



2015–2016 Student Handbook

C. H. AND EVA JO
McKENZIE HALL



UNIVERSITY OF
RIO GRANDE
AND RIO GRANDE COMMUNITY COLLEGE

800.282.7201 | www.rio.edu

WELCOME FROM THE STUDENT SERVICES DIVISION

Welcome to the University of Rio Grande and Rio Grande Community College! On behalf of the Student Services Division, I want to extend greetings and let you know that we are committed to making your experience at Rio Grande a pleasant and memorable one.

The 2015-2016 Student Handbook is a publication of the Student Services Division. This document provides in detail the rules, regulations, policies, procedures, and expectations which are established to guide and enhance your experience at Rio Grande, whether you are a commuter or residential student.

It is important that every student reads, digests, and adheres to the information provided within this publication. The knowledge you gain from it will be invaluable to you during your time at Rio. The Handbook, in its entirety, can be found online at www.rio.edu under the Current Students > Student Services tab.

Periodically, guidelines in this Handbook will be updated. Should this occur, information will be posted on the Rio Grande website in the section on Student Life. I encourage you to visit or call the Student Services Office, located in the Rhodes Student Center, for clarification or verification on existing policies or to address any student issue or concern.

Again, I welcome you to Rio Grande and hope your time with us will not only be an opportunity for personal growth and development, but also a challenging, enjoyable, and unforgettable college experience.

Aaron M. Quinn
Dean of Students

PREFACE

The purpose of this Handbook is fourfold: (1) to provide the student with information about aspects of student life at the University and Community College; (2) to notify the student of the rules for disciplinary procedures; (3) to notify the student of sanctions for violation of University and Community College rules; and (4) to advise the student to read this book and any updates. Doing so will answer many questions about life on campus and will enhance the positive experience the University and Community College wants for each of its students.

Students are bound and required to observe the rules and regulations set forth in this Handbook as a student at the University of Rio Grande and Rio Grande Community College. The University and Community College may change the rules, sanctions, and procedure for discipline. The Student Handbook will be updated annually (July), and all changes will be applied at that time.

The other students at the University and Community College are relying on your observance of these rules, just as you may rely on theirs; however, this Handbook and its content are not intended to be in the nature of a contract enforceable by you against the University. While this Handbook does set forth the duties and obligations which the University and Community College and fellow students will expect of you, the University and Community College retain all rights in regards to the operation of the institutions before the printing and dissemination of the Handbook.

NOTICE OF NON-DISCRIMINATORY POLICY

Under Title IX of the 1972 Education Amendments, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by the University of Rio Grande or Rio Grande Community College (“Rio Grande”). Title IX ensures equal access to those programs and activities for our students and employees of all gender identities. Rio Grande is dedicated to providing a safe environment for students, faculty, and staff.

It is the policy of the University of Rio Grande and Rio Grande Community College not to discriminate on the basis of gender in the educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Affirmative Action Officer/Director of Human Resources of the University and the Community College, (740) 245-7228, or the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington D.C.

Furthermore, the University of Rio Grande and Rio Grande Community College affirm that policies and practices relating to housing, academic and social life, and employment are applied without **discrimination based on** race, color, sex, sexual orientation, gender, genetic information, gender identity, **genetic information**, religion, disability, age marital status, national or ethnic origin, socioeconomic status, **veteran status**, political affiliation or other characteristics protected by federal, state, or local law. Inquiries in the regard should be directed to the President of the University of Rio Grande and Rio Grande Community College.

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ADMINISTRATION

President.....	Dr. Michelle Johnston
Executive V.P. & V.P. for Institutional Advancement.....	Mr. Paul Harrison
Provost/V.P. for Academic Affairs	Dr. Richard Sax
Chief Financial Officer/Finance, V.P. for.....	Mr. Tim Pruett
RGCC V.P. of Administration	Ms. Rebecca Long
RGCC Chief Financial Officer.....	Mr. Kent Haley
Accessibility, Coordinator of	Ms. Kelly Bonice
Accounting, Director of	Ms. Hong Yang
Alumni Relations, Director of; Executive to the President; & Secretary to the Board of Trustees	Ms. Annette Ward
Athletics, Director of.....	Mr. Jeff Lanham
Bookstore, Director of.....	Mr. David Ding
Campus Computing & Networking, Director of	Mr. Kingsley Meyer
Campus Police Chief.....	Mr. Scott Borden
Campus Sports and Recreation, Director of.....	Mr. Tony Daniels
Controller	Mr. Russell Henchey
Dean, College of Health & Behavioral Sciences	Dr. Donna Mitchell
Dean, College of Arts & Sciences.....	Dr. David Lawrence
Deans, College of Professional & Applied Studies.....	Dr. David Lawrence & Dr. Donna Mitchell
Dean of Students	Mr. Aaron M. Quinn
Economic Education, Director of.....	Ms. Carol Smith
Enrollment Management & Marketing, V.P. for.....	Mr. Jamie Bessette
Financial Aid, Interim Director of	Ms. Meghann Fraley
Food Services, Director of	Mr. David Lynch
Health Services, Director of	Ms. Marlene Childers
Housekeeping, Director of	Mr. Josh Fury
Holzer School of Nursing, Director	Dr. Amy Swango-Wilson
Human Services, Director of.....	Mr. Chris Nourse
Instructional Design & Media Services, Director of.....	Mr. Mike Thompson
Library, Interim Director of	Ms. Amy Wilson
Lyne Center, Director of	Mr. Brad Warnimont
Madog Center for Welsh Studies, Director of.....	Ms. Jeanne Jindra
Maintenance, Director of	Mr. Clark Kruskamp
Management Information Services	Dr. Steve Cox
Meigs and McArthur Centers, Director of	Ms. Rebecca Long
New Student Advising, Director of.....	Ms. Susan Haft
Recruitment and Retention Specialist	Mr. Dean Crawford
Registrar	vacant
Student Activities/Prevention, Director of.....	Ms. Dena Warren
Student Life Coordinators:	
Boyd Hall.....	Craig Davies
Davis Hall	Kelcie Carter
Moulton Hall.....	vacant
New Hall.....	Austin Wilson
Student Success, Director of	Dr. Stephanie Alexander
Workforce Development, Director of	Mr. Ian Blache

UNIVERSITY OF RIO BOARD OF TRUSTEES
2015-16

Petrea A. Brown '95
James M. Caldwell
Steven B. Chapman
Alice A. Dachowski. M.D.
Thomas f. Davisson '72
Matt Dolan
Kay Vollborn Ervin '71
Joe R. Eulberg, Ph.D.
Clyde Evans, Ph.D.
Jack R. Finch '74
Robert (Bob) Foster
Ron K. Glover '61
Larry Guglielmi
Stacie Vaughn Hutton '94

Timothy Kyger, D.D.S.
Richard LeGrande
James Morrison
Mary McCurdy Pearce '67
C. Michael Reardon '66
Larry Rees
Ned I. Riegel, D.D.S. '73
Gerald E. Roach
Brent A. Saunders
Chris Sible
Mel P. Simon, M.D.
Jeffrey E. Smith
Daniel H. Whiteley, M.D.

RIO GRANDE COMMUNITY COLLEGE BOARD OF TRUSTEES
2015-16

Andrew R. Adelman, Jr.
Mary Lynne Jones '86
Lawrence (Larry) Kidd
Aaron Michael '99

Paul Reed
Shawn Elizabeth Saunders
Jody Walker
Deborah Webber '93

STUDENT ORGANIZATION DIRECTORY

CAMPUS GOVERNMENT

Student Judiciary	Student Senate
Student Programming Board	All Greek Council

MEN'S GREEK SOCIAL ORGANIZATIONS

Alpha Chi Nu (Archon)	Alpha Sigma Phi (National)
Alpha Eta Omega	Tau Kappa Epsilon (National)
Zeta Alpha Rho	

WOMEN'S GREEK SOCIAL ORGANIZATIONS

Alpha Mu Beta	Lambda Omicron Psi
Chi Omega Alpha	Zeta Theta Chi
Delta Theta	

PROFESSIONAL AND HONOR SOCIETIES

Alpha Lambda Delta	Social Workers Advisory Committee
Chi Beta Phi Science Fraternity	Spanish Club
Circle K	Student Nurses Association
Council for Exceptional Children	SURGE (Society URG Economics)
Future Educators Organization	Student Veterans of Rio Grande
Habitat for Humanity University Chapter	Student Chapter of Wildlife Society
Math Science Club	University Democrats
American Marketing Association	University Republicans
Medical Math and Science Club	University of Rio Grande Enactus
Phi Alpha Theta History Honor Society	Veterans Organization
Psychology Club	Zeta Chapter of Lambda Nu
Rio LGBT&A	

CO-CURRICULAR ORGANIZATIONS

Cheerleaders
Drama Club
Friends of the Davis Library
Grande Chorale
Jazz Ensemble
Masterworks Chorale
University of Rio Grande Pep Band
University of Rio Grande Symphonic Band

INTERCOLLEGIATE ATHLETICS

Indoor Track – Men and Women	Volleyball – Women
Cross Country – Men and Women	Soccer – Men and Women
Baseball – Men	Basketball – Men and Women
Softball – Women	Jr. Varsity Basketball – Men and Women
Jr. Varsity Baseball – Men	Jr. Varsity Soccer – Men
Jr. Varsity Softball – Women	Track – Men and Women

CAMPUS FACILITIES HOURS/PHONE NUMBERS

ADMINISTRATIVE OFFICES:

Monday through Friday, 8:00 a.m. to 5:00 p.m. Closed on Fridays during the summer.

ADMISSIONS OFFICE: (740) 245-7206 (krussell@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

Saturday by appointment

BOOKSTORE: (740) 245-7274 (dding@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

Evening hours are posted.

BUSINESS OFFICE: (740) 245-7226 (tpruett@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

CAMPUS COMPUTING AND NETWORKING: (740) 245-7365 (kmeyer@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

CAMPUS POLICE: (740) 245-7286 (sborden@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

Officer on duty 24 hours a day.

COMMUNITY COLLEGE: (740) 245-7236 (rlong@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

FINANCIAL AID: (740) 245-7218

Reardon One Stop, Florence Evans Hall

Monday through Friday, 8:00 a.m. to 5:00 p.m.

HEALTH SERVICES: (740) 245-7350

Monday through Friday, 8:00 a.m. to 5:00 p.m.

JENKINS CENTER FOR STUDENT SUCCESS: (740) 245-7400 (alexander@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

LIBRARY: (740) 245-7005 (awilson@rio.edu)

Monday through Thursday, 8:00 a.m. to 10:00 p.m.

Friday, 8:00 a.m. to 5:00 p.m.

Saturday, 1:00 p.m. to 5:00 p.m.

Sunday, 5:00 p.m. to 9:00 p.m. (Other hours as posted.)

LYNE CENTER: (740) 245-7293 or (740) 245-7493 (tdaniels@rio.edu)

Hours are posted monthly and as needed.

MARKETPLACE: (740) 245-7502 (dlynch@rio.edu)

Weekdays:

Breakfast: 7:30 a.m. to 10:59 a.m., Hot entrees: 7:30 a.m. to 9:30 a.m.

Lunch: 11:00 a.m. to 3:59 p.m., Hot entrees: 11:00 a.m. to 1:00 p.m.

Dinner: 4:00 p.m. to 9:00 p.m., Hot entrees: 5:00 p.m. to 7:00 p.m.

NEW STUDENT ADVISING OFFICE: (740) 245-7279 (shaft@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

OFFICE OF RESIDENT LIFE: (740) 245-7396

Monday through Friday, 8:00 a.m. to 5:00 p.m.

POST OFFICE: (740) 245-7355 (bonnieg@rio.edu)

Monday through Friday, 8:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:00 p.m.

REGISTRAR'S OFFICE: (740) 245-7369 (records@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m.

RED ZONE STUDENT CENTER

Monday through Friday, 11:00 a.m. to 11:00 p.m.

Saturday and Sunday, 3:00 p.m. to 11:00 p.m.

STANLEY L. EVANS ATHLETIC FIELD:

Open daily (gates secured at dusk)

Shelter House – Reserved through the Scheduling Office. (740) 245-7200 (dherald@rio.edu)

VETERAN AFFAIRS OFFICE: (740) 245-7353 (erickl@rio.edu)

Monday through Friday, 8:00 a.m. to 5:00 p.m. Florence Evans Hall, Room 107

SECTION II
ACADEMIC INFORMATION AND PROCEDURES
ADMISSION CREDENTIALS

Students must certify that all information contained on their admission application is correct and complete. Those withholding and/or giving false information on the application will be ineligible for admission or later subject to dismissal.

COLLEGE CREDIT PLUS (CCP) STUDENTS (was previously PSO)

CCP students or Early Admissions students shall not be permitted to participate in any co-curricular organization or in any intercollegiate athletics as listed/identified in the University of Rio Grande and Rio Grande Community College Handbook, Catalog, or any other printed materials and/or programs available and/or listed on the Rio website. CCP and Early Admissions students will be permitted to actively participate in academic courses only. Exceptions to this policy could include participation in community based events (i.e. Masterworks Chorale, Concert Band, etc.).

CCP students will not be permitted to work as student labor on the University of Rio Grande campus nor will they be eligible for tuition assistance from the University.

CCP student may not attend any University of Rio Grande or Rio Grande Community College scheduled events where alcohol is available for purchase or consumption.

CCP students are required to have a parent or guardian in attendance when participating in events that require an overnight stay (i.e. Grande Chorale, spring trip, Honors Programs, etc.).

CCP students must complete a visitor registration card when visiting in the campus residence halls.

ACADEMIC ADVISING

Students are assigned to the School in which their major is housed. The Chair of the School will assign a faculty member from that School to assist the students in their program planning and course selection. Should a student wish to change majors, a "Change of Major" form, available in the Records Office, must be completed prior to the change. Each student must meet with his/her advisor prior to class registration, obtain his/her approval for course selection, and obtain his/her signature on the registration form. Drop/Add changes will be handled in the same manner.

Students who are of an Undecided (General Education) major are advised by the New Student Advising Office through the first two semesters of enrollment, or until the student declares an academic major.

CLASS ATTENDANCE

The University and Community College expect that students will have regular class attendance. However, each faculty member will determine the importance of student class attendance and will set an attendance policy based upon the specific nature of the course, statement of the instructor's expectations concerning absences, active student participation in class discussions, assignments, examinations, make-up examinations, make-up assignments, and other matters related to class attendance.

Faculty report to the Registrar's Office any student who does not begin attendance in a classroom course or does not sign-in to an online course during the first two weeks of each term. The following occurs:

- A grade of NW is listed on the student's transcript since the student did not officially withdraw;
- Financial aid is adjusted to reflect only those courses for which the student is reported by faculty as attending;
- Charges remain for all registered courses;
- Faculty may permit a student to enter a course after the non-attendance report is submitted and earn a grade. However, financial aid is not adjusted after the report is submitted for late appearances in class.

Excused Absences

The University and Community College consider certain class absences to be officially excused. Excused absences are given for official University and Community College sponsored activities which may include: class field trips, athletic and academic competitions, concert performances, conference attendance, and guest presentations. It is the student's responsibility to inform his/her instructor prior to the event that he/she are taking the excused absence.

Rehearsals, practices, intramural events, and other personal/social activities are not included as excused absences.

Personal or family illness and emergencies must be presented separately to each instructor. An excused absence does not excuse the student from learning course material, from submitting required assignments on time, or from fulfilling other course requirements.

Normally, students will not be penalized for excused absences and the student will be allowed to make up any missed quizzes or tests. However, the specific nature of some classes or labs may make attendance and active student participation an absolute requirement. Examples include:

- Classes for which a state or accrediting agency requires a minimum number of hours of supervised instructions.
- Seminars with frequent student discussions.
- Labs with specific procedures or experiments that cannot be made up.

A student with too many excused absences from this type of class may need to withdraw and retake the course at a later time.

Procedure

All faculty and staff who lead University- or Community College-sponsored events requiring excused absences must submit the event and name of involved students to the Academic Affairs Office a minimum of one week prior to the event. The event and the names of excused students will be posted on the campus website as soon as possible. Concerned faculty can use this information to confirm the students' excused absences.

Appeal

A student who believes that his or her rights under this policy have been violated may appeal through the University Academic Grievance process.

DROP/ADD/WITHDRAW POLICY

Add Policy

Students may add classes through the first academic week of any academic terms, **except during a five-week summer term. During a five-week summer term**, students may add without instructor permission the first two days, and with instructor permission only, the third and fourth day. All other terms have the first academic week to add.

Drop/Withdraw Policy

Students who drop any class through the first week of any academic term except summer will not be charged for that class. However, student only have the first two days of any five-week summer term to drop without being charged tuition for that class. Drop and add fees will start the first day of the term.

In addition to the drop policy stated above, classes dropped the first week of the term, with the exception of the five-week summer term, will not appear on the transcript. Starting the third day of any five-week term, any class dropped will appear on the transcript. Students have until two weeks prior to the end of their course(s) to drop or withdraw. The course and grade of "W" will show on the transcript.

Students may not withdraw from a course they are failing due to a violation of the Academic Integrity Policy.

Dropping all classes does constitute an official withdraw from the University.

It is the responsibility of the student to complete all schedule changes with the Registrar's Office. Schedule changes may not be completed by a faculty member, by phone or by proxy.

POLICY FOR STUDENTS CALLED TO MILITARY DUTY

University of Rio Grande and Rio Grande Community College students called into military service will not be academically or financially penalized.

The University and/or Community College will work with currently enrolled student to allow them to take an "I" (incomplete) if they need to complete course requirements after the end of the term. Students should work with their advisors, faculty members, and Academic Affairs staff in the event they are called into military service.

If an "incomplete" grade is not an option for a student, the University and Community College will review the academic status of each affected student to gain an administrative withdrawal.

A withdrawal on a student's record will be reviewed by the Financial Aid and Business Offices on a case by case basis to assure that no student called to military duty will be financially penalized as a result of military responsibilities.

The notice of call to active duty is to be submitted prior to the student leaving the University.

TRANSCRIPT REQUESTS

Unofficial transcripts are available at no charge; however, a completed request form must be submitted to the Registrar's Office. The request forms are available at the Registrar's Office located in Florence Evans Hall or on the Registrar's Office webpage, <http://www.rio.edu/registrar/Services.cfm>. To contact the office by phone, please call 740.245.7369. In order to submit a form via fax, the fax number is 740.245.7445. The mailing address is: University of Rio Grande, Registrar's Office, P.O. Box 500, Rio Grande, OH 45674 and the e-mail address is records@rio.edu. Students may also access an unofficial transcript through Student Space.

Students wishing to obtain an official transcript may visit the Registrar's Office webpage, <http://www.rio.edu/registrar/Services.cfm>, for the available ordering options.

ACADEMIC INTEGRITY

Statement of Academic Integrity

As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Students caught committing an act of academic dishonesty will receive an automatic failing grade for the course and will not be allowed to drop that course. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

When a faculty member believes that a student has committed a violation of the academic integrity policy, that faculty member will immediately forward all evidence and a written statement to the academic dean of the college in which the course is offered. Within five (5) regular academic days of receiving the written statement from the faculty member, the dean will attempt to meet separately with both the faculty member and the student. If the academic dean decides that the charges against the student are not adequately supported, then the dean shall so notify both the faculty member and the student in writing. If the academic dean decides that the charges against the student are supported, then the dean shall so notify both the student and the instructor in writing. If either the student or the faculty member is not satisfied with the dean's decision, then within five (5) regular academic calendar days of the dean's decision, the student or the faculty member may appeal the dean's decision to the Vice President for Academic Affairs, and request the Vice President for Academic Affairs to convene an Academic Integrity Panel.

- A. The Academic Integrity Panel will consist of voting members as follows: one (1) faculty member from each School, elected to the current Academic Affairs Committee, the Vice President of the Student Senate or an elected delegate, and a justice of the senate judiciary.

Both parties shall be informed of the makeup of the panel no later than five (5) regular academic calendar days before the hearing. If either party feels that a particular School's representative may be biased, then he/she may ask, by two (2) regular academic calendar days before the hearing, that the School's other representative be used instead. If both parties contest both of a School's representatives, then the Vice President for Academic Affairs shall choose another representative from the School. The chair will only vote in the event of a tie.

- B. The Academic Integrity Panel must meet within ten (10) regular academic calendar days of the request.
- C. All documentation and records of previous meetings will be provided in advance to the Academic Integrity Panel.
- D. The student and instructor of record may be present to present their cases.
- E. The Academic Integrity Panel shall issue a written decision within ten (10) regular academic calendar days of the meeting, with copies sent to both the student and the instructor.
- F. A copy of the panel's decision will be placed in the student's file in the Records Office.

FORGIVENESS POLICY

Any student who has been out of college for at least two academic years may petition the Registrar to have certain courses and his/her grades disregarded. To disregard means that the designated grades and credits earned will be omitted from the GPA calculation, but the courses will remain on the transcript. The student has the right to select the course(s) to be disregarded. If a course required for a particular program has been disregarded through this policy, the student must repeat the course.

The student will be permitted to use the Forgiveness Policy only once. The new GPA will be used for determining eligibility and/or probation for acceptance into a program and for further calculations of the student's GPA.

Implementation of the policy:

1. The student must have been enrolled in the University or Community College, have left the University and/or Community College for at least two academic years, and must be currently enrolled at the University of Rio Grande or Rio Grande Community College.
2. The student must have completed at least twelve (12) hours of coursework toward a declared major since returning to the University or Community College and must be in good standing with a minimum 2.5 GPA.
3. This policy is applicable only for credits earned at the University of Rio Grande or Rio Grande Community College.

4. A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
5. A notification of the application of this policy will be noted on the student's transcript.

STUDENT RECORDS CONFIDENTIALITY
NOTIFICATION OF FERPA RIGHTS AND
DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University of Rio Grande and Rio Grande Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. FERPA affords you certain rights with respect to these education records. These rights include:

- (1) The right to inspect and review your education records within 45 days of the day the University or Community College receives a request for access.

You should submit a written request for access to the Registrar that identifies the record(s) you wish to inspect. The Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. All requests will be received and processed in this fashion, but if the records are not maintained by the University or Community College, it shall so advise the student.

- (2) The right to request the amendment of your education records that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the University or Community College to amend a record, you should submit such a request in writing to the Registrar, clearly identify the part of the record you want changed, and specify why it should be changed.

If the University or Community College decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

- (3) The right to provide written consent before the University or Community College discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions

The University and Community College disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University or the Community College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University or the Community College has contracted as its agent to provide a service instead of using University or Community College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the respective Boards; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University and/or the Community College.

Upon request, the University and/or the Community College also disclose education records without consent to officials of another school in which you seek or intend to enroll. The University and/or the Community College intend to forward these records on request and will not notify you of this action unless requested, in writing.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University or the Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Pursuant to University and Community College policy, no University or Community College employee, official or agent may accept an oral request for personally identifiable information of students as all valid requests must be in writing. No University or Community College employee, official or agent may disclose personally identifiable information of students orally as all responses must be in writing. In addition, University and Community College policy requires that copies of all requests and copies of all responses to requests for personally identifiable information of students must be sent to the Registrar's office for filing and inclusion in the record of the student.

DIRECTORY INFORMATION

The University and the Community College may disclose appropriately designated "directory information" without written consent, unless you have advised the University or the Community College to the contrary in accordance with the procedures set out below. The primary purpose of directory information is to allow the University and the Community College to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the University or the Community College to disclose directory information from your education records without your prior written consent, you must notify the University and the Community College in writing given to the Registrar by the 10th calendar day after the start of the academic year. The University and the Community College have designated the following information as Directory Information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational institution attended

OFF CAMPUS LOCATIONS

Meigs Center (Bernard V. Fultz Center for Higher Education)

The Rio Grande Meigs Center is a 13,573 sq. ft. facility located in Pomeroy, Ohio to serve the needs of the local community. Students at the Meigs Center are able to complete associate degrees in Business Management, Information Technology, Early Childhood Education 2-year Licensure, and Social Services as well as a baccalaureate in Adult Studies. The general education curriculum and several courses from the Ohio transfer Module are also offered.

Phone # (740) 992-1880 e-mail – rio-meigs@rio.edu

Hours – Monday – Thursday 8:00 am – 9:00 pm and Friday 8:00 am – 5:00 pm

McArthur Center

Rio Grande is now offering courses in McArthur, Ohio to better serve the residents of Vinton County. Students are able to take a selection of general education courses as well as courses leading to a certificate in Business Management. Classes are offered in the Vinton County Administrative Office Building. Phone# (740) 645-7993 e-mail – rio-mcarthur@rio.edu

COLLEGE READINESS PROGRAM

The College Readiness program at the University of Rio Grande and Rio Grande Community College is committed to helping students achieve their academic aspirations by providing them with the supports necessary to become successful learners. Students who do not [achieve a score on the placement test to test](#) directly into college freshmen level English and mathematics courses are required to participate in College Readiness coursework. This coursework is designed to academically prepare and support students who have demonstrated the need for additional basic skills in order to successfully engage in college level coursework. College Readiness coursework needs to be taken within the first term. The College Readiness Program is under the direction of Dr. Stephanie Alexander, the Director of Student Success. She can be reached via email: alexandr@rio.edu or by telephone at (740) 245-7366. Her office is located in Rhodes Student Center, Room 101, Office F.

JEANETTE ALBIEZ DAVIS LIBRARY

Davis Library has holdings in excess of 580,000 items, including 104,000 volumes, 450,000 units of microforms, and over 2,000 audio-visual materials. Davis Library subscribes to over 120 current periodicals and maintains a collection of approximately 25,000 government documents in its capacity as a selective U.S. Government Documents Depository. During the regular academic year, the Library is open seven days a week for a total of 73 hours.

Through its home page on the World Wide Web <http://www.rio.edu/library/>, Davis Library offers students and the Rio academic community access to a growing local collection and up-to-date electronic information resources along with online help to meet research and study needs. These include the Library's local public access catalog, RioCat, which provides indexing to its entire collection (<http://alpha.rio.edu>), an information literacy blog <http://dlubikut.bkigsoit.com/>, which provides online instruction, tutorials and announcements, as well as to OhioLINK, a consortium of Ohio academic libraries offering remote access to book collections across the State, as well as access to a wealth of research databases and thousands of electronic journals. Davis Library also maintains a Facebook page, <https://www.facebook.com/jadavislibrary?ref=ts>

Through OhioLINK, students can request books from other member libraries and receive them within a few days. Thousands of journal articles are available full-text through OhioLINK and can be printed or saved directly to a workstation, flash drive or cloud service. Rio students may also visit and use other OhioLINK libraries throughout the State simply by presenting their valid Rio Grande student I.D. card. Additionally, as a charter member of the Online Computer Library Center (OCLC), Davis Library can provide students, faculty, and staff with access to virtually anything they may wish to use for their research through its traditional interlibrary loan service, using online request forms, <http://www.rio.edu/library/Interlibrary-Loan-Request.cfm>. Davis Library's Interlibrary Loan Service can access the collections of libraries throughout the nation and the world.

The Library's computer network supports word processing, spreadsheet, e-mail, and web browsing for student use. For students [with handicaps](#), there are handicapped parking areas adjacent to the Library with full access to the facility through the main entrance via ramp walkways, and mechanically assisted doors. Aisles are handicapped accessible. An elevator provides access to all three floors. The Library is equipped with handicapped accessible rest rooms on the main floor. Davis Library is affiliated with the Talking Book Program and has access to books and periodicals on record, cassette tape, and in Braille and large print.

All in all, Davis Library strives to facilitate the retrieval of information, in any form, and provide resources and services in support of the academic programs of the University and Community College.

ASK US at refdesk@rio.edu for help with resources and services in Davis Library by e-mailing reference staff simultaneously. Reference librarians can also be contacted individually: Tim Snow, Reference Librarian, Phone: 740-245-7344, tsnow@rio.edu; and Amy Wilson, Reference Outreach Specialist, Phone: 740-245-7382, awilson@rio.edu.

JEANETTE ALBIEZ DAVIS LIBRARY REGULATIONS

Jeanette Albiez Davis Library is a place for research and study. The student is expected to maintain a manner respectful of others while in the Library. The second (top) floor of the Library is reserved for quiet study. Students can register at the Circulation Desk for group study. Small group study rooms are available on a first-come, first-served basis. The Library Staff is responsible for supervising study and research conditions. Students using the Library are subject to the discretion of the staff concerning appropriate behavior. Inappropriate behavior may be promptly reported to the proper authorities. An electronic security system is used to maintain the level of services provided to all patrons. An alarm will sound to remind the student to properly checkout materials, or that some materials may not be taken from

the Library. When the alarm sounds, the student is requested to return to the Circulation Desk before leaving the Library.

Students have access to the open stacks on all three floors. Restricted areas are appropriately posted and are for Library staff only. Students are restricted from using the fire exit doors located in the North and South stairwells, except in case of an emergency. These doors are clearly marked and alarmed. Students who abuse these exits will be reported to the Campus Police Department and will be fined a minimum of \$100 per incident.

When the Library is open, students may return materials in the slot marked at the Circulation Desk. When the Library is closed, materials may be returned through the book depository located outside the front entrance.

While using the Library, students are requested not to re-shelve library materials. Students must present a valid University of Rio Grande identification card when borrowing materials or using group study and/or media rooms.

Students will find a current and full description of Davis Library's circulation policies, including loan periods, reserves, overdue fines, notices, periodicals, and records halt policies on the Library's home page, <http://www.rio.edu/library>, under "About" and then "Policies" <http://www.rio.edu/library/Policies.cfm>.

ASK US at refdesk@rio.edu for help with resources and services in the Library by e-mailing both Reference Librarians simultaneously: Tim Snow, Reference Librarian, Phone: 740-245-7344, tsnow@rio.edu; Amy Wilson, Reference Outreach Specialist, Phone: 740-245-7382, awilson@rio.edu.

FRIENDS OF THE DAVIS LIBRARY

The mission of the Friends of the Davis Library is to enrich the cultural, social, and intellectual life of the University of Rio Grande and Rio Grande Community College as well as the community-at-large. Its membership extends beyond the campus community and is open to anyone who is interested in helping the organization fulfill its goals.

The group engages in a variety of activities (including fundraising) that are designed to stimulate the use and growth of the Library's collections and services. By supporting a wide range of activities, programs and outreach efforts that are beyond the scope of the Library's normal operating budget, this volunteer organization seeks to promote the Jeanette Albiez Davis Library's significance and value both on and off campus.

Those interested in finding out more about the Friends or wanting to become a member can visit the following links:

<http://www.rio.edu/library/Friends-of-the-Library.cfm> <http://www.rio.edu/library/documents/JoinYourFriendsBrochure.pdf>

THE MICHAEL V. AND FLORA JENKINS CENTER FOR STUDENT SUCCESS

The Jenkins Center for Student Success provides academic support services for any student enrolled at the University of Rio Grande and Rio Grande Community College. Located in the James A. Rhodes Student Center, the Jenkins Center for Student Success houses the Math Lab and the Jenkins Center Open Lab. The Center provides academic support services to student at no additional charge. These services include: writing assistance, tutoring, Microsoft Office software [access](#), computerized tutorial programs, Internet accessibility, printing, and other resources. The Jenkins Center's tutoring program is nationally certified by the College Reading and Learning Association at both Level I/Regular and Level II/Advanced. The Jenkins Center is under the direction of Dr. Stephanie Alexander, the Director of Student Success. She can be reached via email: alexandr@rio.edu or by telephone at (740) 245-7366. Her office is located in Rhodes Student Center, Room 101, Office F.

SECTION III STUDENT SERVICES

ADMISSIONS

The Admissions Office is located in Florence Evans Hall. All applications for admission, readmission, and transfer admission are processed through this office. In addition, campus visits and tours of campus by prospective students and parents are arranged by the Admissions Office Staff.

BUSINESS OFFICE

The Business Office is located in Florence Evans Hall. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Business Office handles all student accounts, billing for tuition and other charges, receives all payments to the student accounts, and disburses all student refund checks. The Business Office coordinates all Perkins Loans, Willa Breland Loans and Schell Loans.

The Business Office handles all disbursements for vendor payables.

Website: <http://www.rio.edu/business-office/index.cfm>

COMPUTING AND NETWORKING

<http://departments.rio.edu/camptech>

RioNET: The campus networking system interconnects computers throughout the campus and to the Internet. The University and Community College provide network user accounts for RioNET, which permits students, staff and faculty access to networked resources such as e-mail, online learning, campus-networking storage, and numerous other Internet resources. CC&N staff maintains the network and user support services. Computer repairs are not the responsibility of CC&N.

Network Accounts: Following registration, students are assigned “usernames” and “passwords” for network login. Network logins are required for campus computer use. CC&N highly recommends the regular change of network passwords and that passwords are kept private. Use of another user name and password without express consent is a violation of University and Community College Policy and will be treated as a serious violation of the Community Code. A self-service password changing utility is available at <https://password.rio.edu>. Detailed information regarding network accounts and policies are available at <http://departments.rio.edu/email/index.cfm>. Detailed information regarding network accounts and policies are available at <http://departments.rio.edu/camptech>.

E-mail: Each RioNET account has an e-mail account which can be accessed at <http://departments.rio.edu/email/index.cfm> using an Internet web browser. Student e-mail is hosted by Microsoft Office 365® giving each student user a full mail, calendar, and contacts features. Office 365® uses the RioNET e-mail address as the login username in the format – sxxxxxx@students.rio.edu. Authentication is redirected to RioNET for a higher level of security. Microsoft OneDrive® accounts also provide online file storage, photo albums, and Microsoft Office Web Access.

Online Learning: Blackboard® is used in support of online learning and Distance Learning. Several courses are available completely online. Blackboard® is available at <http://blackboard.rio.edu>. Other online course materials are available on faculty Webpages and other Internet locations. More information is available at <http://www.rio.edu/academics>.

ResNET: Residential Halls are wired throughout providing high-speed connections to RioNET. Residents are responsible for an Ethernet-ready computer and necessary cables (available at the Bookstore). ResNET information is available at <http://departments.rio.edu/camptech>.

Wireless: RioNET wireless services are available throughout campus. Rio-Secure & Rio-Guest wireless connections are available. Rio-Secure is available only to enrolled students, faculty, and staff. RioNET Wireless is very mobile friendly. A Windows security certificate installer is available after the Rio-Guest login. Connection information for game consoles and wireless media players is available from the CC&N Office.

Labs: Several computing labs and classrooms are located in campus buildings. Public-use labs are available in the Davis Library and the Jenkins Center for Student Success in the James A. Rhodes Student Center. Many labs are configured for specific instructional needs.

Office Location: Campus Computing & Networking is located on the ground level of Moulton Hall 16

Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday.

Staff/Contact Information: ccn@rio.edu)

Director, Kingsley Meyer (kmeyer@rio.edu) (740)245-7365

Networking Support, Mike Snider (spitech@rio.edu) (740)245-7095

Networking Support, Allen Hudson (ahudson@rio.edu) (740)245-7481

Desktop Support, Mary Bender (mbender@rio.edu) (740)245-7418

Computer Lab Support, (740)245-7418

PEER TO PEER (P2P) FILE SHARING & COPYRIGHT INFRINGEMENT

Many P2P services are used overwhelmingly to infringe copyright. P2P services are unlike most websites in that they enable files to be downloaded directly from any computer (“peer”) on the network, rather than from a single, centralized computer “server” or website. With many of these P2P services, when you download a file from another user, your computer automatically becomes a distributor of that file to others. When you use such services to download

infringing files, you are not anonymous and you subject yourself to serious potential legal penalties and other sanctions. In addition, malicious users utilize some P2P networks to spread viruses, worms and Trojan horses (programs enabling hackers to gain control of your computer). Illegal file transfers can also expose your private computer files to strangers, increasing the risk of identity theft.”

- (1) All Higher Education institutions, including the University of Rio Grande/Rio Grande Community College are obligated to comply with all State & Federal Laws including the Digital Millennium Copy right Act and the Higher Education Opportunity Act. In short, students cannot use the campus network (RioNET) to traffic in “pirated” copy right protected materials including software, music, videos & movies. CC&N will monitor for any infractions and will cooperate with Law Enforcement when contacted & requested to do so. If you didn’t pay for it, it probably isn’t legal!! Please use legal alternatives like iTunes, Hulu, Netflix, eMusic, etc. Educause maintains an updated listing of legal download sites at <http://www.educause.edu/legalcontent>.

ONLINE SOCIAL NETWORKING SITES AND FORUMS

First, all University of Rio Grande and Rio Grande Community College social media users should be careful about how much and what kind of identifying information you post on any Internet social networking sites or any online Internet community. Remember that virtually anyone with Internet access can see your page. It is unwise to put information like date of birth, social security number, and address or phone number in personal profiles. This could leave you open to identify theft or stalking. Online social networking sites provide numerous Privacy Settings for information contained in its pages; you should use these settings to protect these kinds of private information (i.e. blocking of visitors not on his or her “Friends List” from viewing a profile). Review these Privacy Settings as they are subject to frequent change.

Second, you should be aware that potential current and future employers can often access information you place on internet communities, and many are increasingly using background searches in just this way. You should think about any information you post on any Internet site as potentially providing an image of you to a prospective employer.

Third, location notifications can be a fun way to find friends and have mobile applications updated to your current location. While this can provide useful information (gas, food, hospitals, etc.) it can also reveal to others your location with resulting negative outcomes. Instances of home break-ins and stalking have been reported and should be noted as potential undesirable outcomes of GPS location services on mobile devices.

Fourth, you should know that while Internet online social networking sites and forums are hosted outside the URG/RGCC server and that the University and the Community College do not encourage, recommend or otherwise endorse the use of these sites. Use of the URG/RGCC network or servers that constitute unlawful actions or violations of URG/RGCC policies (e.g., harassing language, possible college alcohol or drug policy violations, etc.) are subject to investigation and sanction via the University and Community College computer use policy, Rio Grande Community Code or Rio Grande Residence Life Code, and other relevant College policies.

We recognize that students here and elsewhere are using such online sites in positive ways to connect with and interact with other students. At the same time, however, users should be aware of the potential down sides and dangers of such sites.

CAMPUS SPORTS AND RECREATION

The Department of Campus Sports and Recreation serves the recreational needs of the University and Community College. This office coordinates leisure time activities through informal fitness and recreation as well as structured competitive activities. Indoor fitness facilities include free weights, selectorized weight training, cardiovascular equipment, indoor pool, racquetball courts, and two gymnasiums. In addition, there are outdoor tennis courts, sand volleyball courts, an outdoor track, softball field, and a multipurpose field. The intramural program includes numerous dual, individual, and team tournaments. The Campus Sports and Recreation Office is located in Lyne Center and maintains afternoon and evening office hours. For more information, call (740)245-7493.

NEW STUDENT ADVISING OFFICE TESTING & CAREER SERVICES

The New Student Advising Office, Testing & Career Services is located in the James A. Rhodes Student Center, Room 115. This office provides academic advising and scheduling assistance to freshmen who have not yet declared an academic major through their first two semesters of enrollment and to transfer students who upon their admission to Rio Grande have not yet declared an academic major. The office further assists these students in the major declaration process.

The office provides students with the opportunity and resources to explore their interests, abilities, goals, and career options. Resume and interview assistance are available to graduates and alumni by appointment.

The University of Rio Grande and Rio Grande Community College testing center is also located within this office. URG is an authorized testing site for the ACT (American College Test), the SAT (Scholastic Aptitude Test) the PRAXIS (Professional Assessments for Beginning Teachers), CLEP (College Level Examination Program), Pearson Vue, certifications exams, and the COMPASS test (Computer-adaptive Placement Assessment and Support System). On-line nursing examinations, make-up tests, and tests administered under special conditions are also proctored in this office.

The New Student Advising Office, Testing & Career Services may be reached by calling 740-245-7279.

CHAPLAINCY PROGRAM

The University and Community College Chaplaincy program seeks to provide an interdenominational presence to the students and staff. Several pastors from the surrounding area make up the Chaplaincy Program. The Chaplaincy Program provides faith based young adult groups including Bible studies. The Chaplaincy Program sponsors several seminar events through the year that are designed to discuss the wide range of views regarding today's social topics.

COUNSELING

The University and Community College provide referral assistance to community based resources and services for students requesting interpersonal counseling. A professional counselor may also be available on campus to students on an as needed, per request basis, whenever feasible.

Students with personal or emotional issues (family conflicts, relationship issues, stress management, self-defeating thoughts or behaviors, etc.) are encouraged to immediately contact the Director of Health Services, at campus extension 7350. The Health Services Office is located in Rhodes Hall.

Confidentiality will be strictly maintained for individuals and groups seeking counseling assistance at all times.

DINING SERVICES

The Marketplace is located in the Davis University Center; Dining Services are operated through a contractual agreement with Sodexo USA. Resident students participate in a total Living Plan, which offers a choice of residential accommodations and two dining options (plus 8 guest meals with each plan) which includes: 19 Meal Plan plus-50 points—Students may take up to 19 meals per week, one during each “meal period”, “plus have 50 points per semester. The meals are not transferable. 210 Block Meal Plan plus 100 Points—Students will have available 210 meals during the semester, plus 100 points.

Three commuter meal plans are offered:

- Option 1 “Any 5” Plan: This plan offers commuter students the convenience of (5) meals in the Marketplace each week per semester. You can enjoy five delicious, healthy breakfast, lunches and/or dinners with your friends in our all-you-care-to-eat dining facility You may sign up for this plan at the one stop shop located in Florence hall.
- Option 2 Double the meals with “Any 10” Plan.
- Option 3, Bonus Points can be purchased by anyone who wishes to add value to their I.D. Card.

These funds offer flexibility and value plus, you will receive additional FREE Bonus Points. See the Accounting Office to sign up for this plan.

A validated student I.D. card must be presented for all meals. Should an I.D. card be lost, it can be replaced at the Campus Police Office from 8:00 a.m.-4:00 p.m. Monday through Friday. In addition, guests may eat in the Marketplace by paying a cash/door rate per meal. Meals are available to students who are ill and cannot go to the Marketplace.

ACCESSIBILITY/DISABILITY RESOURCES

The Office of Accessibility at the University of Rio Grande and Rio Grande Community College is committed to advocacy for students with ADA documented disabilities. It is the policy of the University to ensure that students with disabilities receive appropriate accommodations as mandated by state and federal law. Our goal is to provide individualized support that focuses on specific student strengths and encourages independence. We will work with you as you cultivate self-advocacy and life skills, [and we can help you build your network of resources.](#)

For general information about special services for student with disabilities, please contact Kelly Bonice (kbonice@rio.edu) at (740) 245-7439.

HEALTH SERVICES

A Registered Nurse staffs the Health Services Office located in the James A. Rhodes Student Center. The objective of the Health Services Office is to provide health care information as well as medical care services to students, faculty, staff, and members of the community.

Health Services clinic hours are 8 a.m. to 5:00 p.m. Monday through Friday. Allergy and other injections may be administered with a physician's prescription. When necessary, medical conditions and injuries may be referred to a physician or to a specialist at a local medical facility. In the event of a serious accident or illness, the student should: (1) if an emergency dial 9-911 for assistance; (2) if at the University, report to Health Services so the necessary treatment can be obtained, or (3) if away from the University, consult a physician, follow his or her instructions, and notify Health Services as soon thereafter as possible at (740)245-7350 or on at campus ext: 7350.

Medical treatment requiring an appointment with such professionals as dentists, orthodontists, optometrists, and podiatrists can be arranged through Health Services.

If you wish to receive care from the Health Services Office, you must have a confidential medical history on file. Students in certain majors, international students, and those participating in athletics may be subject to additional medical requirements.

All athletes shall complete a health form and yearly physical examination. This must be on file in the Health Services Office prior to participating in any sports events. There may be additional immunization requirements for certain student groups and those in certain majors. [All residential students are required to submit a completed "Vaccination Status" form. By submission of the completed "Vaccination Status" form, you will be in compliance of the requirements set forth by ORC section 1713.55. Please note that this law does not require the vaccination of the student, nor does it require the institution to provide or pay for these vaccines. It requires only disclosure of the vaccine status of the student.](#)

After clinic hours, resident students requiring medical attention may contact their Resident Assistant or Student Life Coordinator for arrangements for medical service. In the absence of the Student Life Coordinator and for non-resident students, emergency assistance is available through the Campus Police Office. Campus Police may be reached by dialing 245-7286, dialing "0" from any campus extension, or by activating any of the several emergency call boxes. If a student needs immediate (emergency) care he should call 911 for Gallia County EMS. Students who have long-term medical conditions and/or are taking prescribed medication must be certain that such information is on their Confidential Medical History record and are highly encouraged to meet with the Nurse once yearly to update records as to dosages and any changes to medicine regimen as well.

Students and staff are encouraged to use the services of the Health Services Office. All health information is strictly confidential.

HEALTH INSURANCE

Students who have health insurance should bring an INSURANCE CARD indicating any private medical or surgical insurance coverage they may have. The information from the card is essential in facilitating care at area medical facilities. Information on various health insurance policies is available in Health Services. Students and/or their families are responsible for financial obligations incurred for referred medical care not covered by insurance.

All athletes filing claim forms for injuries must obtain the form in Health Services. Whether the accident or illness occurred at the University or home, the student is responsible for initiating the claim process by personally contacting and presenting the necessary information to the Health Services secretary as soon as possible. Otherwise, the student shall be responsible for payment.

While the Student Services Division strongly encourages non-international students attending Rio Grande to obtain health insurance, the University does not require or offer individual health insurance plans. All international students are required to have health insurance and submit proper documentation. This documentation must be presented to the Health Services Department for filing and retention.

INSTRUCTIONAL DESIGN AND MEDIA SERVICES

Instructional Design and Media Services (IDMS) is located in Wood Hall, Suite 127. IDMS is a center for technology that supports and maintains all classroom instructional technology with the exception of computers and networking; the campus instructional cable system, Rio Grande Cable Access (RGCA) Channel 17; and distance learning with the Blackboard learning management system. RGCA Channel 17 serves the communities of Rio Grande, Jackson, Wellston, and Chillicothe to those who subscribe to Time Warner cable. Programs are archived on Youtube under Rio Grande Cable Access and BlogtalkRadio.com. RGCA provides a television message board that promotes nonprofit events and services while not in live production.

IDMS serves faculty, staff, students, and campus community organizations with audio and video equipment, production and training. IDMS assists patrons with instructional audio and video projects in the radio/television studio. Faculty and students can receive technical support with Blackboard during normal business hours. Students can also gain valuable experience through volunteering and work study in the department.

Staff/Contact Information:

Director: Michael Thompson (miket@rio.edu) phone: (740) 245-7411

Instructional Designer: Randy Simpson (rsimpson@rio.edu) phone: (740) 245-7230

Studio Phone Number: (740) 245-7111

INTERNATIONAL STUDENT AFFAIRS

The Office of International Student Affairs addresses concerns unique to international students, Immigration and Homeland Security. The legal and social focus includes adjusting to American life as well as campus and community advocacy. Services include immigration forms and filing, educational assistance, orientation, transportation, financial advising and tax assistance, study abroad information, and social activities. The International Student Advisor may be contacted at (740) 245-7207.

MADOG CENTER FOR WELSH STUDIES

The Madog Center for Welsh Studies offers students the opportunity to “foster understanding and appreciation for Welsh heritage and contemporary Welsh culture” through a variety of local activities throughout the year.

One great way to experience Welsh culture first-hand is through an established student exchange program with University of Wales, Trinity Saint David (TSD) in Carmarthen, South Wales.

URG students who qualify for the program can study abroad for the fall semester of their sophomore or junior year, earning credits towards their degree. Students can choose modules in Acting, Business, Creative Writing, Education, English, Film Studies, Fine Art, Media, Theater, Sports, Religion, and Social Inclusion. TSD is very similar to URG in mission, programs and campus size, providing you with an International experience to broaden your knowledge of the world! Classes are taught in the medium of English, for language is not a barrier in Wales; it is a bilingual country where nearly fifty percent of the population speaks Welsh and all of the people speak English.

Tuition and course fees for this experience are paid through URG, so all financial aid and scholarships apply; Activity fees and Room & Board are paid at TSD. If you qualify for the program, there are additional Welsh Travel scholarships you may be eligible for.

If you are interested or would like more information, please contact the Madog Center for Welsh Studies, located on the first floor of the Elizabeth Davis House, 740-245-7186, or email us at welsh@rio.edu. You can find information on all of our programs on our website at www.rio.edu/madog or on Facebook.

REARDON ONE STOP CENTER

The Reardon One Stop Center is your first stop in the enrollment process and is located by the front entrance of Florence Evans Hall. The One Stop Center is staffed with knowledgeable personnel from the Admissions, Financial Aid, Registrar, and Business Departments. Most enrollment questions can be answered in the One Stop Center, however, referral for questions regarding more in depth research is easily available.

OFFICE OF THE REGISTRAR (ACADEMIC)

The Registrar’s Office has the responsibility of coordinating the class registration process, maintaining the student academic record, disseminating grades, and servicing requests for copies of official academic student records and transcripts. In addition, the Records Office prepares, upon request, official audits of student progress toward degree completion. These audits may be requested upon completion of 32 credit hours for the Associate degree and 96 credit hours for the Baccalaureate degree. The final, official evaluation is completed upon receipt of the application for graduation.

The Registrar’s Office is located in Florence Evans Hall and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, except summer when the campus is closed on Fridays.

RESIDENCE HALL HOUSING SERVICES

The University of Rio Grande is an educational institution where life in the residence halls is an integral part of the student’s overall college experience. The more specific objectives of the residence hall program are to provide physical accommodations, promote academic learning, facilitate personal development, and social responsibility. The residence hall system is organized into five different building, each offering a unique living and learning environment.

The University provides five residence halls all students who wish to live on campus. The basic accommodations provided by Rio Grande for each room is the following: beds, mattresses, desks, desk chairs, wardrobes, cable, and internet connection.

The Resident Life Staff, which includes Student Life Coordinators and Student Resident Assistants are employed as University staff members in the residence halls to provide information and assistance to all residents, and support the quality of residence hall life.

The Housing Office is located in the Berry Center and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

All rooming assignments are part of the Total Living Plan, which includes a choice of meal options.

THE RESIDENTIAL COMMUNITY SYSTEM

The University of Rio Grande residence hall system is made up of five separate halls. Davis and Boyd Halls house the freshman students. Freshman females reside in Davis while freshman males reside in Boyd. Upperclassman halls consist of Holzer, Moulton, and the Wellness community. The Wellness community focuses on upperclassman students who have a focus on a healthy lifestyle. Moulton hall houses the students enrolled in the University Honors program as well as upperclassman who desire a quieter academic setting. Holzer is reserved for upperclassman. Holzer residents have the option of living in suites built for two to three individuals.

COMMUTER ACCOMMODATION PROGRAM

In order to accommodate the commuter student population, Rio Grande will provide (available) on-campus rooms as necessary as well as during inclement weather with the following specifications:

- Offer/publicize (available) rooms in the residence halls to commuters
- A “hotel” approach will be implemented; students will be expected to complete an informational sheet, sign in/out keys and produce valid student I.D.
- Commuter students will be held liable for their conduct and the condition of the room.
- Rooms will be offered on a daily, weekly or monthly basis with a maximum of three consecutive nights.
- The Student Life Coordinator and Resident Assistants will maintain this program for their respective buildings.
- Students will be charged a minimal fee to take advantage of this opportunity which can be paid out of pocket or added to their account (\$27.00/night or \$37.00/night with bedding)

CAMPUS POLICE

The Campus Police Department is organized under Chapter 1713.50 of the Ohio Revised Code. All of the officers are certified as peace officers by the Ohio Peace Officer Training Council and as such have the same powers of arrest and are armed as any peace officer in Ohio. The Campus Police works closely with other local, state, and federal law enforcement agencies in the enforcement of local, state, and federal laws and statutes. There are officers on duty 24 hours a day, 7 days a week. The primary objective of the Department is to provide a safe and healthy environment that enhances the campus learning experience and complements the University’s and Community Colleges educational mission.

Students are advised to make sure their property is protected by a homeowner’s insurance policy, as liability for personal property that is stolen or vandalized is not assumed by the University. The Department advises students to: 1) avoid carrying or keeping large sums of money on hand; 2) refrain from leaving purses, books, etc. lying unattended in public areas; 3) park in well-lit areas close to other vehicles and keep car doors locked; and 4) keep residence hall doors locked. Campus Officers, on request, will escort persons to and from their cars after dark or at any time a student is concerned about safety.

Emergency situations, criminal, or suspicious activity should be reported by calling 911. You may reach Campus Police for other non-emergency reasons by calling extensions 7286 or (740) 245-7286. The Campus Police Office is located at 504 East College Street across from Davis Hall.

Information concerning [campus crimes recorded in a crime log](#), and all other services provided by the Campus Police may be requested from the Department during routine business hours. [Rio Grande publishes an annual report with crime statistics and an annual fire safety report for the previous three years by October 1 every year.](#)

VETERANS AFFAIRS

Rio Grande is committed to helping veterans, service members and dependents receive educational benefits through the Department of Veterans Affairs (VA) and Department of Defense (DOD).

It is ultimately up to the VA and DOD to determine ones eligibility for educational benefits. However, Rio Grande has VA Reps, located in the Financial Aid Office (Florence Evans Hall), to help assist with this process. In addition, Rio Grande VA Reps, located in the Veterans Center (basement of Boyd Hall) can help students obtain their required documentation for transferring military experience into college credit.

The University has developed a “Gateway to Success” for veterans to help with the transition from military to civilian life. This class meets the requirements for Freshman Success. All veterans and service members are highly encouraged to take this class.

All potential veterans, service members, and dependents are encouraged to contact Rio Grande’s VA Reps at 1-740-245-7357.

SECTION IV STUDENT POLICIES AND REGULATIONS INTRODUCTION

All of the following regulations apply to University of Rio Grande and Rio Grande Community College students. The regulations at the University and Community College are designed to accommodate and facilitate the growth and development of each student. The University and Community College community expects all students to commit themselves to the assumption of responsibility for other members of the community, as well as for themselves. The regulations stem from one basic premise; i.e. all students should expect to attend the University of Rio Grande without encroachment upon their rights. The following regulations are for the welfare of the student. They have been recommended by the Student Development Committee, approved by the President of the University and of the Community College and ratified by the Board of Trustees of the University of Rio Grande and Rio Grande Community College.

When a student's actions interfere with the educational program of the University or Community College or with the welfare of the University and Community College community, the University and Community College will take appropriate action to correct the matter. The University and Community College Hearing System is designed to hear appeals and to give decisions in cases of alleged violations of University or Community College regulations, which include recommendations for corrective measures. The University and Community College administration and faculty have been delegated the authority to administer policy and students should expect to abide by legitimate requests of duly constituted University and Community College authorities.

The following pages include policies, regulations, and explanations concerning what is expected of University of Rio Grande and Rio Grande Community College students. No listing of specific rules can be expected to cover every situation, in which a student may be involved; questionable behavior not covered by the following policies will be judged by its relationship to, or influence on, the objectives and mission of the University and Community College.

STUDENT LIFE AND ENROLLMENT COMMITTEE

The Student Life and Enrollment Committee is to be responsible for policy recommendations in any area involving student-based services. A draft of each policy written by administration is amended or adopted and brought before the Committee for review. After review, two readings are held after which a vote is taken on the policy. Once the policy is passed, a campus wide hearing is held. The policy is then carried to the President and both Boards of Trustees for adoption.

The Student Life and Enrollment Committee is comprised of up to 28 members. Up to 16 members (including students and faculty) are elected from various schools and up to 12 administrators serve on the Committee by virtue of office. The Dean of the Student (Student Services Division) serves as chairperson. Under this formation, the Committee is able to amend and adopt policy through a broad spectrum of views, opinions, and knowledge.

ALCOHOLIC BEVERAGES

The possession and use of alcoholic beverages by students on the campus of the University of Rio Grande and Rio Grande Community College is prohibited and strictly enforced. The only exception is alcohol at approved social functions. The excessive use of alcoholic beverages on or off the campus is prohibited and may result in disciplinary action. Any conduct which is in violation of the Ohio Liquor Control Law (title 43 of the Ohio Revised Code), on or off campus, is prohibited and strictly enforced. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Ohio and the Village of Rio Grande.

The alcohol policy is intended to define guidelines for those students who choose to use alcoholic beverages. The alcohol policy promotes responsible use of alcohol and is consistent with the laws of the State of Ohio.

1. Alcohol is not permitted in the Residence Halls. This would include all open and unopened cans, bottles, decanters, kegs, or any and all other forms of alcohol beverage packaging. (Residual alcohol beverage liquid need not be present to be in violation.)
2. Advertising regarding alcohol or alcohol related events must be approved by the Dean of Students.
3. Any off-campus event held by a recognized University or Community College organization must comply with the laws of the State of Ohio.
4. The alcoholic beverage policy will be evaluated by the Student Development Committee bi-annually. The Student Development Committee reserves the right to change the alcohol policy at any time. Any change will be published to the campus community.
5. The University of Rio Grande and Rio Grande Community College reserves the right to use parental notification after two alcohol violations if the student is under the age of 21 years.
6. All student organizations sponsoring social events that will have alcoholic beverages for sale are required to have a State of Ohio issued F permit posted at the event. Absolutely no alcoholic beverages are permitted during Greek Games. Failure to abide by University and Community College regulations may result in denial of future social events, disciplinary action, and/or temporary suspension to the sponsoring organizations.

HEALTH RISKS OF ALCOHOL

The United States Department of Education has provided the following information concerning health risks of alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

Some people are more susceptible to becoming addicted to alcohol than are others. This addiction, called alcoholism, is more likely to occur if a person drinks alcohol regularly at a young age (before 18) and/or if a parent, grandparent, aunt, uncle, brother, or sister is an alcoholic. There is, as yet, no way to know who is most susceptible to developing alcoholism or any other adverse health effect from alcohol.

ILLEGAL DRUGS

As academic institutions, the University of Rio Grande's and Rio Grande Community College's goals are to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, the University of Rio Grande and Rio Grande Community College are subject to the same local, state, and federal laws that govern all citizens, including those that concern the use, sale, and possession of drugs. Therefore, engaging in such illegal actions will be subject to disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by the University or Community College from the possible additional legal consequences of their acts.

REGULATIONS

1. University of Rio Grande and Rio Grande Community College consider the use, possession, cultivation, sale, distribution, or transfer of any unlawful drug, including marijuana, unacceptable behavior and incompatible with the educational goals of the University and Community College.
2. Students are considered to be responsible adult citizens, and as such, are subject to criminal law. In accordance with federal as well as local laws, the illegal use, possession, cultivation, sale, distribution, or transfer of any drug, narcotic, or hallucinogenic substance, including marijuana, are strictly prohibited.

3. Remaining in an environment where illegal substances are being used constitutes grounds for disciplinary action.
4. Misconduct resulting from the illegal possession, consumption, sale, cultivation, transfer of drugs, or narcotics renders the person subject to action ranging from rehabilitative consultation, probation, dismissal from the residence halls and up to and including suspension or dismissal from the University or Community College.
5. The University's or Community College's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

STUDENT SUBSTANCE ABUSE POLICY

SCOPE

The University of Rio Grande and Rio Grande Community College (collectively "Rio Grande") hereby adopt the following STUDENT SUBSTANCE ABUSE POLICY. This Policy is applicable to all student of Rio Grande who participate in a classroom or clinical experience which requires drug and/or alcohol testing.

This Policy prohibits the distribution, possession, sale, or use of any drug or controlled substance as defined by sections 2925.01, 3719.01, and 4729.01 of the Ohio Revised Code, except in accordance with a valid pharmaceutical prescription, including but not limited to while in the classroom, on clinical assignment or otherwise engaging in prohibited conduct constitutes grounds for disciplinary action, up to and including expulsion, as set for in the Rio Grande Student Handbook.

PURPOSE

The Student Substance Abuse Policy is intended to:

- Establish and maintain a safe, healthy learning environment for all students.
- Provide a safe, healthy environment for patients while providing care, as applicable.
- Preserve the reputation of Rio Grande, including the reputation of its employees.

Rio Grande recognizes substance abuse as a serious problem affecting students and will enforce all rules and/or policies regarding alcohol and illegal drugs. All programs affiliated with Rio Grande support and will cooperate with authorities at the local, state, and federal levels regarding the regulation of alcohol and drug abuse. Students will not be afforded protection from prosecution under federal, state, or local law for engaging in acts that violate this Policy.

RELEVANT POLICIES

Possession/use of Illegal Drugs or Alcoholic Beverages:

A student, while at school or in a clinical setting, shall not possess, use transmit, conceal, be under the influence of, or show any sign of consumption/use of any alcoholic beverage, illegal drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession and/or use shall include, but is not limited to any of the following:

1. Drugs, alcohol and/or objects carried or concealed on one's person.
2. Drugs, alcohol and/or objects contained in one's personal belongings.
3. Drugs, alcohol and/or objects contained in a vehicle owned or driven by such a person.
4. An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use.
5. Use of alcohol/drugs as verified by a drug screen, or the refusal by a student to submit to a reasonable suspicion and/or random drug screen.
6. Any positive alcohol screen at a level of .04% or greater, and/or any positive drug screen for which there is no medically acceptable explanation for the positive result.

Prescribed Medication:

Students shall notify a program Director or Administrator when taking prescribed medication which might hinder the safe and efficient performance of their classroom and/or clinical assignment. Upon request, the student must inform the Director or Administrator of the name(s) of the medication(s) of drug(s) being prescribed and the prescribing physician.

In addition, if a student is taking a prescribed drug which might hinder the safe and efficient performance of their classroom and/or clinical assignment, the student must obtain a release to return to school and/or clinical setting from the prescribing healthcare professional. Specifically, the prescribing healthcare professional must affirm that the student is able to perform safely, without impairment caused by the drug or medication. If a release cannot be obtained, the student may be suspended from certain classroom or clinical participation.

Over-the-Counter Medication:

Students are advised to check with a healthcare provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effect which might hinder the safe and efficient performance of their classroom and/or clinical assignment. This information will be handled in a confidential manner.

Suspicious Behavior:

If a student suspects or observes suspicious behavior in another student, he/she MUST report this either to an instructor, Director or Administrator. Every effort will be made to maintain confidentiality in peer reporting; however, in some circumstances confidentiality may not be assured.

Cost of Drug/Alcohol Testing:

Students at Rio Grande are responsible for bearing the cost of drug and/or alcohol testing in all pre-admission or pre-clinical settings. Conversely, affiliated clinical agencies or Rio Grande will bear the cost of random or reasonable suspicion drug and/or alcohol tests.

Refusal to Submit to Drug/Alcohol Testing:

A student will be disciplined, up to and including suspension and/or expulsion from Rio Grande if (a) the student refuses to submit to drug/alcohol testing; or (b) the student's drug/alcohol testing results are positive. A refusal to submit includes excessive delay (over four hours) on the part of the student in providing a specimen, or not supply a sufficient quantity to test.

Drug and Alcohol Testing:

Student may be subject to drug and alcohol testing in four circumstances:

1. Pre-Admission
2. Reasonable Suspicion
3. As Required Prior to Assigned Clinical Experiences
4. Random Selection

Pre-Admission Testing:

Upon acceptance into a course or program which contains a classroom or clinical component requiring drug and/or alcohol testing, applicants/students will be required to pass an entrance drug screening and alcohol test, as well as a background check (FBI & BCI), as a condition of active admission to Rio Grande.

Reasonable Suspicion Testing:

Reasonable suspicion means there is some evidence to suggest that a student has engaged or is engaging in substance abuse. Evidence may come from a professional or expert opinion, layperson, scientific test, or other source. Facts which could give rise to reasonable suspicion include, but are not limited to:

- Observable phenomena, such as direct observation of drug use, possession of drug paraphernalia, and/or physical symptoms or manifestations of being under the influence of a drug, including, but not limited to, erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings or inappropriate responses to stimuli.
- Information that a student has caused or contributed to an accident, or where a student shows signs of impairment after any accident while performing activities affiliated with or in a covered course or program.
- Arrest, conviction, or acceptance of responsibility for being in possession of, or being found guilty of a drug, alcohol, or controlled substance related offense, including but not limited to DUI, public intoxication, etc.
- Evidence that the student has altered or tampered with a previous drug or alcohol test or who has attempted to substitute a specimen.

Prior to Assigned Clinical Experience:

Students at Rio Grande, who are assigned to a classroom or clinical experience as part of the established curriculum may be required to undergo a drug screening and/or alcohol test. This is determined by and under the procedures established by the clinical site.

Random Selection:

Rio Grande reserves the right to institute random selection drug and/or alcohol testing where deemed appropriate for a particular program, clinical and/or classroom experience. Any random selection drug testing program instituted under this provision will be conducted pursuant to the following procedures:

- Rio Grande will adopt a uniform selection process that removes discretion in selection from any Director/Clinical Coordinator/Clinical Instructor or Designee.
- Random selection testing will take place throughout the academic year. There will be no pattern to when random testing will be conducted. Random testing will be unannounced, and all students in the class, clinical, or program will have an equal chance of being selected for testing from a random pool of participants in the same class, clinical, or program. Likewise, students shall remain in the pool even after being selected and tested.
- If a student is selected for random testing, the student will be notified by the Program Director/Clinical Coordinator/Clinical Instructor or Designee and will be directed to report to the designated collection site at the designated time for testing.

Testing Procedure:

All drug and alcohol testing will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality as well as the integrity of the sample will be protected by the testing facility. Testing may be conducted with blood, urine, breath, hair sampling, or a buccal smear. The procedure for collection will involve a witness, securable containers and chain of custody procedures that ensure that the samples are protected from tampering, and that the analysis of them is done in accordance with accepted medical standards.

Testing shall screen alcohol and drugs that are either illegal or which are prone to abuse. Positive tests will be confirmed by the qualified laboratory by a second test from the original sample. If the second test is also positive, the student will be subject to disciplinary action, up to and including dismissal.

Evidence that the student altered or tampered with a test, or evidence that the student attempted to substitute a specimen will be automatically deemed a positive test result.

Appeal:

A student may appeal discipline, including suspension and/or expulsion from Rio Grande through the “Appeal of Sanction and the Right to a Hearing” procedure outlined in the Student Handbook.

COUNSELING AND TREATMENT

There is no certain way to know who is most likely to develop drug dependence, but it is known that people who have developed dependence on alcohol or have family members who are dependent on alcohol or drugs are at greater risk. Any person who has had an emotional or mental illness has a very high risk of adverse reactions to illicit drugs. Those who are frequently depressed have suicidal thoughts and have had hallucinations or delusions should avoid street drugs because using them could make the illness worse, or cause a relapse.

If students feel that they may have a problem with drug or alcohol abuse, assistance can be obtained by contacting the Prevention Educator at 245-7396 that specializes in dealing with substance abuse problems.

TOBACCO POLICY

The University of Rio Grande and Rio Grande Community College strongly discourages the use of any and all tobacco products. The Surgeon General of the United States has enumerated the many negative effects of the use of tobacco, concerning both the user and the passive individual.

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes.

Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving, or inhaling.

For those desiring to smoke on campus, **individuals must comply with Ohio law**. There are ash receptacles provided by the University and Community College within a reasonable distance of most buildings.

The use of tobacco products, **including tobacco and alternative nicotine products**, is expressly forbidden in all campus buildings.

SEXUAL ASSAULT

Because sexual assault has become a safety concern nationwide, the University of Rio Grande and Rio Grande Community College, like other colleges, is responsive to this concern. The following recommendations have been outlined if one is a victim of sexual assault:

If you or someone you know is sexually assaulted, these are important telephone numbers to remember:

<u>On-Campus Calls</u>		<u>Off-Campus Calls</u>
Campus Police	Ext. 7286	245-7286
Health Services	Ext. 7350	245-7350
Holzer Emergency Room	9-446-5201	446-5201
Gallia County Sheriff	9-446-1221	446-1221
EMS	9-911	911

1. Call a support person, someone who can provide emotional support, transportation, and assistance. You may choose a counselor, nurse, staff, faculty person, Resident Assistant, Student Life Coordinator, or a friend on campus.
2. Get immediate medical attention. A health professional needs to determine the extent of your injuries and necessary treatment. The University will provide transportation at your request. Expenses associated with your trip to the hospital may be covered under the Ohio Victims of Crime Program.
3. Do not bathe or douche and save all your clothing. Evidence for a criminal case may be present on your clothes. If you change clothes, save what you were wearing and place it in a Paper Bag. (Not Plastic)
4. While the University encourages the victim to report a sexual assault incident, the final decision rests with the victim. One can report the incident and later decide not to prosecute. The longer one waits to report a problem, the more difficult it may be to later prosecute. [Counseling, as set out in the Counseling section of the Student Handbook, is available for those who want it.](#)
5. Campus Police are there to help. The officers have received special training regarding sexual assault and will work with the victim throughout the entire process. Initially, all contact with Campus Police, Health Services, and Counseling will be considered confidential.

*Paper Bags may be obtained from the Student Life Coordinators, Campus Police, or Health Services.

STALKING

The University of Rio Grande and Rio Grande Community College staff strives to make the campus safe for all students and staff. They are here to assist you in any way possible. According to Ohio law, stalking is a crime if a person knowingly engages in a pattern of conduct (i.e. following, harassing, or physically threatening another individual) that causes you physical harm or mental distress. If you feel that you are being stalked, report it immediately to the campus police department. Stalking is a crime. Ask for help!

If you are in immediate danger, call 9-911 from a campus phone or 911 from a public phone. Contact Health Services, the Dean of Students, or The Campus Police Dept. for assistance with safety planning and further follow-up investigation.

Contacts

Law Enforcement
Campus Police
Rape Hotline
Office of Student Services
Health Services

On Campus Phone Numbers

9-911
7286
7054
7234
7350

Community Contacts

Community Assault Prevention
Victim Assistance

Off Campus Phone Numbers

1-800-809-6111
446-7933

BOOKSTORE POLICIES

Books including required and optional textbooks, academic and general reading books, academic computer hardware and software, electronics, college logoed apparel, greeting cards, University and Community College insignia novelties, nursing uniforms and supplies, gifts, souvenirs, classroom supplies, snack foods, and personal hygiene items may all be purchased in the Rio Grande Bookstore, located on the lower level of Rhodes Student Center. The normal hours of operation are M-F, 8:00 AM to 5:00 PM.

Books are made available as directed by the faculty of the University. New textbook pricing follows suggested retail pricing by the textbook publisher. Used textbooks (when available) are priced at 25% lower than new book

prices. There are also three different options for rental textbooks available in-store and affiliate on-line companies. Rental prices range from 25% to 85% of full new book prices. Please utilize the bookstore website at bookstore.rio.edu for the latest and most up-to-date information on required textbook information and pricing.

Returns and exchanges of new or used textbooks are accepted on the following conditions: (1) the book must be returned within the period to coincide with the University of Community College posted date of last day to add or drop a class with full refund, (2) new books including sets, books with packaged diskettes or CDs must be in new and original packaging, (3) returns will only be accepted with the original cash register receipt. New books that are damaged or have been marked in will not be accepted for full return, although at the discretion of bookstore management a lesser value may be offered. Books purchased after the posted date are sold on a non-returnable basis. Other merchandise sold at the store will follow the posted times and regulations for returns and exchanges.

The Bookstore also provides a buyback service for textbooks, which students no longer need. New or used books may be sold to the Bookstore during the buyback period, normally held during the last week of each semester, with the prices, up to 50% of original new book prices, to be determined based on: (1) the book being required for classes in the following semester, (2) the Bookstore is not currently overstocked with that particular textbook, (3) the overall condition of the textbook. A national wholesale buyback service is also provided at that time to purchase textbooks no longer being used for classes at the University. Please check with the bookstore for additional details.

The Bookstore accepts cash, personal checks, and major credit and debit cards. Student charges utilizing your credit balance on your student account is available at the beginning of each semester.

CAMPUS FACILITIES REGULATIONS

Campus facilities are scheduled normally for recognized campus organizations as an integral part of the total educational program offered at the University of Rio Grande and Rio Grande Community College. Each student should be familiar with the use of each facility and should respect the needs of others to use the facilities. The use of facilities and grounds must be cleared through the Scheduling Coordinator, located in the Administrative Services Office in Allen Hall.

CHECK CASHING SERVICE

Personal checks cannot be cashed on the campus. A branch bank of the Ohio Valley Bank is located close to the campus and a WesBanco ATM machine is located in the lobby of the student Cafeteria. The University and Community College recommends that students establish a working relationship with these banks or another bank that is convenient.

DEMONSTRATIONS

The University of Rio Grande and Rio Grande Community College recognizes that freedom requires the right of self-expression, protest, and free assembly. The University and Community College believe, however, that most grievances or differences of opinion can be resolved through the proper channels and need not result in demonstrations. Therefore, the University of Rio Grande and Rio Grande Community College encourages students to resolve any disagreements through the channels of the Student Senate and Administrative Council. Students must request in writing a meeting with the Student Senate or with the Administrative Council to present their issues. The University and Community College believe that all students should be provided the opportunity to express their views in public. Student demonstrations may be held between the hours of 10:00 a.m. and 4:00 p.m. only. All demonstrations shall be held in the public space designated by the University. No student demonstration may be held unless permission has been obtained from the Dean of Students. Permission must be obtained at least 24 hours before the planned demonstration.

DINING HALL REGULATIONS

The Dining Hall is intended to provide an excellent opportunity for social interaction, as well as a balanced diet.

1. Meals or meal tickets are not transferable. The fact that an expected number of meals will be missed by each student is taken into consideration in determining cost of meals. (There is no credit given for missed meals.)
2. Any student who uses a false identification card or makes an identification card available for use by another person will be referred to the Office of Student Services. (Community Code No. 1)
3. Commuters not on a meal plan or guests must pay the door rate as they enter the Dining Hall.
4. Everyone is expected to take his or her food tray to the dishwashing area when the meal is completed.
5. "Sick Tray Policy" - If sick and unable to come to the Dining Hall, students may see the University Nurse in Health Services, who will supply a note and diet needed for Coordinator or Resident Assistant will supply a

note. The person picking up the sick tray will need to bring a note and the student's I.D. to show the cashier in the Dining Hall. (Health Services is open 8:00 a.m. to 5:00 p.m. Monday through Friday.)

6. No food or drinks are to be taken from the Dining Hall. Meals will not be served outside of regular serving hours unless students obtain a written notice from their instructor or a University official stating that they are unable to attend during the regular hours. Changes may be made for special events, and they will be posted in advance.

FINANCIAL AID

The Office of Financial Aid awards aid and can assist in the process of applying for financial aid. While financial assistance from your employer, federal, state, institutional, and other sources may help to pay a large portion of your tuition and fees, the responsibility for the remaining portion of the unpaid fees remains with the student.

To schedule an appointment with the Financial Aid Office, please call 740.245.7218 or e-mail finaid@rio.edu. The Financial Aid Office is located in Florence Evans Hall, and your first stop is at the Reardon One Stop Center. Visit the Financial Aid pages on the Rio website to access up-to-date information regarding financial aid and other departments, www.rio.edu.

Financial Aid Available for Qualified Student

Financial aid consists of any funding which helps a student pay for educational costs. The funds are generally broken down into two categories:

- Gift Aid: Grants and Scholarship are considered gift aid and usually do not require repayment. Grant funds for tuition and fees are normally based on financial need. Financial aid awards based on a student's academic merit, scholastic accomplishments, or other activities are referred to as scholarships.
- Self Help: Loans for educational purposes and student employment programs require action from the student to receive the funds. Student loans are monetary advances that must be repaid with interest over a period of time. Most loans allow students to complete their education before beginning repayment. Student employment programs require a student perform certain tasks and receive a pay check for hours worked. Financial aid comes from a wide variety of sources, such as, federal and state governments, universities, employers, work-force agencies, and many more.
- Federal – Federal financial aid, also known as Federal Title IV Aid, includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Direct Student Loans, Parent loans, Federal Work Study, and Federal TEACH Grant. All of these are available at the University of Rio Grande and Rio Grande Community College. Students must complete the Free Application for Federal Student Aid (FAFSA) for eligibility to be determined for federal programs. Requirements for federal aid programs are set by the federal regulation and eligibility is based on each student's FAFSA information.
- State – State grants and scholarships are awards that directly lower students' out-of-pocket education costs, and generally do not have to be repaid. The State of Ohio invests significant resources in a wide array of these programs so that immediate cost-savings are available. Many types of grants and scholarships are available and awarded based on a number of factors including: areas of student (such as teaching, science, engineering, technology, math, and medicine), academic merit, financial need, military status, and more. State aid includes, for example, Ohio College Opportunity Grant, Choose Ohio First, Ohio War Orphans, and Nurse Education Assistance Loan Program. The FAFSA is required to determine eligibility. Eligibility guidelines are published each year by the Ohio Board of Regents, State Grants and Scholarships division.
- Institutional – The University offers over 300 scholarship opportunities to support students in their educational endeavors. Many of these scholarships are provided through the kindness of Alumni and Friends of the university. Eligibility is determined by a number of factors including: GPA, ACT Score, program of study, financial need, organization affiliation, and more. The FAFSA is required for most of the scholarships to determine eligibility. A separate application may be required in addition to the FAFSA.
- Private – Many private and local organizations have grants and scholarships available to students who meet certain criteria. We encourage all students to perform their own scholarship search. The local library is an excellent source of information on scholarships. Separate applications will be required for each scholarship. The internet is also a good starting place to search for additional funding to help with your educational costs.

Eligibility

To be eligible for federal and state financial aid, a student must be:

- A citizen or an eligible non-citizen
- State requires 12-month residency
- Admitted and enrolled as degree seeking in an eligible program
- Registered with the Selective Service (if required)
- Not be in default or owe a repayment or refund on a federally guaranteed loan or grant
- Be in good academic standing (making satisfactory academic progress)

An entering student must be accepted for admission into a degree-seeking program before receiving a financial aid award letter. However, a student who has not yet been accepted for admission may apply for financial aid by submitting the FAFSA and other applications. Once admitted into an eligible degree program, the student will receive an award letter with tentative financial aid eligibility.

The award letter may be accessed through the Financial Aid Student Aid Portal at <https://hope.rio.edu/finaidloan/index.aspx>. In addition, the admitted student is encouraged to monitor the status of his/her financial aid and its subsequent processing by accessing his/her records on the University's secure online student site, Student Space, <https://hope.rio.edu/student-space/signup.aspx>.

Alerts, reminders, and student-specific information are mailed through the University's secure e-mail system throughout the year, and students are responsible for reading and responding to these communications. The university provides computer labs and other computers on campus in order for students to access the student email account.

Applying for Financial Aid

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The preferred method of submitting the FAFSA is through FAFSA on the Web at www.fafsa.ed.gov. A paper application is available upon request through the Financial Aid Office. Students must enter the University of Rio Grande's federal school code (003116) on the FAFSA to ensure proper disclosure of the students' FAFSA information to the Financial Aid Office. The FAFSA should be filed as soon as possible after January 1st each year. Rio Grande has a priority filing deadline of March 15th. It is important to apply as early as possible as funding is limited for certain federal financial aid. The Supplemental Educational Opportunity Grant, (SEOG), and Federal Work Study are programs that are awarded on a first-come, first-serve basis to those eligible students. The FAFSA may continue to be submitted through June 30th of the ending academic year.

Awards are made on an annual basis and priority will be given to early applicants. Returning students should complete the FAFSA no later than March 15th of each year. Eligibility for federal, state, and institutional financial aid is determined from the results of the FAFSA. The FAFSA is used to determine the family's ability (Expected Family Contribution, EFC) to meet the student's cost of education, which is used by the Financial Aid Office to determine financial need.

Notification of financial aid eligibility is made to new students by a mailed Award Letter and to returning students via email. The award letter may be accessed through the Financial Aid Student Aid Portal at <https://hope.rio.edu/finaidloan/index.aspx>. Financial Aid awards may be accepted, declined, or adjusted through the award letter portal or on paper in the Financial Aid Office.

Any student interested in obtaining a Federal Direct Student Loan or Federal Perkins Loan must also complete entrance counseling and sign a Master Promissory Note (MPN). The MPN is a multi-year promissory note that can be used for an entire collegiate career (up to 10 years with the same institution of continuous enrollment). This means that once a student completes the multi-year MPN, another MPN is not required for borrowing in future years. This process is designed to eliminate paperwork and simplify the process of applying for a Federal Student Loan. Students are asked to complete this process online by going to the following website www.studentloans.gov.

Alternative loan programs are available from private lenders to help students with educational expenses throughout the academic year. Most of these loans are credit based and may require a cosigner depending on credit history. A variety of alternative loans options are available in the Financial Aid Office and on the following website <http://www.rio.edu/financial-aid/Alternative-Student-Loans1.cfm>. Interested students apply for the desired alternative loan independently online. Please contact the Financial Aid Office (phone: 740.245.7218, e-mail: finaid@rio.edu) if you require additional information.

After awarding and prior to disbursement, financial aid awards show as credit memos on the student's statement. Finalized financial aid will be disbursed to the student's account after the drop/add period and attendance reports each term. Students must have completed and submitted all necessary paperwork required by the Financial Aid Office before financial aid will be disbursed to the student's account. Credit balances (Refund) from financial aid

disbursements are mailed in the form of a paper check to the student's home address, or if living on campus, deposited in the campus mail box. Mailing of refund checks begins the Friday of the fifth week of the semester (fourth week for summer) and continues each week throughout the term, if applicable. Balances owed after financial aid is applied to the student's account are the responsibility of the student.

Conditions for Disbursement of Financial Aid

A Statement of Title IV Authorization is included with each financial aid award letter notification. When students accept financial aid, they also acknowledge that they have read and agree to comply with the Statement of Title IV Authorization. A limited sample of conditions is as follows:

1. Students are required to communicate immediately with a financial aid advisor, if they change the number of hours enrolled each semester. Financial aid is based upon full-time, three-quarter-time, half-time, or less-than-half-time enrollment. Financial aid eligibility changes when enrollment level changes. Students who drop courses are responsible for notifying the financial aid advisor immediately. Financial aid will be reduced accordingly and any financial aid funds received in error prior to the notification will be due back to the University. This also applies to "balance-of-aid" payments made to students prior to dropping classes or totally withdrawing from the University.
 - a. Faculty report to the Records Office any student who does not begin attendance in a classroom course or signed-in to an online course during the first two weeks of each term. The following occurs:
 - i. A grade of NW is listed on the student's transcript since the student did not officially withdraw;
 - ii. Financial aid is adjusted to reflect only those courses for which the student is reported by faculty as attending;
 - iii. Charges remain for all registered courses;
 - iv. Faculty may permit a student to enter a course after the non-attendance report is submitted and earn a grade. However, financial aid is not adjusted after the report is submitted for late appearances in class.
2. The student is responsible for repayment of any and all financial aid received if adjustments resulting from unreported or misreported information discovered through verification, third-party notices, account reviews, and/or Quality Assurance findings lead to reductions in financial aid
3. The student is responsible for reporting additional educational assistance received through sources other than the Financial Aid Office. Financial aid may be adjusted according to federal regulations as a result of additional educational assistance received and not reflected initially. The student bears responsibility for reporting any additional aid in the form of scholarships from outside sources, Vocational Rehabilitation Benefits, Graduate Tuition Scholarships, Veterans Benefits, Senior Citizen Tuition Waivers, Employer Assisted Tuition Payments, Third Party Payment Agreements involving any outside group or company, and all other forms of assistance. The student must report these external sources of financial assistance immediately to a financial aid advisor.
4. Before receiving a student loan Entrance Counseling and Master Promissory Note (MPN) are required prior to disbursement of Subsidized, Unsubsidized and Parents PLUS loans. These processes must be completed online at www.studentloans.gov. Students receiving loans must be enrolled at least half-time (6 hours undergraduate or 4 hours graduate) for disbursement.
5. Transfer credit evaluations for new transfer students may result in additional loan eligibility. Students may request an account review once all transfer credits have been evaluated and are reflected on the student's official academic transcript.
6. An award letter is a tentative or conditional financial aid package that assumes a level of federal and state appropriations which are frequently undetermined at the time of preparation. If legislative bodies fail to provide the anticipated funding level, it may be necessary to reduce or cancel certain types of financial aid, particularly grants. Students will be notified immediately if such changes become necessary.
7. The Financial Aid Office reserves the right to review, modify or cancel financial aid at any time on the basis of new information affecting student eligibility, including but not limited to changes in financial resources, residence, academic status, or changes in the availability of funds.
8. Federal student aid is disbursed on the assumption that the student will complete the term for which the aid is paid. Students who officially withdraw from the University will have a Return of Title IV funds calculation performed based on the date withdraw began. If the date of complete withdrawal precedes the date on which over 60% of the academic semester has been completed, the university and the student must return a prorated portion of all Title IV student financial aid to the federal programs. Students will be

considered an unofficial withdraw from the university if all NF grades are received at the end of term or for all courses after the 1st module of the term. Unofficial withdraws are calculated at a 50% earned rate.

9. The student who officially withdraws from the University before completing over 60% of the semester or who stops attending and is considered an unofficial withdraw should anticipate repaying a significant portion of Title IV financial assistance. This may be payment to the U.S. Department of Education or to the university as charges are returned to the student's account after required funds are returned to the federal government.

Special Circumstances

A student or family member experiences one or more of the following situations may be eligible to apply for special circumstance consideration:

- loss of income due to unemployment, disability, natural disaster,
- loss or reduction of untaxed income,
- separation or divorce,
- death of a parent or spouse,
- excessive medical or dental expenses paid out of pocket,
- parents attending college,
- sibling private school tuition paid, or
- a one-time lump sum

The granting of special circumstance is based solely on the professional judgment of the Financial Aid Office. The Financial Aid Office reserves the right to approve or reject any application for special circumstance. Contact the Financial Aid Office for more information. A change of circumstance may change financial aid eligibility. The Special Circumstance Form is located at: <http://www.rio.edu/financial-aid/Financial-Aid-Forms.cfm>

Standards of Academic Progress Policy

Federal regulations require the University to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. Each institution must design a Financial Aid Satisfactory Academic Progress Policy and criteria, both qualitative and quantitative, which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Financial Aid satisfactory Academic Progress (SAP) at Rio Grande measures a student's performance in the following three areas: *Qualitative*, the cumulative grade point average (GPA) and *Quantitative*, the standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe allowed for the declared program.

1. Completion Rate (Pace to Degree Completion)

At the completion of spring semester, a student's academic progress to degree completion is measured by comparing the number of cumulative attempted hours with the cumulative credit hours earned (quantitative). Attempted hours include any course for which the student remained enrolled past the Add/Drop period. Earned credit hours are those courses in which a grade of A, B, C, or D was received. In addition, the SAP policy takes into consideration both Rio Grande coursework and transfer credits from other educational institutions. Incomplete, withdrawn, or repeated courses at Rio Grande are considered in the calculation of attempted hours.

2. Cumulative GPA

GPA is determined by the formula of the number of credits earned compared to the number of quality points assigned to the grade. Additional information on GPA determination is found in the Course Catalog on the Rio website, www.rio.edu.

An undergraduate/graduate student is considered to have made satisfactory academic progress for maintaining financial aid eligibility in a course of study if the following schedule is maintained:

Total Credit Hours Attempted	Cumulative GPA Required	Minimum Completion Percentage Required
1-15	1.50	65%
16-31	1.80	65%
32-52	1.90	70%
53 - Graduation	2.00	70%

Successful completion means a student has received a minimum grade of "D". Grades of F, I (Incomplete), NF (unofficial withdraw), NW (did not begin attendance), and W (Withdraw) are not considered successfully completed courses.

Maximum Time Frame

A student may receive financial assistance for a certificate or degree program for no more than a maximum of 150% of the required semester hours. For example, an academic program may require 64 semester credit to earn an associate degree. A student is permitted to federal aid for up to 96 credit hours in order to earn the degree. Remedial courses will count toward the 150% of the semester hours to complete the program of study (major). Students who change their program of study (majors) or enter a new program will be eligible for Financial Aid as long as they have not reach the maximum time frame of credits allowed for the program. Students who change program of study (majors) or enter a new program after graduation will be eligible for Financial Aid as long as they have not exceeded the maximum time frame of credits.

SAP Review

The Financial Aid Office reviews academic progress at the end of each semester. Students not meeting the minimum requirements listed [under the Financial Aid Standards of Academic Progress \(SAP\)](#) are placed on Financial Aid Suspension. Students will receive an e-mail regarding the Financial Aid Suspension status. Under Financial Aid Suspension, the student is not eligible for federal, state, or institutional funding (grants or loans).

Appeals

If a student has experienced an extenuating circumstance* that prevented them from satisfying the requirements of the Financial Aid Standards of Academic Progress (SAP), they may appeal that decision to the Financial Aid Office. The SAP Appeal Form must be submitted to the Director of Financial Aid Office with a letter of explanation in writing along with supporting documentation. The appeal requires detailed explanation that explains how the extenuating circumstances prevented the student from meeting the SAP requirements. The student must specifically state for which terms and academic years they experienced this extenuating circumstance, not just the past academic year. An appeal with all documentation must be submitted to the financial aid office at least three weeks prior to the beginning of the term the student wishes to have financial aid reinstated. If the date is missed, the appeal will be reviewed for the next term.

**Such circumstances may include serious illness, documented medical condition, death of an immediate family member, call to active military duty, documented learning disability, documented involuntary change of employment, and other extraordinary situations such as natural disasters.*

The student must make sure that date specific supporting documentation from a disinterested third party is attached to the appeal request. Letters from parents and family members are not acceptable; if this is the only information you can provide, you should meet with a Financial Aid Advisor to determine what is acceptable.

This documentation along with the SAP appeal will be maintained in the student's file. Examples of acceptable documentation include but are not limited to:

- A letter from a physician or counselor on letterhead paper (not a prescription form).
- Copy of a death certificate, obituary, or Mass card.
- Accident reports, police reports, court records, etc.

NOTE: Do not submit original documentation as part of this appeal; make sure to provide legible copies.

A Maximum Time Frame Appeal Form is required if the student's appeal is in response to having reached the maximum time frame limit for the declared degree. Students will need to complete a new appeal each year as long as you are continuing in the same degree/major.

An academic plan completed with and signed by the academic advisor may be required. Other types of documentation and verification may be requested

NOTE: Classes needed for the current degree plan are the only ones eligible for financial assistance.

A student unable to provide the above information should meet with a Financial Assistance Advisor. The advisor will determine whether a requirement may be waived, or determine if additional documentation is required.

The Director of Financial Aid and a Financial Aid Advisor will review the appeal. The appeal will be done as expeditiously as possible, but within approximately 15 business days. The results will be emailed via RIO student account. The appeal decision is final and no other appeal process is available.

Re-Establishing Satisfactory Academic Progress

After financial aid has been suspended, students may re-establish satisfactory academic progress by the following method:

1. Attend URG and earn at least 15 credit at their own expense and improve hours and/or semester grade point average to meet the required academic standards, or
2. Attend another institution and transfer at least 15 credits with a 2.0 GPA in each course back to URG, or
3. Sit out a full term (summer not included) and provide documentation verifying that the time away from the University was spent in pursuit of activities that should allow the student to succeed academically.

Students who comply may submit to the Financial Aid Office a written request asking that their eligibility for financial aid be reinstated. The request will be reviewed and notice sent of the decision.

Return of Unearned Title IV Funds Policy

Students receiving Federal Title IV aid who completely withdraw from classes prior to completing over 60% of the semester, may be required to repay funds to the program(s) from which such funds were received. Title IV aid programs include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), TEACH Grant, Federal Direct Subsidized, Unsubsidized, and Parent PLUS Loans.

Students receiving Federal Title IV aid who stop attending or receive all NF grades at the end of the term (grades earned in a 1st module course do not count) may be required to repay federal funds to the program(s) from which such funds were received.

The university is required to perform the Return of Title IV calculations for students receiving Title IV funds.

MOTOR VEHICLE PARKING REGULATIONS

The term "motor vehicles" applies to automobiles, motorcycles, motor scooters, or similarly powered means of transportation. Students and their visitors may operate and/or park a motor vehicle on University or Community College controlled streets and parking areas provided: (1) the vehicle complies with the regulations involving insurance and licensing in the state in which the vehicle is registered; (2) the owner and/or operator properly applies for and receives a registration permit; and (3) the owner and/or operator agrees to observe University and Community College parking regulations. Neither the University nor the Community College assume any liability for loss or damage to any motor vehicle. Carpoolers will be allowed to share the cost of a single parking permit.

PARKING REGULATIONS

The campus parking regulations are available from the Campus Police Department.

All faculty, staff, students, and visitors are subject to the same sanctions for violation of the regulations. Visitors must obtain a parking permit from the Campus Police Department upon their arrival, day or night.

FUND RAISING AND SOLICITATION

The following rules and regulations have been set up by the Student Senate concerning student fund raising projects on campus. Any money making project not covered specifically by these rules will be considered special cases, and still must be approved by the Senate. All Senate actions serve as recommendations to the Office of Student Services for final approval. Failure to abide by these regulations will result in judicial action by the Student Judiciary Board. These regulations do not pertain to off-campus functions.

RAFFLES AND SALES:

1. Only one raffle and one sale will be allowed on campus per week.
2. A request, stating what is being raffled or sold and the reason for each must be submitted in writing to the Student Senate at least one week prior to the week that the raffle is to be held.
3. The raffling of alcoholic beverages is prohibited. The sale of alcoholic beverages is permitted only as described in the Alcoholic Beverage Policy.
4. Raffle tickets and sales may not be sold for more than four consecutive days, and the drawing is to be held at the end of the fourth day. Sales may not be held more than four consecutive days in one week.
5. Tickets must be sold in designated areas except for one designated day where they may be sold from door to door throughout the residence halls. This day is to be designated by the Senate before the raffle and must not conflict with the date of a sale, should there be one that week.
6. Raffle tickets or sales may not be sold in faculty or staff offices, classrooms, laboratories, or in the Library.

7. Raffles and sales may be held at specific functions such as ball games, etc., if permission is obtained from the director of the building where the raffle or sales are to be held. In such cases, the raffle or sales may only be held on the day of the specific event and at the specific event.
8. Raffle tickets may not be sold on weekends, except at approved specific events, such as ball games, etc.
9. After approval of the Senate is given, the dates will be placed on the calendar. No dates may be reserved on the calendar until approval of the Senate is given.

SOLICITATIONS:

1. Off-campus organizations must obtain a permit from the Dean of Students before engaging in any on-campus solicitation. Soliciting shall be limited to a designated area.
2. Recognized campus organizations must obtain a permit from the Dean of Students before engaging in any on-campus solicitation. Solicitation shall be limited to a designated area.
3. The Dean of Students must be petitioned for student exceptions to the above policies.

OTHER FUND RAISING:

1. All Residence Hall fund raising events must be approved by the Student Life Coordinator and meet preceding regulations.
2. All events must follow explicitly the "Alcohol Beverage Policy" as stated in the Student Handbook.
3. All other fund raising events not covered in this section must be arranged through the Dean of Students.

POST OFFICE REGULATIONS

Resident students should register for a mailbox early in their enrollment. STUDENTS WILL BE GIVEN ONE MAILBOX KEY AT NO CHARGE. If a key is lost or needs replaced, students must pay a \$20.00 key replacement fee. The student will hold the same mailbox as long as he/she is enrolled. The mailbox key must be returned to the Post Office upon the student's withdrawal from the University of Rio Grande or Rio Grande Community College. The Post Office is located in the James A. Rhodes Student Center.

CURRENT STUDENT PRE-REGISTRATION REGULATIONS

If you are not enrolled for classes by the designated check in date for the following term, you will not be permitted to move into the Residence Halls prior to classes beginning.

Pre-registration for residence hall rooms must be completed in April, for current students, during the academic pre-registration time frame. Lists will be checked weekly (Registrar's Office) to confirm the student is enrolled for Fall Semester. Upon arrival for Fall Semester check-in day and the student has not registered for class, his/her move in process will be postponed until proof of enrollment can be secured by the Housing Office.

Pre-registration for residence hall rooms must be completed in November, for current students, during the academic pre-registration time frame. If the student fails to comply, he/she will be requested to remove his/her belongings and vacate the room at the end of the Fall Semester.

Exceptions to the policy will be under consideration by the Dean of Students and/or the Director of Housing.

RESIDENCY REQUIREMENTS

Beginning Fall 2014, residency requirements will be re-established at Rio Grande. All students under the age of 23 living outside of 50 miles will be required to live on campus for the first four semesters. The exceptions are: 1) married students, 2) students with custody of a child, and 3) students who establish a permanent residency within 50 miles of campus. All requests for exception and questions concerning residency requirements should be directed to the Dean of Students.

RESIDENTIAL LIVING REGULATIONS

(Also, see Residence Life Code)

ACCIDENT OR ILLNESS: In case of emergency students should dial 911 and contact their Resident Assistant or Student Life Coordinator immediately. If an accident or illness occurs during Health Center office hours, students may find it more convenient to report directly to the Center. If an accident or illness occurs during other hours, the Student Life Coordinator or Resident Assistant will contact the appropriate person to obtain assistance. Food trays for students who are ill may be arranged through the Director of Health Services.

CHANGING ROOMS: All room changes must be approved by the Student Life Coordinator of the hall in which the student resides. Students who do not follow the procedures for changing rooms will be held responsible for the room which they were officially assigned.

COOKING: Cooking equipment with exposed heating units, refrigerators (only small compact refrigerators are allowed), heat lamps, sun lamps, and electric heaters are prohibited from residence hall rooms. The residence halls are not electrically wired to accommodate more than a normal usage of electric power. The Student Life Coordinator must approve an electrical appliance that is questionable for use. Residential facilities are not approved food preparation units. (Cooking meals in student rooms is not permitted.)

FOOD: Food, beverages, and their containers may not be stored on outside windowsills. Food and beverages may be kept in the room if they are in a covered container.

FURNITURE and DECORATION: Furniture or equipment cannot be moved out of or within the building unless written permission of the Resident Assistant and the Student Life Coordinator is obtained. Nails, tacks, or scotch tape should not be used on walls, ceilings, woodwork, or furniture. Pictures and other objects must be hung from the picture molding in the room. Alcoholic beverage container displays are not permitted. Furniture is limited to one small sofa or two small chairs as long as it does not block entrance/exit of the room. No lofts (a bed raised or on supports high enough overhead to allow the use of the floor area below for various purposes) are allowed. (See Residence Life Code pages 43-44).

GUESTS: Overnight off-campus guests of residence hall students are required to register for the entire period of their stay with the Student Life Coordinator of the hall in which they are visiting. Residence hall students are responsible for conduct of their guests. Failure to comply with the civil law or any of the rules, regulations, or policies of the University, or living units will be considered cause for terminating guest status with the University. Guests who plan to stay more than three days must have special permission in advance from the Student Life Coordinator of the Residence Hall and will be charged a daily rate. Students may not host overnight guests of the opposite sex in their residence hall rooms except in designated living units. Guests must register their vehicles and obtain a visitor's parking permit from the Campus Police upon their arrival, night or day.

HOUSEKEEPING: The University maintains the right to inspect rooms periodically in order to protect the environmental health of the residence area. The student is responsible for maintaining a degree of cleanliness; therefore, the University reserves the right to take steps necessary for the maintenance of the rooms. Each residence hall is provided with cleaning equipment. The equipment must be used properly and left in good order after use.

KEYS AND LOCKS: Residence Hall room doors should be kept locked at all times. Defective locks should be reported to the Resident Assistant immediately. The duplication of keys to University property is prohibited. If a student should lose his/her key, he/she must report to the Student Life Coordinator and the Student Life Coordinator will request a new key be made and charge \$63.00 per key to the student's account.

MAINTENANCE: Each resident is expected to report immediately to his or her Resident Assistant any damage or malfunction in his or her room or in the residence hall. The Resident Assistant or Student Life Coordinator will then fill out a "Damage Transmittal Form" including the name or names of the person or persons being charged.

PETS: Pets other than goldfish and small tropical fish are forbidden in rooms and in all other sections of the residence hall.

QUIET HOURS: Quiet hours are normally developed to ensure a period for study and rest. Quiet hours for each residential unit are prominently displayed. Students are expected to be reasonably quiet at all other times.

REGISTRATION, DAMAGE, AND WITHDRAWAL PROCEDURES: Each resident student is required to pay a \$200.00 advanced room pre-payment before occupying his/her assigned residence hall room. Each resident will be financially responsible for any damage incurred to his/her assigned room and the public areas of his/her assigned residence hall. Each resident will be provided the opportunity to evaluate his/her room before occupancy and will be responsible for a formal checkout when vacating it. The residence hall staff will note cleanliness, damage, loss of furnishings, and the student will be charged accordingly. If the checkout process is not completed, the student will forfeit an amount equal to the advanced room deposit.

DISCIPLINE: Resident students are expected to abide by the University Community, and Residence Life Codes. The Resident Assistants serve the residents of the hall through the enforcement of these codes. In cases where responsibility for damage or other significant incident cannot be specifically determined, the Student Life Coordinator may assign responsibility to the entire hall or any portion thereof, (Community Billing).

RESIDENTIAL LIVING: The University of Rio Grande is a residential university, which considers education a process of growth and development. For this reason, the University maintains dining service and residence halls as integral parts of the total academic program to facilitate an individual student's growth toward independence. Students are encouraged to live in a University operated residential facility as well as participate in a dining hall board plan.

SINGLE AND SUPER SINGLE ROOMS: A very limited number of single rooms are available. Double rooms with a single occupant are designated Super Singles. An additional charge is made for Single and Super Single accommodations. (Q.v. University Bulletin.)

TELEPHONE SERVICE: Land line phones are available by request only.

VACATION HOUSING: Residence halls close between all academic terms and during vacation breaks. However, residents in a designated hall may contract for "Term Plus" privileges allowing continued occupancy through calendar breaks.

PERSONAL PROPERTY INSURANCE

Each student is encouraged to insure their personal property. The University is not responsible for the damage, destruction or loss of these items.

RESIDENCE HALL ROOM ENTRY AND SEARCH

ROOM ENTRY: Room entry is defined as entrance to a student's room by authorized personnel to fulfill maintenance, housekeeping, safety, security, and Campus Police functions. Such entries may occur at times when the room is occupied or unoccupied.

ROOM (UNOCCUPIED) ENTRY GUIDELINES: The following guidelines will be operative when circumstances require a residence hall room to be entered while the resident is not present.

- A. **Notice**: Students will be notified that an entry has occurred for the purposes described above through a notice, which will be left in the room. The University will not provide advance notice of an entry during periods in which the living areas are to be unoccupied due to University Rules and Regulations, or due to the terms of the Residence Hall Agreement.
- B. **AUTHORIZED PERSONNEL**: Maintenance and housekeeping personnel are authorized to enter any living area for performing their assigned duties. Other residence hall employees are authorized to accompany maintenance and housekeeping personnel.
- C. **EMERGENCY SITUATIONS**: In the event that an emergency situation exists, any employee or agent of the University is authorized to enter any living area, provided that the entry must be reported to the Dean of Students within 24 hours of the entry. An emergency situation is one in which an imminent threat to the life, safety, or health of the occupant, other students, University personnel, or others is reasonably believed to exist; or in which an imminent threat to property belonging to the occupant, other students, the University, or others is reasonably believed to exist.
- D. **PRIVACY**: The University will take reasonable precautions to respect the privacy of the occupant(s) of a living area. Unauthorized personnel will not be permitted to enter a living area unless accompanied by authorized personnel.

ROOM OCCUPIED ENTRY GUIDELINES: The following guidelines will be operative when circumstances require a residence hall room to be entered while the resident is present, or when the resident may be present.

- A. **AUTHORIZED PERSONNEL**: Maintenance and housekeeping personnel are authorized to enter any living area for performing their assigned duties. Other residence hall employees are authorized to accompany maintenance and housekeeping personnel.
- B. **ANNOUNCEMENT OF INTENT TO ENTER**: No entry into a room will occur until a knock or other announcement of intent to enter is given, followed by a lapse of time reasonable to permit the occupant to open the door.
- C. **NOTICE**: When feasible, students will be notified that an entry will occur at least 24 hours in advance. Such notice may consist of either the posting of notice in a conspicuous place in the residence hall, or by actual notice to the occupant of a living area. The University will not provide advance notice in an emergency, but must notify the resident that an entry occurred within 24 hours of the entry.
- D. **EMERGENCY SITUATIONS**: In the event that an emergency situation exists, any employee or agent of the University is authorized to enter any living area, provided that the entry must be reported to the Dean of Students within 24 hours of the entry. An emergency situation is one in which an imminent threat to the life, safety, or health of the occupant, other students, University personnel, or others is reasonably believed to exist; or in which an imminent threat to property belonging to the occupant, other students, the University, or others is reasonably believed to exist.
- E. **PRIVACY**: The University will take reasonable precautions to respect the privacy of the occupant(s) of a living area. Unauthorized personnel will not be permitted to enter a living area unless accompanied by authorized personnel.

ROOM SEARCH: Room search is defined as a search of a living area by University personnel because probable cause exists that University regulations have been violated. The occupant of a room in a

residence hall is responsible for items, materials, or substances found therein, which are defined by the University Community Code, the Residence Code, State, or Federal laws as illegal or prohibited. Nothing contained herein can limit the ability of law enforcement agencies, including University Campus Police, from conducting a search, which is authorized by a judicially issued search warrant, or is otherwise authorized under existing law.

- A. NOTICE: The occupant will be informed of the reason for the search, and if feasible, will be given the opportunity to be present during the search
- B. CONSENT: The consent of the occupant of the room will be sought. If consent is refused, or if the occupant cannot be located in order that his or her consent may be obtained, a search may be conducted following a properly issued search warrant.
- C. The Dean of Students or any employee of the University designated by the Dean of Students is authorized to accompany the searching party or parties.

COMMUNICABLE DISEASE POLICY FOR STUDENTS

Because of the policy to provide non-discriminatory educational services, while ensuring the rights of the student and taking the necessary precautions to safeguard the health of all students, and because a variety of infectious/communicable diseases exist that vary in degree of communicability and in severity of potential health risks (chicken pox, measles, mononucleosis, tuberculosis, leprosy, HIV/AIDS, etc.) the University and Community College will:

- A. Provide information about various infectious/communicable diseases.
- B. Encourage informed and responsible individual conduct to promote a wellness-oriented lifestyle.
- C. Decrease the risk of contagion of infectious disease.
- D. Encourage student to report to Health Services if he/she has acquired or been exposed to any communicable disease.

Each student who has an infectious/communicable disease will be allowed classroom attendance as long as:

- 1. He/she is physically able to satisfy course requirements.

SECTION V

RIGHTS, RESPONSIBILITIES, AND THE UNIVERSITY HEARING SYSTEM

STATEMENT OF PRINCIPLE

The authority and the responsibility for the discipline of all students are held by the President. This authority has been delegated for non-academic violations to the Dean of Students, the Residence Hall Judiciary Board, The Student Judiciary Board, and the University Hearing Board. The right to impose, review, or alter any disciplinary action taken against any student is reserved to the President. The Dean of Students has the right to impose, review, or alter any disciplinary action taken against a student by the Student Judiciary Board. The handling of all disciplinary actions for violation of non-academic codes, rules, and/or regulations will be addressed by any means determined in the discretion of the Dean of Students to be appropriate for the circumstances. These means may include, but are not limited to, (1) counseling; (2) informal hearing process; (3) formal hearing procedure; (4) imposition of sanctions.

Whether on University or Community College owned property or off-campus, all students are to refrain from engaging in any conduct that is detrimental to the University and Community College's educational mission. All students are required to adhere to University and Community College codes, rules, and regulations, as well as local, state, and Federal Laws. All students are expected to carry a student identification card at all times. Failure to do so may subject the student to further disciplinary actions. A student's enrollment is a purely voluntary act, which obligates the student to uphold the University and Community College's educational mission: to abide by the codes, rules, and regulations of the institution. At the University of Rio Grande and Rio Grande Community College, it is believed that students should represent the highest of moral and ethical behavior. Therefore, the codes, rules, and regulations of the University of Rio Grande and Rio Grande Community College impose a much more strict standard of behavior than that, which is imposed on all citizens by the operation of civil or criminal law.

The University and Community College may impose disciplinary measures that are separate and distinct from any actions that may be pending in a court of law. The University and Community College also reserve the right to file charges against a student with a duly constituted, local, state, or Federal Court or agency, where there exists cause to believe that the student has committed a violation of local, state, or Federal Law.

THE UNIVERSITY OF RIO GRANDE AND RIO GRANDE COMMUNITY COLLEGE COMMUNITY CODE

The University and Community College Code is an integral part of the environment supportive of the institution's primary teaching-learning mission. Every member of the University and the Community College's educational community is responsible for his/her individual actions in compliance with published University and Community College codes, rules and regulations.

Any student, who is engaged in conduct which is detrimental to the University and Community College's educational mission, or who is voluntarily or knowingly remains in the presence of someone, who is engaged in conduct which is detrimental to the University or Community College's mission, is subject to disciplinary action. The following conduct has been established as detrimental to the University and Community College's educational mission and is illustrative of conduct that will subject a student to disciplinary action. (NOTE: This list is not intended to be, or should be regarded as, a complete or exhaustive list of offenses.)

1. All forms of dishonesty including false testimony, cheating, gambling, plagiarism, knowingly furnishing false information in an official proceeding, forgery, alteration or use of official documents or instruments of identification with intent to defraud, or failure to give truthful testimony at a duly constituted hearing or during an investigation.
2. Stalking, physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the University or Community College staff.
3. [Hazing, bullying, and all forms of harassment or discrimination \(including race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, political affiliation, veteran status, or other characteristics protected by applicable federal, state, or local laws\) or any type of verbal abuse of a member of the University or Community College community.](#)
4. Damage, vandalism, or theft of University or Community College property, or damage to, or theft of property from a member of the University community.
5. Any possession or use of explosives, firearms, fireworks, or a weapon in University or Community College facilities, on University or Community College property, or in private vehicles is strictly prohibited by the campus community. Pursuant to the Concealed Weapons Law, Ohio Revised Code, Section 2923.126(B) (5), University policy prevails. NOTE: Pellet, BB guns, and Paint guns are considered weapons as addressed in this section. Individuals are encouraged to contact the Campus Police Department for further clarification or storage of weapons and ammunition while on campus.
6. Distribution, possession, sale, or use of any drug or controlled substance as defined by sections 2925.01 and 3719.01 of the Ohio Revised Code, except in accordance with a valid pharmaceutical prescription; or violation of the University's "Alcoholic Beverages Policy", if the violation of the Alcoholic Beverages Policy occurs at a University or Community College function, in a University or Community College facility or on University or Community College property. Intentional misuse or abuse of any chemical that alters the mental, physical, or emotional state of an individual (i.e. inhalants, vapors).
7. Any violation of a criminal code, statute, or ordinance, under local, state, or federal law, whether the violation occurs on or off campus, could result in University or Community College review.
8. Any conduct, which can be construed as an attempt to influence or intimidate anyone involved in an official University hearing or investigation. This includes any type of attempt to influence or intimidate witnesses or hearing officials.
9. Tampering with Fire and Life Safety equipment in University or Community College facilities or on University or Community College property. Failure to respond to an alarm. NOTE: Propping open locked doors in any University or Community College building is an example.
10. Intentional neglect in responding to the authority of Campus Police, Student Life Coordinator, Resident Assistant, or other official.
11. Intentional or willful disrespect of University or Community College faculty, staff, or failure to comply with directions of institutional officials, including hearing boards, acting in the performance of their assigned responsibilities.
12. Violations of published institutional regulations concerning motor vehicles, residence halls, Davis Library, Lyne Center, administrative, or academic facilities, or the unauthorized entry or presence in University or Community College facilities, or on University or Community College property.
13. Forcible disruption or obstruction of regular University or Community College activities including administration, classes, campus services, organized events; interference with free speech and movement of academic community members; refusal to provide an identification card when requested or to obey any other legitimate instruction from a University or Community College official, faculty

member, or Campus Police.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution. (This exclusion can be for one class period only). Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures established by the Division of Student Services.

14. Any violation of the University of Rio Grande and Rio Grande Community College Campus Technology Resources Policy.
15. Any speech whether implied or direct, that endangers the personal mental or physical health of any person and abusive speech towards any member of the University or Community College Community is prohibited.
16. [Any other conduct that may reasonably be considered detrimental to the Rio Grande educational mission.](#)

NOTE: Any violations involving the type of misconduct set forth in the University of Rio Grande and Rio Grande Community College Community Code **MAY RESULT IN EXPULSION, SUSPENSION, OR ANY OTHER SANCTION** whether said misconduct occurs on-campus or off-campus except as noted.

RESIDENT STUDENT RIGHTS

1. Teaching and learning is the primary activity at the University of Rio Grande. Therefore, students have the right to study in their room at any time to the extent studying does not cause unreasonable interference to others.
2. Students have the right to expect the residence hall staff to be responsive to needs to assist with any problems encountered while a resident.
3. Students have the right to appeal a decision concerning the administration of student problems to appropriate University hearing body, if the Dean of Students cannot satisfactorily resolve it.
4. Overall, students have the right to treat residence hall rooms as their home. Limits to this right are:
 - (a) common courtesy for and consideration of other residents who may be affected by student actions and the manner in which he/she lives, and
 - (b) student actions and living manner must not violate the rules and regulations of the University.

RESIDENT STUDENT RESPONSIBILITIES

1. Students have the responsibility to respect other lifestyles and cultures to the extent the conduct of others does not conflict with the Community and Residence Life Codes.
2. Students have the responsibility to follow all rules and regulations of the University.
3. Students have the responsibility to bring any problems or code violations encountered to the attention of a Resident Assistant and/or Student Life Coordinator

THE UNIVERSITY OF RIO GRANDE RESIDENCE LIFE CODE

(Also, see "Residential Living Regulations")

Resident students are expected to abide by the University Community Code found in this Handbook, as well as the Residence Life Code. The Residence Life Code provides the social framework for a residential environment conducive to the intellectual and social development of all resident students.

1. Quiet hours are from 11:00 p.m. to 10:00 a.m., Sunday through Thursday, and Saturday from 9:00 a.m. to 12:00 noon. Conditions conducive to study will prevail at all times, and courtesy to others maintained.
2. Regulations governing visitation by members of the opposite sex are specific to each of the four residential communities. It is the responsibility of the host to be sure the regulations governing visitation in his/her community are faithfully observed. The guest has the same level of responsibility to know the regulations in the community visited. The applicable regulations are clearly posted.
3. Overnight guests must complete a guest registration card. These cards can be obtained from a Resident Assistant or the Student Life Coordinator.
4. Each resident is expected to respect the individual rights of others and the private and University property in the residence hall. Excessive noise or disruptions in the residence hall is a violation of regulation, since conditions conducive to study prevail at all times.

5. All long-distance calls on University telephones are prohibited. Misuse, abuse, or tampering with campus telephones or computers is prohibited.
6. For health and safety reasons, no pets (other than goldfish or small tropical fish) are permitted in the residence halls.
7. Possession of unauthorized cooking equipment (e.g. hotplates, toasters, toaster ovens, and George Foreman grills) is not permitted in the residence halls. Halogen lights and non-approved extension cords are not acceptable due to hazardous conditions.
8. Sources of open flame (e.g. candles, incense, sterno, fuels, etc.) are not permitted in residence halls whether lighted or not. Lighted Cigarettes and Cigars are prohibited.
9. Bicycles may not be stored in hallways, stairwells, or residence rooms.
10. Possession of residence hall keys is a serious responsibility. Their loss or misuse (sharing) may result in serious action by the Residence Hall Staff.
11. Residence hall room doors will be kept closed and locked at all times when the room is unoccupied.
12. Residents are responsible for the care and cleaning of their room and all University property contained therein. Furniture is limited to one sofa or two small chairs per room. Furniture cannot block entrance/exit of the room.
13. Mandatory meetings of the residents may be called by the Student Life Coordinator(s) upon a 24-hour notice.
14. No objects or substances may be ejected or dropped from the windows of the residence halls.

FIRE POLICIES AND PROCEDURES

Arson or the setting of fire, tampering with safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), pulling false fire alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire code. Immediate evacuation when an alarm sounds is mandatory and re-entry into a building before the "ALL CLEAR" has been announced is prohibited. Refer to web site <http://www.rio.edu>

DISCIPLINARY SANCTIONS

Any student who engages in conduct, which constitutes a violation of the Community or Residence Life Code, or any misconduct, which is otherwise detrimental to the University or Community College's educational mission, may be subject to one or more of the following sanctions:

1. **ASSESSMENT:** Written referral to an appropriate staff member.
2. **RESTITUTION:** Reimbursement for damage to or misappropriation of property. This may take the form of services to the University and Community College community or monetary compensation.
3. **FINE:** A specific fine (\$10.00 to \$200.00) levied for a violation of a University or Community College code, rule or regulation. Fines may be levied in addition to any monetary compensation imposed as restitution. The lists of examples of fines are available in the Campus Police Office, the Office of Student Services and from Residence Hall Staff.
4. **CENSURE:** A written reprimand for violation of specified regulations that remains in a student file.
5. **CONFISCATION:** The University and Community College will take possession of equipment or instruments that have been used in the commission of a violation of the Residence Life Code or Community Code and that present a danger to the health or safety of the University or Community College. Confiscated items (other than illegal items) will be returned to the student on the condition that the item is immediately removed from the campus. Failure of the student to comply with the condition of removal will result in further sanctions.
6. **SOCIAL PROBATION:** A student on social probation may not be a part of, or participate in, any University or Community College sponsored co-curricular or extra-curricular activity such as drama, student senate, newspaper, etc. for a specified period of time.
7. **VEHICULAR PROBATION:** A student is excluded from maintaining a vehicle on-campus or in the campus area. This sanction is intended for use against students who repeatedly violate University or Community College traffic and/or parking regulations.
8. **RESTRICTIVE PROBATION:** A student is excluded from and may not be a member of, participate in, or attend any University or Community College sponsored co-curricular or extra-curricular function of any organization that is recognized by the University (such as a fraternity or sorority). This sanction may be for a specified period of time or may be for an undetermined period.
9. **TEMPORARY SUSPENSION:** (no formal hearing required prior to imposition of sanction) A complete exclusion from University and Community College property and all University and Community College

activities, including classes, co-curricular activities, and extra-curricular activities. Students must vacate the campus and residence halls as soon as possible as determined by the Dean of Students. The temporarily suspended student may not enter onto University or Community College property during the suspension. This sanction may only be imposed for 14 days or until the student exhausts his or her hearing rights and only if, after investigation, the Dean of Students finds that the student poses a danger to the safety of the University. A formal hearing must be held within 14 working days after the Dean of Students' decision to impose a temporary suspension. The temporary suspension will continue in effect until the student exhausts his or her hearing rights.

10. **SUSPENSION:** (formal hearing required prior to imposition of sanction) A complete exclusion from the campus and all University and Community College activities, including classes, co-curricular activities, and extra-curricular activities. Students must vacate the campus and residence halls within 24 hours or as determined by the Dean of Students. The suspended student may not enter onto University or Community College property during the suspension unless given written permission to do so by The Dean of Students, V.P. for Administration, or Campus Police Director. This sanction must be imposed for a period of at least one full academic semester but not for more than four academic semesters. Summer sessions are not counted as part of the academic semesters. A suspended student must seek readmission through the normal readmission process. Readmission is not automatic.

11. **EXPULSION:** (formal hearing required prior to imposition of sanction) Permanent exclusion from the University and Community College property and all University and Community College activities, including classes, co-curricular activities, and extra-curricular activities. Students must turn in all Keys, I.D. Card, and Parking Permit, as well as vacate campus and residence halls within 24 hours or as determined by the Dean of Students. Readmission is possible after one full calendar year and permitted only through the express written permission of the President. Readmission, even with permission, is not automatic.

NOTE: A sanction may be imposed prior to a hearing only as stated in this Policy. The sanctions of assessment, restitution, fine, censure, counseling, confiscation, social probation, vehicular probation, and restrictive probation may be imposed by the investigating administrator prior to a formal hearing. All that is required prior to the imposition of these sanctions is that the student accused of the violation have the opportunity to meet with the administrator investigating the matter to be informed of the specific allegations contained in the charge(s); for the student to be given the opportunity to explain his/her side of the story and offer any defense refuting the allegations contained in the charges and to be given the opportunity to offer an explanation justifying his/her conduct. As set forth above, a student may be temporarily suspended prior to a formal hearing pursuant to the procedures set forth in part 9 of this Section.

After the imposition of a sanction, the sanctioned student may appeal the decision and request a formal hearing.

DISCIPLINARY PROCEDURES FOR COMMUNITY CODE AND RESIDENCE LIFE CODE VIOLATIONS

Disciplinary procedures exist to protect members of the University and Community College community and University and Community College property, to deter negative social behavior, and to minimize Community Code and Residence Life Code violations. Residence Life and Community Code violations will be initially addressed by sanction through the action of one of the following personnel: The Dean of Students (or the Vice President for Administrative Services, who may serve in the absence of the Dean of Students), Campus Police, a Student Life Coordinator, a Resident Assistant or the Student Judiciary. However, the sanctions of suspension and expulsion can only be imposed by the University Hearing Board after a formal hearing except in the case of temporary suspension, which is administered by the Dean of Students as set forth in part 9 of the Disciplinary Sanctions Section of this Handbook.

REPORTING COMMUNITY CODE AND RESIDENCE LIFE CODE VIOLATIONS

Any faculty, staff member, or student may report that a violation of the University or Community College Community Code or Residence Life Code has been committed. This report should be filed with Campus Police, a Student Life Coordinator, or a Resident Assistant.

Reports filed with Campus Police or a Student Life Coordinator, which indicates a possible serious violation of the University or Community College Community Code or Residence Life Code, will be forwarded to the Dean of Students. (In the absence of the Dean of Students, reports indicating a serious Community or Residence Life Code will

be forwarded to the Vice President for Administrative and Student Services). All other reported violations will be addressed through the action of Campus Police, the Student Life Coordinators, or the Resident Assistant.

INVESTIGATION AND SANCTION

Violations may be investigated or substantiated by the Dean of Students, Campus Police, a Student Life Coordinator, or a Resident Assistant. Once the investigation has been completed to the satisfaction of the investigating official, one of the following actions may be taken:

1. Dismissal of the charges where the investigation indicates that no Community Code or Residence Life Code violation has occurred or where the nature of the violations warrants a warning.
2. Imposition of a sanction or sanctions deemed appropriate (except for the sanction of suspension or expulsion) where evidence exists that a Community or Residence Life Code violation has occurred. (More than one sanction may be imposed for a single violation of the Community Code or Residence Life Code; e.g. a violator may be placed on restrictive probation and required to undergo assessment as a result of the violation).
3. Recommendation of sanction, justification for recommendation and referral to the University Hearing Board of those cases where suspension or expulsion are potential sanctions.

NOTE: The imposition of a sanction may occur prior to any formal hearing procedure only as stated in the "Disciplinary Sanctions" Section of this Handbook.

Any formal hearing procedures, which may be utilized prior to the imposition of a sanction (except with the sanctions of suspension or expulsion), are used at the complete discretion of the investigating administrator. All that is required prior to the imposition of a sanction is that the student accused of the violation have the opportunity to meet with the administrator investigating the matter to be informed of the specific allegations contained in the charge(s); for the student to be given the opportunity to explain his/her side of the story and offer any defense refuting the allegations contained in the charge(s); and to be given the opportunity to offer an explanation justifying his/her conduct.

In cases where the sanction being imposed may be suspension or expulsion, the accused shall be given the opportunity to provide a detailed written statement regarding his/her conduct and whereabouts during the date and time in question, prior to the case being referred to the University Hearing Board for determination of sanction. A student may be temporarily suspended prior to a formal hearing under the procedures set forth in part 9 of the "Disciplinary Sanctions" Section of this Handbook.

After the imposition of a sanction in cases not leading to suspension or expulsion, the sanctioned student may appeal the decision and request a formal hearing. **ALL SANCTIONS, WHICH ARE APPEALED, WILL REMAIN IN EFFECT DURING THE APPELLATE PROCESS EXCEPT WHERE THE DEAN OF STUDENTS HAS DETERMINED OTHERWISE.**

NOTICE OF SANCTION

If, upon completion of the investigation, the investigating administrator believes a sanction should be imposed, the administrator shall give the student to be sanctioned a written notice of the disciplinary sanction being taken. This notice shall include the specifics of the incident (date, time, place, persons present); a description of the conduct constituting the violation, including the specific code, rule, or regulation, which has been violated and a description of any sanction being imposed.

APPEAL OF SANCTION AND THE RIGHT TO A HEARING

Before the imposition of any sanction, other than those specified in the "Disciplinary Sanctions" Section of this Handbook as not requiring a prior hearing, the student against whom the sanction has been levied shall have the right to request a formal hearing on the charges. This request for a hearing must be in writing and received by the Administrator who imposed the sanction by the third working day following the imposition of the sanction. In the case of a Residence Life Code violation, the hearing may be conducted by the Residence Hall Judiciary. In the case of a Community Code violation in which the sanction imposed was a fine of less than \$200.00, the hearing may be conducted by the Student Judiciary Board. In all other cases, the hearing shall be conducted by the University Hearing Board. (If no written request for a hearing is received by the Administrator within three (3) working days following the imposition of the sanction, the sanction will remain in effect as imposed by the Administrator)

HEARING PROCEDURES

Where a sanction has been appealed, or when the hearing body reviews a case prior to the imposition of the sanction in cases of suspension or expulsion, the hearing shall proceed as follows:

1. **TIME OF HEARING:** The hearing shall be conducted within ten (10) working days following the receipt of the request for hearing.
2. **APPEARANCE OF PARTIES:** It is not necessary for the accuser to be present at the hearing, if there is otherwise sufficient evidence to support the imposition of a sanction. However, the failure of the accuser to appear at the hearing may be a sufficient basis in and of itself to justify a retraction of the sanction. If the accused fails to appear for the hearing for any reason within the accused's control as determined solely within the discretion of the Dean of Students the hearing shall be dismissed and the sanction shall remain in effect or shall be imposed based on the evidence presented by the administrator who conducted the investigation.
3. **SUBPOENA OF WITNESSES:** The hearing body conducting the hearing shall have the authority to subpoena any appropriate faculty member, staff member, or currently enrolled student for appearance at a duly constituted hearing. The accused, accuser, or administrator who investigated the incident may request the hearing body to subpoena any faculty member, staff member or student to appear and give sworn testimony in the hearing. The request for subpoena must be submitted to the presiding members of the body three working days prior to the scheduled hearing. In addition, the accused, the accuser, and the administrator who investigated the incident have the right to call witnesses who are not faculty members, staff members, or students and who are willing to volunteer to appear at the hearing.
4. **ADVISOR:** The accused may have an advisor present to represent his/her interests in a duly constituted hearing, provided they are able to find someone willing to volunteer to represent them. This advisor must be an employee of the University. The following persons are prohibited from serving as an advisor in the hearing:
 - a) Persons who are involved in the same incident or charged with the same violation.
 - b) Persons who have any personal knowledge of the incident, who have been involved in the investigation of the incident or who have reason to believe they may be called as a witness in the hearing board
 - c) The President, Vice President for Administration and Student Services, Dean of Students, University Counsel, Campus Police, Student Life Coordinators, Resident Advisors, and Members of the Student Judiciary Board.

The name of the advisor representing the accused shall be submitted in writing to the administrator or justice presiding at the time set for the hearing.
5. **RECORDING:** Except in the case of a suspension or expulsion of a student, hearings will not be tape-recorded. A brief set of minutes indicating the date, time, location of the hearing, persons present, key evidence, and a list of witnesses shall be maintained by the presiding administrator or justice. In the case of a possible suspension or expulsion of a student, the hearing may be tape recorded for the convenience and benefit of the University. If the hearing is tape recorded, the recording will be available to the accused, however the University makes no representation or guarantee that the recording will be of a quality that is acceptable to a student who wishes to use the tape recording for an appeal. Students who have been suspended or expelled and who may be appealing the hearing to the President are allowed to make their own tape recording of the proceeding.
6. **HEARING:** The hearing shall be closed to observers, unless the accused makes a written request that the hearing be open to named observers, which is received by the presiding administrator or justice twenty-four (24) hours prior to the scheduled hearing. The accused may have legal counsel present to observe on his/her behalf. However, legal counsel is prohibited from speaking to anyone during the course of the hearing, and prohibited from participating in the proceeding in any way. Anytime during the course of the hearing the presiding administrator or justice may order the hearing closed to any or all observers, except to legal counsel observing on behalf of the accuser or the accused, unless the legal counsel has violated the prohibition against speaking during or participating in the hearing.
7. **ORDER OF HEARING:**
 - a) Call to order by Chairperson.
 - b) Reading of the charges.
 - c) Enter of plea by the accused: (Accused must admit or deny engaging in the conduct stated in the charges. A refusal by the accused to admit or deny will be entered as a denial of the charges.)
 - 1) if denied the hearing proceeds.
 - 2) if admitted, the accused may present a brief statement in mitigation.
 - d) Opening statement by the accuser.
 - e) Opening statement by the accused or the administrator who investigated the incident.

- f) Presentation of evidence: (Written, pictorial, or testimonial evidence may be presented by the accuser, the administrator who investigated the incident and the accused. The accused shall not be called upon to be a witness for the accuser or the administrator who investigated the incident. However, in determining whether the incident alleged did occur, the hearing body may take into consideration the fact that the accused refused to appear or his/her version of the facts).
 - 1) Evidence presented by the accuser and the administrator who investigated the incident (following the presentation of each witness called, the witness shall be available for questions from the accused and the hearing body)
 - 2) Evidence presented by the accused; (following the presentation of each witness called, the witness shall be available for questions from the accuser and the hearing body)
 - g) Recall of Witnesses. (The accuser, the administrator who investigated the incident, the accused, or hearing body may recall any witness for further questioning)
 - h) Closing statement by the accuser and the administrator who investigated the incident.
 - I) Closing statement by the accused.
 - j) Deliberation. (Review of the case by the hearing body). In matters requiring lengthy deliberation, the members of the hearing body may consult with each other in any appropriate manner outside the presence of others. The hearing body shall determine whether it appears by a preponderance of the evidence that the accused did engage in any conduct which constitutes a violation of the Community Code or Residence Life Code.
 - k) Decision. (The hearing body shall make a written decision within five (5) working days following the last day of the hearing. The decision shall be as to whether or not the accused violated the Community Code or Residence Life Code. If the accused is found to have committed a violation, the written decision shall include a description of the conduct constituting the violation citing the specific code, rule, or regulation, which has been violated, and shall include a suitable sanction or are commendation of such).
8. **WRITTEN DISPOSITION:** Upon receiving the decision of the hearing body, the administrator will take one of the following actions:
- a) Dismissal of the charges where the decision of the hearing body indicates that no Community or Residence Life Code violation has occurred.
 - b) Impose the sanction or sanctions deemed appropriate where the hearing body determined that a code violation had occurred. (More than one sanction may be imposed for a single violation of the Community Code or Residence Life Code; e.g. a violator may be placed on restrictive probation and required to undergo assessment as a result of the violation).
9. **APPEAL (suspension, expulsion only):** In the case where the Sanction imposed by the University Hearing Board is suspension or expulsion, the suspended or expelled student may appeal the sanction to the President of the University. (In the absence of the President the appeal will be made to the Provost). In order to appeal, the suspended or expelled student must file a notice of appeal with the Dean of Students within (3) three working days following the delivery of the written disposition of the hearing. Within ten (10) working days following the delivery of the written disposition, the student initiating the appeal must file the written appeal with the Office of the Dean of Students, or the appeal is dismissed. The written appeal may not exceed fifteen (15) pages in length, must be addressed to the President of the University, and must establish that insufficient evidence exists upon which to find cause for the suspension or expulsion. Failure to properly prepare the appeal is grounds for rejecting the appeal. Further, the student may also initiate an appeal based on documentation that the Hearing Board deviated from prescribed procedures to the point that the deviation created an unfair result.
- The University President (or the Provost in the absence of the President) will determine the merit of the appeal and decide whether to proceed with a hearing.
10. **REVIEW ON APPEAL (suspension or expulsion only):** If merit is established the President (or in the case of the President's absence, the Provost) will conduct a closed hearing to review the written appeal, the tape recording of the hearing if one is available, and the hearing minutes. (If no tape recording is available or if the tape recording is of such poor quality that it is not useful for the appeal, the University Hearing Board shall prepare a statement of the evidence and proceedings, specifying in detail the crucial evidence presented in the hearing.) Upon completion of the hearing on appeal, the President shall come to one of the following conclusions:
- a) the sanction is sustained as imposed because there exists evidence to support a finding that the

- b) University Hearing Board had cause to impose the sanction of suspension or expulsion; the sanction is rescinded because there exists insufficient evidence to support a finding that the University Hearing Board had cause to impose the sanction;
- c) modify the sanction because there is evidence to support a finding that the University Hearing Board had cause to impose a sanction, but the President in his discretion believes that the sanction of suspension or expulsion is inappropriate under the circumstances; or
- d) remand the matter back to the University Hearing Board for an additional hearing because the hearing substantially deviated from the prescribed procedures and the deviation created an unfair result.

RESIDENCE HALL JUDICIARY BOARD

The Residence Hall Judiciary Board has the authority to conduct a formal hearing, levy sanctions in cases of appeal of sanctions for Residence Life Code violations, and hear cases involving breeches of "Roommate Agreements". This Board will consist of the Student Life Coordinators and two resident students. A Student Life Coordinator appointed to serve by the Dean of Students shall chair the Board. The chair will appoint the two resident students to the Board, and will be responsible for the coordination of the docket.

STUDENT JUDICIARY BOARD

The Student Judiciary Board has authority to conduct a formal hearing and levy sanctions in cases of appeal of sanctions for violation of the Community Code, where the original sanction consists of a fine less than \$200. This Board will consist of the following student representatives elected by the student body in a duly constituted election (or duly appointed by the Student Senate in the case of interim vacancies): One (1) Chief Justice, Four (4) Associate Justices, Two (2) Alternate Justices.

UNIVERSITY HEARING BOARD

The University Hearing Board has authority to conduct a formal hearing and levy sanctions in cases potentially leading to suspension or expulsion; on Community or Residence Life Code violations, where the original sanction was a fine greater than a fine of \$200 or more, on cases of student non-academic grievance in appeal cases of academic dishonesty; and in other cases at the request of the Dean of Students. The University Hearing Board shall consist of the following personnel appointed annually by the President of the University: one senior level administrator who does not report to the Dean of Students; one faculty member and one student. A senior level administrator shall chair the Board and the Dean of Students will coordinate the docket.

SECTION VI

POLICIES FOR SOCIAL ACTIVITIES AND STUDENT ORGANIZATIONS

The University of Rio Grande and Rio Grande Community College take the philosophical position that students learn by becoming active and involved. The University and Community College, therefore, encourage each student to pursue his own interests and area of involvement. Since the University and Community College encourage the students to develop and administer their own community policies, a considerable degree of social interaction is developed.

The overall student government structure at Rio Grande is divided into four branches. The Student Senate is a legislative body. The Student Judiciary Board serves as a mediator when an alleged violation of University policy occurs (see Section V for more information). The Student Programming Board coordinates a major portion of the non-classroom activities, entertainment, and social functions for the students. The fourth branch of Student Government is the All-Greek Council, which coordinates all activities of social fraternities and sororities.

The Student Senate is the elected body representing the students in University affairs and is the basis for student expression and communication in University affairs. The Student Senate appoints students to numerous university committees dealing with University policy and student services. Student Senate meetings are open to all students.

The University and Community College encourage other interest groups to be developed on campus. The most formal social structure on the campus is the fraternity/sorority system. The fraternity/sorority system is coordinated through the All-Greek Council.

Each individual and each organization must be familiar with the following policies and procedures and must be responsible for their application when appropriate. Failure to do so may result in withdrawal of university recognition

or referral to the applicable adjudicating body. Withdrawal of recognition by the University or Community College means withdrawal of privilege to use University or Community College facilities and University or Community College services. This includes use of University or Community College publications and publicizing of events on campus. Regular use of University or Community College facilities and services may be obtained only by student organizations recognized by the University and Community College.

Provisions of the University and Community College Community Code, the Rio Grande Residence Life Code, Federal, and State statutes are considered binding on recognized organizations as artificial persons of the University and Community College community. Negative action in the name of the organization may result in the imposition of appropriate sanctions. While not listed among the "Disciplinary Sanctions", the University Board of Trustees reserves the right to rescind recognition upon recommendation of the President of the University.

As in the case of individuals, recognized organizations have the right of appeal and will be represented before the appropriate hearing body only by its chief executive officer (the President or other such official).

CAMPUS SIGNS

The University maintains a policy for the display of signs or other materials on the Campus, which enhances general communications, and the promotion of specific events while protecting the aesthetic quality of the campus and facilities.

1. Signs may be displayed only on the designated bulletin boards in the following buildings: Allen Hall, Anniversary Hall, Bob Evans Farms Hall, Fine and Performing Arts Center, Library, Lyne Center, Math and Science Building, Student Center, Student Center Annex, Technical Center, Wood Hall, residence halls, and main maintenance facilities.
2. Any person needing to post a sign above ground level must receive permission from the Dean of Students.
3. Signs may not be affixed to trees or shrubs in any manner.
4. Signs may not be constructed or affixed with materials, which cause damage to campus facilities unless receiving direct permission from the Dean of Students.
5. Signs may be placed on buildings on special occasions: such as, Homecoming, May Day Week, or Rio Fest Weekend, with the approval of the Dean of Students.
6. Signs must be removed within two (2) class days after a specific event. Failure to remove a sign will result in a five (\$5.00) dollar fine.
7. Signs will be limited to fifty (50) per organization. Size of signs will not exceed one poster board in size (28" x 22"). One twin size linen or bed sheet per organization may also be used as a sign. A sign can be described as any affixed, freestanding placemat announcing an event, activity, or nomination of a candidate for an elected position.
8. The Dean of Students handles cases involving interpretation of this policy
9. Signs may not contain language that could prove offensive to the University or general community.

DRESS STANDARDS

Dress may be a matter of individual discretion if reasonable standards of propriety, neatness, and cleanliness are observed. Shoes and shirts are required for the Dining Hall and all campus offices.

HAZING AND HARASSMENT

The University and Community College consider any form of harassment or hazing detrimental to the growth and development of the individual. According to Amended House Bill No. 444, Section 2903.31. "Hazing means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person." Hazing is a penalty of the fourth degree, punishable of a penalty of up to thirty (30) days in jail.

- A. DEFINITION OF HAZING (National Panhellenic Conference): Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks, wearing of apparel that is considered offensive by the general public, morally degrading or humiliating games or activities; late night sessions, which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

- B. PERMITTING ACTS OF HAZING: Any administrator, employee or faculty member of the School, University, College, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it, as well as the School, University, College or other educational institution, may be found liable in a civil lawsuit for such hazing.

ADVISOR RESPONSIBILITIES

The responsibilities of the advisors for campus organizations are:

1. The advisors should be aware of the financial condition of their organization. They should report any financial irregularities in writing to the Dean of Students.
2. The organization itself is responsible for all liabilities through its organizational structure. Advisors have no legal responsibility unless they serve as a liaison person between the organization and another party.
3. Beer is only permitted on the university campus under the terms of the University's "Alcoholic Beverage Policy". Advisors should report irregularities in writing to the Dean of Students. An official advisor of the sponsoring organization must be present from opening to closing of social events where alcohol is served.
4. Advisors are encouraged to spend as much time as possible at organizational activities. Advisors will not always find it possible to be present during the entire time of some activities. However, it is the responsibility of the advisor to designate an alternate to represent him/her at the scheduled event. All advisors are required to complete and sign an advisor form to confirm attendance at events where beer will be served. Forms are obtained from the Dean of Students Office. They should, however, be aware of the conditions of renting a facility for an activity and should maintain close contact with the proprietor both before and after an event. Problems that develop through irregularities in renting should be reported in writing to the Dean of Students.
5. Advisors should make suggestions or reports regarding either the irregularities or the successes of activities in writing to the Dean of Students when they judge it appropriate.

ORGANIZATION RECOGNITION

The following processes and procedures outline the steps necessary for organizational recognition and approval by the University. A set of process and procedures exists for both Greek (social), and Professional/ Honorary organizations.

RECOGNITION PROCEDURE FOR GREEK (SOCIAL) ORGANIZATION:

1. A group of students wishing University recognition of a new Greek fraternal (social) organization must submit the following credentials to the Office of Student Services:
 - a) A written statement requesting recognition by the University.
 - b) A complete list of founding members numbering at least twelve (12) currently enrolled students.
 - c) The name(s) of University staff who have agreed to serve as advisor(s).
 - d) A copy of the purpose Constitution and Bylaws of the organization, which shall include an appropriate non-discrimination statement, and a clear statement of purpose and objectives.
2. Upon review of the Constitution and Bylaws by the Dean of Students in order to assure its effectiveness in adequate governance, and upon evaluating the authenticity of the organization, its purposes and objectives, and the compatibility of the organization with the Mission of the University, the credentials will be forwarded with a recommendation to the Office of the President.
3. Upon two-thirds affirmative vote of the All-Greek Council, a recommendation to recognize will be forwarded to the Dean of Students.
4. Upon review of the recommendations of the All-Greek Council, the Dean of Students and the credentials, the President may recommend Board of Trustee action on the recognition request.
5. In all cases, recognition requires an affirmative action of the University of Rio Grande Board of Trustees.
6. Upon affirmative action of the Board of Trustees, organization will be granted a one-year probationary recognition period during, which time it will have all rights and privileges normally associated with full recognition. Assuming the probationary period demonstrates the organization's successful operation, benefits to student life and compatibility with the Mission of the University, a charter will be issued upon formal request by the organization to the Dean of Students.

RECOGNITION PROCEDURE FOR PROFESSIONAL/HONORARY ORGANIZATIONS:

1. A group of students wishing University recognition of a new (social, professional, honorary) organization must submit the following credentials to the Office of Student Services:
 - a) A written statement requesting recognition by the University.
 - b) A complete list of founding members numbering at least twelve (12) currently enrolled students.
 - c) The name(s) of University staff who have agreed to serve as advisor(s).
 - d) A copy of the purpose Constitution and Bylaws of the organization, which shall include an appropriate non-discrimination statement, and a clear statement of purpose and objectives.
2. Upon review of the Constitution and Bylaws by the Dean of Students to assure its effectiveness in assuring adequate governance, and upon evaluating the authenticity of the organization, its purposes and objectives, and the compatibility of the organization with the Mission of the University, the credentials will be forwarded to the President of the University with a recommendation concerning the recognition.
3. Upon review of the recommendation of the Dean of Students, the President may recommend Board of Trustee action on the recognition request.
4. In all cases, recognition requires an affirmative action of the University of Rio Grande Board of Trustees.
5. Upon affirmative action of the Board of Trustees, the organization will be granted a one-year probationary recognition period during, which time it will have all rights and privileges normally associated with full recognition. Assuming the probationary period demonstrates the organization's successful operation, benefits to student life and compatibility with the Mission of the University, a charter will be issued upon formal request by the organization to the Dean of Students.

GREEK PLEDGING REGULATIONS

In order to establish guidelines for all Greek organizations to follow for the pledging program and to provide an improved academic, social, and residential environment on the campus, the following policies have been developed:

1. Each chapter may have one pledge class per semester during the academic year.
2. AGC may host a Greek Forum at the beginning of fall and spring semesters. This event should be designed to educate new students about the Greek system.
3. The week following the Greek Forum, each organization is permitted to hold one open rush during the Fall Semester and Spring Semester.
4. Pledging cannot last longer than five (5) weeks, and must be over prior to finals week.
5. Each student pledging must have completed a minimum of 12 hours with a 2.0 GPA from the University of Rio Grande, and not be on a probationary status with the Financial Aid Office.
6. The pledge class that attains the highest GPA during the year will be recognized during the Greek Week Banquet at the end of the year.
7. All pledging activities must end at 11:00 p.m. and may not begin until 6:30 a.m. Monday through Friday.
8. No disruptive pledging activities will be permitted. All regulations in the Student Handbook will be enforced.
9. All pledges are required to acknowledge receipt of the Pledge Packet" presented by the Advisor to the All Greek Council before beginning pledge activities.
10. Pledging activities must not interfere with the student's academic responsibilities.

SCHEDULING OF EVENTS

For purposes of providing information and assistance, all social events /activities/fundraisers must be scheduled with the Dean of Students and Student Senate. All meetings involving campus facilities (excluding the Red Zone student meeting center) must be scheduled with the Scheduling Coordinator, located in the V.P. for Administrative Services Office in Allen Hall. Failure to schedule these events may result in denial of privileges.

STUDENT GROUPS OFFICIALLY REPRESENTING THE UNIVERSITY

All trips or attendance at conferences, competitive events, or educational programs must be reported to the Dean of Students and to the Vice President for Academic Affairs by the faculty advisor when classes are to be missed. The standing University policies regarding student conduct are applicable to such situations.

SOCIAL ACTIVITIES GUIDELINES

Social activities and a social program are intended to provide opportunities for individual development and to compliment the over-all program of the University. It is assumed that the policies apply to organizations planning

social action activities. A social activity is defined as a planned event sponsored by an organization to which students are invited.

For a complete list of guidelines required to sponsor a social event, refer to the Office of Student Services for a “Checklist for having a Social Event”. These guidelines are found in the Alcohol Policy.

SECTION VII STATEMENT OF HARASSMENT POLICY AND STUDENT GRIEVANCE PROCEDURES HARASSMENT POLICY

I. POLICY

The University and Community College strongly disapprove and expressly prohibit any form of harassment or discrimination based on [race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, political affiliation, veteran status, or other characteristics protected by applicable federal, state, or local laws](#).

The University and Community College prohibit all types of unlawful harassment. This includes sexual harassment of or against its employees or students in any form [based on sex, sexual orientation, gender, or gender identity](#). It is our policy to provide an employment and campus environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature constituting sexual harassment as defined and otherwise prohibited by federal and state law. Specifically, no instructor, supervisor, administrator or agent shall threaten or insinuate, either explicitly or implicitly, that the refusal of an employee or student to submit to sexual advances will adversely affect the academic standing of a student or an employee’s employment or career development. Other sexually harassing conduct is prohibited because it creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, any conduct of a sexual nature, including verbal conduct, touching, or solicitation, where there has been an indication that such conduct is unwelcome.

This policy also prohibits harassment based [on race, color, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, political affiliation or other characteristics](#). It is our policy to provide an employment and campus environment free of hostile or offensive comments or conduct based on these protected characteristics. For example, no instructor, supervisor, administrator or agent shall make racially insensitive jokes that are unwelcome, nor shall he or she engage in inappropriate stereotyping, name calling, ethnic or racial slurs, or other unwelcome references to protected classifications.

Finally, this policy also prohibits discrimination based on any legally protected characteristic. No instructor, supervisor, administrator or agent shall take action against a student, employee or other member of the University or Community College community because of his or her sex, [on race, color, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, political affiliation or other characteristics](#). This includes, but is not limited to, a prohibition on assigning grades or housing, denying jobs, removing students or employees from jobs, or assigning jobs based on these protected characteristics.

II. GUIDELINES

It is the policy of the University and Community College to investigate thoroughly and remedy any known incidents of harassment. In order to accomplish this, however, harassment or discrimination must be brought to the attention of the University administration. Accordingly, employees who feel aggrieved because of harassment or discrimination have an obligation to communicate their problem immediately. The following steps should be taken by an employee who has a complaint of harassment or discrimination:

Any individual that believes that he or she has been subjected to unlawful discrimination or harassment, or who witnessed unlawful discrimination or harassment, should promptly file a written report of that fact with the Director of Human Resources, the individual’s immediate Supervisor, Manager, Dean, or the Dean of Students. If the individual alleges harassment against the Director of Human Resources, the individual’s immediate Supervisor, Manager, Dean, or the Dean of Students, the individual need not report the incident to the alleged wrongdoer and, instead, may report the incident to the Office of the President of the University. The written report should identify the alleged incidents of harassment or discrimination, the alleged perpetrators of the harassment or discrimination, and any witnesses to the harassment or discrimination. The report will be kept confidential to the extent possible consistent with a thorough investigation and any remedial action required. Upon receipt of a report of harassment or discrimination, the University will investigate the allegations. If it is determined that this policy has been violated, the University or Community College will take appropriate disciplinary action, up to and including termination.

The University and Community College encourage individuals who believe that they have been victims or witnesses of harassment or discrimination to come forward and report such harassment or discrimination. The University or Community College will not take any adverse action against an individual who in good faith comes

forward to report harassment or discrimination, regardless of whether the allegation is substantiated. Likewise, the University or Community College will not take any adverse action against any individual who cooperates in any investigation of a report of harassment or discrimination.

STUDENT NON-ACADEMIC GRIEVANCE POLICY

(The University of Rio Grande and Rio Grande Community College Policy and Procedures Manual)

2.13 STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES

2.131 DEFINITION

A grievance shall be a charge by a student that he/she has been adversely affected by a misapplication, misinterpretation, or non-enforcement of a University or Community College policy by a University or Community College official. This procedure will be used to secure an equitable solution to any misunderstanding, difference of opinion, concern, or problem, or to obtain an interpretation of policy.

2.132 LEVEL I (Student Judiciary or Residence Hall Judiciary)

2.1321 Hearing

The student shall request a meeting with the appropriate University or Community College official. The meeting must be held within five (5) working days and will serve as an opportunity for the student to express concerns and present relevant facts.

2.1322 Decision

Every effort shall be made to resolve the grievance at the time of the meeting. However, if an interpretation of University or Community College policy is necessary or other individuals are involved, it may be necessary for the University or Community College official to research the facts and present the decision within five (5) working days.

2.133 LEVEL II (Dean of Students)

2.1331 Appeal

In the event that the student wishes to appeal the decision made at Level I, the student must, within fifteen (15) working days after receiving the Level I decision, present to the Dean of Students the following statements in writing:

2.13311 A clear statement of the grievance, with reference to the University or Community College policies, which have been misapplied, misinterpreted, or non-enforced, when applicable.

2.13312 The facts that support the student's position. All facts or information, which is to be considered, must be applicable.

2.13313 The resolution desired (what could the University or Community College do that would resolve the grievance to the student's satisfaction?)

2.1332 Decision

The Dean of Students and the Dean of the School or the Provost of the University will consult with his/her divisional supervisor or other persons involved and formulate a response to the grievance. The response shall be returned to the student with a copy to the President within five (5) working days.

2.134 LEVEL III (University Hearing Board)

2.1341 Appeal

If the grievance is denied at Level II, the student may appeal the decision within five (5) working days after receiving the Level II denial.

2.1342 Procedure

The Level III appeal shall be in writing to the Dean of Students with copies to the Presidents.

2.1343 University Hearing Board

The Dean of Students shall, within five (5) working days after receipt of the appeal, schedule a meeting of the University Hearing Board, which will, if practical, be held within ten (10) working days. The University Hearing Board shall review all documents related to the grievance and the history of related grievances and policies.

2.1344 Hearing Board Recommendations

The University Hearing Board and the Dean of Students shall formulate a recommendation to the President in cases of suspension and expulsion.

2.1345 President's Decision

The President shall render a written decision via the Dean of Students within five (5) working days of the receipt of the recommendation. Copies of the President's decision will go to the grievor, the Student Development Committee, and the division where the grievance arose.

2.1346 By the Student

If the student fails to meet the time requirements as set forth herein, the grievance shall be considered waived unless the Dean of Students shall find just cause for the delay and reinstate the grievance.

Nothing in this section shall prevent the student from filing a new grievance if the condition, which gave rise to the initial grievance, reoccurs.

2.1347 By a University Official

If a University official fails to meet the time requirements for a response as set forth herein; the student may proceed immediately to the next Level of the Grievance Procedure.

ACADEMIC GRIEVANCE POLICY (STUDENT GRADES)

Misunderstandings and disagreements may arise in the academic process, particularly in cases involving academic grading. The Academic Grievance Policy is designed to allow students a reasonable, professional, and orderly mechanism for seeking redress when they have grounds to believe that a faculty member has treated them in an arbitrary, capricious, or prejudicial manner. Belief that a subject, test, or test item was too difficult or that a grading scale was too high are not grounds for appeal. In order to appeal a grade on an assignment, or to appeal a course grade after a term is over, the student must have specific evidence that the faculty member has treated the student differently than peers in the course. The evidence supporting this claim must be presented at all levels of the appeals process.

In general, it is fully expected that students will follow each stage of the Academic Grievance Procedure as listed below, beginning with the first level of the Informal Academic Grievance Procedure. Each level of the Academic Grievance Procedure has deadlines or time limits. If a University official fails to meet the time requirements for a response as identified in the stages below, the student may then proceed immediately to the next level of the Academic Grievance Procedure.

INFORMAL ACADEMIC GRIEVANCE PROCEDURE

FIRST LEVEL

When a student perceives that a faculty member has treated the student in an arbitrary, capricious, or prejudicial manner while a course is in session, the first step in seeking redress is to schedule an informal meeting with the instructor within five (5) regular class days of the perceived injustice. In the case of courses that are delivered in an electronic-only format this requirement can be met via telephone or email contact. If the instructor fails to meet with the student as scheduled or if the instructor does not respond to electronic communications within five (5) working days of the student's reasonable attempt to contact the instructor, then the student should ask the academic advisor to request that the instructor contact the student. If the instructor fails to contact the student within five (5) additional working days from the date the student contacted the academic advisor, then the student may proceed to the second level of the informal grievance procedure.

When a meeting under this informal procedure takes place, the student should present to the faculty member all evidence to support the student's belief that the faculty member has treated the student in an arbitrary, capricious, or prejudicial manner. A specific request for redress of the grievance should also be made.

If a resolution satisfactory to the student is reached, then the Grievance Procedure is concluded. If a resolution satisfactory to the student is not reached, the student may proceed to the Second Level of the Informal Grievance Policy.

SECOND LEVEL

If the situation is not resolved at the First Level, then within five (5) regular academic calendar days of the meeting with the instructor, the student may meet with the Chair of the School in which the course is offered. During this meeting, the student must notify the Chair that the meeting is being held as the Second Level of an Informal Grievance Procedure.

When a meeting under this informal procedure takes place, the student should present to the Chair, documentation or evidence either that the student has met with the instructor and the matter was not resolved, or that the student has made a good-faith attempt to contact and meet with the instructor as specified in the First Level Informal Grievance Procedure. All evidence to support the student's belief that the faculty member has treated the student in an arbitrary, capricious, or prejudicial manner must also be presented at this time. A specific request for redress of the grievance should also be made.

The Chair shall have five (5) regular academic calendar days to mediate a resolution satisfactory to the student, and to provide written notification of the outcome of the mediation efforts to the student. If a resolution satisfactory to the student is reached, then the Grievance Procedure is concluded. If a resolution satisfactory to the student is not reached, that student may proceed to the First Level of the Formal Grievance Procedure.

FORMAL ACADEMIC GRIEVANCE PROCEDURE

If the student feels the situation is not resolved at the Informal Level, then the student may proceed to the Formal Academic Procedure. Steps in the Academic Grievance Procedure that involve a formal meeting will follow the

latest revision of Robert's Rules of Order. At levels two and three of the Formal Process, the Panels will consider all of the facts as presented from all earlier stages of the Informal and Formal Academic Grievance Procedures.

FIRST LEVEL

The student must meet with the instructor of the course within five (5) regular academic calendar days from the date the student received a written decision from the Chair, but no later than twenty-five (25) regular academic days from the original incident. The student must notify the instructor that the meeting is a First Level Formal Academic Grievance meeting.

If a resolution satisfactory to both student and instructor is reached, then the Formal Academic Grievance Procedure is concluded. If a resolution satisfactory to the student is not reached, the student may proceed to the Second Level of the Formal Grievance Procedure.

SECOND LEVEL

If the situation is not resolved at the First Level of the Formal Academic Grievance Procedure, the student may proceed to the Second Level of the Formal Academic Grievance Procedure within five (5) regular academic calendar days after meeting with the instructor, according to the procedure in the First Level of the Formal Academic Grievance Procedure.

- A. The student must take a written request to the Dean of the College in which the course is offered to convene and chair an academic appeal panel, consisting of five (5) full-time voting faculty members: two (2) selected by the student, two (2) by the instructor of record, one (1) by the Dean.
 1. The members of the panel will be from the same School in which the course is offered. Should there be an insufficient number of faculty available in the School to complete the panel; faculty outside the School may be selected.
 2. The written request must include a statement of the specific issue which is being grieved, available evidence that the perceived injustice has occurred, available evidence that the student has followed the steps of the Informal and Formal Grievance Procedures (or that the student has made a good-faith effort to follow the Informal and Formal Grievance Procedures: and a statement that the situation remains unresolved.
- B. The academic appeals panel must meet within ten (10) regular academic calendar days of the filing of the Second Level appeal. This Panel will be convened and chaired by the non-voting Dean. The student and the instructor may be present at the meeting of the appeal panel to present their cases.
- C. Within five (5) regular academic calendar days of the Formal Level Two Panel meeting, the Chair of the Level Two Panel will notify in writing both the student and the instructor of the decision reached by the Panel.
- D. If a resolution satisfactory to both the student and instructor is reached, then the Grievance Procedure is concluded, and a copy of the decision of the panel will be placed in the student's file in the Records Office.
- E. If a resolution satisfactory to the student is not reached, the student may proceed to the Third Level of the Formal Grievance Procedure.

THIRD LEVEL

If not satisfied with the decision of the Level Two Formal Academic Grievance Panel, either party may within ten (10) regular academic calendar days, request the Provost/Vice President for Academic Affairs to convene a third and final level panel.

- A. The Level Three Formal Academic Grievance Panel will consist of voting members as follows: one (1) faculty member from each School, elected to the current Academic Policy Committee, the Vice President of the Student Senate or an elected delegate, and a justice of the senate judiciary. Both parties shall be informed of the makeup of the panel no later than five (5) regular academic calendar days before the hearing. If either party feels that a particular School's representative may be biased, then he/she may ask, by two (2) regular academic calendar days before the hearing, that the School's other representative be used instead. If both parties contest both of a School's representatives, then the Provost/Vice President for Academic Affairs shall choose another representative from the School. The chair will only vote in the event of a tie.

- B. The Level Three Formal Academic Grievance Panel must meet within ten (10) regular academic calendar days of the request.
- C. All documentation from all previous levels will be provided in advance of the Third Level Panel.
- D. The student and instructor of record may be present to present their cases.
- E. The Level Three panel shall issue a written decision within ten (10) regular academic calendar days of the meeting with copies sent to both the student and the instructor.
- F. The decision of the Level Three Panel is final.
- G. A copy of the panel's decision will be placed in the student's file in the Record's Office.