's) coursework must have been completed with a minimum GPA of 2.0 ("C") to be considered for transfer; and
- ✓ Applicant is prepared to further his/her studies, and confident to succeed, with Richmindale College based on its curriculum.

If required, students are responsible for providing all information necessary for the validation of the credit claimed. For example, students may be required to furnish the academic catalog and/or the course outline from the school awarding the credit.

Experiential credits refer to any learning experience that took place prior to the student's enrollment in Richmindale's postsecondary degree program, covering a combination of work experience, internship, non-credit courses, seminars, workshops, trainings, and creative pursuits. These forms of learning can be translated into college credits subject to the following eligibility considerations and guidelines:

- ✓ The purpose for requesting experiential learning credit must not be for other purposes (i.e., for financial aid or fulfilling electives) other than fulfilling specific degree credentials.
- ✓ There is compatibility of the content, scope, and rigor of the prior learning (regardless of the sending institution) relative to that program offered by Richmindale College or the specific course in which the credit is applied for.

- ✓ A student is only eligible to earn a maximum of 25% of the total program credits for experiential learning credit—applicable to both undergraduate and graduate levels.
- ✓ The opportunity to seek experiential learning credit is open to full-time and part-time students.

Below are some requirements for experiential learning credit, as applicable. Richmindale College may request additional requirements.

- ✓ Letter from an employer detailing work performed and number of hours rendered.
- ✓ Transcripts.
- ✓ Certificates of completion from seminars, workshops, and training.
- ✓ Samples of written and visual works or products created.
- ✓ Placement exam scores.
- ✓ Videos demonstrating the student's ability to do something.
- ✓ Certificate of proficiency issued by employer or government regulatory board.
- ✓ Other documents as proof of professional achievements or recognition.

To apply for credit transfer, students must submit their filled and signed Credit Transfer Application Form, Transcripts, and other relevant documents through e-mail to enroll@richmindale.com, through Richmindale's website at www.richmindale.com/Request/Credits, or in person in the Student Services and Records Office. When the credit transfer evaluation is completed, Richmindale's representative from the Student Services and Records Office shall contact the applicant using the applicant's registered email address mentioned in the application form within 10 working days, to notify the applicant of the number of classes and credits accepted for transfer, and the next steps to take for enrollment.

Richmindale College charges \$75 for each application for credit transfer request.

Notice Concerning Transferability of Credits and Credentials Earned at Richmindale College

The transferability of credits earned at Richmindale College is entirely at the discretion of the school to which the student may seek to transfer. Richmindale College cannot guarantee the acceptance of the credits awarded or the degree earned at the school by other institutions or employers.

15.15. Grievance Policy

(AZ Standards, Catalog checklist item #14a)

Richmindale College is responsible to uphold its students' rights and ensures that the school's non-discrimination policy is applied for students who choose to file a grievance against the school for reasons involving discrimination, harassment, violation of a school policy, or other.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party in writing. A copy of the communication shall be preserved.
2. If a satisfactory solution cannot be found, students may submit a Grievance Form to the Chief Academic Officer or designee within 21 calendar days of the alleged incident. The Grievance Form can be submitted through the Richmindale website at www.richmindale.com/Complaints/Grievance.
3. The Chief Academic Officer or designee shall appoint an Academic Review Committee to review the issue and make a recommendation on resolving the issue. The Chief Academic Officer or designee shall issue a decision based on the committee recommendation within 2 weeks of the grievance submission.
4. The student may appeal against the decision in writing to the Chief Academic Officer or designee within 2 weeks of receiving the committee's decision, and a final decision will be made by the Chief Academic Officer or designee within 2 weeks of the student appeal. The written appeal can be submitted through the Richmindale website at www.richmindale.com/Complaints/Appeal.

For complaints that cannot be resolved through Richmindale's grievance procedure, see important information in the next page.

IMPORTANT – GRIEVANCE RESOLUTION:

(AZ Standards, Catalog checklist item #14b)

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

1740 W. Adams Street, #3008
Phoenix, AZ 85007
Phone: 602-542-5709
Website: ppse.az.gov

15.16. Harassment or Discrimination Policy

Richmindale College takes allegations of harassment based on sex, race, color, religion, national origin, age, disability, or sexual orientation very seriously. The school strives to be free of all improper or unlawful harassment.

Conduct on the part of faculty, staff, or students, which violates this policy includes but is not limited to:

- ✓ Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.
- ✓ Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- ✓ Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo, or other tasteless actions that would offend a reasonably sensitive person.
- ✓ The display of sexually offensive pictures, posters, illustrations, or objects.
- ✓ Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability.

Individuals who have questions or who experience harassment should immediately report the offense to the Chief Academic Officer or designee through the Richmindale website at www.richmindale.com/Complaints/Discrimination.

15.17. Conduct Policy

Richmindale College communicates directly with students whose conduct was deemed to warrant disciplinary action. Students may respond to the allegations by following the procedures listed under the Grievance Policy.

15.18. Americans with Disabilities Act

Richmindale College complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and State and local requirements regarding students with disabilities. Reasonable accommodation may be granted to qualified students under these regulations. To qualify, generally, students must demonstrate that the disability:

- ✓ Is based on documented individual needs.
- ✓ Does not compromise essential requirements of a course or program.
- ✓ Does not impose unusual or unreasonable financial or administrative burdens on Richmindale College.

A course or program offered at Richmindale College should not be required to undergo modification to accommodate an individual with a disability.

Students are responsible for informing Richmindale College of a disability and submitting required documentation prior to starting any activity at the school for which accommodation is sought. Requests for accommodation must be approved prior to registering for courses.

The following procedure must be followed by students who want to request accommodation for a disability.

1. Student submits a request online at www.richmindale.com/Request/Disability, outlining the disability. All

required supporting documentation must be provided by the student and at the student's expense.

2. The Chief Academic Officer or designee decides and advises the student, in writing, of the decision within 15 days of receipt of the request. Further information may be requested if needed.
3. The Chief Academic Officer or designee notifies the faculty member required to make an accommodation, without disclosing the medical information shared by the student.

Acceptable documentation requirements:

For learning disability accommodations:

Documentation should be no older than 5 years and should be dated from a time that does not precede the student's 18th birthday.

For mental disability accommodations:

Documentation should be clinical in nature and should be dated within the last 6 months.

For physical disability accommodations:

Documentation should indicate if the disability is of a permanent or temporary nature and recent medical documentation (within 6 months of request) may be required to support the request for temporary physical disability accommodation.

All medical documentation should include medical diagnosis, detailed description, as well as interpretation of the condition, the student's limitations, and recommended accommodation. Medical documentation must be signed by a qualified or licensed professional.

Students whose accommodation requests are denied have the right to appeal against that decision within 15 business days of being informed of it in writing. The appeal must be submitted to the Chief Academic Officer or designee through the Richmindale website online at www.richmindale.com/Complaints/Disability.

16. ACKNOWLEDGEMENTS

1. Within 10 days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.
2. Catalog shall be available to students and prospective students in a written or electronic format.