

# CHANGING TOMORROWS



UNIVERSITY OF  
**RIO GRANDE**  
AND RIO GRANDE COMMUNITY COLLEGE

**2022-2023**  
**STUDENT HANDBOOK**



## **2022-2023 Catalog**

The University of Rio Grande and Rio Grande Community College Catalog is published by the Office of Academic Affairs.

### **Notice of Nondiscriminatory 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 provides 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 based on 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 this regard should be directed to the President of the University of Rio Grande and Rio Grande Community College

### **Provisions of Catalog**

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University of Rio Grande and Rio Grande Community College. A conscious attempt has been made to provide accurate and up-to-date information. The University of Rio Grande and Rio Grande Community College reserves the right to make and designate the effective date of changes in curriculum, course offerings, fees, requirements for graduation, and any other regulations at the time that such changes are considered to be desirable or necessary. Please visit the Rio Grande website at [www.rio.edu](http://www.rio.edu) for up-to-date catalog information.

This catalog is effective from Fall 2022 through Summer 2023.

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## ACADEMIC CALENDAR

### ***Fall 2022***

August 22, 2022 ..... Classes Begin  
September 05, 2022 ..... Labor Day  
October 14, 2022 ..... Community Service Day  
November 23, 2022 ..... Fall Break  
November 24-25, 2022 ..... Thanksgiving  
December 05-09, 2022 ..... Final Exams

### ***Spring 2023***

January 17, 2023 ..... Classes Begin  
February 20, 2023 ..... President's Day  
March 13-17, 2023 ..... Spring Break  
April 7, 2023 ..... Spring Holiday  
May 8-12, 2023 ..... Final Exams  
May 13, 2023 ..... Commencement

### ***Summer 2023***

June 05, 2023 ..... Summer I & 10-Week Begins  
July 07, 2023 ..... Summer I Ends  
July 10, 2023 ..... Summer II Begins  
August 11, 2023 ..... Summer II & 10-Week Ends

### ***Fall 2023***

August 21, 2023 ..... Classes Begin  
September 04, 2023 ..... Labor Day  
October 13, 2023 ..... Community Service Day  
November 22, 2023 ..... Fall Break  
November 23-24, 2023 ..... Thanksgiving  
December 4-8, 2023 ..... Final Exams

### ***Spring 2024***

January 16, 2024 ..... Classes Begin  
February 19, 2024 ..... President's Day  
March 13-17, 2024 ..... Spring Break  
March 29, 2024 ..... Spring Holiday  
May 6-10, 2024 ..... Final Exams  
May 11, 2024 ..... Commencement

### ***Summer 2024***

June 03, 2024 ..... Summer I & 10-Week Begins  
July 05, 2024 ..... Summer I Ends  
July 08, 2024 ..... Summer II Begins  
August 09, 2024 ..... Summer II & 10-Week Ends

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## Administration

President	Mr. Ryan Smith
Provost & V.P. for Academic Affairs	Dr. Kellie Bean
Chief Financial Officer	Ms. Meghann Fraley
Treasurer, RGCC	Ms. Cherokee Ruby
Chief Operating Officer	Ms. Rebecca Long
Associate Vice President of Administration	Mr. Tom Sutton
Academic Support Services and Student Accessibility, Director of	Dr. Stephanie Alexander
Accounting, Director of	Ms. Hong Yang
Admissions Operations and Community College Programming & Workforce Development	Ms. Amanda Ehman
Admissions Recruitment, Director of	Ms. Kristie French
Institutional Advancement, Director of	Ms. Annette Ward
Athletics, Director of	Mr. Jeff Lanham
Bookstore, Director of	Ms. Heather Black
Career Services, Director of	Ms. Susan Haft
Centers, Directors of	
Jackson Center	Ms. Kristen Mershon
McArthur Center	Ms. Misty Napier
Meigs Center	Ms. Michelle Kennedy
Chief Information Officer	Mr. Allen Hudson
Chief of Campus Police, Interim	Mr. Sean McIntyre
College Credit Plus, Coordinator of	Ms. Ciara Small
Dean, College of Arts and Sciences	Ms. Lynley Carey
Dean, College of Professional and Technical Studies	Dr. Donna Mitchell
Dean of Student, Interim	Mr. Seth Lawrence
Facilities Maintenance, Director of	Mr. David Brodeur
Financial Aid, Director	Mr. Chad Curley
Food Services, Director	Ms. Shasta Hoschar
Grants Officer	TBD
Head Resident Assistants	
Boyd Hall	Mr. Keelan Kilgour
Davis Hall	Ms. Jess Youse
Holzer	Ms. Courtney Pifher
Wellness (New Hall)	Mr. Taylor Mack
Health Services, Director	Ms. Marlene Childers
Housekeeping, Director of	Mr. Josh Fury
Human Resources, Director of	Mr. Chris Nourse
Institutional Effectiveness, Associate Provost for	Dr. David Lawrence
Library, Interim Director of	Ms. Carrie Girton
Madog Center for Welsh Studies, Director of	Ms. Jeanne Jindra
Marketing, Director of	Ms. Renee DeLawder
Mental Wellbeing, Director of	Ms. Brittany Franklin
Social Worker	Ms. Madison Duskey
Nursing, Director of	Dr. Bonnie Allen Smith
Print Shop Operator	Mr. Rick Thomas
Publications, Director of	Ms. Jean Ann Vance
Registrar	Ms. Olivia Bevan
Residence Life and Student Engagement, Director of	Mr. Seth Lawrence
Student Success Coaches	Ms. Emily Thomas
	Mr. Steve Large
	Mr. Max Huston
	Mr. Marcus Illingworth
	Ms. Beverly McManus
Testing Services, Coordinator of	



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## Campus Facilities Hours/Phone Numbers

ADMINISTRATIVE OFFICES	Monday through Friday 8:00 AM to 5:00 PM unless otherwise stated
ADMISSIONS OFFICE	740-245-7208 email: <a href="mailto:admissions@rio.edu">admissions@rio.edu</a> Saturday by appointment
BOOKSTORE	740-245-7274 email: <a href="mailto:bookstore@rio.edu">bookstore@rio.edu</a> Evening hours are posted
BUSINESS OFFICE	740-245-7226 email: <a href="mailto:businessoffice@rio.edu">businessoffice@rio.edu</a>
CAMPUS COMPUTING AND NETWORKING	740-245-7363 email: <a href="mailto:helpdesk@rio.edu">helpdesk@rio.edu</a>
CAMPUS POLICE	740-245-7286 email: <a href="mailto:police@rio.edu">police@rio.edu</a> Officer on duty 24 hours a day.
COMMUNITY COLLEGE	740-245-7236 email: <a href="mailto:rlong@rio.edu">rlong@rio.edu</a>
FINANCIAL AID	740-245-7218 email: <a href="mailto:finaid@rio.edu">finaid@rio.edu</a>
HEALTH SERVICES	740-245-7350 email: <a href="mailto:healthservices@rio.edu">healthservices@rio.edu</a>
DAVIS LIBRARY	740-245-7005 email: <a href="mailto:refdesk@rio.edu">refdesk@rio.edu</a> Monday through Thursday, 8:00 AM to 8:00 PM Friday, 8:00 AM to 5:00 PM; Saturday, CLOSED Sunday, 4:00 PM to 8 PM
LYNE CENTER	740-245-7293 OR 740-245-7493 Email: <a href="mailto:tdaniels@rio.edu">tdaniels@rio.edu</a> Hours posted as needed
MARKETPLACE Monday through Friday Continuous Dining 7:30 a.m. to 9:30 p.m. Weekend Brunch: 11:30 a.m. to 1:30 p.m. Weekend Dinner: 5 p.m. to 7:30 p.m.	740-245-7502 email: <a href="mailto:shasta.hoschar@hallmarkdining.com">shasta.hoschar@hallmarkdining.com</a>
CAREER SERVICES	740-245-7276 email: <a href="mailto:shaft@rio.edu">shaft@rio.edu</a>
OFFICE OF RESIDENT LIFE	740-245-7033 email: <a href="mailto:slawrence@rio.edu">slawrence@rio.edu</a>
POST OFFICE	740-245-7355 email: <a href="mailto:bonnieg@rio.edu">bonnieg@rio.edu</a>
OFFICE OF THE REGISTRAR	740-245-7369 email: <a href="mailto:records@rio.edu">records@rio.edu</a>
STANLEY L. EVANS ATHLETIC FIELD Shelter House – Reserved through the scheduling office (740) 245-7234 Open daily (Gates secured at dusk)	740-245-7234 email: <a href="mailto:ltaylor@rio.edu">ltaylor@rio.edu</a>
STUDENT AFFAIRS	740-245-7350 email: <a href="mailto:aweaver@rio.edu">aweaver@rio.edu</a>
STUDENT SUCCESS CENTER/COACHES CENTER: 740-245-7400 Monday through Thursday, 8 AM to 8 PM; Friday, 8 AM to 5 PM Max Huston ext. 7653 <a href="mailto:mhuston@rio.edu">mhuston@rio.edu</a> Steve Large ext. 7651 email: <a href="mailto:slarge@rio.edu">slarge@rio.edu</a> Emily Thomas ext. 7652 email: <a href="mailto:emilyt@rio.edu">emilyt@rio.edu</a>	Marcus Illingworth ext. 7654 <a href="mailto:millingworth@rio.edu">millingworth@rio.edu</a> Ciara Small ext. 7210 <a href="mailto:csmall@rio.edu">csmall@rio.edu</a>
TESTING SERVICES	740-245-7004 email: <a href="mailto:bmcmamus@rio.edu">bmcmamus@rio.edu</a>
JENKINS ACADEMC CENTER/OFFICE OF ACCESSIBILITY	740-245-7279 email: <a href="mailto:alexandr@rio.edu">alexandr@rio.edu</a> <a href="mailto:kmusser@rio.edu">kmusser@rio.edu</a>  Monday through Friday, 8:00 AM to 5:00 PM
VETERAN AFFAIRS OFFICE	(740) 245-7353 email: <a href="mailto:ccurley@rio.edu">ccurley@rio.edu</a>

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# INTRODUCTION TO RIO GRANDE

## Introduction

The University of Rio Grande (URG), established in 1876, is an independent four-year, comprehensive university that offers programs ranging from certificates through the master degree level. In the past, many of its graduates entered the teaching profession. Today, many are preparing for business and public service careers, as well as for the teaching profession. During its history, the University of Rio Grande (pronounced Rye-oh) has been at times a denominational college, a two-year college, a self-help student work college, and a four-year liberal arts college.

Rio Grande Community College (RGCC), established in 1974, offers a wide range of services, including career programs, associate degree transfer programs, and continuing education programs. The Community College reinforces the University's philosophy and history of making meaningful, affordable education and services available to all who can benefit.

The University of Rio Grande and Rio Grande Community College represent a unique marriage between public and private education, between career and liberal arts education, and between younger and older students. The same staff, faculty, and facilities support both the private University and the Community College programs. Students in the Community College programs have the opportunity to enroll in liberal arts courses and programs. Students in liberal arts programs have an opportunity to experience career education courses and programs.

Through a contract between URG and RGCC, Ohio residents in their first two years of college work can take advantage of public community college tuition rates to earn associate degrees in arts or career education. Students have the option of continuing toward a baccalaureate degree at the University of Rio Grande or transferring to another institution to complete a four-year degree.

## Mission Statement

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship.

### Rio Grande Community College offers:

- Associate degrees for students in professional studies and the liberal arts and sciences, as well as certificates in career and technical areas.
- The first two years of courses for bachelor degrees.
- Access to a broad array of courses at an affordable price.
- Developmental courses along with the necessary support to enhance academic skills.
- Appropriate business and industry partnerships and training for economic development in the surrounding four-county community college district.
- Linkages with high schools that promote uninterrupted high school to college articulation.
- Opportunities for Ohio high school students to participate in the College Credit Plus Program.
- Additional locations in Meigs, Jackson, and Vinton Counties to meet the needs of the local community.

### The University of Rio Grande offers:

- Access to a broad array of associate and bachelor, and master's degrees.
- An effective balance of career preparation, liberal arts, and practical training in a nurturing environment characterized by a focus on the unique needs of the individual.
- Opportunities for intellectual and personal growth in a close-knit campus community.

### Both URG and RGCC are committed to:

- Encouraging the development and enhancement of integrity, morally and ethically responsible behavior, respect for diversity, and service learning among students and employees.
- Nurturing basic professional values such as a hard work ethic, basic honesty, self-discipline, perseverance, interpersonal cooperation, and social responsibility among students and employees.
- Providing equal opportunity for students and employees, whatever their age, gender, religious background, ethnic or cultural heritage.
- Providing opportunities for any student with special needs to receive an education equal to that of any other student.
- Offering courses through distance and distributed learning at the certificate, undergraduate, and graduate levels.

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- Providing opportunities for students, employees, and members of the communities served by the institutions to be engaged intellectually, aesthetically, socially, and physically outside the classroom setting.
  - Maintaining a highly motivated and academically qualified full-time faculty dedicated to excellence in teaching, advising, and personal attention.

A Rio Grande education instills self-confidence and motivation and prepares students for the challenges of living a fulfilling life, reaching career and pre-professional goals, and being a responsible citizen in a culturally diverse, global community.

## **Organization**

Separate Boards of Trustees administer the University of Rio Grande and Rio Grande Community College. Instructional services for both the two-year and four-year programs are coordinated by the Office of the Provost.

## **Main Campus**

The University and the Community College share the same campus, facilities, and faculty. The 190-acre campus is located in Southeastern Ohio within the village of Rio Grande (Gallia County) near U.S. Route 35.

Campus facilities include eleven classroom buildings, a library, five residence halls, a Student Success Center, a dining hall, an art museum, and administrative buildings. Special features within these facilities include a 500-seat theatre, an athletic-recreation complex with a fitness center, a coffee shop, and a large painting-sculpting-ceramics lab. All classrooms, offices and residential halls provide wired and wireless networking allowing Internet access to lab computers, offices systems and personal mobile devices.

## **Campus Centers**

### **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, Pre-Kindergarten 2-year Licensure, and Social Services as well as a certificate in Medical Coding and Billing, EKG, Medical Scribe and CDCA (Chemical Dependency Counselor Assistant). The general education curriculum and several courses from the Ohio Transfer 36 are also offered.

Phone 740-992-1880      email: [rio-meigs@rio.edu](mailto:rio-meigs@rio.edu) Meigs Center

Hours: Monday through Thursday 8:00 AM to 9:00 PM and Friday 8:00 AM to 5:00 PM

### **McArthur Center**

The McArthur Center is located at 307 West High Street. 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      email: [rio-mcarthur@rio.edu](mailto:rio-mcarthur@rio.edu) McArthur Center

Hours: Monday through Thursday 8:00 AM to 9:00 PM and Friday 8:00 AM to 5:00 PM

### **Jackson Center**

Rio Grande is now offering courses in Jackson, Ohio to better serve the residents of Jackson County. Students are able to take a selection of general education courses as well as courses leading to a certificate in Business Management or Medical Coding and Billing. The Jackson Center is a great place for students to come for advising, career services, and instruction. Due to the expanding number of in-demand health care jobs, the Jackson Center has targeted primarily health care career opportunities, but can assist students with all interests.

Phone# 740-288-0284      email: [rio-jackson@rio.edu](mailto:rio-jackson@rio.edu) Jackson Center

Hours: Monday through Thursday 8:00 AM to 9:00 PM and Friday 8:00 AM to 5:00 PM

## **Accreditation and Memberships**

The University of Rio Grande is accredited by the Higher Learning Commission, [www.hlcommission.org](http://www.hlcommission.org), 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604. Phone: 800-621-7440. Since 1916, the University has been authorized by the Department of Education, State of Ohio, to prepare students for teacher certification. The teacher education program is approved by the National Association of State Directors of Teacher Education and Certification, and it is accredited by the Council for the Accreditation of Educator Preparation, 1140 19<sup>th</sup> St NW, Suite 400 Washington, D.C. 20036, 202-223-0077. The Associate of Applied Science in Nursing has approval status from the Ohio Board of Nursing and the University



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of Rio Grande Holzer School of Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN – Accreditation Commission for Education in Nursing, 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, 404-975-5000. The Radiologic Technology Program has been approved by the Ohio Department of Higher Education and is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606-3182. Phone: 312-704-5300, [www.jrcert.org](http://www.jrcert.org) The Diagnostic Medical Sonography General Concentration and the Cardiovascular Concentration Programs are approved by the Ohio Department of Higher Education and are accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs), 1361 Park St., Clearwater, FL, 33756. Phone: 727-210-2350, [www.caahep.org](http://www.caahep.org) The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX, 76021, Phone: 817-283-2835, [www.coarc.com/](http://www.coarc.com/). The baccalaureate degree in Social Work is accredited by the Council on Social Work Education, 333 John Carlyle St., Suite 400, Alexandria, VA 22314, Phone: 1-703-683-8080 [www.cswe.org](http://www.cswe.org). The School of Business is accredited by the International Assembly for Collegiate Business Education (IACBE), 1134 Strang Line Road, Lenexa, Kansas, 66215, telephone: 913-631-3009, [www.iacbe.org](http://www.iacbe.org).

The University of Rio Grande is a member of the following organizations: American Association of Colleges; Ohio Association of Private Colleges for Teacher Education; Council on Social Work Education; International Assembly of Collegiate Business Education; American Association of Collegiate Registrars and Admissions Officers (AACRAO); American College Health Association; Association of Performing Arts Presenters; Joint Review Committee on Education in Radiologic Technology; Joint Review Committee on Education in Diagnostic Medical Sonography; National Association for Industrial Technology; National Association of College and University Business Officers; National Association for Campus Activities; National Association of Colleges and Employers (NACE); National Association of Intercollegiate Athletics; National Collegiate Honors Council; Mid-East Honors Association; Ohio College Association; National Organization for Associate Degree Nursing; National League of Nursing Councils of Associate Degree Programs and Baccalaureate Degree Programs; Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO); Ohio Association of Community Colleges ; and Society of Manufacturing Engineers.

### **Endowed Chairs**

A college or university improves its mission by being able to attract outstanding persons by having endowed Chairs. In the person's name, the Chair will make continuous contributions to education. The naming of a Chair is a lasting honor to the selected individual. The University of Rio Grande has four endowed Chairs named in honor of Harland Martin, William A. Lewis, Ina Alban, and Morris Haskins.

**The Harland Martin Endowed Chair of Business** – Mr. Martin, a native of Southeast Ohio, was a respected citizen, farmer, businessman, and entrepreneur.

**The Dean Williams A. Lewis Endowed Chair of Psychology** – Mr. Lewis, a native of Gallia County, was a respected alumnus, faculty member, president, and dean of Rio Grande College.

**The Morris E. Haskins Endowed Chair of Business** – Mr. Haskins, a respected banker and entrepreneur in Gallia County, who served diligently on behalf of the entire community as well as the University.

### **The Alumni Association**

The mission of the Alumni Association of the University of Rio Grande and Rio Grande Community College shall be to support the Rio mission by developing and maintaining strong, lifelong relationships between the alumni body and Rio.

The Rio Grande Alumni Association attempts to promote the welfare of the institution and the perpetuation of friendships and relationships formed among its members while at school and after graduation. The Association welcomes all graduates, former students, and other friends of the University at its events and functions.

All students of the University of Rio Grande and Rio Grande Community College automatically become members of the Alumni Association immediately upon their graduation from Rio Grande. For more information, please visit the website: <https://www.rio.edu/alumni/>.

### **ADMISSION POLICIES AND PROCEDURES**

URG and RGCC Office of Admissions, Florence Evans Hall, PO Box 500, Rio Grande, OH 45674  
740-245-7208 or 800-282-7201 office; 740-245-7260 fax;  
email: [admissions@rio.edu](mailto:admissions@rio.edu)

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The University of Rio Grande and Rio Grande Community College Admissions Policy is to admit all who may benefit from a college-level education. Admission will be determined without regard to race, color, age, marital status, national or ethnic origin, socio-economic status, political affiliation, religion, gender, or disability.

Applicants for admission are required to submit a completed application for admission and a high school transcript or GED. Applicants interested in applying for admission to Education, Radiologic Technology, Diagnostic Medical Sonography, Respiratory Therapy, or the Honors program must also submit (ACT/SAT) scores. Prior to enrollment, students who have not taken the ACT must have taken placement tests in reading, writing, and mathematics. The placement test may be taken in the New Student Advising Office by appointment.

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.

The following academic areas practice selective admission policies and procedures. In addition to the general institutional requirements previously stipulated, the applicant is directed to the Chair or Dean of each program for specific details.

**The programs with selective admission requirements and/ or procedures are:**

- Education
- Honors
- Nursing – Associate and Baccalaureate Degrees
- Social Work
- Radiologic Technology
- Diagnostic Medical Sonography
- Respiratory Therapy

Ohio residents seeking admission to college for the first time and lower-division transfer students with Ohio residency will be granted dual acceptance to the University of Rio Grande and Rio Grande Community College.

All out-of-state applicants and upper-division transfer students will be granted an acceptance to the University of Rio Grande.

Upper-division or lower-division status of transfer students will be determined upon evaluation of transfer credits submitted on an official transcript.

Applications for admission to Rio Grande should be mailed to the following address:

**Office of Admissions**

*University of Rio Grande/Rio Grande Community College*

PO Box 500

Rio Grande, OH 45674-0500

Further information can be obtained by contacting Rio Grande at 740-245-5353 or 1-800-282-7201 ext. 7208 (Toll Free in OH, WV, KY, & PA), by e-mail ([admissions@rio.edu](mailto:admissions@rio.edu)), or by fax (740-245-7260). An online application for admission is available at [www.rio.edu/admissions/apply/](http://www.rio.edu/admissions/apply/).

**ADA Policy**

If a student wishes to be identified as having a physical, mental, or learning disability, that may or may not require reasonable accommodation(s), he/she must register with the Office of Accessibility. Once registered with the Office of Accessibility, registered students should identify themselves to their instructors and provide a written statement from the Office of Accessibility that indicates the appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The Office of Accessibility may be reached at: 740-245-7366 and is located in Davis Library, Office 06, Ground Floor University of Rio Grande.

**FERPA Policy**

The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is the federal law that

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governs the release of and access to student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education

**Student rights under FERPA include the following:**

- The right to inspect and review educational records within 45 days after the university receives a request for access. A parent or eligible student should submit to the Registrar a written request at [records@rio.edu](mailto:records@rio.edu) that identifies the record(s) the parent or eligible student wishes to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- The right to request an amendment of educational records if the parent or eligible student believes something is inaccurate or misleading. A parent or eligible student who wishes to ask the university to amend a record should email the Registrar at [records@rio.edu](mailto:records@rio.edu), clearly identify the part of the record the parent or eligible student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the parent or eligible student in writing of the decision and the parent or eligible student's right to a hearing regarding the request for amendment.
- The right to consent to disclosure of personally identifiable information contained in education records except to the extent that FERPA authorizes disclosure without consent (see exceptions to consent below).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
1-800-872-5327

The University of Rio Grande does not release student record information without the expressed, written consent of the student, however there are some exceptions:

- **Directory Information**  
Directory information may be released by the university without the student's prior consent. Directory Information includes a student's name, home address, e-mail address, home telephone number, college of enrollment, major, campus attended, status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), honors received, degrees and/or certificates awarded, and participation in officially recognized activities and athletic organizations. The weight and height of student athletes also qualifies as directory information and may be released by the university.
- **Legitimate Educational Interest**  
School officials may access student records without prior consent if they are deemed to have legitimate educational interests. A school official is deemed to have legitimate educational interests if they need access to the student's educational record in order to fulfill his or her official responsibilities. **Examples of school officials:** university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the university.
- **Compliance with Judicial Order or Lawfully Issued Subpoena**  
Non-directory information from education records can be released to comply with a judicial order or subpoena provided the institution makes a reasonable effort to notify the student of the order or subpoena.
- **Appropriate Officials in Cases of Health and Safety Emergencies**  
Non-directory information may be released to appropriate officials if it is necessary to protect the health or safety of the student or other individuals.

**Confidentiality Status**

A student has the right to restrict the release of their directory information (see link to Confidentiality Request Form below). If this restriction is in place, the university is prohibited from releasing this information to anyone including the student. Anyone inquiring about a student with this restriction on their record will be told that there is no record of that student. A student can also lift this restriction at any time (see link to Request to End Confidentiality Status form below).

**NOTE: Confidentiality status does not restrict the access of school officials.**

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### **Authorizing Release of Non-Directory Information**

A student can authorize a third-party (i.e. parent or legal guardian) to access his or her information (see link to Student Information Release Authorization form below). **NOTE: The University of Rio Grande does not release grades or GPA over the phone or via email.**

Links to FERPA related forms:

Student Information Release Authorization Form: [https://www.rio.edu/wp-content/uploads/2018/04/FERPA\\_ReleaseAuthorization20170224.pdf](https://www.rio.edu/wp-content/uploads/2018/04/FERPA_ReleaseAuthorization20170224.pdf)

Confidentiality Status Request Form: <https://www.rio.edu/wp-content/uploads/2019/02/Confidentiality-Status-Request-Form-.pdf>

Request to End Confidentiality Status Form: <https://www.rio.edu/wp-content/uploads/2019/02/Request-To-End-Confidentiality-Status.pdf>

These forms are also available in the Office of the Registrar in Florence Evans Hall. Completed forms can be emailed to [records@rio.edu](mailto:records@rio.edu), faxed to 740-245-7445, or dropped off at the Registrar's Office or any of our three centers (Jackson, McArthur, and Meigs).

For additional information about FERPA, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). Or you may contact the Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **International Students**

International students are requested to submit the following:

- An international student application
- A transcript of secondary school credits verifying graduation
- All post-secondary school official transcripts (if applicable). International applicants must also submit transcripts through a National Association of Credential Evaluations Services (NACES) approved agency or [www.incredevals.org](http://www.incredevals.org) for a course-by-course evaluation
- Copy of passport
- An official statement from a sponsor or bank documenting financial support
- Proof of medical/accident insurance that has a policy covering the United States
- A completed college medical physical examination form and completed immunization requirements

### **Transfer Student**

Students who have attended another college can be admitted by providing transcripts from all colleges and/or universities attended, high school transcript, and a completed application. Official transcripts are required for acceptance and awarding of credit from another institution. For a transcript to be considered official, it must be received directly by Rio through an electronic transcript service such as National Student Clearinghouse or Parchment or arrive to Rio in a sealed envelope from the sending institution. If approved English and/or mathematics courses have not been completed prior to enrollment to Rio Grande, transfer students must follow the placement procedures as previously described. Students holding an associate or bachelor degree are not required to submit a high school transcript.

### **Part-time Special Student**

Applicants wishing to enroll in courses for special interest or personal enrichment may register for classes as a special student. After an accumulation of twelve (12) credit hours, the regular admission process is required. Students who desire to enroll in English 11103 Composition I or Math 18803 Algebra Pilot, must complete placement testing prior to enrollment. Special Students are not eligible to receive financial aid.

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### **Transient Student Policy**

Students in good standing, seeking a degree from Rio Grande who would like to take a course from another institution, may do so by completing the Transient Student Course Approval Form prior to registration at the other institution. Obtained in the Office of the Registrar, the Transient Student Course Approval Form must be approved by the student's academic advisor and returned to the Office of the Registrar for filing.

### **Senior Citizen/Extended Education Student**

Any student who is age 60 or older and a resident of the State of Ohio may attend Community College classes (100- 200 level only) free of tuition charges. The student is responsible for all other fees and costs.

Persons already having completed a bachelor or higher degree, who desire extended education, may enroll in either Community College classes (100-200 level) or University classes (300-400 level). Fees will be assessed according to the applicable tuition rate schedule.

### **Re-admission Student**

Students wishing to re-enroll at Rio Grande after an absence of one or more academic terms (excluding summer sessions) will be required to complete an application for re-admission. This form is available upon request from the Admissions Office. Students applying for re-admission after academic suspension from Rio Grande must also submit a rationale to include evidence of the probability of academic success. Students seeking re-admission to the School of Nursing or any of the Allied Health Programs should contact the specific department for special re-admission provisions.

### **Probationary Admission Student**

Students admitted to Rio Grande while on "Academic Probation" at another collegiate institution may be admitted on probation and are directed to the paragraph entitled "Academic Probation and Suspension" in the Catalog. Such students will also comply with the provisions of the policy on "Academic Load" in the Catalog.

Students under "Academic Suspension" from another collegiate institution applying for admission to Rio Grande for the academic term immediately following their suspension will not be granted admission. Admission may be granted upon application after the student has fulfilled a one-term suspension period (excluding summer sessions). Such students will be admitted on "Academic Probation" and are directed to the policy provisions regarding "Re-admission" specified in the previous paragraph.

### **College Credit Plus (CCP)**

The College Credit Plus Program allows students to earn college and high school credits at the same time by taking college courses from Rio Grande. The intent of this program is to promote rigorous academic pursuits and to provide a wide range of options to college-ready students. Students are screened and admitted in the Fall Semester after completing placement tests and are eligible to participate through high school graduation provided, they continue to meet the academic standards of Rio Grande. Specific requirements for admission as a CCP student are available in the Admissions Office.

#### ***CCP Students:***

- Or dual-enrollment students shall be permitted to participate in any co-curricular organization formally recognized by the University or Community College. This includes induction into honorary societies and organizations that formally recognize a student's academic achievements. CCP students shall also be permitted to participate in community-based events. CCP students shall not be permitted to participate in any extra-curricular organization. A list of co-curricular and extra-curricular student organizations is located in the Student Handbook.
- Will not be permitted to work as student labor or work student on the University or Rio Grande campus nor will they be eligible for tuition assistance from the University.
- May not attend any University or Community College scheduled events where alcohol is available for purchase or consumption.
- Are required to have parental/guardian permission when participating in events that require an overnight stay. Permission forms can be obtained in the office of Student Affairs.
- Are not permitted in the residence halls.

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## Honors Program

The Rio Grande Honors Program engages gifted students through a specialized curriculum, Honors seminars, and a capstone project that challenges all perceptions to achieve maximum potential. The Honors Program is open to incoming students who meet two of the following three criteria: upper 10% of high school graduating class, 3.5 high school GPA, and ACT composite score of 25. The Honors Program is open to current Rio students who have a 3.25 minimum GPA after completing at least eight credit hours. See also Honors Program in the Academic Programs, Policies, and Services section of the catalog.

## COSTS AND FINANCIAL AID

**URG Business Office**, Florence Evans Hall, PO Box 500

F-26, Rio Grande, OH 45674

740-245-7226 office; email: [businessoffice@rio.edu](mailto:businessoffice@rio.edu)

**URG Office of Financial Aid**, Florence Evans Hall, PO Box 500, Rio Grande, OH 45674

740-245-7218 or 800-282-7201 office; 740-245-7102 fax.

email: [finaid@rio.edu](mailto:finaid@rio.edu)

**RGCC Office of Administrative and Financial Affairs**, Florence Evans Hall, PO Box 326, Rio Grande, OH 45674

740-245-7236 office; email: [rgccinformation@rio.edu](mailto:rgccinformation@rio.edu)

## Tuition and Fees

The University of Rio Grande Board of Trustees and/or the Rio Grande Community College Board of Trustees reserve(s) the right to make, without prior notice, any fee adjustments that may become necessary.

**Tuition and fees are linked at the University of Rio Grande website at:** <https://www.rio.edu/affordability-aid/tuition-fees>

## Terms of Payment

Payment is due one week prior to the first day of the term. Payment must be received on or before the due date to avoid late fees. Postmarks will not be reviewed.

If a student is a participant of third-party billing (e.g., BVR, CAA, TAA, VA, WIA, Jobs & Family Services or Workforce Development), it is the student's responsibility to provide documentation to the Business Office. Appropriate documentation may be faxed to the Business Office 740-245-7171 on or before the stated due date.

## Payment Options

1. **Check** – a check for the balance due may be mailed to the address below. Do not send cash.  
**University of Rio Grande**  
PO Box 500 F-26  
Rio Grande, OH 45674
2. **Telecheck** – By telephone – call the Business Office at 740-245-7226 for telecheck, credit/debit cards (VISA, MasterCard, Discover, and American Express)
3. **Credit/Debit Card Online** – credit/debit card payment can be made by logging into your student account at <https://hope.rio.edu/studentspace/PyByCredit.aspx> VISA, MasterCard, Discover, and American Express are accepted.
4. **In Person** at Reardon One-Stop Center, Florence Evans Hall, with cash, check, or credit card.
5. **Monthly Payment Plan** – University of Rio Grande offers a payment plan that allows students to stretch payments throughout the semester. An enrollment fee is charged for this option. For more information, contact the Business Office at 1-800-282-7201, extension 7226. You may access the payment plan application at <https://www.rio.edu/wp-content/uploads/2021/07/Installment-Plan-Application-Fall-2021.pdf>
6. **Financial Aid** may be applied to your account if you have qualified for assistance. If financial aid is less than the balance due, you must pay the difference. If financial aid is greater than the balance due, you will receive a refund. If you are expecting financial aid and your account does not have an award listed, please contact the Financial Aid Office at 740-245-7218 or [finaid@rio.edu](mailto:finaid@rio.edu).

## Returned Check Fees

Upon the receipt of a returned check, the University of Rio Grande will send the student and/or check owner an email detailing the reason for return and amount due. Returned check payments must be made with cash, cashier's check, credit card, or money order. A personal check will not be accepted.

Returned checks will be charged a service fee. Tuition checks that are returned at payment deadline will also be charged an overdue payment fee.



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A returned check halt may be placed on the student's records. The halt cannot be released until payment is made. This halt will affect registration, grades, transcripts, and diplomas from being processed.

### **Late Payment Fee**

There will be a 1.5% late payment fee after the payment deadline. The fee will be recalculated, on the remaining balance, each billing cycle until the balance is paid in full.

### **Refunds**

#### **Tuition and Course Fees**

A student will receive no refund as a result of any course dropped after the first five business days (seven calendar days) of an academic semester, or the first two calendar days of summer term.

#### **Room and Other Fees**

A student withdrawing after the second week of a fall or spring semester or the fourth day of a summer term will not receive a refund of charges for room, board, institutional fee, comprehensive fee, parking fee, insurance or late registration fee, and other fees.

#### **Advanced Room Deposit**

Advanced room deposits are non-refundable.

### **Important Drop/Withdraw information**

It is the student's responsibility to drop or withdraw from courses they are not intending to attend. Classes at the beginning of a term WILL BE automatically dropped for non-attendance. After the add/drop period the student will be responsible for all tuition and fees and add/drop fees. Not reviewing the bill does not eliminate the student's responsibility to pay. (Also see Schedule Changes and Withdrawal Policy in the Academic Programs, Policies, and Services section of this catalog.)

### **Non-Attendance Policy**

Faculty will report non-attendance on the tenth calendar day of the academic term. A student who has *never* attended "all of their registered courses" will result in being Administratively Withdrawn from the institution.

For purposes of federal, Title IV, student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting an academic assignment
- taking an exam, an interactive tutorial or computer-assisted instruction
- attending a study group that is assigned by the school
- participating in an online discussion about academic matters, and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- living in institutional housing
- participating in the school's meal plan
- logging into an online class without active participation, or
- participating in academic counseling or advisement

Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by a student. A school must demonstrate that a student participated in class or was

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otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance an attendance at an academically related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation show that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

If a student fails to attend any course, they will be administratively withdrawn from the course(s). In order to regain entry into a course(s) where a student has been administratively withdrawn for non-attendance, the student must complete a Registration Appeal form. The student will be assigned a NW for the course and non-attendance withdraw will result in tuition and fees refund. Faculty will report any student who has stopped attending by entering a FINAL grade of NF.

A student's account can be viewed anytime by logging into: <https://www.rio.edu/studentspace/>

## **Withdraw**

For a student withdrawing (see policy regarding "Withdrawal" in the Catalog) the following refund schedule will be used:

First calendar week of any semester .....	100%
First - Second day of summer term .....	100%
Second calendar week of any semester .....	50%
Third and fourth day of summer term .....	50%
After second calendar week of any semester.....	0%
After fourth day of summer term.....	0%

A student withdrawn for disciplinary reasons will receive no refund of any charges, except board which will be pro-rated.

## **Course Fees (RGCC Only)**

Special fees for consumable materials, lab supplies, and use of expensive equipment, transportation, or rental of facilities may be charged in addition to tuition for some courses. The cost of student liability insurance, required in certain health technologies, will be included in the course fee. Students should check the information provided in the course listings in the Catalog for courses with additional fees. Fee amounts can be found from <https://www.rio.edu/affordability-aid/tuition-fees>

## **Internet Course Fees/ Internet Hybrid Fee (RGCC Only)**

The internet course fee is for online and blended courses. This fee is used to support the broad infrastructure needs essential to online instruction and technology-enhanced mixed-mode courses and programs. Fee amounts can be found at <https://www.rio.edu/affordability-aid/tuition-fees>

## **Institutional Fee**

The institutional fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.

## **Comprehensive Fee**

The comprehensive fee is used to maintain library and other campus facilities, student services, and athletic facilities.

## **Late Registration Fee**

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Any student who registers on or after the first day of classes will be charged a late registration fee.

### **Change of Registration (ADD/DROP) Fee**

The change of registration fee will be charged to the student's account if a class is added or dropped starting the first day of any semester.

### **Student ID**

If requested by the Business Office to pick up any type of reimbursement check, students are required to present a picture ID (e.g., student ID or driver's license). If the student does not have his/her picture ID service will be denied. Student IDs are available at Campus Police.

### **Residency Requirements**

#### **General Residency**

The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

1. A dependent student, at least one of whose parents or legal guardians has been a resident of the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in the University.
2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment and who is not receiving and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio.

#### **Exceptions**

Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a full-time program of instruction in Rio Grande Community College shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active-duty status in the United States military service who is stationed and resides in Ohio and his/her dependents shall be considered residents of Ohio for these purposes.
4. A person, who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes, and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the State of Ohio for at least the tax year preceding enrollment.
5. A person, who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered residents for these purposes provided such person has worked in Ohio for at least four months during each of the three years preceding the proposed enrollment.
6. Any student who is a qualifying resident of any county of a state in which Rio Grande Community College and the Ohio Department of Higher Education has entered into a legally binding reciprocity agreement.

#### **Residency Change**

1. Students should have a fair and adequate opportunity to present proof of their Ohio residency for purposes of this rule. The University of Rio Grande and Rio Grande Community College may require the submission of affidavits and other documentary evidence, which it may deem necessary to a full and complete determination under this rule.
2. Evidentiary determinations under this rule shall be made by the institution, which may require, among other things, the submission of documentation regarding the source of a student's actual financial support. A Residency Change Application form is available in the Admissions Office.
3. Any reclassification of a person who was once classified as a non-resident for these purposes shall have prospective application only from the date of such reclassification. In order to qualify for in-district fees, a student must be a resident of Gallia, Jackson, Meigs, or Vinton County and meet the same general residency criteria as stated above to determine residency in the State of Ohio.

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## Financial Aid

The Office of Financial Aid is intended to help students who might not otherwise be able to afford college. Although the primary responsibility for meeting college costs rests with the student and their family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Rio Grande offers many different types of financial aid programs including grants, scholarships, work-study, and student loans. Financial Aid can help students pay their cost of attendance, which consists of tuition, fees, books, supplies, room and board, transportation, and other related costs. 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](mailto:finaid@rio.edu). The Financial Aid Office is located in Florence Evans Hall. Visit the Financial Aid page on the Rio website to access up-to-date information regarding financial aid: <https://www.rio.edu/affordability-aid/financial-aid>

### Financial Aid Available for Qualified Students

How much financial aid students are eligible to receive at Rio Grande depends on two different factors: merit and need.

Merit-based aid is determined based on special achievement or a specific talent. The most common type of merit-based aid are scholarships, which typically come from either outside sources or Rio Grande. All of Rio Grande's merit scholarships are listed under the scholarships tab on our financial aid homepage.

The majority of financial aid offered to Rio Grande students is need-based aid, which is generally determined by your Expected Family Contribution (EFC), year in school, enrollment status, and cost of attendance (COA).

### The formula to determine financial need is:

Cost of Attendance (COA) – Expected Family Contribution (EFC) = Eligibility for need-based aid

**Cost of Attendance (COA)** is used to determine eligibility for financial aid and reflects the different estimated costs to attend Rio Grande. This budget is comprised of; direct costs (tuition and fees, on-campus room and board), and indirect costs (transportation, personal miscellaneous expenses, books and supplies, and off-campus living). Rio Grande's Cost of Attendance is posted on our financial aid webpage under eligibility. The actual cost of attending Rio Grande may differ from the estimated COA used to determine eligibility for financial aid.

**Expected Family Contribution (EFC)** is the amount students, and their family are expected to pay toward a college education. This is calculated using a formula established by the U.S. Department of Education based on the information the student and their family provide on the Free Application for Federal Student Aid (FAFSA)

**Eligibility for need-based aid** is the result of COA minus EFC and establishes the different Federal and State aid eligibility annually. It is important to note that while the goal is to meet the full-demonstrated need of students, limited resources do not always allow this to happen. In cases where a student receives assistance in an amount less than the demonstrated financial need, families may need to pay more than the calculated EFC in order to cover the costs associated with enrollment at Rio Grande.

### Types of need-based financial aid include:

1. **Federal** – Federal financial aid, also known as Federal Title IV Aid, includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, Federal Work Study, and Federal TEACH Grant. All of these are available at University of Rio Grande and Rio Grande Community College. Students must complete a FAFSA (Free Application for Federal Student Aid) to be eligible for federal aid. Eligibility for federal aid program is determined by the federal government and based on each student's FAFSA.
2. **State** – The State of Ohio offers an Ohio College Opportunity Grant (OCOG), which can be applied for all residents of Ohio. The grant is based on need. Students must complete a FAFSA (Free Application for Federal Student Aid) and be considered university status to be eligible for state aid.
3. **Private** – Many private and local organizations have grants and scholarships available to students who meet certain criteria. All students are encouraged to perform their own scholarship search. The local library is an excellent source of information on scholarships. The Internet is also a good starting place to search for additional funding to help with educational costs.
4. The following websites are recommended to search for scholarships:

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[www.rio.edu](http://www.rio.edu)  
[www.scholarships.com](http://www.scholarships.com)  
[www.fastweb.com](http://www.fastweb.com)  
[www.scholaraid.com](http://www.scholaraid.com)  
[www.collegescholarships.com](http://www.collegescholarships.com)

Please note that financial aid is based on the number of credit hours taken each semester. Enrolling in less than 12 credit hours per semester will result in a reduction in financial aid. Students should contact the Financial Aid Office with any questions regarding changing the number of credits enrolled per semester.

### **Application Directions**

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) beginning October 1 annually. The FAFSA can be submitted by completing a paper FAFSA, FAFSA Renewal Application, or through the Internet by using FAFSA on the web (<https://studentaid.gov/h/apply-for-aid/fafsa>). Students must indicate 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.

Rio Grande has a priority filing deadline of **March 15th**. It is important to apply as early as possible due to limited amounts of funding 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 eligible students.

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 Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine the family's ability to meet the student's cost of education, which is used to determine financial need.

Notification of financial aid eligibility will be made to new students by an E-mailed or mailed Award Letter and returning students via E-mail.

Any student that is interested in obtaining a Federal Direct Loan must also complete a Master Promissory Note (MPN). The MPN is a multi-year promissory note that remains active up to 10 years. This means that once a student completes the MPN, another MPN is not required for borrowing for 10 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 federal loan website at (<https://studentaid.gov/mpn/>).

Various 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 co-signer depending on credit history. A variety of alternative loan options are available in the Financial Aid Office and on the website (<https://www.rio.edu/affordability-aid/financial-aid>). Please contact the Financial Aid Office (phone: 740-245-7218, e-mail: [finaid@rio.edu](mailto:finaid@rio.edu)) to apply for an alternative loan or if additional information is required.

Finalized financial aid will be disbursed to the student's account after the drop/add period each term. Students must have completed and submitted all necessary paperwork required by the Financial Aid Office before financial aid will be credited to the student's account. Balances owed after financial aid is applied to the student's account are the responsibility of the student.

### **Conditions for Disbursement of Financial Aid**

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

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to "balance-of-aid" payments made to students prior to dropping classes or totally withdrawing from the University.

- Faculty report to the Registrar's 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:
  - A grade of NW is issued, and the student is administratively dropped or withdrawn.
  - Financial aid is adjusted to reflect only those courses for which the student is reported by faculty as attending.
  - Charges are removed for all dropped courses.
  - Faculty may permit a student to enter a course after the non-attendance report is submitted and earn a grade. However, financial aid may not be 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.studentaid.gov](http://www.studentaid.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 1<sup>st</sup> 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 may be eligible to apply for a Special Circumstance if a student or family member experiences one or more of the following situations:

- Loss of income due to unemployment
- Disability
- Natural disaster
- Loss or reduction of untaxed income
- Separation or divorce



- Death of a parent or spouse
- Sibling private school tuition paid
- One-time lump sum payment

A change of circumstance may change a student's financial aid eligibility. The granting of Special Circumstance is based solely on the professional judgement 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.

### **Standards of Academic Progress Policy**

Federal regulations require the University of Rio Grande and Rio Grande Community College 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. The law requires institutions to develop policies regarding Satisfactory Academic Progress (SAP). Each institution must design criteria, which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Rio Grande 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.

### **Satisfactory Academic Policy**

Any student receiving financial assistance who does not meet the satisfactory academic progress requirements during a review at the end of each semester will receive an E-mail notification of **Suspension**. Institutional, Federal, and/ or State financial aid will **not** be applied while a student is on Financial Aid Suspension. The student is responsible for ensuring that the grade point average and hours-earned data submitted by the Office of the Registrar is accurate and complete.

### **Standards of Academic Progress**

An undergraduate 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
1-15	1.50	65%
16-31	1.80	65%
32-52	1.90	70%
53 - Graduation	2.00	70%

### **Grade notations counted in attempted for completion rate:**

- **Successful completion** means a student has received a minimum grade of an **A, B, C, D, P, or S**.
- Grades of **F, DF, NE, NW, U, NG, I (Incomplete), or W (Withdraw)** are not considered completed courses.
- **Courses not included in the calculation of completion rate for SAP** are courses which the student takes as an audit (Spring 2020 exceptions listed below).
- **Transfer credits** appearing on a student's transcript are counted as attempted hours to determine completion rate.

**\*Hours attempted includes all hours pursued, earned, dropped and failed. All of these hours are counted as attempted even if the student did not receive aid.**

**\*Spring 2020 Only: Courses dropped after March 5, 2020, as a result of COVID-19 will not count as attempted or completed. These grades are designated on the transcript as "IC".**

**\*Spring 2020 Only: Courses with a grade of "I" (Incomplete) as a result of COVID-19 related circumstances will not count as attempted or completed.**

### **Maximum Time Frame**

A student may receive financial assistance for a certificate or degree program at a maximum of 150% of the required semester hours. Remedial courses will count toward the 150% of the semester hours to complete the program of study (major).

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## Treatment of Special Coursework

- **Transfer Credits:** Transfer credits appearing on the URG transcript are counted for completion rate and maximum timeframe.
- **Remedial Coursework:** undergraduate students can take up to 30 hours of remedial coursework, and these hours are considered in the calculation based on the SAP grade notations previously listed
- **Consortium Agreements:** coursework taken at other institutions via consortium agreements are assigned “Academic Affairs” courses, will be assigned grades, and will be counted for completion rate and max timeframe
- **“I” GRADES:** An “I” (incomplete) will be considered an “F” until a letter grade is assigned in its place. It is the student’s responsibility to notify the Financial Aid Office of the grade change. (Spring 2020 exceptions listed above)
- **SEEKING ADDITIONAL DEGREE PROGRAMS-** Title IV federal financial aid is generally awarded to undergraduate students for the completion of one degree. Students who are seeking an **additional degree** may do so at the student’s own expense. However, if the student has just-cause that validates his/her decision to seek an additional degree, the student may **appeal** to the Financial Aid Office to request federal aid for an additional degree/certificate. Students may only appeal **once** to receive aid for an **additional** degree/certificate program.
- **REPEATED COURSES-**Repeated courses which were previously failed are counted in hours pursued and, if successfully completed, hours earned.

## SAP Statuses:

- **Eligible:** meeting all requirements for SAP
- **Suspension:** assigned to students who fail to meet the required GPA and/or completion rate at the time of their annual SAP review. Students on suspension are not eligible to receive Title IV aid.
- **Probation:** assigned to students who regain financial aid eligibility due to an appeal and who can reasonably be expected to meet SAP standards by the end of the subsequent payment period. Probation is also assigned to students who regain eligibility due to an appeal. These students will be provided a GPA and completion rate goal that will let them know what is required of them to be making progress at the next review.
- **Warning:** Students who do not meet the Completion Rate or Minimum GPA required will be on one semester warning period. If the Completion Rate and/or GPA is still below the SAP requirements after the warning period, then the student’s financial aid will be suspended.
- **Nearing Max Timeframe:** status assigned to students who are within 30 credits of reaching their maximum timeframe.
- **Maximum Timeframe Suspension:** assigned to students who meet or exceed their maximum attempted hours. Students on suspension for maximum timeframe are not eligible to receive SAP affected aid.

## Warning and Probationary Status

- Probationary and warning students will be advised to enroll in a Focus on Success LA10303 course, which is designed for “at-risk” students to help develop a strategy towards becoming a successful college student.

## Regaining Eligibility

- Students who are suspended due to GPA or completion rate remain ineligible for SAP affected aid until both their GPA and completion rate are at or above the minimum levels. Ineligible students continue to be monitored annually and will be returned to “Eligible” if they are meeting all standards at the time of a review.
- Students who self-correct during a term that SAP is not reviewed can be returned to “Eligible” only if they self-report.
- Students can also have their aid reinstated upon approval of an SAP appeal.

## Change of Program

Students who change program of study (majors) or enter a new program will be eligible for Financial Aid as long as they have not reached their maximum time frame.

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## Right of Appeal

If a student has experienced an extenuating circumstance that prevented them from satisfying the requirements of the Standards of Academic Progress (SAP), they may appeal that decision to the Financial Aid Office. The appeal must be submitted in writing to the Director of Financial Aid. The appeal requires details that explain 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.

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

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

This documentation 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.

If the student's appeal is in response to having **attempted excess hours over 150% of the program's standard hours**, the student will need to submit the SAP Appeal for maximum time frame. Students will need to complete a new appeal each year as long as he or she is continuing in the same degree/major.

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

If the student is unable to provide the above information, he or she should meet with a Financial Aid 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 e-mailed via Rio Grande student account. The appeal decision is final, and no other appeal process is available.

Appeal deadlines will be posted on the Rio Grande Financial Aid webpage. The Standards of Academic Progress and Maximum Time Frame appeal forms with instructions are posted online under financial aid forms, or students may request the forms through the financial aid office during normal business hours.

## Types of SAP Appeals

- **SAP Appeal for Additional Maximum Time Frame Hours Only** – to be used by students who have reached their maximum timeframe ONLY due to changing majors, having multiple majors, having a large number of transfer hours or having a previous bachelor degree.
- **Satisfactory Academic Progress Appeal** – to be used by students who are not meeting the minimum GPA and/or completion rate set forth by Rio Grande, and as a result have lost their financial aid eligibility.

## Appeal Requirements

- **SAP appeal for Maximum Time Frame**
  - A letter of appeal must address (a) why the student has been unable to complete your program within the maximum number of credit hours allowed **AND** (b) the student's current program of study and career goal(s).
  - Complete the table provided with the appeal form that shows the courses the student has left to take and when the student plans to take the required courses for the degree.
  - **Students who plan to appeal must be ACCEPTED into a program of study or taking classes that ARE REQUIRED FOR THE DECLARED DEGREE.**

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- **Satisfactory Academic Progress Appeal**

- A letter of appeal must address and provide documentation of the **extenuating circumstance** leading to the failure to meet the required standards.
  - Only appeals that document the following reasons will be considered
    1. Personal illness or injury
    2. Death of an immediate family member
    3. Other extreme situation that is out of the student's control
- Appeals will NOT be approved more than twice.
- Special consideration will be given to students who have been away from Rio Grande longer than three academic years.
- **Appeals stating the cause of suspension is related to lack of transportation or one term of self-pay are no longer considered a valid reason to appeal.**
- Appeal deadlines will be set before the beginning of each semester by the Financial Aid Office and posted on the Financial Aid Office Website Calendar.
- An appeal form is required to be completed and submitted along with the letter of appeal to the Director of Financial Aid.
- An SAP committee comprised of staff from other departments related to student services, will review all SAP appeals and make recommendations on the approval or denial of a student's SAP appeal.

### **Approved Appeals**

- Students who successfully appeal their suspension due to GPA or completion rate will be monitored and required to meet the standards outlined in the SAP approval letter by the next review. These students will be provided, with specific term requirements for completion rate and GPA to give them an understanding of how they must do minimally each term to be within standards by the next SAP review. Students are required to complete EVERY course successfully with a "C" or better.
- Students who successfully appeal their suspension due to GPA or completion rate and can reasonably be expected to meet SAP standards by the end of the subsequent payment period are placed on probation for one term.
- Students who successfully appeal their suspension due to maximum timeframe will be given additional hours to complete their program and will be assigned "Eligible" status. Only those courses required for program completion will be covered by financial aid.

### **Re-establishing Satisfactory Academic Progress**

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

- Attend classes at their own expense and improve hours and/or semester grade point average to meet the required academic standards.
- Students may also file an SAP appeal form and required documentation to the Financial Aid Office by a specific deadline listed on the Financial Aid website.

### **Return of Unearned Title IV Funds Policy**

The Higher Education Amendments of 1998 imposed regulations for the University and its students. **Effective September 26, 2000, students receiving Federal Title IV aid who completely withdraw from classes prior to the 61% point of the term may be required to repay funds to the program(s) from which such funds were received.** This includes withdrawing from all courses after completing an accelerated session (such as a first 8-week session).

Title IV aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Direct Subsidized, Direct Unsubsidized, and Parent PLUS Loans. Please refer to our website at

<https://www.rio.edu/affordability-aid/financial-aid> for more information.

## **STUDENT AFFAIRS**

Student Affairs, Rhodes Student Center,  
PO Box 500- 218 N. College Avenue  
Rio Grande, OH 45674  
740-245-7350 office

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## **Mission Statement**

The Office of Student Affairs provides the University community with programs and services, in support of academic mission, that assist and empower students to achieve their highest educational potential. Student Affairs works closely with faculty, staff, students, and the community to create a stimulating and inclusive educational environment that is conducive to the holistic growth and development of students. Student Affairs promotes excellence through collaborative services, which strive to be responsive, caring, and personal. This commitment to students initiates prior to entrance, sustains through matriculation, and continues beyond graduation.

## **Residential Living**

On-campus living offers a wide range of experiences for all students. 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 four different buildings, each offering a unique living and learning environment. At Rio, you can become part of our residential communities and build lifelong connections with fellow students. First year housing includes Boyd, for males, and Davis Hall, for females. Upperclassmen reside in Holzer and Wellness Halls. Gender-inclusive housing is also available. Our residential communities are governed by undergraduate resident assistants with each building supervised by a read resident assistant. The Residence Life staff assist in the daily life of our students. The Residence Life staff are employed as university staff members in the residence halls to provide information and assistance to all residential students, and support the quality of residence hall life.

The Total Living plan includes both room and board. Our residence halls include standard amenities like a furnished double occupancy room, high-speed internet access, free on-site laundry, and a communal lounge area perfect for gathering with friends. Room upgrades, such as single rooms, may also be available for students who prefer a private room. Our meal plans include up to 19 meals per week in our all-you-can-eat dining facility “The Marketplace”.

The Director of Residence Life and Student Engagement is located in James A. Rhodes Student Center. The office is open from 8:00 AM. to 5:00 PM Monday through Friday. Phone 740-245-7033 email: [housing@rio.edu](mailto:housing@rio.edu).

## **Current Student Pre-Registration Regulations**

A student must be enrolled in classes by the designated check-in date for a particular term in order to move into on-campus housing. Course registration for fall opens in the spring, and registration for spring opens in the fall. If a student arrives for check-in but is not registered for classes, their move-in process will be postponed until proof of enrollment can be secured by the Office of Student Affairs.

If a student is enrolled for fall but does not enroll for spring prior to the end of the fall term, the student will be requested to remove their belongings and vacate the room at the end of fall term. Exceptions to this policy will be under consideration by the Director of Residence Life.

## **Residency Requirements**

All students under the age of 23 living outside of 50 miles are required to live on campus for the first four semesters. All requests for exceptions and questions concerning residency requirements should be directed to the Director of Residence Life.

Residency requirements shall mirror those set by the University of Rio Grande/Rio Grande Community College regarding tuition structures. The following persons shall be classified as exempt from on-campus residency requirements:

1. A dependent student, at least one of whose parents or legal guardians has been a resident within 50 miles of Rio Grande for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in the University.
2. A person who has been a resident within 50 miles of Rio Grande for the purpose of this rule for at least twelve consecutive months immediately preceding their enrollment and who is not receiving and has not directly or indirectly received in the preceding twelve months, financial support from persons or entities who are not residents within 50 miles of Rio Grande.
3. A person who is married.
4. A person with custody of a child.

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5. A person who is not enrolled in any in-person courses.
  6. A person who transfers in at least 64 credit-hours from a previous institution.

#### **EXCEPTION PROCESS**

A student wishing to file an exception to the residency requirements may do so by visiting the Resident Life page of the Rio website and downloading the Commuter Exemption Form (link: <https://www.rio.edu/life-at-rio/Resident-Life/>). Completed forms, along with any relevant documentation, should be sent to the Director of Residence Life.

### **Residential Living Regulations**

#### **ACCIDENT OR ILLNESS**

In case of emergency students should dial 911 and contact their Resident Assistant (RA) or Head Resident Assistant (HRA) 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 HRA or RA 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 HRA 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 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 HRA 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 HRA or RA is obtained. Nails, tacks, or scotch tape should not be used on walls, ceilings, woodwork, or furniture. Pictures and other objects must be hung using removable adhesives. 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 50-51).

#### **GUESTS**

Overnight off-campus guests of residence hall students are required to register for the entire period of their stay with the HRA of the hall in which they are visiting. Residence hall students are responsible for the 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 HRA of the Residence Hall and will be charged a daily rate. 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 RA immediately. The duplication of keys to university property is prohibited. If a student should lose their key, they must report to the HRA, who will request a new key be made and charge \$80.00 per key to the student's account.



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## MAINTENANCE

Each resident is expected to report immediately to their RA any damage or malfunction in their room or in the residence hall. If the HRA or RA determines the damage to be caused by a student, an investigation could result in a fine to the student's account.

## PETS

Small fish and reptiles are permitted in the residence halls; however, a student must have prior approval from the Director of Residence Life before bringing any pet to campus. Emotional Support Animals must be approved through the Office of Residence Life and Office of Accessibility.

## 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 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 RA's 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 HRA's may assign responsibility to the entire hall or any portion thereof, (Community Billing).

## SINGLE AND SUPER SINGLE ROOMS

A very limited number of room upgrades are available. A request for a room upgrade may be made on the housing application. Room upgrades include Single, Super Single, Super Double, and Double or Triple-Suites. An additional charge is made for accommodations.

## VACATION HOUSING

Residence halls close and dining service discontinues between all academic terms and during vacation breaks. During these breaks' students are expected to vacate their residence halls. A student may request to remain on campus during Thanksgiving, Winter, and Spring breaks. Approval is at the discretion of the Director of Residence Life.

## 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 Guideline

The following guidelines will be operative when circumstances require a residence hall room to be entered while the resident is not present.

- **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.
- **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.

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- **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 Director of Residence Life 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.
  - **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.

- **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. Other outside contractors necessary to ensure the safety and appropriate living environment for students are authorized to enter rooms with prior authorization and approval by administration.
- **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.
- **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.
- **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 Director of Residence Life immediately after 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.
- **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.

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

- **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.
- The Director of Residence Life or any employee of the University designated by the Director of Residence Life is authorized to accompany the searching party or parties.

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## **Commuter Accommodation Program**

In order to accommodate the commuter student population, Rio Grande will provide (if available) on-campus rooms during inclement weather or other temporary reasoning 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 with a maximum of three consecutive nights.
- Students will be charged a minimal fee of \$37.00 to take advantage of this opportunity, which can be paid out of pocket or added to their account.
- The Director of Residence Life will oversee this program and coordinate with HRAs of each building to identify available space.

## **Campus Government**

The Student Senate is the primary student governing body. The president, vice-president, secretary, and senators are elected by the student body. The Senate makes recommendations regarding student needs on campus and participates in campus government through participation on committees.

## **Student Judiciary Board**

The Student Judiciary is a formal hearing body elected by the students and consists of one chief justice, four associate justices, and two alternate justices. The Judiciary hears appeals resulting from a disciplinary sanction imposed from a violation of the Community Code. 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.

## **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 Head Resident Assistants and two resident students. A Head Resident Assistant appointed to serve by the Director of Residence Life 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 Engagement**

The University of Rio Grande offers a variety of opportunities for students to be involved in campus life. Numerous activities that are recreational, educational, and cultural are offered throughout the academic year to accommodate the diverse interests of our students. The office supports over 20 recognized student organizations focused on personal and professional development, shared interests, community service and religious affiliation. Each of our organizations compliment the mission of the University by promoting successful lives and responsible citizenship.

## **Health Services**

Located in the James A. Rhodes Student Center, Health Services is a nurse-directed basic first aid clinic to treat minor illness or conditions, and to promote health and wellness by providing educational information to students, faculty, and staff. When necessary, medical conditions and injuries are referred to a physician or to a specialist at a local medical facility. All services are free to students, faculty, and staff.

Medical treatment requiring an appointment with such professionals as gynecologists, 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 residential students are required to submit an immunization record and required to have a medical history form from Health Services on file. Please refer to the CDC website ([www.cdc.gov](http://www.cdc.gov)) for information on recommended vaccines for

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young adults. If the residential student has not submitted the necessary Health Service requirements after the first week, then a “hold” will be put on their account so that they will not be able to register for further classes.

After clinic hours, resident students requiring medical attention may contact their Head Resident (HRA) for arrangements for medical service. In the absence of the HRA and for non-resident students, emergency assistance is available through the Campus Police Office.

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
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

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.

Health Services clinic hours are 8:00 AM to 5:00 PM Monday through Friday. Students and staff are encouraged to use the services of the Health Services Office. All health information is strictly confidential.

Some majors, international students, and those participating in intercollegiate athletics, may be subject to additional medical requirements.

## **Insurance**

Personal health insurance for health or medical problems, non-sports related injuries, dental visits, and eye exams are the responsibility of the students.

## **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, COVID, HIV/AIDS, etc.) the University and Community College will:

- Provide information about various infectious/communicable diseases.
- Encourage informed and responsible individual conduct to promote a wellness-oriented lifestyle.
- Work to decrease the risk of contagion of infectious disease
- Encourage students to report to Health Services if they have acquired or been exposed to any communicable disease.

Any student with an infectious/communicable disease will be permitted to stay enrolled as long as they are able to fulfill the requirements of the course.

## **Dress for Success**

Dress for Success is a donation-based program designed to provide professional attire to students in need of clothing for interviews, internships, etc. Dress for Success also offers hygiene items such as soap, toothpaste, toothbrushes, shampoo, etc. We accept donations of professional attire during normal business hours Monday through Friday 8 a.m. to 5 p.m.

## **Rio Helping Hands Food Pantry**

The purpose of the Helping Hands Food pantry is to provide students and community members with the resources necessary to assist with food insecurity, whether it be temporary or long-term. Non-perishable items are available for free throughout the academic year. The food pantry is in the Rhodes Student Center main floor across from the Student Affairs Office. For assistance or to inquire about donating, please contact Amy Weaver, Administrative Assistant of Student Affairs, at 740-245-7350 or [aweaver@rio.edu](mailto:aweaver@rio.edu).

## **Dining Services**

The Marketplace is in the Davis University Center; Dining Services are operated through a contractual agreement with Hallmark. Resident students participate in a total Living Plan, which included the following meal plan:

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- The 19 Meal Plan plus-50 points—Students may take up to 19 meals per week, plus have 50 points per semester. The meal is not transferable, and points can be purchased by anyone who wishes to add value to their I.D. Card.

Commuters and employees can purchase points at the Business Office but need to obtain a new ID card with a magnetic strip on the back that can be used in the Marketplace from campus police.

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 AM - 4:00 PM 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.

The Marketplace can be contacted by email at [dining@rio.edu](mailto:dining@rio.edu), phone 740-245-7502, or website <https://rio.hallmarkdining.com/>.

Please look to the website for the following: Menus, Allergen Information and Dining Hours

### **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, and no credit is given for meals not utilized
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 Affairs. (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. Diners are expected to return plates, cutlery, etc. 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 the Coordinator or Resident Assistant. 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 AM to 5:00 PM Monday through Friday.)

### **Mental-Wellbeing/Counseling**

The University provides free counseling and support services to all members of the Rio Family. Services are provided by a licensed professional. The licensed professionals evidenced based therapeutic interventions cognitive behavioral therapy, motivational interviewing person centered therapy, psychotherapy, and others. The office provides the following, but not limited to group/individual counseling, diagnostic assessments, resource support, as well as workshops and programming that benefits the wellbeing of each campus. Please contact the office of Mental Wellbeing for more information or to set up an appointment by calling 740-245-7439 or emailing [bfranklin@rio.edu](mailto:bfranklin@rio.edu).

### **Chaplaincy Program**

The University and Community College Chaplaincy program seeks to provide an interdenominational presence to assist Rio faculty, staff and students with religious/spiritual matters. Several pastors from the surrounding area make up the Chaplaincy Program. For more information about the Chaplaincy Program, visit [www.rio.edu/chaplaincy](http://www.rio.edu/chaplaincy) or contact William E. Plants, URG Chaplaincy Coordinator at (740) 245-7199.

### **Career Services**

The Career Services Office exists for these purposes: to assist the individual, be it a student, graduate, or alumnus/a, identify his/her career goals, to increase and enhance the skills and marketability of the individual, to facilitate and present to that individual desirable career (work) opportunities, and to assist that individual in securing employment.

The Office oversees the planning and conducting of a comprehensive range of services and activities benefitting jobseekers and employers and collaborates with other administrative and academic offices and personnel toward the success of these activities and services. Services and events include: a comprehensive career development program beginning the student's first term of enrollment; personality and skills assessment toward major and career selections; interview, resume, and etiquette enhancement; managing an expanding network of employers and job-placement opportunities; membership in Handshake and assisting students seeking acceptance and admission to graduate school.

The Career Services Office is located in Rhodes Student Center, Room 116.

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## 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.

## Motor Vehicles

The term "motor vehicles" applies to automobiles, motorcycles, motor scooters, golf carts 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.
3. The appropriate parking permit issued by the Campus Police Department is displayed.
4. 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.

## Campus Police

The University of Rio Grande Campus Police is organized under chapter 1713.50 of the Ohio Revised Code. Officer(s) is on duty 24 hours a day seven days per week. Campus officers are certified by the Ohio Peace Officer Training Council, are armed, and have the same powers of arrest as a deputy sheriff. Campus Police jurisdiction includes all University grounds and buildings including all streets, roads, and highways that border campus property. Other local law enforcement agencies that also have full or partial law enforcement jurisdiction on the University of Rio Grande campus includes the Rio Grande Village Police, Gallia County Sheriff's Office, and the Ohio State Highway Patrol.

The University of Rio Grande Campus Police is compliant in the federal right to know requirements contained in the Campus Security Act of 1990 and the Jeanne Clery Act of 1998. 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. For additional information about Campus Police, log onto the University's main web site at [www.rio.edu](http://www.rio.edu) and click on the Campus Police tab.

It remains the goal of the Campus Police Department to provide a safe and secure environment that fosters the student learning process and enhances quality of life for all who attend the University of Rio Grande.

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:

- Avoid carrying or keeping large sums of money on hand
- Refrain from leaving purses, books, etc. lying unattended in public areas
- Park in well-lit areas close to other vehicles and keep car doors locked
- 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.

To contact Campus Police:

- Emergency, criminal, or suspicious activity: 740-245-7911 or 911
- All non-emergency (Campus Police): 740-245-7286 or ext. 7286
- Location: 504 East College Street, Rio Grande (Across from Davis Hall Dorm)



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## Student Success Center and Student Success Coaches

The Student Success Center is a one-stop shop where students can seek guidance in their academic and personal lives. The dedicated professionals in this center go the extra mile to ensure every student at Rio feels a sense of belonging and is supported and challenged to strive for their dreams and goals. Academic advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal success development toward academic success and lifelong learning (NACADA, 2004). The center is rooted in Appreciative Advising and seeks to foster collaborative relationships with students, faculty, and staff, help students discover their dreams through generative exploration, and support creating life plans to achieve success.

Through this framework, we identify students' personal and academic strengths to empower them to identify, optimize, and strive for success in all areas of their lives. The dedicated professionals in this center are called student success coaches. Students are assigned to their Student Success Coach based on their major and should plan to meet at least once per semester.

## StudentSpace

StudentSpace is the student portal used to register for classes, view grades, obtain your bill, and accept financial aid. StudentSpace can be found online at <https://www.rio.edu/studentSPACE/> or by going to [www.rio.edu](http://www.rio.edu), click on "myrio" on the red toolbar, and clicking the StudentSpace button. You can log into StudentSpace using your Student ID. Your password will be the last 4 digits of your social security number. Every semester, professors post grades in StudentSpace, enabling students' immediate online access to their records.

## RioNET

The campus networking system interconnects computers throughout the campus and to the Internet. The University and Community College provide 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. Campus Computing & Networking (CC&N) staff maintains the network and user support for all RioNET services. Personal device repairs are not the responsibility of CC&N.

## Campus Computing and Networking

**RioNET Accounts:** Following registration, students are assigned RioNET usernames and passwords. RioNET logins are required for campus computer use. CC&N highly recommends the regular change of RioNET passwords and that passwords remain private. Use of another username 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>.

**E-mail:** Each RioNET account has an E-mail account which is accessible from <https://www.rio.edu/myrio> using an Internet web browser. Microsoft Office 365® hosts all RioNET E-mail, which provides each student E-mail, calendar, and contacts, as well as many other applications and features. Office 365® uses the RioNET E-mail address as the login username which will be the student's first initial of first name and full last name followed by a sequential numbering system. For example:

### Example

Name: John Doe  
Student ID: 300123456  
RioNET Username: jdoe01  
E-mail: [jdoe01@rio.edu](mailto:jdoe01@rio.edu)

Name: Jane Doe  
Student ID: 987654  
RioNET Username: jdoe02 (because jdoe01 was already in use)  
E-mail: [jdoe02@rio.edu](mailto:jdoe02@rio.edu)

**Online Learning:** Canvas is used in support of online learning and Distance Learning. Several courses are available completely online. Canvas is available at <https://rio.instructure.com>. Other online course materials are available on faculty Webpages and other Internet locations.

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**ResNET:** Residential Halls provide high-speed connections to RioNET via Ethernet and Wi-Fi networking. Residents are responsible for their own devices and necessary cables (available at the bookstore). Wireless routers and other server devices are strictly prohibited. CC&N recommends against the use of wireless printers in ResNet.

**Wireless:** RioNET wireless services are available throughout campus. A global Wi-Fi network for roaming connections on other academic networks is available via “eduroam”. eduroam requires your full RioNET E-mail address and password, then “trust or join” the eduroam network if prompted. Connection information for game consoles and wireless media players is available from the Helpdesk in Davis Library.

**Labs:** Several computing labs and classrooms are located in campus buildings. Public-use labs are available in the Davis Library. Many labs are configured for specific instructional needs.

Helpdesk Location: CC&N Helpdesk is located on the 1<sup>st</sup> floor of Davis Library. Hours: 8 am to 5 pm Monday through Friday.

**Office Location:** Campus Computing & Networking is located on the ground level of Moulton Hall  
Hours: 8:00 AM. to 5:00 PM. Monday through Friday.

Staff/Contact Information:	<a href="mailto:Helpdesk@rio.edu">Helpdesk@rio.edu</a>	
Director, Allen Hudson	<a href="mailto:ahudson@rio.edu">ahudson@rio.edu</a>	740-245-7365
Networking Support, Alex Gagucas	<a href="mailto:agagucas@rio.edu">agagucas@rio.edu</a>	740-245-7464
Desktop & Lab Support, Kaleb Patten	<a href="mailto:kpatten@rio.edu">kpatten@rio.edu</a>	740-245-7463
Canvas Support, Minda Hager	<a href="mailto:mhager@rio.edu">mhager@rio.edu</a>	740-245-7230
Anthology Support, Daniel Fraser	<a href="mailto:dfraser@rio.edu">dfraser@rio.edu</a>	740-245-7418
MIS Consultant, Eric Lollathin	<a href="mailto:elollathin@rio.edu">elollathin@rio.edu</a>	740-245-7438

## 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 Internet online social networking sites and forums are hosted outside the URG/RGCC server, and 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.

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### **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 for prospective students and parents are arranged by the Admissions Office staff.

### **Business Office**

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.

The Business Office reserves the right to report any delinquent balances to external collection agencies including but not limited to the Ohio Attorney General and/or credit bureaus and if you fail to pay, legal action could be taken against you. In addition, the student may be assessed and required to pay any cost incurred in the collection process of their account, including but not limited to late charges, collections, and litigation costs.

Business Office: Located in Florence Evans Hall (Reardon Onestop)

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

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

### **Bookstore Policies**

The Rio Grande Bookstore is owned and operated by the University of Rio Grande. It serves the university community with educational materials via a partnership with MBSDirect. This partnership allows students to obtain (purchase or rent) educational materials in all available formats including eBooks, at nationally competitive prices. Additional merchandise including college logoed apparel, University and Community College insignia novelties, nursing uniforms and supplies, gifts, souvenirs, classroom supplies, and snack foods may all be purchased in the Rio Grande Bookstore, located on the lower level of Rhodes Student Center. The normal hours of operation are Monday through Friday, 8:00 AM to 5:00 PM. Please utilize the bookstore website <https://bncvirtual.com/rio> for the latest and most up-to-date information on required textbook information and pricing. Textbook returns are administered through MBSDirect, please check the website for the posted policy.

A national wholesale buyback service is also provided at that time to purchase textbooks no longer being used for classes at the University, which can be conducted either in-person at the campus bookstore, or via on-line through the MBSDirect website listed above. The bookstore accepts cash, personal checks, and major credit and debit cards. Student charges utilizing your credit balance on your student account are available at the beginning of each semester.

### **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 to be replaced, students must pay a \$27.00 key replacement fee. The student will hold the same mailbox as long as they are 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. Contact the Postal Clerk, Bonnie Gilliland, at 740-245-7355 or email [bonnieg@rio.edu](mailto:bonnieg@rio.edu) Monday through Friday 8 AM-5PM.

### **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 Lori Taylor in Bob Evans Farms Hall, 740-245-7170 or by email at [ltaylor@rio.edu](mailto:ltaylor@rio.edu).

### **Check Cashing Service**

Personal checks cannot be cashed on campus. A branch bank of the Ohio Valley Bank is located close to the campus and a Wes Banco 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.

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## Veterans

Veterans/Reservists enrolling at University of Rio Grande/Rio Grande Community College and planning to apply for Veterans Administration educational benefits must submit a copy of his/her DD214 Form, Certificate of Release or Discharge from active duty, or DD2384, Certificate of Eligibility, and any kicker contracts to the Veterans School Certifying Official located in Florence Evans Hall. All veterans/reservists are required to complete the necessary Veterans administration forms to obtain educational benefits and must complete an Intent of Enrollment at the beginning of each semester. Veterans must be enrolled in a degree program in order to receive benefits. Students who have a parent or spouse who is 100% disabled, deceased, or a P.O.W. from a service- connected incident may also be eligible for educational benefits. To check eligibility and obtain related information, students may contact the Veterans Affairs Regional Office by calling the toll-free number 888-442-4551 or search the GI Bill web site. [www.va.gov](http://www.va.gov)

## Veterans Education Benefits: Tuition Assistance Policy

### Tuition Assistance and Approved Programs

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and is part of an approved academic degree or certificate program. TA may not be used for a lower or lateral certificate program or degree from the one the Soldier currently possesses. In addition to degrees, TA is available to Soldiers to complete a high school diploma and certificate programs. TA is not authorized for programs of study beyond a master's degree.

The Montgomery GI Bill – Active Duty and Post 9/11 GI Bill benefits can only be paid toward courses when both the school and program are approved for VA benefits. One can determine if a school and program are approved by:

- Visiting the GI Bill Comparison Tool
- Visiting the Public Web Enabled Approval Management System
  - Contacting your school's School Certifying Official - Chad Curley, Director of Financial Aid and VA School Certifying Official 740-245-7278 or [ccurley@rio.edu](mailto:ccurley@rio.edu)
    - Chad Curley, Director of Financial Aid and VA School Certifying Official 740-245-7278 or [ccurley@rio.edu](mailto:ccurley@rio.edu)
    - Jeremy Heffernan, Financial Aid Advisor and VA School Certifying Official 740-245-7278 or [jheffernan@rio.edu](mailto:jheffernan@rio.edu)

The University of Rio Grande/Rio Grande Community College (Rio Grande) is committed to providing quality service and guidance to the Servicemembers/Soldiers of the U.S. Armed Forces. When a Servicemember/Soldier applies to Rio Grande or expresses interest in attending the institution, they are directed to speak with the Veterans Administration (VA) School Certifying Official (SCO) prior to enrollment.

Through discussion with the Servicemember/Soldier and, as appropriate, a review of the Servicemember's/Soldier's documentation, the SCO will determine whether the Servicemember/Soldier is a veteran or an active-duty member. Prior to enrollment, the SCO will direct the Servicemember/Soldier to receive approval to participate in the TA program from their Educational Services Officer (ESO) or counselor within the Military Service Branch.

The SCO receives initial training and is required to maintain ongoing annual training through the VA to ensure they provide Servicemember/Soldier with the accurate and up to date information regarding educational benefits.

### How does Department of Defense Tuition Assistance work with the post 9/11 GI bill benefit?

If both the institution and program are approved, the Servicemember/Soldier should contact the institution's SCO, notify them you are receiving TA, and have them certify your enrollment. The SCO will reduce the tuition and fees they report to the VA by the amount received from the military service TA program. The VA will then issue any remaining tuition, fees, and book stipends due. These payments will follow normal Post 9/11 GI Bill rules and entitlement. For more information on how entitlements are charged please visit <http://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tutor-assistance/>. It is ultimately up to the VA and DOD to determine one's eligibility for educational benefits. However, Rio Grande has VA Reps, located in the Financial Aid Office, to help assist with this process. In addition, Rio Grande VA Reps 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 general education requirement. 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 Rep Chad Curley 740-245-7278 or ext. 7278 or Jeremy Heffernan.

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### **Tuition Assistance Rates/Fees**

The Department of Defense (DoD) has directed a uniform per semester hour cap of \$250 for TA and an annual ceiling of \$4,500. The Services are authorized to establish Service specific eligibility criteria to manage TA funds. To apply for Tuition Assistance benefits, Servicemembers will need to contact and apply through their branch of Service.

### **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 Copyright Act and the Higher Education Opportunity Act. In short, students cannot use the campus network (RioNET) to traffic "pirated" copyright 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 did not pay for it, it probably isn't legal! Please use legal alternatives like iTunes, Hulu, Netflix, eMusic, etc.

### **Fundraising 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 Affairs 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**

- Only one raffle and one sale will be allowed on campus per week.
- 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.
- Raffling alcoholic beverages is prohibited. The sale of alcoholic beverages is permitted only as described in the Alcoholic Beverage Policy.
- 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.
- 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.
- Raffle tickets or sales may not be sold in faculty or staff offices, classrooms, laboratories, or in the library.
- 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.
- Raffle tickets may not be sold on weekends, except at approved specific events, such as ball games, etc.
- 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**

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

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## Other Fundraising

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

## 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.

- Signs may be displayed only on the designated bulletin boards in all campus buildings.
- Any student needing to post a sign should seek permission first from the Dean of Students and second from the secretary of the building in which they would like to post the sign.
- Signs may not be affixed to trees or shrubs in any manner.
- Signs may not be constructed or affixed with materials, which cause damage to campus facilities.
- Signs must be removed within two (2) class days after a specific event. Failure to remove a sign will result in disciplinary action.
- Size of signs will not exceed one poster board in size (28" x 22"). A sign can be described as any affixed, freestanding placemat announcing an event, activity, or nomination of a candidate for an elected position.
- The Dean of Students handles cases involving interpretation of this policy
- Signs may not contain language that could prove offensive to the University or general community.

## Student Organizations

**The All-Greek Council** is a co-educational coordinating and governing body composed of representatives from each of the fraternities and sororities.

**Alpha Chi Nu (Archon)** fosters and maintains a fraternal spirit among its members, encourages scholastic achievement, and inculcates those principles of truth, justice, chivalry and culture that contribute to the development of upstanding character. Membership is invitation-only and is open to all male students at the University of Rio Grande.

**Alpha Mu Beta** exists to create a meaningful and long-lasting union among its members, stimulate all forms of scholastic achievement and cultivate an appreciation of the higher social and moral values in life. Membership is invitation-only and open to all female members of the University of Rio Grande.

**American Marketing Association** exists to foster scientific study and research in the field of marketing. Membership is open to students of any major who are interested in marketing.

**Chi Omega Alpha** is the oldest existing sorority at the University of Rio Grande. The foundations of this sorority are built on sisterhood, leadership, and lifelong friendship. In their eyes no girl is an island, and sisterhood is forever. The members are dedicated and hard-working women who focus on community service projects throughout campus and the community. With philanthropy in Breast Cancer, it is the goal of Chi Omega Alpha to raise money and awareness for breast cancer research each year. You can see many of the Chi-O projects on their Instagram @chioatrio. Membership is invitation only and opens to all female members of the University of Rio Grande. Love in Athena.

**Delta Theta** exists to develop and maintain sisterhood among the women of the University of Rio Grande, to promote scholarship and to serve the campus and community of the University of Rio Grande. Membership is invitation-only and open to female students at the University of Rio Grande.

**Future Nurses Service Club** shall encourage, promote, and build a greater understanding of the field of nursing throughout the student body, university and community. URG Future Nurses Service Club will host meetings, student activities, and community service work. Membership is open to any admitted or aspiring nursing student.

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**Future Teachers of America** exists to promote education, advance high-quality professional standards for all future educators, as well as help, prepare them according to the Association for Education standards, and instill a commitment to ongoing professional development. Membership is open to any student interested in or enrolled in the education program.

**Lambda Nu** is a national honor society for the radiologic and imaging sciences. The purpose of the Ohio Zeta Chapter is to foster academic scholarship, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship. Membership is limited to qualifying students.

**Phi Alpha Theta** shall have the purpose to further the interest and development of history as a scholarly discipline at the University of Rio Grande/Rio Grande Community College and in the local community. Membership is open to any student who has completed 12 semester hours in history with a GPA of 3.0+ and have a 3.0 in two-thirds of their remaining credit hours.

**Phi Theta Kappa Honor Society** recognizes academic achievement of college students and provides opportunities for them to grow as scholars and leaders. Membership is invitation-only and limited to students who have completed at least 12 semester hours and who hold a GPA of 3.5 or higher.

**Psychology Club** encourages, promotes and builds a greater understanding of the field of psychology throughout the student body, University and community. Psychology Club frequently hosts meetings, student activities and community service work throughout the academic year. Membership is open to any students with an interest in psychology.

**Reach Out on Campus** is a community of people who seek to glorify Jesus Christ. We desire to put a spotlight on Jesus through our words and actions in the Rio Grande community. ROC meets every Monday at 6pm in Bob Evans Farms Hall 111 – all are welcome to join.

**Rio Game Club's** mission is to promote the expansion of the gaming community as well as the networking between gamers. Game genres include, but are not limited to console games, PC games, board games, card games, role-play games and miniatures. Membership is open to all students at the University of Rio Grande.

**Rio Grande Veterans Organization** exists to serve as an advocate and comprehensive support apparatus for the Student Veteran and the Student Veteran families attending the University of Rio Grande/Rio Grande Community College by providing information, networking opportunities, and guidance to aid the Veterans', their families and our non-traditional students' intellectual and professional success.

**SEARCH** stands for Seeking Every Answer and Response Christ Has. The group conducts weekly, non-denominational campus-wide Bible studies every Wednesday in Bob Evans Farms Hall 118 starting at 7:30pm. SEARCH also plans numerous activities throughout the year and are open to all.

**Sigma Tau Delta** is The English Honor Society and shall strive to confer distinction for high achievement in English language and literature, provide cultural stimulation on campus and promote interest in literature and language, and serve society by fostering literacy. Membership is open to any student who has a minimum 3.0 GPA, has completed 3 semesters of college course work and 2 college courses in English beyond the requirement of freshman English (i.e., Composition and/or Reading & Writing).

**Social Work Student Councils** mission is to provides a stimulant to scholastic achievement, become actively involved in voluntary social work, be a voice to the wants and needs of social work majors and promotes fellowship among social work students. Membership is open to any student enrolled in the social work program.

**Student Senate** works to assure proper representation is given to all students at Rio Grande. Consisting of representatives from each academic area, the Senate meets regularly during the academic year to address issues facing campus. All meetings are open to current students.

**University of Rio Grande Student Chapter of the Wildlife Society** is a professional organization of wildlife professionals and students interested in conservation. Our organization's mission is to inspire, empower, and enable wildlife professionals to sustain wildlife populations and habitats through science-based management and conservation. The Wildlife Society enhances our members' networking and learning opportunities, professional and career development, and provides numerous ways for them to get more involved in creating a better future for wildlife and their habitats.



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**Zeta Theta Chi** stands for sisterhood, individuality, and being unique. They are each their own, but they also stand as one. They love to have fun and build the bond of sisterhood together. They help better the community through community services, campus events, and being available wherever they're needed. Membership is invitation-only and open to all female members of the University of Rio Grande.

## **Policies for Social Activities & 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 affairs. 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 the 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.

## **Organization Recognition**

The following processes and procedures outline the steps necessary for organizational recognition and approval by the University. A group of students wishing University recognition of a new student organization must submit the following credentials for the Office of Student Affairs:

- A written statement requesting recognition by the University.
- A complete list of founding members numbering at least six (6) currently enrolled students.
- The name(s) of university staff who have agreed to serve as advisor(s)
- 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.

Upon review of the Constitution and Bylaws by the Director of Residence life and Student Engagement to assure its effectiveness in adequate governance, and upon evaluating the authenticity of the organization, its purposes and objectives, compatibility of the organization with the Mission of the University, the credentials will be forwarded with a recommendation to the Dean of Students.

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- For Greek organizations, a two-thirds affirmative vote of All Greek Council is necessary for consideration by the Dean of Students

Upon review and approval of the recommendation of the Director of Residence Life and Student Engagement, the Dean of Student will forward the request to the Vice President of Student Affairs

Upon affirmative action of the Vice President of Student Affairs, 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 organizations 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 Director or Residence Life.

### **Organization Advisor Responsibility**

- The responsibilities of the advisors for campus organizations are:
- The advisors should be aware of the financial condition of their organization. They should report any financial irregularities in writing to the Director of Residence of Life.
- 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.
- 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 Director of Residence of Life. An official advisor of the sponsoring organization must be present from opening to closing of social events where alcohol is served.
- Advisors are encouraged to spend as much time as possible on 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 them 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 Director of Residence of Life 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 Director of Residence of Life.
- Advisors should make suggestions or reports regarding either the irregularities or the successes of activities in writing to the Director of Residence of Life when they judge it appropriate.

### **Greek Pledging Regulations**

- Each chapter may have one pledge class per fall semester and a maximum of two pledge classes per spring semester during each academic year.
- 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.
- The week following the Greek Forum, each organization is permitted to hold one open rush during the Fall Semester and Spring Semester.
- Pledging cannot last longer than five (5) weeks and must be over prior to finals week.
- Any University of Rio Grande student has the opportunity to pledge, whether they are an incoming freshman, transfer student or upper classman. You must maintain a 2.0 GPA to stay active with All Greek Council.
- 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.
- All pledging activities must end at 11:00 p.m. and may not begin until 6:30 a.m. Monday through Friday.
- No disruptive pledging activities will be permitted. All regulations in the Student Handbook will be enforced.
- All pledges are required to acknowledge receipt of the "Pledge Packet" presented by the Advisor to the All-Greek Council before beginning pledge activities.
- Pledging activities must not interfere with the student's academic responsibilities.

### **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.

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- 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.
  - 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.

### **Scheduling of Events**

For the purpose of providing information and assistance, all social events /activities/fundraisers must be scheduled with the Director of Residence Life and Student Engagement. All meetings involving campus facilities must be scheduled with Lori Taylor, Human Resources and Operations Specialist located in Bob Evans Farms 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 Director of Residence of Life and Student Engagement 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 complement 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 Affairs for a “Checklist for having a Social Event.” These guidelines are found in the Alcohol Policy.

### **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 with 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.

### **Campus Sports and Recreations**

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, select 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.

### **Athletics**

Men’s intercollegiate competition is available in basketball, baseball, cross-country, track, soccer, wrestling, golf, rugby, volleyball and bowling. Women’s intercollegiate competition is available in basketball, cross-country, soccer, softball, track, volleyball, golf, rugby and bowling. Rio Grande also sponsors coeducational sports: Cheerleading and eSports. Member:

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National Association of Intercollegiate Athletics (men and women), River States Conference (men and women), and Mid-South Conference (wrestling and men's volleyball).

### **Intramurals**

Intramural programs, such as touch football, basketball, volleyball, sand volleyball, softball, racquetball, paintball, and a variety of board and Internet competitions, are organized for student participation. Flexibility is incorporated into the program, permitting participation of students with interests extending beyond the normal range of athletic offerings. In addition, various faiths are encouraged to form religious groups on the campus and to sponsor religious activities for their members.

## **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 and Rio Grande Community College without encroachment upon their rights. The following regulations are for the welfare of the student.

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.

### **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.

- 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.)
- Advertising regarding alcohol or alcohol related events sponsored by a student organization must be approved by the Dean of Students.
- Any off-campus event held by a recognized University or Community College organization must comply with the laws of the State of Ohio.
- 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.
- 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 organization.

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### **Health Risk 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 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**

- University of Rio Grande and Rio Grande Community College consider the use, possession, cultivations, sale, distribution, or transfer of any unlawful drug, including marijuana, unacceptable behavior and incompatible with the educational goals of the University and Community College.
- 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, is strictly prohibited.
- Remaining in an environment where illegal substances are being used constitutes grounds for disciplinary action.
- 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.
- The University 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 students 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 forth in the Rio Grande Student Handbook.

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## **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 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, they **MUST** report this either to an instructor, director or administrator. Every effort will be made to maintain confidentiality in peer reporting; however, in some circumstance's 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.

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### **Drug and Alcohol Testing**

A 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 may 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 another 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 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,



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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.

### **Tobacco Policy**

Campus buildings and grounds are designated as tobacco-free. For further detail, please visit [rio.edu](http://rio.edu).

### **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:

#### **On-Campus Calls**

Campus Police	Ext. 7286
Health Services	Ext. 7350
Holzer Emergency Room	9-446-5201
Gallia County Sheriff	9-446-1221
EMS	9-911

#### **Off-Campus Calls**

740-245-7286
740-245-7350
740-446-5201
740-446-1221
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 Campus Police.

### **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!

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

#### **Contacts**

Law Enforcement  
Campus Police  
Rape Hotline  
Student Affairs

#### **On-Campus Phone Numbers**

9-911  
7286  
7054  
7350

#### **Community Contacts**

Community Assault Prevention  
Victim Assistance

#### **Off-Campus Phone Numbers**

800-809-6111  
740-446-7933

## **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 Student, 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 Student 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 at the discretion of the Dean of Student to be appropriate for the circumstances. These means may include, but are not limited to

- Mandatory Counseling
- Informal hearing process
- Formal hearing procedure
- 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 while on campus. 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 stricter 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.

### **RIO GRANDE 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 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.

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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, all forms of harassment or discrimination (sex-based, as described in Policy Against Sex-Based Discrimination, and race-based), 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 retaliate against anyone involved in an official Rio Grande 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 can only be affected through the Division of Academic Affairs. Further disciplinary action can be affected through appropriate procedures established by the Division of Student Affairs.
  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.

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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 are 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 Student 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 they live, 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 Head RA

## **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 10:00 p.m. to 10:00 a.m., Monday through Sunday. 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 Head Resident Assistant.
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. Pet Rules: *Please see "Residential Living Regulations"*
6. Possession of unauthorized cooking equipment (e.g., hotplates, toasters, toaster ovens, and George Forman grills) is not permitted in the residence halls. Halogen lights and non-approved extension cords are not acceptable due to hazardous conditions.
7. 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.
8. Bicycles may be stored in residence rooms but may not be stored in hallways or stairwells.
9. Possession of residence hall keys is a serious responsibility. Their loss or misuse (sharing) may result in serious action by the Residence Hall Staff.
10. Residence hall room doors will be kept closed and locked at all times when the room is unoccupied.

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11. Residents are responsible for the care and cleaning of their room and all University property contained therein.
  12. Mandatory meetings of the residents may be called by the Head Resident Assistant(s) upon a 24-hour notice.
  13. 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 Affairs 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 Student. 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 Student 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 Student 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 Student. 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 Student, V.P. of Student Affairs, or Campus Police Director. This sanction must be imposed for a period of at least one full academic semester. Summer

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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 Student. 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.
- 12 International students who have received suspension or expulsion status may have their student visas revoked at the discretion of the University of Rio Grande and the Department of Homeland Security/Immigration and Customs Enforcement.

**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 & 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 Student (or the Vice President for Administrative Services, who may serve in the absence of the Dean of Student), Campus Police, Director of Residence Life, a Head Resident Assistant, 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 Student as set forth in part 9 of the Disciplinary Sanctions Section of this Handbook.

### **Reporting Community Code & 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 and the Office of Student Affairs.

Reports, 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 Student. (In the absence of the Dean of Student, reports indicating a serious Community or Residence Life Code will be forwarded to the Vice President for Administrative and Student Affairs). All other reported violations will be addressed through the action of Campus Police, Director of Residence Life, the Head Resident Assistant, or the Resident Assistant.

### **Investigation and Sanction**

Violations may be investigated or substantiated by the Dean of Student, Campus Police, Director of Residence Life, a Head Resident Assistant, 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 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

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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 because 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 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 STUDENT 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 & 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:

#### ***TIME OF HEARING***

The hearing shall be conducted within ten (10) working days following the receipt of the request for hearing.

#### ***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



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shall remain in effect or shall be imposed based on the evidence presented by the administrator who conducted the investigation.

#### *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.

#### *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:

1. Persons who are involved in the same incident or charged with the same violation.
2. 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
3. The President, Vice President for Administration and Student Affairs, Dean of Students, Director of Residence Life, University Counsel, Campus Police, Head Resident Assistant, Resident Advisors, and Members of the Student Judiciary Board.
4. 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.

#### *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.

#### *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.

#### *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.

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- 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).

#### *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).

#### *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 Student 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 Student, 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.

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### *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:

1. The sanction is sustained as imposed because there exists evidence to support a finding that the University Hearing Board had cause to impose the sanction of suspension or expulsion.
2. The sanction is rescinded because there exists insufficient evidence to support a finding that the University Hearing Board had cause to impose the sanction;
3. 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
4. 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.

### **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 Student. The University Hearing Board shall consist of the following personnel appointed annually by the President of the University: one (1) senior level administrator who does not report to the Dean of Student, one (1) faculty member and one (1) student. A senior level administrator shall chair the Board and the Dean of Student will coordinate the docket. In the case of Title IX, the Division Vice President would hear the appeal and the Dean of Student would conduct the investigation of the case.

## **Statement of Harassment Policy & 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.

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Finally, this policy also prohibits discrimination based on any legally protected characteristic. No instructor, supervisor, administrator or agent shall act 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 Student. If the individual alleges harassment against the Director of Human Resources, the individual's immediate supervisor, manager dean, or the Dean of Student, 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**

### ***DEFINITION***

A grievance shall be a charge by a student that they have 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.

### **Level I (Student Judiciary or Residence Hall Judiciary)**

#### ***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.

#### ***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.

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## **Level II (Dean of Students)**

### *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:

- 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.
- The facts that support the student's position. All facts or information, which is to be considered, must be applicable.
- The resolution desired (what could the University or Community College do that would resolve the grievance to the student's satisfaction?)

### *DECISION*

The Dean of Students and the Dean of the School 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 Vice-President of Student Affairs within five (5) working days.

## **Level III (University Hearing Board)**

### *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.

### *PROCEDURE*

1. The Level III appeal shall be in writing to the Vice-President of Student Affairs with a copy to the President.
2. The Vice-President of Student Affairs 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.
3. The University Hearing Board and the Vice-President of Student Affairs shall formulate a recommendation to the President in cases of suspension and expulsion.
4. The President shall render a written decision via the Vice-President of Student Affairs within five (5) working days of the receipt of the recommendation. Copies of the President's decision will go to the griever, the Dean of Students, and the division where the grievance arose.
5. If the student fails to meet the time requirements as set forth herein, the grievance shall be considered waived unless the Vice-President of Student Affairs 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.
6. 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.

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In general, it is fully expected that students will follow each stage of the Academic Grievance procedure as listed below, beginning with Level I 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**

### **Level I**

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 level II 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 is satisfactory to the student is not reached, the student may proceed to Level II of the Informal Grievance Policy.

### **Level II**

If the situation is not resolved at Level I, 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 Level II of the 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 Level I 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.

### **Level I**

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 Level I Formal Academic Grievance meeting.

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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 Level II of the Formal Grievance Procedure.

### **Level II**

If the situation is not resolved at Level I of the Formal Academic Grievance Procedure, the student may proceed to Level II of the Formal Academic grievance Procedure within five (5) regular academic calendar days after meeting with the instructor, according to the procedure in Level I 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 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 Level II 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 II Panel meeting, the Chair of the Level II 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 Registrar's Office.
- E. If a resolution satisfactory to the student is not reached, the student may proceed to the Level III of the Formal Grievance Procedure.

### **Level III**

If not satisfied with the decision of the Level II 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 III Formal Academic Grievance Panel will consist of voting members as follows: one (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 they 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 representative from the school. The chair will only vote in the event of a tie.
- B. The Level III 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 Level III Panel.
- D. The student and instructor of record may be present to present their cases.
- E. The Level III 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.



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- F. The decision of the Level III Panel is final and binding.
  - G. A copy of the panel's decision will be placed in the student's file in the Office of the Registrar.

## **Policies, Rights, Responsibilities & The University Hearing System for Violations of Sex-Based Discrimination**

### **Policy Against Sex-Based Discrimination**

#### *INTRODUCTION*

The University of Rio Grande and Rio Grande Community College ("Rio Grande") are dedicated to providing a safe environment for all students, faculty, and staff. Sex-based discrimination, including sex-based harassment, will not be tolerated. Any violation of the policies below should be reported to the Title IX Compliance Coordinator at [TitleIXCoordinator@rio.edu](mailto:TitleIXCoordinator@rio.edu) or (740) 245-7228.

#### *POLICY*

No person shall be subjected to sex-based discrimination under any program or activity operated by Rio Grande.

No person may engage in sex-based harassment that creates a hostile environment in or under any program or activity of Rio Grande.<sup>1</sup>

No person who is an employee or agent of Rio Grande (including a student employee) may condition a decision or benefit on another's submission to sex-based harassment (regardless of whether the target resists or submits, and regardless of whether the target suffers or avoids the threatened harm).

#### *DEFINITION*

*Sex-based discrimination* includes exclusion from participation in, being denied the benefits of, or being subjected to discrimination on the basis of sex.

*Discrimination* on the basis of sex includes discrimination based on sex, pregnancy status, marital status, sexual orientation, gender, gender identity, gender expressions, and nonconformity with gender stereotypes.

Both students and employees are protected against sex-based discrimination in Rio Grande programs and activities.

*Program or activity* includes all operations of Rio Grande, including but not limited to, access to classes, employment opportunities, housing, Rio Grande-sponsored athletics, and facilities.

*Sex-based harassment* includes sexual harassment and gender-based harassment. *Sexual harassment* is unwelcome conduct of a sexual nature.

*Sexual harassment* includes but is not limited to unwelcome verbal sexual advances, sexual touching, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, or rape, sexual assault, or sexual exploitation. Sexual harassment also includes dating violence, domestic violence, and stalking.

*Gender-based harassment* is unwelcome conduct based on a student's actual or perceived sex or sexual orientation and includes but is not limited to unwelcome conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

*Unwelcome conduct* exists when the individual did not request or invite it and considers the conduct undesirable or offensive, including but not limited to name-calling, graphic or written statements (including through the use of cell phones or the internet), or other conduct that may be physically threatening, harmful, or humiliating.

Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Participation in the conduct or failure to protest does not necessarily mean that the conduct is welcome. The fact that an individual may welcome some conduct does not necessarily mean that he or she welcomes other conduct. Additionally, the

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Rio Grande respects the First Amendment rights of its students, faculty, and staff. The Policy Against Sex-Based Discrimination prohibits only sex-based harassment that creates a hostile environment. Nothing in this policy will impair the exercise of rights protected under the First Amendment.

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fact that an individual requested or invited conduct on one occasion does not necessarily mean that the conduct is welcome on another occasion.

A *hostile environment* exists when sex-based harassment is sufficiently serious to deny or limit an individual's ability to participate in or benefit from Rio Grande programs or activities. A hostile environment can be created by anyone involved in a Rio Grande program or activity, including but not limited to administrators, faculty members, students, and campus visitors.

In determining whether sex-based harassment has created a hostile environment, it will be necessary, but not enough, that the conduct was unwelcome to the individual harassed. To find that conduct created or contributed to a hostile environment, the investigating Title IX Compliance Team member or hearing officials, as the case may be, will also need to find that a reasonable person in the student's or employee's position would have perceived the conduct as undesirable or offensive. The Title IX Compliance Team member or hearing officials, will consider a variety of factors related to the severity, persistence, or pervasiveness of the alleged sex-based harassment, including the type, frequency, and duration of the conduct, the identities and relationships of all persons involved, the number of persons involved, and the context in which the conduct occurred. For instance, a single incident of sexual assault may be sufficient to create a hostile environment, whereas a series of less severe incidents may be necessary to create a hostile environment.

*Sexual assault* is actual or attempted sexual contact with another person without that person's consent, including but not limited to:

- Intentional touching of another person's intimate body parts without that person's consent.
- Other intentional sexual contact with another person's body without that person's consent.
- Coercion, forcing, or attempting to coerce or force a person to touch another's intimate body parts without that person's consent; or
- Rape, which is penetration of any degree of the vagina or anus of a person by any body part of another or by an object or the mouth of a person by a sex organ of another without that person's consent.

*Consent* is agreement to do or allow something, or permission for something to happen or be done. Consent must be informed, voluntary, and mutual. Consent may be withdrawn at any time.

Consent does not exist when there is *any* expressed or implied force, coercion, intimidation, threats, or duress. Whether a person has taken advantage of a position of influence over another person may be a factor in determining whether consent exists.

Silence or absence of resistance does *not* imply consent. Past consent to sexual activity with another person does *not* imply ongoing future consent with that person, or ongoing future consent to that same sexual activity with another person.

Consent cannot be given by a person who is unable to make a reasonable judgment concerning the nature of an activity due to incapacitating intoxication, unconsciousness, youth, or mental deficiency or incapacity.

*Sexual exploitation* occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent, including but not limited to:

- Prostituting another person.
- Recording images, whether still or moving, or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent.
- Distributing images, whether still or moving, or audio of another person's sexual activity, intimate body parts, or nudity, if the person distributing the images or audio knows or should have known that the person depicted did not consent to the distribution of those materials; and

- Viewing another person’s sexual activity, intimate body parts, or nudity in a place where that person has a reasonable expectation of privacy and without that person’s consent.

## Reporting and Confidentiality

### Reporting to Rio Grande Employees

Students and employees are encouraged to report any violation of the Policy Against Sex-Based Discrimination. Reporting these incidents will help a person find useful resources and will help Rio Grande respond appropriately to violations of our policies. Different members of the campus community have different abilities to maintain confidentiality.

- Some employees are required to maintain near-complete confidentiality. Communications with these employees are “privileged communications.”
- Other employees may speak to individuals in confidence but are required to report that an incident occurred to the Title IX Compliance Coordinator. This report does not have to reveal any personally identifying information about the individual. Disclosures to these employees will not trigger an investigation against a person’s wishes.
- Some employees are required to report all details of an incident to the Title IX Compliance Coordinator. Any disclosure to these employees, called “responsible employees,” constitutes a report to Rio Grande and will trigger an investigation into the incident.

These groups are listed in detail below so that individuals can make an informed decision about where to turn if needed.

#### 1. Privileged and confidential communications

##### a) Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the Rio Grande community (including any individual who provides mental-health counseling under the supervision of a licensed counselor) are not required to report any information about an incident without an individual’s permission. Those individuals include:

<i>Survivor Advocacy Outreach Program (SAOP)</i>	740-591-2701
<i>Coordinator of Accessibility</i>	740-245-7439
<i>Chaplaincy Program (on-campus Pastoral Counseling)</i>	740-245-7339
<i>Hopewell Health Center (local off-campus counseling agency)</i>	740-441-4400

Note that while professional and pastoral counselors may maintain an individual’s confidentiality within Rio Grande, they may be subject to other reporting obligations under state law.

##### b) Non-Professional Counselors and Advocates

Individuals who work or volunteer in the on-campus Health Services Center, including front-desk staff and student-employees, can generally talk to students without revealing any personally identifying information about the student to Rio Grande. Students can seek assistance and support from these individuals without triggering a Rio Grande investigation that could reveal a person’s identity or reveal that an individual has disclosed the incident.

While maintaining confidentiality, these individuals (or their office) must report the nature, date, time, and general location of an incident to the Title IX Compliance Team. This limited report – which includes no information that would identify an individual – will help the Title IX Compliance Team stay informed of the extent and nature of potential violations occurring on- and off- campus, track potential patterns of inappropriate conduct, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Compliance Team, these individuals will consult with the person to ensure that no personally identifying details are shared. Non-professional counselors and advocates include:

If you speak to a professional or non-professional counselor or advocate, please understand that, if you want to maintain confidentiality, Rio Grande will be unable to investigate the incident and will be unable to pursue any disciplinary action against the alleged actor. These counselors and advocates will still help you receive other necessary protection and support, including victim advocacy, academic support or accommodations, health and mental health services, and changes to your work or course schedule.

Note that while non-professional counselors and advocates may maintain your confidentiality within Rio Grande, they may be subject to other reporting obligations under state law.

## 2. Responsible Employees.

A “responsible employee” is a Rio Grande employee who has the authority to redress violations of the Policy Against Sex-Based Discrimination, has the duty to report incidents of violations, or who may be assumed to have this authority or duty (except non-professional counselors and advocates).

When you tell a responsible employee about a violation of the Policy Against Sex-Based Discrimination, you have the right to expect that Rio Grande will take immediate and appropriate steps to investigate the incident and resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Compliance Coordinator all relevant details that may be helpful in determining what happened – including the names of individuals involved, any witnesses, and other relevant facts including the date, time, and location of the incident.

To the extent possible, information reported to the employee responsible will be shared only with those responsible for handling Rio Grande’s response to the report. A responsible employee should not share information with law enforcement without your consent unless you have also reported the incident to law enforcement. Responsible employees include the following:

*All Faculty and Staff not previously listed as Professional or Pastoral Counselors (1a) OR Non-Professional Counselors or Advocates (1b) above.*

Before you reveal any information to a responsible employee, the employee should make you aware of his or her reporting obligations. If you wish to maintain confidentiality, the employee should direct you to confidential resources.

### Requesting Confidentiality

Rio Grande has an obligation to provide a safe, non-discriminatory environment for all students – including you. **No Rio Grande employee will pressure you to release more or less information than you are comfortable with.** If you would like to make a full report and also request confidentiality, please be aware that Rio Grande may not be able to fully honor that request.

The Title IX Compliance Coordinator will evaluate requests for confidentiality. Where feasible, Rio Grande will honor your request for confidentiality. Please know that honoring your request may limit Rio Grande’s ability to conduct a thorough investigation or pursue disciplinary or remedial action. Although rare, there are times when Rio Grande may not be able to honor your request and still maintain our obligation to provide a safe campus for everyone. If the Title IX Compliance Coordinator determines that your confidentiality cannot be maintained, we will inform you prior to starting any investigation and will, to the extent possible, only share information with people responsible for handling Rio Grande’s response. You will never be required to participate in any investigation or grievance proceeding.

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### Interim Measures and Protection Against Retaliation.

Rio Grande will remain mindful of your well-being. We will take ongoing steps to protect you from retaliation or harm and will work with you to create a safety plan. Retaliation, whether by students or employees, will **not** be tolerated. Throughout any investigation, Rio Grande will also:

- Assist you in accessing available advocacy resources, academic support, counseling, health services, and legal assistance.
- Provide security and support, which may include issuing a no-contact order and arranging a change of living or working arrangements or course schedules; and
- Assist you if you wish to report a crime to law enforcement.

## **TITLE IX COMPLIANCE TEAM**

### ***INTRODUCTION***

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the Rio Grande Title IX Compliance Team has primary responsibility for coordinating efforts to comply with and carry out its responsibilities under Title IX. Title IX prohibits sex-based discrimination in all operations of the University of Rio Grande and Rio Grande Community College ("Rio Grande"), as well as retaliation intended to interfere with any right or privilege secured by Title IX.

Sexual misconduct – including sex-based harassment, sexual assault, rape, and sexual exploitation – can constitute sex-based discrimination under Title IX. The Title IX Compliance Team oversees the response to reports involving possible sex-based discrimination to monitor outcomes, identify and address any patterns, and assess the campus climate so that Rio Grande can address issues that impact the community as a whole.

### **REPORTING TO THE TITLE IX COMPLIANCE TEAM**

Students and employees should contact a member of the Title IX Compliance Team to:

- Seek information or training about their rights and available courses of action for resolving reports that involve potential sex-based discrimination, including sexual misconduct.
- Make a report of sex-based discrimination, including sexual misconduct.
- Notify Rio Grande of an incident, policy, or procedure that may raise potential Title IX concerns.
- Obtain information about available resources (including confidential resources) and support services relating to sex-based discrimination, including sexual misconduct; and
- Ask any questions about our policies and procedures relating to sex-based discrimination, including sexual misconduct.
- The Title IX Compliance Team includes the Title IX Coordinator, the Deputy Title IX Coordinator, the Chief of Campus Police, and other staff and faculty representatives from the University of Rio Grande and Rio Grande Community College.

Title IX Coordinator: The Title IX Coordinator is responsible for overseeing response to reports. The Title IX Coordinator is also responsible for continually monitoring the campus environment and implementing improvements to our Title IX policy and programs.

Director of Human Resources  
Bob Evans Farm Hall – Room 237  
740-245-7228  
[TitleIXCoordinator@rio.edu](mailto:TitleIXCoordinator@rio.edu)

Deputy Title IX Coordinator: The Deputy Title IX Coordinator is also responsible for overseeing response to reports. The Deputy Title IX Coordinator will work closely with the Title IX Coordinator to ensure a thorough and fair response to all claims of discrimination.

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Professor of Sports and Exercise Studies  
Holzer School of Nursing and Allied Health  
740-245-7492  
[TitleIXDeputyCoordinator@rio.edu](mailto:TitleIXDeputyCoordinator@rio.edu)

**Chief of Campus Police:** The Chief of Campus Police is responsible for overseeing the investigation of reports. In doing so, the Chief of Campus Police will also serve as the liaison between the Title IX Compliance Team and law enforcement when necessary.

Chief of Campus Police  
Campus Police Department  
740-245-7286  
[PoliceChief@rio.edu](mailto:PoliceChief@rio.edu)

If the incident, policy, or procedure about which a student or employee seeks to file a report creates the appearance of a conflict of interest (regardless of whether or not there is, in fact, a conflict) with one of the members of the Title IX Compliance Team, that student or employee may contact any other member of the team or notify the Office of the University President.

President  
Bob Evans Farm Hall – Room 223  
740-245-7204  
[President@rio.edu](mailto:President@rio.edu)

Reports that involve potential violations of Title IX may also be referred to the U.S. Department of Education Office of Civil Rights or the U.S. Department of Justice Civil Rights Division Opportunities Section at the following addresses:

Department of Education  
Cleveland Office  
Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115-1812  
Telephone: 216-522-4970  
TDD: 800-877-8339  
Fax: 216-522-2573  
[OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

Department of Justice  
U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Telephone: 202-514-4092  
877-292-3804  
Fax: 202-514-8337  
[education@usdoj.gov](mailto:education@usdoj.gov)

## **TITLE IX COMPLIANCE TEAM RESPONSIBILITIES**

### **TRAINING**

The Title IX Compliance Team is responsible for providing or facilitating ongoing Title IX training, consultation, and assistance for students, faculty, and staff. This includes regular training for faculty and staff outlining their rights and obligations under Title IX. With regard to sexual misconduct, this training will cover at least the following topics:

- What is the appropriate response to reports of sexual misconduct?
- What is the obligation to report sexual misconduct to appropriate officials?
- Who may keep a report confidential, and to what extent?

The Title IX Compliance Team's training responsibilities also include regular training for students outlining their rights under Title IX. With regard to sexual misconduct, this training will cover at least the following topics:

- What constitutes sexual misconduct.
- When sexual misconduct creates a hostile environment.
- Consent.

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- Reporting options available for students.
  - Grievance procedures used to process reports.
  - Sexual misconduct in the Community Code.
  - Strategies for bystander intervention.
  - The role of alcohol and drugs in sexual misconduct.
  - Offices and individuals who can provide support.
  - Confidentiality in the reporting process.
  - Protection against retaliation.

### *INVESTIGATIONS*

The Title IX Compliance Team will conduct adequate, reliable, and impartial investigations of every report containing a potential violation of the Policy Against Sex-Based Discrimination. Fact-finding investigations will begin immediately upon the receipt of a report. The Title IX Compliance Team will also investigate reputable informal reports of potential violations to ensure the safety and security of the campus community. The Title IX Compliance Team will work together, with campus resources, and with local law enforcement to determine whether any reports tend to establish a pattern of inappropriate conduct. The results of the Title IX Compliance Team investigations will be used to support sanctions and will be presented to the University Hearing Board when a formal hearing is requested

### *INTERIM MEASURES, SANCTIONS, AND REMEDIES*

The Title IX Compliance Team will act on behalf of Rio Grande to address inappropriate conduct, prevent its recurrence, and, to the extent possible, remedy any effects. The investigating member of the Title IX Compliance Team will implement immediate interim measures to ensure each party's safety and security prior to a determination. The investigation official will also recommend appropriate sanctions and remedial efforts following the conclusion of an investigation. In the absence of a formal hearing, recommended sanctions and remedies will be reviewed by at least one other member of the Title IX Compliance Team, or, when conflicts of interest so require, to the Dean of Student, before they are implemented.

## **Student Grievance Procedures for Potential Violations of The Policy Against Sex-Based Discrimination**

### **Investigation and Sanction**

Reports of possible Policy Against Sex-Based Discrimination violations may be investigated or substantiated by any member of the Title IX Compliance Team. Although each investigation will be tailored to address the unique facts and circumstances presented in a report, every investigation must be adequately thorough, reliable, and impartial. The Title IX Compliance Coordinator has primary responsibility for ensuring that every investigation comports with those standards.

After the fact-finding investigation has been completed to the satisfaction of the Title IX Compliance Team, one of the following actions may be taken:

- Dismissal of the report when the investigation indicates that no Policy Against Sex-Based Discrimination violation occurred or when the nature of the violation warrants a warning.
- Imposition of remedies and sanctions deemed appropriate when a preponderance of the evidence shows that a student has violated the Policy Against Sex-Based Discrimination.
  - More than one sanction may be imposed for a single violation of the Policy Against Sex-Based Discrimination. For example, a violator may be placed on restrictive probation and required to undergo assessment. The imposition of a remedy or sanction may occur prior to any formal hearing when appropriate.
- Referral to the University Hearing Board when appropriate. Cases in which a student is facing suspension or expulsion must be referred to the University Hearing Board.

Even when no formal hearing is warranted, the alleged target(s) and alleged actor(s) (the "parties") identified in a report alleging a violation of the Policy Against Sex-Based Discrimination will have the opportunity to meet with the Title IX Compliance Team official investigating the matter. At that meeting, the parties will be informed of the specific allegations of the charge(s) and will have an opportunity to offer any defense refuting the allegations or an explanation justifying the conduct.

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When the sanction being imposed includes suspension or expulsion, the parties will be given the opportunity to provide a detailed written statement regarding their conduct and whereabouts during the date and time in question before the case is 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 that are appealed will remain in effect during the appellate process, except when the Dean of Student, in consultation with the Title IX Compliance Coordinator, has determined otherwise.

### **Notice of Sanction**

If, after an adequate, reliable and impartial investigation, the investigating official believes a violation of the Policy Against Sex-Based Discrimination has occurred, the official will give a written notice of the disciplinary sanction being imposed to the sanctioned student. This notice will include details of the incident, a description of the violation, and a description of the sanction(s).

### **Right to A Hearing**

Any student involved in a report of a potential violation of the Policy Against Sex-Based Discrimination has the right to request a formal hearing. Students should be aware that a request for a hearing may not forestall interim measures taken to address any continuing threat or retaliatory conduct. Any request for a hearing must be in writing and received by the investigating Title IX Compliance Team official during the investigation and/or before the third business day following the imposition of any sanction(s). All hearings involving a potential violation of the Policy Against Sex-Based Discrimination will be conducted by the University Hearing Board. If no written request for a hearing is received by the Title IX Compliance Coordinator within three business days following the imposition of any sanction(s), the sanction(s) will be imposed by the investigating Title IX Compliance Team official.

### **Hearing Procedures**

Any hearing involving a potential violation of the Policy Against Sex-Based Discrimination will proceed as follows:

1. **TIME OF HEARING:** The hearing will be conducted within seven business days following the conclusion of the Title IX Compliance Team fact-finding investigation.
2. **APPEARANCE OF PARTIES:** All students involved in a report of a potential violation will be permitted, but not required, to attend a formal hearing on the report. The alleged target of the discriminatory conduct will never be required to be present in the same room as the alleged actor. Any requests for separation will be honored. When a request for separation is submitted, the parties may be present for the hearing by means of closed-circuit television or other telepresence technology.
3. **SUBPOENA OF WITNESSES:** The University Hearing Board will have the authority to subpoena any appropriate faculty member, staff member, or currently enrolled student to appear and testify at a hearing. Any of the parties or the investigating official may request such a subpoena. The request for subpoena must be submitted to the University Hearing Board three business days prior to the scheduled hearing. In addition, the parties and the investigating official may call witnesses who are not faculty, staff, or students and who are willing to appear at the hearing.
4. **ADVISOR:** The parties may have an advisor present to represent their interests in a hearing. The advisor must be an employee of the University who is willing to volunteer to be the party’s advisor. The following persons are prohibited from serving as an advisor in a hearing:
  - Persons who are involved in the incident giving rise to the report.
  - Persons who have any personal knowledge of the incident, who have been involved in the investigation, or who may reasonably be called as witnesses.
  - The President, Vice President for Administration and Student Affairs, Dean of Student, University Counsel, Campus Police, Director of Residence Life, Head Resident Assistant, Resident Advisors, members of the Title IX Compliance Team, and members of the Student Judiciary Board.
  - The name of any party’s advisor must be submitted in writing to the University Hearing Board at the hearing.



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5. **RECORDING:** Generally, hearings will not be recorded. Any party may request to record a hearing. Rio Grande will be responsible for creating the recording but makes no warranties about the quality of the recording. Requests may be submitted to the University Hearing Board up to 24 hours before the scheduled hearing.
  6. **HEARING:** Hearings will generally be closed to observers. Any party may request to open the hearing to named observers. Requests may be submitted to the University Hearing Board up to 24 hours prior to the scheduled hearing. Parties may have legal counsel present to observe on his or her behalf. However, legal counsel is prohibited from speaking to anyone during the course of the hearing and is prohibited from participating in the hearing. At any time during the course of the hearing, the University Hearing Board may order the hearing closed to any or all observers, except to observing legal counsel, unless legal counsel has violated the prohibition against speaking during or participating in the hearing. All parties should remember that Rio Grande does not tolerate retaliatory conduct – including intimidation tactics – resulting from a report of a potential Policy Against Sex-Based Discrimination violation. Retaliatory conduct will be subject to further disciplinary proceedings.
  7. **ORDER OF HEARING:**
    - Call to order by Chairperson
    - Summary of the report.
    - Statement by the investigating official.
    - Statement by or on behalf of the target(s).
    - Statement by or on behalf of the actor(s).
    - Evidence, including witness testimony, may be presented by the parties. Following the presentation of each witness called, the witness will be available for questions from the other party and the University Hearing Board. No party will be required to testify on his or her own behalf, or on behalf of any other party.
    - Evidence presented by the investigating official.
    - Evidence presented by or on behalf of the target(s).
    - Evidence presented by or on behalf of the actor(s).
    - Statement by or on behalf of the target(s).
    - Statement by or on behalf of the actor(s).
    - Statement by the investigating official.
    - Deliberation. The University Hearing Board will deliberate outside the presence of others to determine whether the evidence shows it is more likely than not that the actor(s) did or did not engage in conduct that violates the Policy Against Sex-Based Discrimination.
    - Decision. The University Hearing Board will issue a written decision within five business days following the last day of the hearing. If it is determined that a violation occurred, the written decision will include a description of the conduct that violates the Policy Against Sex-Based Discrimination and any appropriate sanction and/or remedial action.
  8. **APPEAL:** Any party may appeal the University Hearing Board's decision to the Rio Grande President. In the absence or referral of the President, the appeal will be made to the Provost. The party wishing to appeal must file a notice of appeal with the Dean of Students within three business days following the delivery of the written disposition. Within 10 business days following the delivery of the written disposition, the party initiating the appeal must file a written appeal with the Office of the Dean of Students. The written appeal may not exceed 15 pages in length, must be addressed to the President of the University, and must establish that the University Hearing Board's written determination is not supported by the evidence or that there was a material deviation from appropriate investigation and grievance procedures creating an unfair result. The President or Provost, as the case may be, will determine the merit of the appeal and decide whether to proceed with a hearing.
  9. **REVIEW ON APPEAL:** If merit of the appeal is established, the President or Provost, as the case may be, will conduct a closed hearing to review the written appeal, a recording of the hearing if available, and the hearing minutes. If no recording is available, or if the recording is of such poor quality that it is not useful for the appeal, the University Hearing Board will prepare a full statement of the evidence and proceedings. The President will come to one of the following conclusions:
    - The evidence supports the University Hearing Board's written determination, and the sanction imposed is appropriate.

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- The evidence supports the University Hearing Board's written determination, but the sanction imposed is inappropriate and another sanction the President believes is appropriate will be levied.
  - There was a material deviation from the prescribed investigation or grievance procedures creating an unfair result, and the matter must be re-investigated and/or re-heard under the supervision of the President.

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## ACADEMIC POLICIES

### 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. Rio expects all persons 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.

### Academic Integrity Policy

It is the responsibility of every student to familiarize themselves with Rio's academic integrity standards, along with the course syllabus, as claims of ignorance, unintentional error, or the demands of academic work do not excuse violations.

Examples of some common violations (this is not an exhaustive list):

- **Plagiarism:** to take ideas, writings, sayings, etc. from another person or source and pass them off as one's own.
- **Cheating:** to behave dishonestly on an assignment or examination. Rio considers using materials, study notes, information, etc., when completing academic work without permission to be cheating. Some examples include
  - copying another student's work, with or without the other person's knowledge;
  - without permission, using a textbook, smart phone, tablet, or other means to access information during an assignment, test, quiz, exam, or project;
  - knowingly viewing a test, quiz, exam or other assessment before the test is administered, and communicating with others during a test, quiz, exam or other assessment to gain information to improve one's grade;
  - having someone else complete an assignment or write a paper on your behalf.
- **Academic Misconduct:** Tampering with grades or obtaining and/or distributing any part of a test or examination. Some examples include:
  - Obtaining a copy of a test, examination or other assessment without authorization before the test, examination or other assessment is administered;
  - Distributing a copy of a test, examination or other assessment, either for money or for free, before the test, examination or other assessment is administered;
  - Changing a grade or grades in a grade book, on a computer, or on an assignment;
  - Continuing to complete a test, examination or other assessment without authorization

after the allotted time.

- **Duplicate submission:** Submitting the same paper in two or more different classes without permission of the instructors.
- **Facilitating Academic Dishonesty:** Knowingly allowing another person to take work you have done and pass it off as his or her own.
- **Fabrication:** Inventing or misrepresenting information. For example, listing sources in works cited you did not use in your paper or, in the Sciences, creating or altering data.
- **Impersonation:** To represent oneself as someone else for the purpose of fraud. In an online or hybrid course, if someone other than the student completes assigned work on behalf of the student. This could also occur in a face-to-face or hybrid setting.
- **Collusion or unauthorized collaboration:** When a student working on an assignment on which they should work alone enlists help from another student, students, or other persons to complete the assignment.

Any person committing an act of plagiarism, cheating, impersonation, unauthorized collaboration, or other form of academic dishonesty is subject to the fullest measure of consequences, up to and including course failure and suspension. 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 are not eligible for forgiveness under the Academic Forgiveness Policy.

### Academic Integrity Procedure

When a faculty member believes a student has committed a violation of the Academic Integrity Policy, he/she will initiate the Academic Integrity Procedure as outlined below. All parties must continue following the procedure timeline as described even if the alleged violation occurs toward or at the end of a term. If a student or others necessary to complete the process are off campus during this time, the process may be completed using MS Teams or another program to facilitate discussion at a distance. If necessary, the faculty member may assign the student an "Incomplete" but only if all the parties potentially necessary to complete the procedure are unavailable.

To begin the procedure, the faculty member will email the academic dean of their college the student's name and ID number and indicate the student has allegedly violated the Academic Integrity policy so the dean can review Rio's Academic Integrity records to determine whether the student has a record of academic dishonesty. The faculty member must do so within three (3) academic days after becoming aware of the alleged violation.

After checking the Academic Integrity records and within three (3) academic days of receiving it, the dean will reply to the faculty member's email and let the faculty member know if the student has any past Academic Integrity issues.

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After receiving and considering the dean's response and within five (5) academic days, the faculty member will discuss both the evidence and the Academic Integrity Policy and Procedure with the student (making sure to inform her/him of their right to appeal if found he/she violated the policy) and allow the student a chance to respond. For online/hybrid courses, this discussion should occur via Rio Grande email.

- If, after discussing the issue with the student, the faculty member believes the student did NOT violate the Academic Integrity Policy, then the issue is closed and the faculty member will inform her/his dean via email.
- If the student admits to violating the Academic Integrity policy, the faculty member must contact his/her dean to discuss an appropriate sanction. Once a sanction or sanctions is/are determined, the faculty member will discuss it/them with the student and the dean will update the Academic Integrity records.
- If the student denies the allegation and the faculty member believes the student did violate the Academic Integrity Policy, then the faculty member will immediately email all evidence and a brief summary of how he/she alleges the student violated the policy to the academic dean of her/his college.

Within five (5) academic days of receiving the faculty member's email, the dean will attempt to meet separately with both the faculty member and the student to discuss the issue.

- If the academic dean determines the evidence does not adequately support the charges against the student, then she/he shall so notify both the faculty member and the student via email.
- If the academic dean determines the evidence adequately supports the charge against the student, then the dean must email the faculty member and discuss with him/her an appropriate sanction including one or more from those listed below.

Possible sanctions may include (but not be limited to):

- Require the student to revise and resubmit the work;
- Require the student to retake the quiz, test, or exam;
- Require the student to write an additional paper or take an additional exam; and/or
- Lower the grade for the paper or exam (including to a failing grade) without opportunity to regain the lost credit.
- Assign the student a failing grade for the course designated as DF (academic dishonesty failure). There is no opportunity to remove a grade of DF from the academic record.
- Other appropriate sanction agreed upon by the

faculty member and dean.

Within the same five (5) academic days, the dean will email the student, instructor, and the Office of the Registrar of her/his decision and, if ruling against the student, include the agreed upon sanction.

If either the student or the faculty member is not satisfied with the dean's decision, then within five (5) academic 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 him/her to convene an Academic Integrity Panel. This may be done via email.

#### **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 Policy Committee, the Vice President of the Student Senate or an elected delegate, and a justice of the senate judiciary. The Vice President for Academic Affairs, or his/her designee, will inform both parties of the makeup of the panel no later than five (5) academic 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) academic 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) academic days of the request.
- C. Both the student and the faculty member may submit evidence, records of previous meetings, and/or other documentation that support their case to the Academic Integrity panel members for their consideration. To do so, they must email all evidence to the dean of the college a minimum of two (2) academic days before the panel is scheduled to meet. The dean will immediately forward all submitted documentation or other evidence to all panel members.
  - If either the student or faculty member chooses not to or fails to submit evidence, the Academic Integrity Panel will take that into consideration and has the right to decide in favor of the party who submitted evidence.
- D. The student and faculty member may appear before the Panel to present their case.

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- E. The Academic Integrity Panel shall issue a written decision within ten (10) academic days of the meeting and send copies to the student, faculty member, the dean, and the Office of the Registrar.
  - F. The dean will update the Academic Integrity records and the Office of the Registrar's staff will place a copy of the panel's decision in the student's file.
  - G. The Academic Integrity Panel's decision is final. There is no other level of appeal.

Throughout this process, the student may remain in the course as though the alleged violation did not occur until either he/she accepts the sanction from the faculty member and dean or, if the student appeals the dean's decision, the case is decided by an Academic Integrity Panel.

### **Faculty Mentor**

Academic advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal success development toward academic success and lifelong learning (NACADA, 2004). One of the biggest predictors of student success is the depth of connection a student maintains with their higher education institution (Astin, 1984). Toward that goal, Rio Grande provides each student with a Student Success Coach and a Faculty Mentor.

Faculty serve a critical role in the ability to support a student's educational journey in- and outside of the classroom. Each student at Rio is assigned a Faculty Mentor. The role of the faculty mentor is to provide each student with a professional within the same discipline who can guide the student's educational and career journey. Regular interactions between the student and the faculty mentor will focus on the growth and exploration of the student and their intended field of discipline. It gives the student an opportunity to have a more active role and be intentional with their career decision. The faculty mentor will help the student explore various aspects of their career path with the goal of the student to clearly articulate their career plan, strengths, and how the student will contribute to their desired field.

### **Degree Audit**

Students entering their planned year of graduation (with a minimum of 30 hours for associate programs, or with a minimum of 90 hours for baccalaureate programs) should seek an official degree audit from the Office of the Registrar to be sure all requirements will be completed in time to meet the student's planned date of graduation. Interim evaluations should be developed by the student with the assistance of the faculty advisor. Completion of degree requirements is the

responsibility of the student.

### **Academic Load**

Students should progress toward program completion at a rate commensurate with ability. Entering students with exceptionally high credentials may petition to exceed the semester hour limit (18 hours).

An average semester course load of sixteen (16) completed credit hours generally will enable a student to complete a program as scheduled. Students who have changed programs or who are seeking additional certifications or programs may require longer than average time. Students who have completed twelve (12) hours the previous semester may enroll for a credit load based on their cumulative grade point average (GPA) in the following schedule:

- A. Up to and including 24 semester hours with a cumulative GPA above 3.00.
- B. Up to and including 21 semester hours with a cumulative GPA above 2.50.
- C. Up to and including 18 semester hours with a cumulative GPA above 2.00.

**NOTE:** Exceptions to the above requirements must be approved by the student's advisor and appropriate Academic Dean.

## **ACADEMIC CREDIT**

### **Credit on Transfer**

The student must transfer all coursework, except failures, appearing on a transcript from a regionally accredited institution of higher education. Transfer work in the area of the major or minor program or teacher education with a grade of "D" can be applied toward degree requirements only with the approval of the particular department chairperson. However, the grades, as recorded on those transcripts, are transferred and included in the student's grade point average. The student must finalize transfer credit prior to the end of the first term of enrollment at the University of Rio Grande and Rio Grande Community College. A student would be exempted from taking the LA 10001 Gateway to Success class with 20 earned semester hours and 2.0 GPA from another institution.

### **Credit from Degree Granting Institutions**

Transfer Credit Practices, published by the American Association of Collegiate Registrars and Admissions Officers, will be used as a guide in the evaluation of transfer credit from degree granting institutions.

### **Credit from an Associate Degree**

Persons holding an associate degree from a regionally accredited institution must transfer their total work. Such students would be required to complete all requirements of

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the program for which they register. In some instances, the time to complete a program may exceed normal time expectations depending upon the relationship of the selected program with the earned associate degree.

### **Credit from Military Service**

Four semester hours of physical education credit will be recorded based on validation (DD214) of regular active-duty military service of at least 181 consecutive days. For veterans having qualified at some time for VA educational benefits, such credit will constitute the minimum physical education requirements for activity courses. Also, credit may be awarded as a result of military training programs and will be awarded on the basis of the recommendations provided by the American Council on Education. For students qualified for VA educational benefits, all applicable military credit will be applied to the University of Rio Grande and Rio Grande Community College transcript. VA students must finalize credit during the first thirty (30) days of enrollment.

### **Credit from External Testing Programs**

Credit is awarded for achievement of certain minimum scores on the College Level Examination Program. Licensed Practical Nurses applying for the Advanced Placement Track Program are required to take the HESI SP PN-ADN and for admission into the traditional ADN Program, the HESI A2 is required.

### **Life Experience Credit**

Rio acknowledges the value of experiential learning in many areas. Learning from experience, whether from university-sponsored experiences or work experiences outside the classroom, can be a means of learning.

In order to provide the highest quality, the Prior Learning Assessment Program is based on the CAEL (Council for Adult & Experiential Learning) Standards for Assessing Learning. Please contact the Admissions Office at 740-245-7208 for further information.

### **Proficiency Credit by Examination**

A formally admitted student may request a test for proficiency credit for courses required in the student's program but representing some duplication of the student's previous experiences. Application forms are available in the Academic Affairs Office. The application must be presented for action to the appropriate dean of the college outlining the student's previous experiences that provide the student with competencies related to the course. Courses successfully completed by examination will receive a grade of "K." An examination fee and a credit recording fee are required.

### **Vocational Articulation Credit**

Credit may be awarded for certain foundation courses

required in technology programs to students graduating from any Ohio high school. Some of the basic skills required in various technologies can be learned effectively in high school, and where the student can present proper evidence that such has occurred, the University may award recognition credit and not require the work to be repeated. Typical skill areas that may be considered are typing, machine shop, drafting, and welding. The credit awards are not automatic, but must be requested by the student. The student must also arrange for his/her high school to verify the skill proficiency, and it is recommended that this be done immediately after graduation from high school. The student should request details of the requirements and proper procedure for obtaining credit from the University or the School of Engineering Technologies. Such credit will be recorded with a grade of "K."

### **Foreign Language Transfer Credit**

To receive credits in a foreign language from an institution other than the University of Rio Grande or Rio Grande Community College, a student may transfer credits at the appropriate level or validate his/her level of proficiency by passing a nationally recognized examination under the "Proficiency Credit" Policy, as outlined above. Under certain circumstances, students may be required to complete a course selected from SPA 23803/33803 or SPA 38801-03. Native speakers of other languages may receive credit for a foreign language by demonstrating the equivalent level of proficiency in English.

### **Individualized Degree Program**

An Individualized Degree Program is available for students whose plans and needs appear to differ from all established degree programs. The student must be able to justify to the Office of the Provost that the need for such a program exists. Application forms are available in the Office of the Provost. The dean of the college where the major is housed appoints a faculty committee who submits it to the Academic Policy Committee for approval. After a program is approved, the student must complete at least fifteen (15) hours for the Associate Degree and thirty (30) hours for the bachelor degree, without exemption. Credit hours completed during the semester the application is approved will count toward the completion of the subsequent (15 or 30 credit hours) coursework. Upon completion of the approved program, the student is eligible for graduation. The designation of "Individualized Degree" will be noted on the student's transcript. The title of this degree may not duplicate an existing major.

### **Attendance Policy**

Students are expected to attend classes and are accountable for work missed as a result of absence from class for any reason. Failure to attend classes may result in a loss of financial aid funding. (See Non-Attendance Policy)

A class attendance policy is the prerogative of each

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instructor in each class. The instructor should make known the class attendance policy and course expectations at the beginning of each course. Meeting expectations becomes the individual responsibility of each student.

### Excused Absence Policy

The University considers certain class absences to be officially excused. Excused absences are given for official University-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 is 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 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 instruction.
- 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.

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

### 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.

### Forgiveness Policy

Any student who has not been enrolled at Rio for at least two academic years may petition the Registrar to have certain courses and their 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 is required for a particular program and 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:

- A. The student must be currently enrolled at the University of Rio Grande.
- B. The student must have completed at least twelve (12) hours of coursework toward a declared major since returning to the University and must be in good standing with a minimum 2.5 GPA.
- C. This policy is applicable only for credit earned at the University of Rio Grande.
- D. A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
- E. A notification of the application of this policy will be noted on the student's transcript.

### Grading Policy

The student assumes responsibility for the course syllabus within the term he or she is enrolled. It is the professional responsibility of the faculty to evaluate achievement and assign grades. **No one other than the faculty member responsible for the course taught may assign or change a grade, unless they follow grievance policy.**

Many courses are graded on an **A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, DF, NF** basis. Some courses are also graded on an **S, U** basis. A temporary grade of **I** (incomplete) may be assigned, at the discretion of the instructor, when a student has not completed all requirements for a course at the end of the grade period.

A temporary grade of **I** (incomplete) assigned to a required course in the nursing program must be removed within the first week of the following semester in order for the nursing student to continue enrollment in the School of Nursing.

Incomplete (I) grades will only be granted for extenuating circumstances, such as illness, accident, etc., which will prevent the student from completing the course; an

incomplete grade cannot be given to avoid a failing grade in the course. Appropriate documentation (i.e., medical) must accompany the Incomplete Grade Request form. The student must have completed at least 75% of the course with a passing grade when requesting an incomplete. The student must request and incomplete from the instructor. It is the responsibility of the student to make up incomplete work. The instructor must complete the Incomplete Grade Request form and submit the form to the Registrar's Office. Refer to the Incomplete Grade Request form for the complete policy. A one term extension can be granted if the student files a request (request forms can be obtained from the Registrar's Office) with the faculty member and the faculty member signs and submits it to the Registrar's Office. Any additional extension must be approved by the Provost. Special requests and appeals pertaining to incomplete grades may be made to the Academic Policy Committee.

No grade may be changed by a faculty member after it has been submitted to the Registrar's Office, unless he or she can demonstrate a grading error. The faculty member must file a form, available from the Registrar's Office, giving the basis for the error and assign the new grade. The Registrar's Office does not routinely notify students of grade changes.

A student wishing to take a credit course with the **S** or **U** option must make the decision with the professor in writing the first five (5) business days of the term in which the course is taken. The grade of **S** or **U** is reserved for elective courses, HPE 10101, and the activity courses. An application form, available from the Registrar's Office, must be completed by the student and returned, and will be on file in the Registrar's Office so that the **S** or **U** notation is identified on the 15th day roster.

All grades awarded are recorded on the student's permanent academic record. Grades of **S, I, IC, K, P, AU, NG, W, and NW** are not calculated in grade point averages (G.P.A.). The G.P.A. for each semester is computed on all other grades received during a semester.

## Repeat Grade Policy

Letter grades followed by an "\*" on a Rio transcript represent a repeated course. For courses that are repeated the most recent grade will be used to compute the cumulative GPA. Courses that are duplicated during the repeat process can be applied toward graduation requirements only once. If there is a question concerning a repeated transferred course grade, the course must be an equivalent course that must meet the approval of the dean of the college from where the course originated.

## Grading Scale

Grade Description	Point Value
A (96-100) Excellent.....	4.00

A-	(90-95).....	3.70
B+	(87-89).....	3.30
B	(83-86) Good.....	3.00
B-	(80-82).....	2.70
C+	(77-79).....	2.30
C	(73-76) Average.....	2.00
C-	(70-72).....	1.70
D+	(67-69).....	1.30
D	(63-66) Poor (below average).....	1.00
D-	(60-62).....	0.7
F	(0-59) Failing (far below average).....	0
P	Pass;	
Credit.....		0
S	Satisfactory; credit.....	0
U	Unsatisfactory; no credit.....	0
I	Incomplete.....	0
K	Credit by Proficiency Exam, Life Experience, External Testing, Transfer, Vocational Articulation, Advanced Standing.....	0
IC	Incomplete Credit; no credit.....	0
DF	Academic Dishonesty-Failed.....	0
AU	Audit.....	0
NG	No grade (assigned by Registrar).....	0
W	Withdrawal.....	0
NF	Student stopped attending.....	0
NW	Failed to attend a class but attended others.....	0

**NOTE:** With approval from the Dean of the College in which the program is taught, individual departments may utilize a grading scale that departs slightly from this Grading Scale. Students should check with their faculty or School Chair to determine the grading scale used in their program.

## COVID-19 Grading Changes

Due to the COVID-19 pandemic, URG switched to a Pass/Incomplete grading system for the Spring 2020 semester. A passing grade of "P" (credit) was assigned if you had an equivalence of at least a "D-" or higher on the regular grading scale. A grade of "IC" (no credit) was assigned if you received an "F" on the regular grading scale. Students were given the option to request traditional letter grades on a course-by-course basis.

## Academic Probation and Suspension

Academic probation is determined by comparing the student's cumulative grade point average with the total cumulative (graded) hours. Satisfactory progress is maintained by meeting or exceeding the levels indicated in the following table:

Cum. Hrs.	1-15	16-31	32-52	53-Graduation
Cum.	1.50	1.80	1.90	2.00
G.P.A.				

Students not meeting or exceeding these standards will be placed on "Academic Probation." Students placed on



“Academic Probation” are subject to “Academic Suspension” at the end of their next term of attendance. A student may be removed from probation only by meeting or exceeding the appropriate cumulative grade point average indicated in the standards above. A student will be continued on probation by maintaining a semester grade point average of at least 2.25; the student will continue on probation until the cumulative grade point average reaches the appropriate level for the cumulative hours as shown in the table above.

Students on “Academic Probation” remove themselves from that category by meeting or exceeding the appropriate G.P.A. standards on the table above. Students on “Academic Probation” not demonstrating academic progress are subject to “Academic Suspension” and upon suspension are not eligible for re-admission until the lapse of at least one 15-week semester, excluding summer semesters. If re-admission is granted, students are re-admitted on “Academic Probation” and must meet the appropriate standards above. “Academic Suspension” and “Academic Probation” are academic actions permanently recorded on the student’s record.

Students placed on “Academic Suspension” for the first time have the right of appeal. Students must complete the application form for student appeal of “Academic Suspension.” The completed form must be received by the dean of the college in which the student majors by 10:00 a.m. on the last day of registration prior to classes beginning following the term of suspension for fall semester and by the end of the third week following the close of the spring semester. Suspensions rescinded are so noted on the student’s permanent record.

A student who has successfully appealed an academic suspension will automatically be suspended with no appeal if a semester G.P.A. of 2.25 is not achieved in the semester for which academic suspension was rescinded.

Whether or not a student appeals his/her first suspension, the second suspension cannot be appealed. Academic actions are not taken in summer sessions.

**\*Due to COVID-19, Academic Probation & Suspension were suspended for the Spring 2020 semester.**

### Course by Arrangement

A student may petition for a course by arrangement. The application form is available in the Academic Affairs Office. A course by arrangement may be approved only if the course requested is not included in the regular semester course offerings, and only for a sound and sufficient reason. A course by arrangement is not a substitute for attending the course at its regularly scheduled time or solely as a convenience to the student. An additional fee is charged.

### Class Standing

Generally, a student will be classified on the following basis: (Some associate degrees require more than 64 semester hours, but the student shall still be classified as a sophomore while pursuing the associate degree.)

Freshman .....	0 through 30 credit hours
Sophomore (see 64-hour rule below).....	31 through 60 credit hours
Junior .....	61 through 90 credit hours
Senior.....	91 credit hours and above

### 64-Hour Rule

Students are eligible for Community College rates for 100 or 200 level courses while pursuing Associate of Applied Science, Associate of Applied Business, Associate of Technical Study, or Associate of Arts degrees. Students pursuing bachelor degrees are not eligible for Community College rates once 64 credit hours have been earned or they have enrolled in 300 or 400 level courses.

### Dean’s Honor List – Graduation Honors

The Dean’s Honor List is designed to recognize those students who achieve outstanding academic success. The students whose names appear on the Dean’s List have earned a 3.75 or higher-grade point average for all work taken during the previous term. For consideration, a student must have been enrolled for a minimum of twelve (12) credit hours and must have completed all courses for which registered.

Students maintaining a high academic standard throughout their bachelor degree program are recognized at commencement exercises. Students with a cumulative grade point average between 3.50 and 3.74 are recognized as *cum laude*; between 3.75 and 3.89 are recognized as *magna cum laude*; at 3.90 or higher are recognized as *summa cum laude*. Students graduating from associate programs with a cumulative grade point average of 3.50 and higher are recognized as *With Distinction*.

### Merit List

The Merit List is designed to recognize full-time or part-time students, once they accumulate 12 semester hours of earned credit, who have earned a 3.5 – 3.74 grade point average for all work taken during the previous term.

### Graduation Requirements

Minimum credit hour requirements are 60 hours for an associate degree and 120 hours for a bachelor degree. Applied associate degrees generally exceed 64 hours and may be as high as 73 hours. Most students exceed minimum requirements for graduation. In addition, for the bachelor degree, the student must take at least thirty-three (33) hours at the 30000-40000 level unless exception is made for the program by the Academic Policy Committee. Associate

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degree candidates must complete the General Education Program and an area of concentration for the Associate of Arts Degree or the prescribed program for an associate degree in a technical area. For the bachelor degree, students must complete the General Education Program and at least one of the following: (1) a major and minor program, (2) a comprehensive major, or (3) an approved teacher licensure program. Students seeking a degree from the University and Community College must fulfill the following requirements:

- A. Declare and complete the prescribed program of studies;
- B. Achieve a cumulative grade point average of 2.00 for all courses, for each major, and for each minor. Some programs or parts of programs may require higher grade point averages for graduation.
- C. For an associate degree, a student must be enrolled in the University and the Community College for the last 20 hours and must take at least two courses in the area of concentration. Students seeking the Associate Degree in Nursing must complete all degree requirements within five years of their semester of initial enrollment in the Nursing Program. Students seeking the Bachelor of Science in Nursing Degree must complete all degree requirements within seven (7) years of their semester of initial enrollment in the R.N. – B.S.N. Program.
- D. For a transfer student seeking a baccalaureate degree, a minimum of 30 hours must be taken at the University. At least 20 of these hours must be in upper level (30000 and 40000) courses. At least 10 of these 20 upper-level course hours must be in the major.
- E. Credit earned through experiential learning (i.e., Life Experience Credit) does not count toward the residency requirement for any degree or program.
- F. Apply for awarding of degree and for participation in the Commencement upon senior standing.
- G. Where any major/minor combination has certain identical course requirements for a baccalaureate degree, then said courses may apply to applicable areas, except the BSW. However, the school(s) involved reserve(s) the right to recommend to the Academic Policy Committee additional/special requirements.

### Residence Requirements

The Residence Requirement for a degree is the minimum number of semester hours a student must take at the University of Rio Grande. The intent of this policy is to provide adequate contact with the University of Rio Grande and its faculty for each student who is awarded a degree. Rio Grande courses taken at off-campus sites or via distance learning meet the intent of this requirement.

- A. A candidate for an associate degree must take a minimum of 15 of the last 18 hours and at least two courses in the area of concentration at the University of Rio Grande.
- B. A candidate for a bachelor degree must take a minimum of 30 of the last 36 hours at the University of Rio Grande. This requirement also includes at least 18 hours

in the major at Rio Grande and 6 hours in the minor, if applicable.

- C. A candidate for the master's degree must complete a minimum of 50% of the required coursework registered through the University of Rio Grande. This coursework can be a combination of Internet courses, classroom courses, and/or travel related courses. The student's assigned advisor/mentor will officially confirm that the student has accomplished the "adequate contact" as required by the Residence Requirements.

### Graduation Requirements for Granting a Second BS or BA Degree

The following comprise all the requirements for students to obtain a second BS or BA degree:

- A. Students must meet all the requirements for a second major.
- B. Students may use the same credit from their General Education courses toward both degrees.
- C. The second degree must be in a different area of knowledge. For example, students may earn a degree in business and a second degree in the sciences, etc. In addition, in the area of the liberal arts and social sciences, students may earn a degree in psychology and another in English, or a degree in history and a degree in political science. A second degree cannot be earned, however, in an area of knowledge which is too similar or closely related to the first degree major. What will count or will not count as a "different area of knowledge" suitable for earning a second degree will depend upon the approval of the deans in the relevant disciplinary area.
- D. A license (e.g., in education) to an already earned degree (e.g., English) cannot count as a second degree.
- E. For those who graduate with a BS or BA from the University of Rio Grande and subsequently return to pursue a second BS or BA, the number of years between graduation and returning to pursue a degree can be no more than seven (7) years.

### Auditing of a Course

The University of Rio Grande and Rio Grande Community College offer individuals the opportunity to take specific courses in an audit format. Courses taken in audit format are not for credit. An additional audit charge of \$65.00 per credit hour will be charged to students per credit hour. Courses available for audit are based on availability.

### Commencement

Students must apply for graduation with the Office of the Registrar by May 31 for fall and October 31 for spring and summer to ensure all requirements are met. Students are eligible to apply for graduation with 12 or less credit hours left to complete during the summer term. **Exception:** Students completing the BSN program may apply for graduation with 15 or less credit hours left to complete

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during the summer term. Students are required to participate in commencement exercises, unless prior written approval is obtained from the Registrar. The Commencement Ceremony is held annually in May. Individual programs may establish additional deadlines related to commencement. The appropriate program section of this Catalog should be consulted.

### **Registration Procedures**

Time periods are set aside during each semester for students to register for the following semester (see Academic Calendar section of this Catalog). Deadlines for registration and for payment of fees are established each term. Students must meet registration and payment deadlines in order to be enrolled for those terms. Students not completing the registration process prior to these deadlines will be required to pay the “late registration fees.” Student financial accounts must be kept current for continued enrollment.

### **Schedule Changes (Drop/Add/Withdrawal)**

Students may add classes through the first academic week of any fall or spring academic term, and through the first two days of any summer term. Students who drop any class through the first week of any fall or spring academic term (or the first two days of any summer term) will not be charged for the tuition of that class. Once classes have begun, a drop or add fee will be assessed. Any class dropped within the first week will not appear on student’s transcript. Classes dropped after the first week will appear on students’ transcripts with a grade of W assigned. Last day to drop a class or withdraw from the university is as follows:

- 16 Week Class – through the end of 14th week
- 10 Week Class – through the end of 8th week
- 8 Week Class – through the 6th week
- 7 Week Class- through the 5<sup>th</sup> week
- 5 Week Class – through the 3rd week

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 withdrawal 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.

To withdraw from the University or Community College the student must obtain a withdrawal form from the Registrar’s Office and complete the withdrawal process. The withdrawal process must be completed by every student wishing to terminate his/her total class schedule.

### **Wait List**

When students are registering, if a course section is filled, they

are advised to put their name on the “Wait List” for that course section. Any person or workgroup with permissions to add courses to a student’s Education Plan has the ability to add students to the Wait List. The Wait List will prioritize students in the order they are added.

When a spot in the course becomes available, the first student on the Wait List will be contacted at both their Rio Grande email address and by telephone by the Registrar’s Office. The student then has 24 hours to respond to the Registrar for the available spot. If the student is notified on a Friday, s/he will have until the same time on Monday to respond. If the first student declines to be added to the class, the next student on the list will be notified. The Wait List will be kept by the Registrar’s Office, and the student’s place on the List will be honored through Friday @ 5:00pm of the Drop-Add week.

### **Withdrawal Policy**

To withdraw from the University or Community College the student must obtain an official withdrawal form from the Registrar’s Office and complete the withdrawal process. The withdrawal process must be completed by every student wishing to terminate his/her total class schedule. Withdrawals may not be accomplished by proxy or telephone.

Withdrawing from the University or Community College after the first week for fall and spring semesters and the second day of the summer semester will be recorded on the permanent academic record as withdrawal in each course of the student’s schedule. Please refer to the “Important Drop/Withdraw Information” on pages 13-14 for financial responsibility details. The last day to officially withdraw from 16-week classes will be the last day of the fourteenth (14th) week of the semester and the third (3rd) week of 5-week terms. Students enrolled in ten-week terms may withdraw until the last day of the eighth (8<sup>th</sup>) week and eight-week courses may withdraw through the last class day of the sixth (6th) week of the term. The last day to officially withdraw from 7-week terms is the last class day of the fifth (5<sup>th</sup>) week of the term.

### **Policy for Students called to Military Duty**

Any University of Rio Grande and Rio Grande Community College student called to military service will not be academically or financially penalized.

Rio Grande will work with currently enrolled students 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 away into military service.

If an “incomplete” grade is not an option for a student, Rio Grande will review the academic status of each affected student to gain an administrative withdrawal.

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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.

### Course Cancellation

The Provost/Vice President for Academic Affairs reserves the right to cancel scheduled classes for which there is excessively low enrollment or other substantial reason.

### Program Changes

The University of Rio Grande and Rio Grande Community College reserve the right to make changes in programs, policies, and fees. Students enrolled in academic programs may expect to complete the courses as specified in the Catalog of the year of their first enrollment if the program is completed within five years, or they may choose to graduate under the Catalog in effect for the year in which they graduate. If the program is not completed within five years, students will meet requirements of the Catalog in effect. Every effort is made to minimize course and program changes. A student cannot combine the graduation requirements of two or more Catalogs.

### Transferring from Rio

The University of Rio Grande is regionally accredited so in general credit should be accepted when transferred; however, receiving institutions make their own determinations regarding acceptance and applicability of credit. It is a student's responsibility to check the transferability of their Rio credit to a new institution.

### Transcript Requests

**Unofficial transcripts** are available at no charge; however, a completed request form must be submitted to the Office of the Registrar. The request forms are available at the Reardon One-Stop located in Florence Evans Hall. Students may also access an unofficial transcript through Student Space. Unofficial transcripts **cannot** be emailed.

**Official transcripts:** The University of Rio Grande has partnered with The National Student Clearinghouse to accept transcript orders online. The request for an official transcript can be completed via the following link: <http://tsorder.studentclearinghouse.org/school/ficocode/00311600> Any questions regarding transcript requests should be directed to the Office of the Registrar via email at [records@rio.edu](mailto:records@rio.edu) or via phone – 740-245-7369.

### University Assessment Plan

One principal question of major concern and focus helps guide the University Assessment Program in determining how well students meet the goals and objectives articulated

in the University's mission statement:

Are students at the University of Rio Grande acquiring the knowledge and skills needed to become educated citizens and successful professionals within their chosen course of study in an increasing global society?

To answer this question, the University Assessment Program will continue to implement a variety of assessment activities in the General Education Program and major fields. All students are expected to participate in such activities in order to obtain information as a primary method for the University to further enhance student learning and improve educational programs and instruction.

## ACADEMIC SERVICES

### Davis Library and Learning Commons (DLLC)

Davis Library and Learning Commons (DLLC) provides different academic support service by using a community or "commons" model to foster and promote a more unified and user-friendly teaching and learning experience for the Rio Grande campus community. Housed together within the Jeanette Albiez Davis Library's building, the Jenkins Academic Center with its tutoring and writing assistance services, the Office of Accessibility, the Print Shop, the Office of Publications, and the Campus Computing and Networking (CCN) IT Help Desk work in conjunction with traditional library resources and services to offer a one-stop center where a variety of educational activities can seamlessly transpire. Each of the building's three floors offer engaging spaces for either quiet study or social gathering; individual reflection or group collaborations; and one-on-one assistance or classroom instruction. Computer workstations, printing, copying, scanning, and other technology equipment, resources and services allow for the exploration and creation of knowledge and information. Here are some additional details on some of the key academic support service providers that make up DLLC:

### Jeanette Albiez Davis Library

Davis Library supports Rio Grande's mission and vision by providing access to high-quality resources and services designed to meet the information and research needs of both the campus and larger community.

Centrally located on Rio Grande's Main Campus, Davis Library maintains a substantial collection of print and nonprint items designed to support Rio Grande's curriculum. This collection includes books, DVDs, magazines, newspapers, both print and electronic journals, full-text research databases, eBooks, and more. The collection is not limited to those individuals associated with the Main Campus and are also available to our students, faculty, and

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staff working online and/or at each of Rio Grande's Regional Centers.

As a participant in the United States Federal Depository Library Program (FDLP), Davis Library guarantees public access to its in-house Government Documents holdings as well as free assistance to those seeking government information online. Consequently, we are strongly committed to actively serving our community patron needs in addition to those of our more traditional library users.

Membership in the Ohio Library and Information Network (OhioLINK), a statewide academic library consortium, gives Rio Grande students, faculty, and staff remote access to a variety of library materials from across the state. OhioLINK's online request and courier delivery system helps to expand the Davis Library's collection. Items found at other libraries are made available for our patrons to borrow and items found on the Davis Library's shelves are loaned out to patrons from other member institutions. OhioLINK participation also gives Rio Grande students, faculty, and staff 24/7 access to a wealth of electronic scholarly resources and other digital content both on and off-campus.

Many of Davis Library services and resources are available online. Electronic research guides (LibGuides) are used to help organize and share access to much of the library's digital content. Research help is available in-person at the Reference Desk located on the building's Main Floor or online via our instant messaging/chat services or by email at: [refdesk@rio.edu](mailto:refdesk@rio.edu). Library assistance is also available by phone at 740- 245-7005 or text at 740-299-2ASK (740-299-2275).

Several textbooks used for Rio Grande's General Education Program classes are offered for two-hour on-site use loan periods at the Circulation Desk, which is also located on the building's Main Floor. Other items found within the Davis Library's in-house collection can be borrowed at the Circulation Desk as well for longer periods and take-home use. The Circulation Desk is where Course Reserve items and materials requested via OhioLINK, or our traditional Interlibrary Loan (ILL) services can be picked up and checked out too.

Besides information resources, the library makes Group Study Rooms available for checkout. These collaborative spaces are located on the building's Top Floor and can be accessed for free on a first come, first served basis. A photo ID should be presented at the Circulation Desk when signing up to use these spaces. Patrons are expected to keep Group Study Rooms in good condition. Abuse of facilities, equipment, and/or any failure to uphold campus behavior or fire code rules will result in fines and/or disciplinary action.

DLLC Open Lab computer workstations equipped with printer and Internet access and Microsoft Office® software

are found on both the building's Main and Ground Floors. This equipment is also made freely available to Rio Grande students and other DLLC guests.

Each semester and for the entire summer, students actively enrolled in classes are provided with 400 free grayscale computer printouts, which are linked to their RioNet accounts. This printing allowance does not rollover from term-to-term. Each time a printout is made using campus equipment or personal devices using Rio Grande's Mobile printing services ([print.rio.edu](http://print.rio.edu)), it is deducted from the student's RioNet account no matter where the item is printed. (Please note that DLLC guests are only eligible for up to twenty free printouts per visit.)

If additional printouts are needed, they can be purchased using cash from the Circulation Desk at five cents (\$0.05) per printed page or with a credit card from the Business Office located next door to the DLLC in Florence Evans Hall. Purchased printouts will rollover to the next term and will be added to the 400 free grayscale computer printout allowance at the start of each semester or summer classes. (Please note that color prints, photocopies, and Print Shop services are not included in or applicable to the 400 free grayscale computer printout allowance.)

Free Wi-Fi service is offered throughout the building for those wanting to connect with the Internet using their own devices. Technology assistance and troubleshooting is available from the Campus Computing and Networking (CCN) IT Help Desk, which shares space with the Davis Library's Reference Desk on the building's Main Floor.

For complete details, visit the Davis Library's Website at: [library.rio.edu](http://library.rio.edu).

## **IT Help Desk**

Sharing space with the Reference Desk on DLLC's Main Floor, the Campus Computing and Networking (CCN) IT Help Desk provides Rio Grande students, faculty and staff with a centralized point of contact for technical support services.

Whether the problem is email, your RioNet account, or another technical issue, the IT Help Desk is available to assist with support and troubleshooting, and expert consulting or referral for advanced questions.

The IT Help Desk may be reached by phone 740-245-7463 at is staffed Monday-Friday from 8 a.m. to 5 p.m. for walk-up services. After hours assistance is also available by email at: [support@rio.edu](mailto:support@rio.edu).

## **Loaner Laptop Program**

The student laptop loaner program is available to any active student. To capitalize on this program, students need to see the Helpdesk Manager in their office on the main floor of the Davis Library. Students who utilize loaner computers will be able to use them until one week after finals are over. After

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this time, they will need to return the laptop to the Helpdesk. If students wish to continue using the loaner computers for the subsequent semester, they must simply inform the Helpdesk Manager that they intend to do so, and their contract can be renewed. If a student; loses, damages beyond repair, or doesn't return a laptop, they are required to pay for the value of the machine.

### **The Michael V. and Flora Jenkins Academic Center**

The Jenkins Academic Center focuses on providing tutoring services, writing assistance and basic academic skill support to any student enrolled at the University of Rio Grande and Rio Grande Community College at no additional charge. Located on DLLC's Ground Floor, the Jenkins Academic Center also houses the DLLC's large open computer lab, which offers several computer workstations equipped with specialized software and printer and Internet access.

In addition to two full time learning support specialists to assist students with their academic studies, the Jenkins Academic Center's tutoring program also employs student tutors and is nationally certified by the College Reading and Learning Association at both Level I/ Regular and Level II/Advanced.

The Jenkins Academic Center may be reached by email at: [jenkinscenter@rio.edu](mailto:jenkinscenter@rio.edu)

### **The Office of Accessibility**

Any student with a qualifying disability who wished to receive reasonable accommodations for classroom and/or resident life must register and complete the intake process with the Office of Accessibility in order to receive accommodation services.

The Office of Accessibility offers the following types of accommodations:

ADA Accommodations - In accordance with the standards set forth by the Americans with Disabilities Act (ADA), reasonable accommodations may be provided to a student who already has an established qualifying disability. This includes any student who was under an IEP and/or 504 plans while in the K12 system. This also includes any student who has recent documentation or verification of an existing qualifying disability and who wishes to receive reasonable accommodations under ADA.

Conditional Accommodations - When a student has a suspected qualifying disability, conditional accommodations may be requested while the verification or documentation for the qualifying disability is being obtained. Conditional accommodations are valid only for a brief time while the verification paperwork is being completed and are offered only at the discretion of the Office of Accessibility. Since

conditional accommodations are contingent upon receipt of the verification documents these accommodations may be revoked if the verification is not completed or does not qualify the student for services.

Temporary Accommodations - For a student experiencing a temporary disabling condition, temporary accommodations may be requested for the time during which the student will be disabled. Temporary accommodations require verification from a provider, are contingent upon the feasibility of applicable use, and are intended to be valid for only a limited time frame.

ESL Accommodations - For a student who is not a native speaker of English, ESL accommodations may be requested that include accommodations such as additional test taking time, and, depending on the situation, use of a translating device. All ESL related accommodations must be requested and processed through the Office of Accessibility.

Emotional Support Animal (ESA) Accommodations - Emotional Support Animals are allowed on campus as a curtesy, but with restrictions. All requests for ESAs must be approved by housing prior to being approved and processed by the Office of Accessibility. Additional paperwork is required and permission to have an ESA on campus may be revoked at any time in accordance with the ESA agreement that must be signed by the student.

Located on DLLC's Ground Floor in the Academic Support Services' suite, the Office of Accessibility may be reached by phone at 740-245-7366, or through email at: [accessibility@rio.edu](mailto:accessibility@rio.edu).

### **Print Shop**

Located on the DLLC's Ground Floor, the Print Shop serves both the campus and wider community by providing a full range of printing and production services.

If color prints, large orders of multiple copies, binding, lamination, or specialize publications such as posters, banners, fliers, brochures, etc. are needed, the Print Shop works with individuals or departments to complete those projects. Payment for Print Shop services can be set up to bill individuals, businesses, campus or local organizations, and/or campus departments. For more details, visit: <https://www.rio.edu/print-shop/>.

### **Office of Publications**

Also located on the building's Ground Floor is the Office of Publications, which is available to assist the members of the campus community with their graphic or publication design needs.

The Office of Publications helps to ensure that any materials promoting Rio Grande related activities, logo, or brand



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adequately represent the institution. For more information and to complete an online “Publications Request Form,” visit: <https://www.rio.edu/publications/>

## Testing Center

The Testing Center strives to accurately administer and provide quality services in a secure, comfortable testing environment for students, faculty and the community while maintaining NCTA Professional Standards and Guidelines. In addition to offering multiple national assessments, a variety of student testing services are offered, such as those requiring student accommodations, special arrangements, or proctoring.

The University of Rio Grande/Rio Grande Community College’s Testing Center is located in the Bob Evans Farm Hall, Room 101. For testing center services or for a current list of all national tests offered, contact Bev McManus, Testing Center Coordinator at 740-245-7004 or by emailing [bmcmanus@rio.edu](mailto:bmcmanus@rio.edu).

## Reardon One Stop

The Reardon One Stop Center is located by the front entrance of Florence Evans Hall. The One Stop Center is staffed with knowledgeable personnel from the Admissions, Registrar, and Business Departments. In the One Stop you can make a payment on your account, make schedule changes, order official transcripts and much more.

## Office of the Registrar

The Office of the Registrar has the responsibility of coordinating the class registration process, maintaining student academic records, disseminating grades, enrollment and degree verifications, processing of academic probation and suspension, transfer credit evaluation, and servicing requests for copies of official academic student records and transcripts.

In addition, the Office of the Registrar prepares, upon request, official degree audits of student progress toward degree completion. These audits may be requested upon completion of 30 credit hours for the associate degree and 90 credit hours for the Baccalaureate degree. The final, official evaluation is completed upon receipt of the application for graduation.

## Instructional Design and Media Services

Instructional Design and Media Services (IDMS) is located in Wood Hall, Suite 127. IDMS is a center for media and technology. Video and still photography for instruction and promotion are produced here as well as technical support for Blackboard and Canvas. The campus cable channel, Rio Grande Cable Access (RGCA) Channel 17, studio is located in IDMS. RGCA Channel 17 serves the communities of Rio

Grande, Jackson, Wellston, and Chillicothe to those who subscribe to Spectrum Cable. Programs are archived on YouTube under Rio Grande Cable Access. 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 and Canvas during normal business hours. Students can also gain valuable experience through volunteering and work-study in the department.

For more information about IDMS, you can reach Mike Thompson, Director of Media Production in Suite 127 Wood Hall or by calling 740-245-7411 (office) or 740-794-0096 (cell).

## Honors Program

**Dr. Kay-Anne Darlington, Co-Chair**

**Stephanie Wells-Mullins, Co-Chair**

Wood Hall 217

Career Center 150 I

P: 740-245-7489

740-245-7139

E: [kdarlington@rio.edu](mailto:kdarlington@rio.edu)

[swmullins@rio.edu](mailto:swmullins@rio.edu)

**Dr.**

Davis

P:

E:

## Mission Statement

The Rio Grande Honors Program focuses on engaging, dynamic, and creative learning experiences that enhance a student’s academic curriculum as well as develop leadership, critical thinking, and communication skills. The program attracts a wide range of students who positively impact their peers, the institution, and the global community.

The Honors Program is not a degree-granting program. It is, however, an academic program that can be taken in conjunction with a student’s major curriculum. Students who successfully complete the Honors curriculum in addition to their program curriculum will graduate with the designation of “Honors” on their transcript. The complete Honors Program is a baccalaureate program, but eligible associate degree students are welcome to participate in the seminars and take the Honors general education curriculum as their academic program allows.

## Learning Outcomes

Upon completion of the Rio Grande Honors Program, students will:

- Develop and successfully execute a senior research project.
- Demonstrate strong written communication skills.

- Demonstrate strong verbal communication skills.
- Design learning experiences tailored to individual interests.
- Implement problem-solving techniques to successfully complete projects.
- Critique one's own academic successes and failures through self-reflection.
- Express the value of social and cultural experiences outside the classroom.

## Honors Program Requirements

Students must successfully complete the following requirements prior to graduation to graduate as a Rio Grande Honors Student.

- HON 10001: Welcome to Honors
  - Students must take HON 10001 within the first year they are accepted into the Honors Program.
  - HON 10001 is a one-credit online course.
- SOC 20103 Honors Service Learning.
  - This course will be offered every spring semester.
- HON 20101 Honors Seminar
  - Students must complete two separate sections of HON 20101 in two separate semesters.
  - One section of HON 20101 will be offered each fall and spring.
  - Students should enroll in HON 20101 as fits their schedule but prior to their senior year.
  - Travel seminars will be offered at least once every other year.
- HON 40101: Senior Honors Seminar I & HON 40201 Senior Honors Seminar II
  - During senior year, Honors Program students complete a senior project. This project can be anything from a traditional written thesis to a performance piece or a service-learning project.
  - All students will need to take HON 40101: Senior Honors Seminar I in the fall and HON 40201: Senior Honors Seminar II in the spring of the student's senior year.
- Honors Program Contracts
  - Students must complete two Honors Program contracts.
  - These contracts can be for any course of at least three credit hours that students take within their Rio curriculum (general education, major, minor, elective, lower or upper level).
  - The contracts will be developed in coordination with the Honors Directors and the course instructor.
  - It will be the responsibility of the student

to reach out to their instructors regarding an Honors contract; it is also the responsibility of the student to have a project in mind prior to reaching out to the instructor.

\* A student's required computer skills should be addressed throughout the student's curriculum.

## Program Acceptance Requirements

First-semester Rio students seeking admission into the Honors Program must meet two of the following criteria:

- Upper 10 percent of high school graduating class,
- 3.5 high school GPA, and
- ACT composite score of 25.

Currently enrolled Rio students seeking admission must meet the following criteria:

- 3.25 minimum GPA after completing at least 8 credit hours

Honors students must maintain a GPA of at least 3.25 at all times. Students whose GPA falls below a 3.25 are automatically placed on probation but have until the following semester, not including Summer term, to raise their GPA to at least a 3.25.

## English as a Second Language (ESL)

Rio's English as a Second Language (ESL) program supports students who are non-native speakers of English. The program is designed to provide additional support that enables those students with limited English proficiency to become competent in the comprehension, speaking, reading, and composition of the English language. As an integral part of academics, it strives to assist those with limited English proficient participate equitably in school.

## College Readiness Coursework

Academic support for students in need of College Readiness coursework is provided through the use of college readiness coursework. College readiness coursework is required for students who through evaluation of their previous high school academic record, or through placement testing, are not yet ready to be placed directly into college freshman-level English and mathematics courses. Designed to academically prepare and/or support students who have demonstrated the need for additional skills in order to successfully engage in college-level coursework, college readiness coursework needs to be taken within the first year, preferable within the first term.

## Madog Center for Welsh Studies

### Welsh Study Abroad Program

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 activities throughout the year. Our focus is an



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established student exchange program with University of Wales, Trinity Saint David, in Carmarthen, South Wales, where students who qualify can study abroad for the fall semester of their sophomore or junior year and earn credits towards their degree.

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 their major or minor area of study. Acting, Business, Creative Writing, Education, English, Film Studies, Fine Art, Media, Theater, Sports, Religion, and Social Inclusion are offered. 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!

Students take classes in their major area. Fine Arts classes are taught at Swansea campus. Tuition is paid through the University of Rio Grande and room & board and activity fees are paid at Trinity. 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.

The Madog Faculty Fellowship Program offers a stipend to one full-time faculty member each year to original research in the area of Welsh or Welsh-American culture or history.

The Center also schedules other musical events and lectures on and off campus throughout the year. Contact the Madog Center for Welsh Studies, located on the first floor of the Elizabeth Davis House, 740-245-7186, or email [welsh@rio.edu](mailto:welsh@rio.edu). More information is on the website at [www.rio.edu/madog](http://www.rio.edu/madog) or on Facebook.

## GENERAL EDUCATION PROGRAM

URG Office of Academic Affairs, Bob Evans Farms Hall, PO Box 500, Rio Grande, OH 45674  
740-245-7215 office; 740-245-7154 fax; email: [academicaffairs@rio.edu](mailto:academicaffairs@rio.edu)

### Mission Statement

The General Education Program provides liberal arts and science-based awareness, knowledge, and skills as an integral part of students' ongoing learning experience and educational goals. The Program offers opportunities for students to become literate, self-directed, committed to excellence, aesthetically aware, and ethically responsible individuals concerned with integrity and respect for people.

### Learning Outcomes

Upon completion of the General Education Program, students will be able to accomplish the following:

- Communication: Demonstrate effective

communications skills in reading, writing, speaking, and listening. (Skills, literate)

- Cultural Diversity: Demonstrate a scientific knowledge of human behavior and acknowledge cultural diversity of different peoples of the world. (Liberal arts and science- based knowledge, respect for people, integrity)
- Human Values: Use an understanding of the historical and philosophical development of current cultures to demonstrate respect for human values and perspectives. (Liberal arts, literate, respect for people)
- Ethical Behavior: Demonstrate understanding of ethical reasoning by constructing arguments on issues of importance of society (Self-directed, ethically responsible, concerned with integrity, respect for people).
- Technological Literacy: Demonstrate appropriate technological literacy and skills for personal and professional use. (Knowledge and skills, literate)
- Health & Well-Being: Demonstrate an understanding of behaviors that best promote personal health and psychological well-being. (Ongoing learning experience, self-directed, committed to excellence)
- Aesthetic Awareness: Identify and appreciate artistic expressions from historical, philosophical, and cultural perspectives. (Liberal arts, aesthetically aware)
- Critical Thinking: Use appropriate critical thinking skills to solve problems. (Literate, ongoing learning experience)
- Scientific Reasoning: Demonstrate an understanding of the fundamental concepts of mathematics and science, analytical ability, problem-solving capacity, and the use of the scientific method. (Science-based awareness, ongoing learning experience, literate)

NOTE: In addition to this module, each major program will be required to include within the major an appropriate block of instruction in the use of computer productivity skills. This may be a course within the department, outside the department, or scattered throughout a major program's curriculum.

## OHIO TRANSFER POLICIES

URG Office of Academic Affairs, Bob Evans Farms Hall, PO Box 500, Rio Grande, OH 45674  
740-245-7215 office; 740-245-7154 fax

### State Policy Institutional Transfer

The Ohio Department of Higher Education in 1990, following the directive of the 118th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid

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duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125<sup>th</sup> Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. Additional legislation from the 125<sup>th</sup> Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education has established a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

### **Ohio Transfer 36**

The Ohio Department of Higher Education's Articulation and Transfer Policy established the Ohio Transfer 36, which is a specific subset of a public higher education institution's general education curriculum in Associate of Arts (AA), Associate of Science (AS), and baccalaureate degree programs. Students in applied associate degree programs may complete some individual Ohio Transfer 36 courses within their degree program or continue beyond the degree program to complete the entire Ohio Transfer 36.

The Ohio Transfer 36 contains 36-40 semester hours of course credit in English composition, (minimum of 3 semester hours) mathematics, statistics and logic (minimum of 3 semester hours); arts and humanities (minimum of 6 semester hours); social and behavioral sciences, (minimum of 6 semester hours); and natural sciences (minimum of 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Ohio Transfer 36. Courses for the Ohio Transfer 36 should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each state-assisted university, technical and community college is required to establish and maintain an approved Ohio Transfer 36.

Individual Ohio Transfer 36 course(s) or the full module completed at one college or university will automatically meet the requirements of individual Ohio Transfer 36 course(s) or the full Ohio Transfer 36 at another college or university once the student is admitted. Students may be

required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer 36 at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Ohio Transfer 36 portion of Institution R's general education program.

Institution R, however, may have general education courses that go beyond its Transfer 36. State policy initially required that all courses in the Transfer 36 be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer 36 courses on a course-by-course basis.

### **Transfer Assurance Guides**

Transfer Assurance Guides (TAGs) comprise Transfer 36 courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students in planning for specific majors and making course selections that will ensure comparable, compatible, and equivalent learning experiences across the Ohio's public higher-education system. A number of area-specific TAG pathways in meta-majors the arts, humanities, business, communication, education, health, mathematics, sciences, engineering, engineering technologies, social sciences, and foreign languages have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

### **Career-Technical Assurance Guides**

Collaboration among the Ohio Department of Higher Education, the Ohio Department of Education, and other key stakeholders led to the development of policies and procedures to create statewide career-technical discipline specific articulation agreements and further ensure that students completing coursework at an adult or secondary career-technical institution can articulate and transfer agreed-upon technical courses/programs to any Ohio public institution of higher education and among Ohio public institutions of higher education "without unnecessary duplication or institutional barriers."

Career-Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program

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accreditation or industry credential) associated with the guarantee.

### **Military Transfer Assurance Guides**

In response to the legislative requirement (Ohio Revised Code 3333.164) to create a military articulation and transfer assurance guide for college-level learning that took place through military training, experience, and coursework, college credit will be granted to students with military training, experience, and/or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution such as Community College of the Air Force.

In order to streamline the awarding, transferability, and applicability of college credit, service members and veterans are guaranteed to earn certain types of credit(s) or course(s) as specified in the Military Transfer Assurance Guides (MTAGs), which are based on the endorsed baseline standards and procedures by the Chancellor. Equivalent course(s), credits for

courses, or block of credit is to be awarded and applied towards general education and/or major course requirements at the receiving institution in accordance with the MTAG guarantee. There is some training, experience, and coursework that the receiving institution may be able to award college credit only toward general or free electives.

In addition, public institutions of higher education shall ensure that appropriate equivalent credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. This requirement goes beyond credit/course awarded based on the MTAG alignment process.

### **Apprenticeship Pathway Programs**

The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong, educated workforce.

Ohio apprenticeship programs partner with public two-year institutions to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how apprenticeship training in a certain pathway applies to an applied associate degree and lists remaining courses required to complete the degree. The application of the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institutions.

### **Advanced Placement Credit Award**

The State of Ohio, working with public institutions of higher education, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

Beginning the Fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfills a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values vary depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics –STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

### **One-Year Option Credit Award**

The One-Year Option builds upon Ohio's articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career-Technical Assurance Guides (CTAGs), the One-Year Option guarantees that college credit will be awarded for college-level learning that occurs through adult programs at public career-technical institutions.

Adults who complete a career-technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Chancellor shall receive thirty (30) semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is to be awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock-hours and achieved an industry-recognized credential approved by the Chancellor.

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The credit earned through the One-Year Option will be applied to ATS degrees bearing the following standardized degree titles:

1. Associate of Technical Study in Building and Industrial Technology
2. Associate of Technical Study in Business Technology
3. Associate of Technical Study in Health and Allied Health Technology
4. Associate of Technical Study in Information Technology
5. Associate of Technical Study in Services Technology

### **Conditions for Transfer Admission**

1. Graduates with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer 36 shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degrees holders who have not completed the Ohio Transfer 36 from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned an Associate of Arts (AA) or Associate of Science (AS) degree program but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
4. Students who have not earned an associate degree or who have not earned 60 semester hours/90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some

programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to the institution). Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

### **Responsibilities of Students**

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer as early as possible. The student is responsible for investigating and using the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are foreign language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will better articulate with the receiving institution's major.

### **Appeals Process**

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

### **Student Complaints Following Transfer Appeals at the Receiving Institution**

After a student exhausts the appeals process at the receiving institution and chooses to pursue further actions, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and

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proprietary institutions of higher education in Ohio. While the ODHE has limited authority over college and university and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

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## Athletic Coaching and Leadership

### Bunce School of Education & Liberal Arts

#### *College of Arts and Sciences*

Anniversary Hall

740-245-7328 office; 740-245-7523 fax

## Graduate Policies and Procedures

Many undergraduate student policies and procedures also apply to graduate students. It is important for graduate students to familiarize themselves with these policies. Included among them are policies related to Tuition, Financial Aid, Registration/ Deregistration, Academic Grievance/Appeals, Campus Communications, Business Office, Campus Police/Parking, Schedule Changes (add/drop), Incompletes, and Course Cancellations. The policies listed in this section apply to specific graduate programs. Please refer to your advisor or the appropriate graduate office for further information.

## Admission to the Graduate Program

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

## Transfer of Credits

### **MEd:**

1. Eight (8) semester or twelve (12) quarter hours of related graduate work with a grade of 'B' or better from another institution may be credited toward the Master of Education Degree upon approval by a committee comprised of three faculty members.
2. While all graduate classes successfully completed at
3. other accredited academic institutions may be considered for transfer, only those with a clear relevance and unmistakable parallel with current University of Rio Grande Graduate courses can be credited toward our degree program.
4. Workshop credits are non-transferable, and do not count toward graduate degree requirements.
5. To be accepted, all transfer credits must be earned from an accredited institution within the past seven years.

## Graduate Student Responsibility

- The student must assume responsibility for knowing the requirements and policies of the Graduate Program at the University of Rio Grande. In no case will a requirement be waived, or an exemption granted because a student pleads ignorance of the requirement or asserts that his/ her advisor or other authority did not inform the student of the

requirement. While the School of Graduate Studies and the student's advisor will endeavor to aid in every way possible, the responsibility for meeting requirements stated in this Catalog rests with the student.

## Professional Demeanor Standard

Graduate students are expected to maintain high professional and ethical standards, such as, but not limited to:

- Regard for individual worth and dignity.
- Support the principles of individualization (respect for uniqueness), acceptance (respect for individual worth and difference), self-determination (respect for individual choice), and empowerment.
- Integrity, accountability and general ethical conduct.
- "Good Moral Character" meaning the combination of personal traits of honesty, integrity, attention to duty, forthrightness, and self-restraint that enables a person to discharge the duties of the teaching profession fully and faithfully.

A graduate faculty member shall notify the appropriate School Chair in writing if a student violates this standard. The faculty member will include the specific perceived violation accompanied by supporting documentation.

The School Chair will inform the student in person of the alleged violation. The student will have the opportunity to explain the situation.

If the School Chair determines that the student potentially violated the standard, he/she will convene a three-person ad hoc committee to review all the relevant documentation, to meet with the student, and to render one of the following decisions: no action taken, probation with specific conditions to be met for reinstatement, or immediate dismissal from the program.

The student may appeal the decision to the Graduate Appeals Committee. A copy of the decision of the Graduate Appeals Committee will be placed in the student's file in the Graduate Record's Office. The decision is the final step in the appeals process; therefore, no further appeals shall be permitted.

## Retention Standards for Graduate Students

**MEd Students:** Graduate MEd students must maintain a grade point average of 3.0, continue to meet the professional demeanor standard, and complete their program within seven years. A grade of 'D' or 'F' is not acceptable. These classes will not count toward graduation and must be repeated. MEd students must have a minimum 3.25 grade point average to graduate.

## **Academic Probation and Suspension**

Graduate students who have completed more than 8 semester hours and have fallen below the 3.0 grade point average will be placed on "Academic Probation." Students who earn a grade point average of less than 3.0 for two consecutive semesters will be placed on "Academic Suspension" and will be unable to enroll in additional graduate courses. Students on "Academic Suspension" may apply for readmission after one full semester of suspension.

## **Faculty Preferences**

Because of the complexities of enrollment, registration and the staffing of on-line and classroom courses, requests for particular faculty members or class sections cannot be accommodated.

## **Class Attendance**

Students are expected to attend classes and are accountable for work missed as a result of absence from class for any reason. The attendance policy for each course is the prerogative of the instructor. Students should be sure they understand the Attendance policy for each course at the beginning of the term.

## **Academic Honesty**

Classroom and on-line work are expected to reflect a student's own efforts. Students should not provide works for other students or accept work completed by other students. Students must also be careful in utilizing information from others, especially in term papers and reports. Plagiarism involves the use of another person's ideas or words without noting the source. The use of a term paper or report for more than one class should be cleared with the instructor. With the first instance of dishonesty, a student may be dropped from a course with a failing grade upon recommendation for the instructor or subject to other sanctions. A second instance may result in suspension from the University.

## **Commencement**

The Commencement Ceremony is held only once per year at the end of Spring Semester; however, degrees are posted each semester. Graduate students are required to apply for graduation by the same deadlines as undergraduate students. The deadlines are as follows: May 31<sup>st</sup> for Fall graduation and October 31<sup>st</sup> for Spring and Summer Graduation.

## **Program Scope and Sequence**

The graduate student is required to work with the academic advisor in planning a graduate program. The courses should be taken in numerical order except where otherwise recommended by the academic advisor. No workshop course will be applied against graduation requirements.

## **Advising Procedures**

Each student is assigned to an academic advisor that provides assistance in preparing semester class schedules. Prior to

class registration each semester, students will meet with their advisor for schedule approval. The advisor will approve their schedule and release the advising hold.

## **Program Completion**

Graduate students must meet several deadlines to graduate. All graduating students should make an appointment with their academic advisor before or during the first week of the last semester to ascertain deadlines and to ensure that all coursework is or will be completed by the end of the final term. Once this is completed, the student is responsible for contacting the Office of the Registrar for an audit request.

## **Student and Advisor Responsibilities**

Following official assignment of an academic advisor or mentor, the graduate student is responsible for discussing degree requirements with that academic advisor. The student should confer with his/her academic advisor on a regular basis to assure continuous progress.

## **Master of Education – Athletic Coaching Leadership Concentration**

### **Bunce School of Education & Liberal Arts *College of Arts and Sciences***

Anniversary Hall

740-245-7167 office; 740-245-7175 fax

The University of Rio Grande Master of Education in ACL and IA programs are designed for teachers and others who are interested in using an interdisciplinary approach to teaching, learning, and student support. Our program is based on Howard Gardner's "Theory of Multiple Intelligences." Gardner believes that the human mind learns through at least eight different intelligences. We emphasize the arts throughout the curriculum as a catalyst for engaging multiple intelligences and encouraging learning and understanding. This program is given in a series of four-week summer sessions, and one half of our courses are made available over the Internet during the school year.

## **Online Learning**

Our Internet courses are designed to be user-friendly and uncomplicated. Every course was team-developed, and each of our design teams is comprised of members that are highly experienced in their field. Making **half of our courses** available via the Internet during the school year allows teachers in our program to pilot the methodologies that we present in our courses in their own classroom as they accumulate the knowledge. Technical training and support are built into the program to maximize your learning experience using this exciting medium. An added benefit for the student is that the ability to take courses year-round will allow one to complete the program sooner!

## Athletic Coaching Leadership Concentration

### Description of the Program

The primary goal of the Athletic Coaching Leadership (ACL) concentration is to provide well-qualified coaches for all levels of sports programs. The ACL strives to address the diverse needs of the coaching profession and respond to the changing needs of prospective and practicing coaches. The ACL will not be sport specific. It will continue to develop appropriate sport and situation specific program content to ensure the enjoyment, safety and positive skills development of America's coaches.

The interest in sport activities is at an all-time high in the United States and growing. Some factors that spark this interest involve the nature of the U.S. population. Children of the Baby Boomers are reaching high school and college age, which is also the highest level of participation in organized sports and recreation activities. Interest in women's sports at every level is growing. This growth has created a need for competent people to fill coaching positions at all levels. The Athletic Coaching Leadership concentration is designed to help meet the challenges generated by this growth.

Today in education many challenges are faced. Coaching leadership faces many of the same challenges as education. This concentration is used as a means to develop self-reliant, self-disciplined, responsible, and capable coaches to lead young men and women. The ACL will continually improve coaches' ability to instruct techniques, meet athlete needs, and advance sport performance. This coaching education program prepares both beginning coaches and experienced coaches, therefore we are not limited to teachers and coaches employed by school districts. We will prepare coaches who usually are responsible for short duration, recreational competition. On the other hand, the ACL will prepare experienced coaches who more likely work with elite athletes on a year-round basis and includes high level of

competition, emphasizes advanced training, conditioning, techniques, and tactics.

### Graduate Admissions

If thinking of applying to the University of Rio Grande, the process can be started immediately by contacting the Office of Admissions at 740-245-7026 or [jgodeaux@rio.edu](mailto:jgodeaux@rio.edu).

### All of the following Education Core classes are required and several need to be taken in a specific sequence: Core Curriculum

The student is presented with new ways to use technology and research while building dispositions that will develop new leadership skills. The core curriculum gives the student the foundation for more effective study in the concentration areas.

#### Core Curriculum

MIC 50201 Portfolio.....	1
MIC 50902 Literacy in Technology .....	2
MIC 50403 Learning Theory .....	3
MIC 50603 Curriculum .....	3
MIC 50303 Mentoring Models .....	3
MIC 50501 Leaders and Change .....	1
MIC 50802 Research and Evaluation Methods .....	3
MIC 51101 Grant Writing .....	1

### Each of the following Athletic Coaching Leadership courses must be taken.

ACL 52002 Prof Leadership Principles in Sports.....	2
ACL 52102 Teaching and Admin of Sports .....	2
ACL 52202 Training, Conditioning, and Nutrition ...	2
ACL 52302 Injuries, Prevention, Care, and Mgmt. ...	2
ACL 52402 Sport Ethics and Psychology.....	2
ACL 52502 Coaching Skills and Strategies.....	2
ACL 52602 Critical Issues of Risk Mgmt. in Sports .	2
ACL 52702 Growth and Development in Sports .....	2



## Course Numbers

Numbers 50000 and 60000 indicate Graduate Level courses. The last two numbers indicate the number of credit hours the course carries, ranging from 1 through 10. As an example, course number 50403 carries three semester hours.

## ACL – Athletic Coaching Leadership

### **ACL 52002 Professional Leadership Principles in Sports.**

This course will increase awareness of the need for continued professional development and recommend resources for coaching, safety, sport science, and sport-specific information. This course will facilitate and encourage direct contact with sports governing bodies so that coaches can remain up-to-date on the most current rules and any local modifications. A practical field experience and supervision will be the cornerstone of this course. Each coach will conduct the field experience during the year following the offering of the course. (100 hours required) (2 semester hours)

**ACL 52102 Teaching and Administration of Sports.** This course will dissect the “science” of coaching, which involves building a repertoire of proven instructional methods and understanding the influence of different motivational techniques. The “art” of coaching is knowing and using the right instructional strategy at the right time for the right player. The coaches will study how to use objective and effective procedures for evaluating and selecting players and staff. Adequate attention will be given to administrative details, which is a large part of a successful sports program. This course will teach skills and techniques for positive and effective communication and show the importance of interaction with the public, players, parents, spectators, other coaches, administrators, and the press. (2 semester hours)

**ACL 52202 Training, Conditioning, and Nutrition.** The course focuses on how proper fitness and sport conditioning determine both success and safety in an athlete’s performance. Emphasis will be on understanding bodily systems and the science of conditioning for athletes. Students will learn how participation in a sport can benefit the overall health of an individual. This goal can be met only if the coach has an understanding of how training, conditioning, and nutrition benefit the athletes. (2 semester hours)

**ACL 52302 Injuries, Prevention, Care, and Management.** This course will promote the concept that the first priority in sports is the welfare and safety of all players. Coaches will have the understanding that properly trained coaches can reduce the occurrence of injury and minimize the consequences of those that may occur. This course will cover the basic understanding of first aid and CPR and how to assist players with recovery and rehabilitation after injuries. Completion of this course will meet the sport safety training required by all coaches in junior high or high school in Ohio. (2 semester hours)

**ACL 52402 Sport Ethics and Psychology.** This course will highlight the role coaches play in creating the right environment for nurturing both the human spirit and the spirit of competition. Focus will center on the coaches’ need to learn motivational skills and instructional techniques that recognize the importance of self-esteem to the player’s development and eventual sport success. Identifying historical and current social barriers and promoting the acceptance of cultural differences will help coaches prepare players for both competition and life. Coaches will also identify desirable behaviors and structure experiences to develop such behaviors in each athlete. Coaches will learn to instill a sense of ethical conduct in sport to sustain respect for coaches, athletes, and officials. (2 semester hours)

**ACL 52502 Coaching Skills and Strategies.** This course will help coaches understand the tactics and strategies of their particular sport in order to teach players the basic skills and give them a functional understanding of how the sport should be played. Coaches will examine how to organize, implement, and evaluate practice sessions relative to program goals over the season. Coaches will prepare a season plan of sequenced instruction that considers the expected progress in player abilities. Identifying and applying specific competitive tactics and strategies appropriate to the age and skill level of players will be discussed, as well as how coaches should assess the strengths and weaknesses of an opponent and document this in usable form. (2 semester hours)

**ACL 52602 Critical Issues of Risk Management in Sports.** Risk management is the role coaches play in minimizing the potential risks inherent in sport participation. Coaches will be prepared for their role by knowing the scope of their responsibilities, understanding how parents and players can provide informed consent, and conveying the need for appropriate insurance. Coaches will be encouraged to continue their education and offer information concerning resources such as clinics, workshops, membership in professional organizations, and subscriptions to publications that can enhance the coach’s effectiveness to promote the health, safety, and success of the players. (2 semester hours)

**ACL 52702 Growth and Development in Sports.** A key component in this course is gaining knowledge about the typical course of physical, mental, and psycho-social development of players. Coaches will study differences in body structure, understand basic movement capabilities and biomechanics, and set performance goals that reflect developmental readiness. Information about cognitive development and appropriate expectations for children who are involved in the sport will be included. Coaches will become aware of the psychological and sociological challenges related to peer pressure, body image, and self-esteem issues for players of different ages. (2 semester hours)

## **MIC- Multiple Intelligence Core**

**MIC 50201 Portfolio.** Students are introduced to the concept of evaluation and assessment with emphasis on portfolios. Assessment strategies will be presented. Students will personalize their learning experiences by documenting learning related to every class required for graduation. Students are expected to plot a trajectory for themselves to generate evidence of the process of learning. Students will apply knowledge gained through research to the design of an appropriate assessment program based on the mission, goals, and objectives of the respective school system. (1 semester hour)

**MIC 50403 Learning Theory.** In this course, students explore and contrast various learning theories in light of current brain research, societal and environmental influences, and school practices. Prerequisites: EDT-50201 Portfolio and EDT-50902 Literacy in Technology (3 semester hours)

**MIC 50902 Literacy in Technology.** This course emphasizes the uses of computers in education, data management, and content area application. (2 semester hours)

**MIC 50303 Mentoring Models.** This course focuses on several teaching models and how these models may be applied in the classroom. (3 semester hours)

**MIC 50501 Leaders and Change.** The focus of this course is on the empowerment of teachers as agents of change in curriculum and instruction. (1 semester hour)

**MIC 50603 Curriculum.** Students will learn how to write lesson plans that are creative, pertinent, and interesting, by integrating the arts. Emphasis will be placed upon the state curriculum models. Students will be given the opportunity to share with and gain ideas from their peers. (3 semester hours)

**MIC 50802 Research and Evaluation Methods.** This course is designed to introduce students to the following types of educational research: Historical/descriptive, correlational, and experimental (with a survey of statistics used in that area). Emphasis will be on authentic assessment methods and using research results in the school. (2 semester hours)

**MIC 51101 Grant Writing.** This course focuses on the research and preparation of a proposal for funding. (1 semester hour)

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 Esther B. Greer ..... 1981  
 Charles A. Weed ..... 1981  
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 Samuel S. Davis ..... 1983  
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 Harland Martin ..... 1983  
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 Max W. Morrow ..... 1987  
 Robert L. Evans ..... 1990  
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 Joshua S. Smith ..... 2018 ..... Gallipolis, OH

### Trustee Emeritus

Polly Wetherholt\* ..... 1997 ..... Gallipolis, OH

\* Deceased

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## **Student Organization Directory**

### **Student Government**

All Greek Council  
Student Senate

### **Co-Curricular Organizations and Honor Societies**

American Marketing Association	Future Nurses Service Club
Future Teachers of America	Phi Theta Kappa Honor Society
Psychology Club	Social Work Student Council
The Wildlife Society	

### **Extra-curricular Organizations**

Alpha Chi Nu (Archon)	Delta Theta
Alpha Mu Beta	The Gaming Organization
The Bass Fishing Club	SEARCH
Chi Omega Alpha	Zeta Theta Chi

### **Intercollegiate Athletics**

Baseball	Rugby – Men and Women
Basketball – Men and Women	Soccer-Men and Women
Bowling – Men and Women	Volleyball – Men and Women
Cross Country – Men and Women	Wrestling
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