Welcome to the University of Rio Grande and Rio Grande Community College! It is my pleasure, honor, and privilege to serve as your Dean of Students. Rio is a unique place of higher learning where you can explore and develop your passions and dreams, grow as a person, and make lifelong friendships. We are honored you have chosen Rio as the next step in your educational journey and will do everything that we can to help you succeed. Rio offers exceptional opportunities to participate in activities outside the classroom that add value to your time inside the classroom. I invite you to become actively involved in campus life and experience all of the great events, activities, gatherings that the university offers, or take a semester to study abroad. Join me in supporting our intercollegiate athletic teams, arts and music performances, and community service opportunities throughout your time here. Rio has something for everyone to make your experience more fulfilling and more fun.

This Student Handbook will acquaint all students – new and returning – about many aspects of campus. In these pages, you will see descriptions of the services and activities available to students, as well as our rules governing academic life and our Code of Student Conduct. This code, developed with student input and endorsement, provides the model for student interactions on campus and is central to Rio’s unique culture and community. The code establishes the responsibilities that students have in making this a campus that values integrity, professionalism, respect and fairness. I ask that you review these rules and the code and abide by them. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community.

Thank you for choosing Rio. I hope your year ahead is both challenging, successful, and an unforgettable college experience.

Best Regards,

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

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

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

**NOTICE OF NON-DISCRIMINATORY POLICY**

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

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

Furthermore, the University of Rio Grande and Rio Grande Community College affirm that policies and practices relating to housing, academic and social life, and employment are applied without discrimination based on race, color, sex, sexual orientation, gender, genetic information, gender identity, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, political affiliation or other characteristics protected by federal, state, or local law. Inquiries in this regard should be directed to the President of the University of Rio Grande and Rio Grande Community College.
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President: Mr. Ryan Smith
Provost & V.P. for Academic Affairs: Dr. Richard Sax
Chief Financial Officer: Mr. Russell Henchey
Treasurer, RGCC: Mr. Julia Slone
Student & Administrative Affairs, Interim Dean of Students, V.P. of & Chief Operating Officer, RGCC: Ms. Rebecca Long
Academic Support Services & Accessibility, Director of: Dr. Stephanie Alexander
Accounting, Director of: Ms. Hong Yang
Admissions Operations and Community Partnerships, Director of: Ms. Amanda Ehman
Admissions Recruitment, Director of: Ms. Kristie Russell
Alumni Relations, Director of: Mrs. Dellyssa Edwards
Athletics, Director of: Mr. Jeff Lanham
Bookstore, Director of: Mr. David Ding
Chief Information Officer: Mr. Scott Hughs
Campus Police Chief: Mr. Scott Borden
Dean, College of Arts and Sciences: Dr. Lynley Carey
Dean, College of Professional and Technical Studies: Dr. Donna Mitchell
Dean of Students Success: Ben Forche
Facilities Maintenance, Director of: Mr. David Brodeur
Financial Aid, Director of: Ms. Meghann Fraley
Food Services, Director of: Mr. Jeff Fleeger
Head Resident Assistant
Holzer: Isaiah Pickell
Davis Hall: Madison Duskey
New Hall: Connor Paine
Boyd Hall: Baleigh Bradley
Health Services, Director of: 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, Director of: Ms. Amy Wilson
Madog Center for Welsh Studies, Director of: Ms. Jeanne Jindra
Management Information Systems, Programmer/Analyst: Mr. Eric Lollathan
Marketing, Director of: Ms. Renee DeLawder
McArthur and Jackson Centers, Director of: Ms. Beth Zinn
Meigs, Center, Director of: Mr. Thomas Sutton
New Student Advising, Testing, & Career Services, Board of Trustees Professional, Director of: Ms. Susan Haft
Nursing, Director of: Dr. Bonnie Allen Smith
Print Shop Operator: Mr. Rick Thomas
Publications, Director of: Ms. Jean Ann Vance
Registrar: Ms. Olivia Bevans
Residence Life and Student Engagement, Director of: Mr. Seth Lawrence
UNIVERSITY OF RIO GRANDE BOARD OF TRUSTEE (2020-21)

Robert D. Foster, ’85, Chair
Darrel Boggs ’80
Alice Dachowski M.D.
Clyde M. Evans ’64, Ph. D.
Jack R. Finch ‘74
Stacia Hutton ’94
Erik Massie
Mary M. Pierce ’67
Larry Rees

Timothy V. Kyger DDS, Vice Chair
Petrea A. Brown ’95
Debbie Donskov
Stan Evans
Robin Fowler ‘01
Tom Karr
Jim Morrison
Tessa Pugh ’08
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Paul M. Reed, Chair
Andrew Alderman
Mary Lynn Jones
Taylor Rose

Samuel L. Brady, Sr., Vice Chair
Mick Davenport
Jill Neff, D.O.
Joshua Smith
STUDENT ORGANIZATION DIRECTORY

STUDENT GOVERNMENT

All Greek Council
Student Judiciary Board
Student Senate

CO-CURRICULAR ORGANIZATIONS AND HONOR SOCIETIES

All American Marketing Association
Phi Theta Kappa Honor Society
Social Work

Lambda Nu
Psychology Club
University of Rio Grande Student Chapter
of the Wildlife Society

EXTRA-CURRICULAR ORGANIZATIONS

Alpha Chi Nu (Archon)
Alpha Mu Beta
Delta Theta
The Gaming Organization

LGBTQIA Club
The Bass Fishing Club
SEARCH

COMMUNITY ORGANIZATIONS

Friends of the Davis Library

Pep Band

INTERCOLLEGIATE ATHLETICS

Baseball
Basketball – Men and Women
Bowling – Men and Women
Cross Country – Men and Women
Esports
Golf – Men and Women
Indoor Track – Men and Women
Jr. Varsity Baseball

Jr. Varsity Basketball – Men and Women
Jr. Varsity Soccer
Jr. Varsity Softball
Soccer – Men and Women
Softball
Swimming – Men and Women
Wrestling
CAMPUS FACILITIES HOURS/PHONE NUMBERS

ADMINISTRATIVE OFFICES
  Monday through Friday, 8:00 AM to 5:00 PM
ADMISSIONS OFFICE
  (740) 245-7208  EMAIL: admissions@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
  Saturday by appointment
BOOKSTORE
  (740) 245-7274  EMAIL: bookstore@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
  Evening hours are posted
BUSINESS OFFICE
  (740) 245-7226  EMAIL: businessoffice@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
CAMPUS COMPUTING AND NETWORKING
  (740) 245-7365  EMAIL: ccn@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
CAMPUS POLICE
  (740) 245-7286  EMAIL: police@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
  Officer on duty 24 hours a day.
COMMUNITY COLLEGE
  (740) 245-7236  EMAIL: rlong@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
FINANCIAL AID (REARDON ONE STOP – Florence Evans Hall) EMAIL: finaid@rio.edu
  (740) 245-7218  Monday through Friday, 8:00 AM to 5:00 PM
HEALTH SERVICES
  (740) 245-7350  Monday through Friday, 8:00 AM to 5:00 PM
JENKINS CENTER FOR STUDENT SUCCESS
  (740) 245-7400  EMAIL: alexander@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
DAVIS LIBRARY
  (740) 245-7005  EMAIL: refdesk@rio.edu
  Monday through Thursday, 8:00 AM to 10:00 PM  Friday, 8:00 AM to 5:00 PM
  Saturday, 1:00 PM to 5:00 PM  Sunday, 5:00 PM to 9 PM  (Other hours as posted)
LYNE CENTER
  (740) 245-7293 OR (740) 245-7493  EMAIL: tdaniels@rio.edu
  All hours are posted monthly as needed
MARKETPLACE
  (740) 245-7502  EMAIL: Jeffrey.Fleeger@hallmarkdining.com or jfleeger@rio.edu
  Weekdays:
    Breakfast 7:30 AM to 10:45 AM  Hot Entrees 7:30 AM to 10:00 AM
    Lunch 10:45 AM to 4:00 PM  Hot Entrees 10:45 AM to 1:15 PM
    Dinner 4:00 PM to 9:00 PM  Hot Entrees 5:00 PM to 7:30 PM
NEW STUDENT ADVISING OFFICE
  (740) 245-7279  EMAIL: shaft@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
OFFICE OF RESIDENT LIFE
  (740) 245-7033  EMAIL: slawrence@rio.edu
POST OFFICE
  (740) 245-7355  EMAIL: bonnieg@rio.edu
  Monday through Friday 8:00 AM to 5:00 PM
OFFICE OF THE REGISTRAR
  (740) 245-7369  EMAIL: records@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
STANLEY L. EVANS ATHLETIC FIELD
  Open daily (Gates secured at dusk) EMAIL: ltaylor@rio.edu
  Shelter House – Reserved through the scheduling office (740) 245-7234
STUDENT AFFAIRS
  (740) 245-7350  EMAIL: aweaver@rio.edu  Monday through Friday, 8:00 AM to 5:00 PM
VETERAN AFFAIRS OFFICE
  (740) 245-7353
SECTION II ACADEMIC INFORMATION AND PROCEDURES

ADMISSION CREDENTIALS

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

COLLEGE CREDIT PLUS (CCP) STUDENTS (PREVIOUSLY PSEO)

CCP students or Early Admission 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.

CCP students 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.

CCP students may not attend any University or Community College scheduled events where alcohol is available for purchase or consumption.

CCP students 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.

CCP students are not permitted in the residence halls.

ACADEMIC ADVISING

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

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

CLASS ATTENDANCE

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

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

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

**Excused Absences**
The University and Community College consider certain class absences to be officially excused. Excused absences are given for official University and Community College sponsored activities, which may include class field trips, athletic and academic competitions, concert performances, conferences attendance, and guest presentations. It is the student’s responsibility to inform their instructor prior to the event that their taking the excused absence. Rehearsals, practices, intramural events, and other personal/social activities are not included as excused absences.

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

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

- Classes for which a state or accrediting agency requires a minimum number of hours of supervised instructions.
- Seminars with frequent student discussions
  - Labs with specific procedures or experiments that cannot be made-up
  - A student with too many excused absences from this type of class may need to withdraw and retake the course later.

**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.

**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, provided there has been no academic activity.

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 student.
- 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, or
- 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 engage, 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 advising.
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 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 and/or 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 email from the student or other documentation indicating the student-initiated contact with a
  faculty member to ask a question about the academic subject studied in the course.

If a student failed to attend a course, but attended one or more of their other courses, the student will be
assigned a grade of NW for the course, and charges will remain. The students have the option of completing the
course providing they have instructor approval; however, financial aid WILL NOT cover the charges for that
course. Faculty will report any student who has stopped attending by entering a FINAL grade of NF.

ADD/DROP/WITHDRAW POLICY
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 11th week
• 10 Week Class – through the end of 8th week
• 8 Week Class – through the 6th 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 32 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. A student may withdraw from the University or Community College without prejudice through the
last class day of the ninth week of the fall or spring semesters, or the last class day of the third calendar week of
any summer session.

Withdrawing from the University or Community College after the eleventh week will be recorded on the
permanent academic record as withdrawal in each course of the student’s schedule. The last day to officially
withdraw from classes will be the last day of the eleventh (11th) week of the semester and the third (3rd) week
of any summer term. Students enrolled in eight-week courses may withdraw through the last class day of the sixth (6th) week of the term.

POLICY FOR STUDENTS CALLED TO MILITARY DUTY

University of Rio Grande and Rio Grande Community College students called into military service will not be academically or financially penalized. The University and/or Community College will work with currently enrolled 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 into military service. If an “incomplete” grade is not an option for a student, the University and Community College will review the academic status of each affected student to gain an administrative withdrawal. A withdrawal on a student’s record will be reviewed by the Financial Aid and Business Offices on a case-by-case basis to ensure that no student called to military duty will be financially penalized as a result of military responsibility. The notice of call to active duty is to be submitted prior to the student leaving the University.

TRANSCRIPT REQUEST

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. Official transcript requests are to be made online. Visit the Registrar’s Office webpage for instructions. Any questions regarding transcript request should be directed to the Office of the Registrar via email at records@rio.edu or via phone 740-245-7369.

ACADEMIC INTEGRITY POLICY

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.

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;
o 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:
  o Obtaining a copy of a test, examination or other assessment without authorization before the test, examination or other assessment is administered;
  o 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;
  o Changing a grade or grades in a gradebook, on a computer, or on an assignment;
  o 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, the faculty member will notify the academic deans. The faculty member will report, in writing, the student’s name and ID number to the dean to determine whether or not the student has a record of academic dishonesty. The dean will respond, in writing, within three (3) regular academic days of receiving the faculty member’s written report. Then the faculty member shall discuss with the student the evidence and allow the student a chance to respond. 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. If the faculty member believes the student did violate the Academic Integrity Policy, then the faculty member may determine an appropriate sanction. The faculty member may also select one or more sanctions from these options:

1. Require the student to revise and resubmit the work;
2. Require the student to retake the quiz, test, or exam;
3. Require the student to write an additional paper or take an additional exam; and/or
4. Lower the grade for the paper or exam (including to a failing grade) without opportunity to regain the lost credit.
5. Assign the student a failing grade for the course which shall be designated as DF (academic dishonesty failure). There is no opportunity to remove a grade of DF from the academic record.

Within three (3) regular academic days of deciding, the faculty member will contact the student and Registrar, in writing, informing them of the sanction(s).
If the student agrees to the sanction(s) and the faculty member is satisfied with student’s response, then the issue is closed.

If the student denies the allegation, then the faculty member will immediately forward all evidence and a written statement to the academic dean of the college in which the course is offered. Within five (5) regular academic days of receiving the written statement from the faculty member, the dean will attempt to meet separately with both the faculty member and the student. If the academic dean decides the evidence does not adequately support the charges against the student, then she/he shall so notify both the faculty member and the student in writing. If the academic dean decides that evidence adequately supports the charges against the student, then the dean may discuss with the faculty member an appropriate sanction including one or more from those listed above. The dean may also determine that the infraction warrants a more severe sanction and require the student receive a failing grade for the course and not be allowed to withdraw from the course to keep the grade off their transcript. Failing grades assigned because of academic dishonesty will not be eligible for Forgiveness under the Academic Policy.

Within five (5) regular academic calendar days, the dean will notify the student, instructor, and the Office of the Registrar in writing of her/his decision and the sanction. If either the student or the faculty member is not satisfied with the dean’s decision, then within five (5) regular academic calendar days of the dean’s decision, the student or the faculty member may appeal the dean’s decision to the Vice President for Academic Affairs, and request they convene an Academic Integrity Panel.

**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 designate, will inform both parties 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 representatives, then the Vice President for Academic Affairs shall choose another representative from the School. The chair will only vote in the event of a tie.

B. The Academic Integrity Panel must meet within ten (10) regular academic calendar days of the request.

C. The dean involved will provide all documentation and records of previous meetings to the Academic Integrity Panel before the panel meets.

D. The student and instructor of record may be present to present their cases.

E. The Academic Integrity Panel shall issue a written decision within ten (10) regular academic calendar days of the meeting and send copies to the student, instructor, and the Office of the Registrar.

F. 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.

**FORGIVENESS POLICY**

Any student who has been out of college for at least two academic years may petition the Registrar to have certain courses and his/her grades disregarded. To disregard means that the designated grades and credits earned will be omitted from the GPA calculation, but the courses will remain on the transcript. The student has the right to select the course(s) to be disregarded. If a course required for a particular program has been disregarded through this policy, the student must repeat the course. The student will be permitted to use the Forgiveness Policy only once. The new GPA will be used for determining eligibility and/or probation for acceptance into a program and for further calculations of the student's GPA.
Implementation of the policy:

1. The student must have been enrolled in the University or Community College, have left the University and/or Community College for at least two academic years, and must be currently enrolled at the University of Rio Grande or Rio Grande Community College.
2. The student must have completed at least twelve (12) hours of coursework toward a declared major since returning to the University or Community College and must be in good standing with a minimum 2.5 GPA.
3. This policy is applicable only for credits earned at the University of Rio Grande or Rio Grande Community College.
4. A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.

A notification of the application of this policy will be noted on the student’s transcript.

STUDENT RECORDS CONFIDENTIALITY NOTIFICATION OF FERPA RIGHTS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student's education records maintained by the school. 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.

• Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  
  School officials with legitimate educational interest;
  Other schools to which a student is transferring;
  Specified officials for audit or evaluation purposes;
  Appropriate parties in connection with financial aid to a student;
  Organizations conducting certain studies for or on behalf of the school;
  Accrediting organizations;
  To comply with a judicial order or lawfully issued subpoena;
  Appropriate officials in cases of health and safety emergencies; and
  State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, 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 us at the following address:

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

**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, Early Childhood Education 2-year Licensure, and Social Services. The general education curriculum and several courses from the Ohio transfer Module are also offered.

Phone # (740) 992-1880  
EMAIL – rio-meigs@rio.edu  
Hours: Monday through Thursday 8:00 AM to 9:00 PM and Friday 8:00 AM to 5:00 PM

**MCARTHUR CENTER**
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  
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. 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  
Hours: Monday through Thursday 8:00 AM to 9:00 PM and Friday 8:00 AM to 5:00 PM

**COLLEGE READINESS PROGRAM**
The College Readiness program at the University of Rio Grande and Rio Grande Community College is committed to helping students achieve their academic aspirations by providing them with the supports necessary to become successful learners. Students in need of academic College Readiness services are identified through English and mathematics placement assessments. Students who do not academically place directly into college level coursework are required to participate in academic College Readiness coursework. This coursework is designed to academically prepare and support students who have demonstrated the need for additional basic skills in order to successfully engage in college-level coursework. College Readiness coursework needs to be taken within the first term. The College Readiness Program is under the direction of Dr. Stephanie Alexander, the Director of Academic Support Services & Accessibility. The Director can be reached via email: alexander@rio.edu or by telephone at (740) 245-7366. The office is located in Rhodes Student Center, Room 101, Office F.

**JEANETTE ALBIEZ DAVIS LIBRARY**
Jeanette Albiez Davis Library supports Rio Grande’s mission and vision by providing access to high-quality services and resources designed to help meet the information needs of both the campus and larger community.
Centrally located on the Main Campus, Davis Library is dedicated to enhancing the personal growth and academic achievement of its users no matter where they are located.

With Davis Library, students can gain immediate access to books, media, periodicals, reference materials, and reserve items to supplement and enrich their learning experience. As a member of the Ohio Library and Information Network, OhioLINK, the library also gives students 24/7 online access to a wide variety of digital resources such as electronic books (eBooks), full-text journals, and research databases.

OhioLINK and Davis Library’s traditional Interlibrary Loan (ILL) services allow students to request and borrow library materials from other libraries throughout the state, country, or even around the world. Once shipped and received, OhioLINK or ILL items may be picked-up at Davis Library’s Circulation Desk or at one of Rio Grande’s Regional Academic Centers. Students enrolled exclusively in classes at the Meigs, Jackson, or McArthur locations should contact the Circulation Desk for special check-outs and deliveries.

Research assistance, information literacy (IL) instruction, and any additional library-related help that students may require are available at the Reference Desk. Both the Circulation Desk and Reference Desk are located on the Davis Library’s Main Floor, the level of the building where its Main Entrance is located.

Rio Grande Photo Identification (ID) Cards act as library cards and should be presented when checking-out library materials, group study rooms, or certain types of equipment. A valid Rio Grande ID Number and Personal Identification Number (PIN), which, for students, is usually set by default to the last four digits of their Social Security Number (SSN), are often required for off-campus access to many online OhioLINK research databases. Rio Grande Photo ID Cards are issued by the Campus Police Department, which is located not far from the Davis Library.

Davis Library’s Student Computer Lab with several desktop workstations is split between the building’s Main and Ground Floors. Nine terminals and a printer are available on the Main Floor for use by students and other library visitors. Nineteen additional units and another printer can be found downstairs on the building’s lowest level. All of these workstations are equipped with special educational software, Internet access, and printing services to support academic studies and related activities. Policies and guidelines for the responsible and ethical use of technology set by Rio Grande’s Office of Campus Computing and Networking (CCN) apply when utilizing this equipment. Login is required for all campus computers.

Free Wi-Fi and mobile printing are offered throughout Davis Library’s building. To connect to RioNet wireless, login to the “RioGuest” connection option by entering the phrase “RioGuest” as both the username and password. A valid email address and acceptance of the university’s policies and guidelines for the responsible and ethical use of technology is required to gain full Internet access.

Rio Grande Students, faculty, and staff may print directly from their own devices by visiting print.rio.edu and entering their RioNet login information (e.g., username: Rio Grande Student ID number with the letter “s” at its start and password: the same key or code used by students for both their Rio Grande email and Blackboard accounts.) Items to be printed should be uploaded and sent to either the Davis Library Main Floor or Basement printers, which are two options that can be selected in a drop-down menu. Each semester students are given 400 free printouts. These prints can be made from any campus desktop workstation or personal device.

Additional printouts may be purchased and added to Student RioNet accounts at the Davis Library’s Circulation Desk. The cost of each single-sided page is five cents. Printouts should not be confused with photocopies, even though they are made using the same machine located on the Davis Library’s Main Floor. Photocopies are also five cents for each single-sided page, but those items are paid for using an attached coin-op box, which will take nickels, dimes, quarters, and one-dollar bills. Change is available at the Circulation Desk. Davis Library’s printers and photocopier cannot make color prints or photocopies, however, students can visit Rio Grande’s Print Shop, which is located on the Davis Library’s Ground Floor, for a wide variety of printing/photocopying services.

Davis Library’s Staff want to make the academic learning experience at Rio Grande both successful and enjoyable. Empowering students and other library users to effectively evaluate and properly use information is the library’s goal. These skills are essential to the development of sophisticated, discerning, and confident researchers as well as independent life-long learners, which are two desired outcomes of higher education.
Davis Library continually evaluates its processes and services to ensure the diverse needs of all users who rely on our library. Input from students and other library users on the Davis Library’s services and resources is always welcome.

For more information on the library’s services, resources, and hours, please visit the Davis Library Website at:

library.rio.edu

Or, “Ask Us!” at:

Primary Phone Number— Circulation Desk: 740.245.7005 (or 1.800.282.7201, ext. 7005)
Email: refdesk@rio.edu

THE MICHAEL V. AND FLORA JENKINS CENTER FOR STUDENT SUCCESS

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

SECTION III (STUDENT SERVICES)

ADMISSIONS

The Admissions Office is located in Florence Evans Hall. All applications for admission, readmission, and transfer admission are processed through this office. In addition, campus visits and tours of campus 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 Once Stop)
Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday
Website: http://www.rio.edu/business-office/

CAMPUS COMPUTING AND NETWORKING

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.

**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 password.rio.edu. Detailed information regarding RioNet accounts and policies are available at departments.rio.edu/email.

**E-mail:** Each RioNET account has an e-mail account which is accessible from rio.edu/email using an Internet web browser. Microsoft Office 365® hosts all RioNet email, 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 in the format – sxxxxxx@students.rio.edu. Authentication redirected to RioNET for a higher level of security and simplicity.

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

**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. Further ResNet information is available at rio.edu/camptech.

**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 email 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 CC&N office.

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

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

Hours: 8:00 AM to 5:00 PM. Monday through Friday.

Staff/Contact Information: (ccn@rio.edu)
Director, Scott Hughes (shughes@rio.edu) (740)245-7365
Networking Support, Mike Snider (msnider@rio.edu) (740)245-7095
Networking Support, Allen Hudson (ahudson@rio.edu) (740)245-7481
Desktop & Lab Support, Caleb Bevan (chevon@rio.edu) (740)245-7418

**PEER TO PEER (P2P) FILE SHARING & COPYRIGHT INFRINGEMENT**

Many P2P services are used overwhelmingly to infringe copyright. P2P services are unlike most websites in that they enable files to be downloaded directly from any computer ("peer") on the network, rather than from a single, centralized computer “server” or website. With many of these P2P services, when you download a file from another user, your computer automatically becomes a distributor of that file to others. When you use such services to download infringing files, you are not anonymous and you subject yourself to serious potential legal penalties and other sanctions. In addition, malicious users utilize some P2P networks to spread viruses, worms and Trojan horses (programs enabling hackers to gain control of your computer). Illegal file transfers can also expose your private computer files to strangers, increasing the risk of identity theft.”
(1) All Higher Education institutions, including the University of Rio Grande/Rio Grande Community 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.

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 downsides and dangers of such sites.

CAMPUS SPORTS AND RECREATION

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

The New Student Advising Office, Testing & Career Services is located in the James A. Rhodes Student Center, Room 115 and 116. This office provides academic advising and scheduling assistance to freshmen who have not yet declared an academic major through their first two semesters of enrollment, transfer students who upon their admission to Rio Grande have not yet declared an academic major, Nursing Technology Applicants, or students pursuing admission into the Holzer School of Nursing, and College Credit Plus (CCP) students. The office further assists these students in the major declaration process. The office provides students with the opportunity and resources to explore their interests, abilities, goals, and career options. Resume and interview assistance are available to graduates and alumni by appointment.

The University of Rio Grande and Rio Grande Community College testing center is also located within this office. URG is an authorized testing site for the ACT (American College Test), CLEP (College Level Examination Program), Pearson Vue, certification exams, and the placement tests. Hybrid LPN-RN Nursing program examinations, make-up tests, and tests administered under special conditions are also proctored in this office. The New Student Advising Office, Testing & Career Services can be reached by calling 740-245-7279.

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 or contact William E. Plants, URG Chaplaincy Coordinator at (740) 245-7199.

ACCESSIBILITY/DISABILITY SERVICES

The Office of Accessibility at the University of Rio Grande and Rio Grande Community College is committed to advocacy for students with ADA documented disabilities. We strive to ensure that students with disabilities receive appropriate accommodations as mandated by state and federal law. Our goal is to provide individualized support that focuses on specific student strengths and encourages independence. We will work with you as you cultivate self-advocacy and life skills, and we can help you build your network of resources. For more information about students with documented disabilities, please contact Stephanie Alexander, Accessibility Coordinator at (alexander@rio.edu) or (740) 245-7366.

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Student Affairs (740-245-7350) to learn more about the confidential mental health services available to you.

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 or are 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. There are immunization requirements to be a residential student, which are two doses of the MMR, three doses of the Hepatitis B, and two doses of the meningococcal vaccine. Please refer to the CDC website (cdc.com) for information on recommended vaccines for young adults. By submission of the completed requirements, you will be in compliance for residential living on campus. 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 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.

**DINING SERVICES**

The Marketplace is located in the Davis University Center; Dining Services are operated through a contractual agreement with Hallmark. Resident students participate in a total Living Plan, which offers a choice of residential accommodations and dining plan which includes: the 19 Meal Plan plus-50 points—Students may take up to 19 meals per week, one during each “meal period”, “plus have 50 points per semester. The meal is not transferable and points can be purchased by anyone who wishes to add value to their I.D. Card.

Points can be added to your ID card by going the Business Office.

Commuters and Employees can purchase points at the Business Office, as well as getting a new ID card at campus police that would have a strip on the back to be used in the Marketplace.

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.

**INSTRUCTIONAL DESIGN & MEDIA SERVICES**

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

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

Staff/Contact Information:
Director: Michael Thompson (miket@rio.edu) phone: (740) 245-7411
Instructional Designer: Minda Hager (mhager@rio.edu) phone: (740) 245-7230
Studio Phone Number: (740) 245-7111

MADOG CENTER FOR WELSH STUDIES

The Madog Center for Welsh Studies offers students the opportunity to “foster understanding and appreciation for Welsh heritage and contemporary Welsh culture” through a variety of local activities throughout the year. One great way to experience Welsh culture first-hand is through an established student exchange program with University of Wales, Trinity Saint David (TSD) in Carmarthen, South Wales. URG students who qualify for the program can study abroad for the fall semester of their sophomore or junior year, earning credits towards their degree. Students can choose modules in 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! Classes are taught in the medium of English, for language is not a barrier in Wales; it is a bilingual country where nearly fifty percent of the population speaks Welsh and all of the people speak English. Tuition and course fees for this experience are paid through URG, so all-financial aid and scholarships apply; Activity fees and Room & Board are paid at TSD. If you qualify for the program, there are additional Welsh Travel scholarships you may be eligible. If you are interested or would like more information, please contact the Madog Center for Welsh Studies, located on the first floor of the Elizabeth Davis House, 740-245-7186, or email us at welsh@rio.edu. You can find information on all of our programs on our website at www.rio.edu/madog or on Facebook.

REARDON ONE STOP CENTER

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

OFFICE OF THE REGISTRAR (ACADEMIC)

The 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.

RESIDENT LIFE

The University of Rio Grande is an educational institution where life in the residence halls is an integral part of the student’s overall college experience. The more specific objectives of the residence hall program are to provide physical accommodations, promote academic learning, facilitate personal development, and social responsibility. The residence hall system is organized into four different buildings, each offering a unique living and learning environment.
The basic accommodations provided by Rio Grande for each room is the following: beds, mattresses, desks, desk chairs, wardrobes, and WIFI internet connection. The Resident Life Staff, which includes Head Resident Assistants and Student Resident Assistants, 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 Director of Residence Life is located in Rhodes Student Center and is open from 8:00 AM to 5:00 PM Monday through Friday. All rooming assignments are part of the Total Living Plan, which includes the 19-meal plan.

COMMUTER ACCOMMODATION PROGRAM

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

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

CAMPUS POLICE

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

Students are advised to make sure their property is protected by a homeowner’s insurance policy, as liability for personal property that is stolen or vandalized is not assumed by the University. The Department advises students to:

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

Campus Officers, on request, will escort persons to and from their cars after dark or at any time a student is concerned about safety.

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.

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

It is ultimately up to the VA and DOD to determine 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.

SECTION IV STUDENT POLICIES & REGULATIONS

INTRODUCTION

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

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

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

ALCOHOLIC BEVERAGES

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

The alcohol policy is intended to define guidelines for those students who choose to use alcoholic beverages. The alcohol policy promotes responsible use of alcohol and is consistent with the laws of the State of Ohio.
1. Alcohol is not permitted in the Residence Halls. This would include all open and unopened cans, bottles, decanters, kegs or any and all other forms of alcohol beverage packaging. (Residual alcohol beverage liquid need not be present to be in violation.)
2. Advertising regarding alcohol or alcohol related events must be approved by the Dean of Students.
3. Any off-campus event held by a recognized University or Community College organization must comply with the laws of the State of Ohio.
4. The 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.
5. All student organizations sponsoring social events that will have alcoholic beverages are permitted during Greek Games. Failure to abide by University and Community College regulations may result in denial of future social events, disciplinary action, and/or temporary suspension to the sponsoring organization.

HEALTH RISKS OF ALCOHOL
The United States Department of Education has provided the following information concerning health risks of alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics. Some people are more susceptible to becoming addicted to alcohol than are others. This addiction, called alcoholism, is more likely to occur if a person drinks alcohol regularly at a young age (before 18) and/or if a parent, grandparent, aunt, uncle, brother, or sister is an alcoholic. There is, as yet, no way to know who is most susceptible to developing alcoholism or any other adverse health effect from alcohol.

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

REGULATIONS
1. University of Rio Grande and Rio Grande Community College consider the use, possession, 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.
2. Students are considered to be responsible adult citizens, and as such, are subject to criminal law. In accordance with federal as well as local laws, the illegal use, possession, cultivation, sale, distribution, or transfer of any drug, narcotic, or hallucinogenic substance, including marijuana, is strictly prohibited.
3. Remaining in an environment where illegal substances are being used constitutes grounds for disciplinary action.
4. Misconduct resulting from the illegal possession, consumption, sale, cultivation, transfer of drugs, or narcotics renders the person subject to action ranging from rehabilitative consultation, probation, dismissal from the residence halls and up to and including suspension or dismissal from the University or Community College.
5. The University 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.

**PURPOSE**
The Student Substance Abuse Policy is intended to:
- Establish and maintain a safe, healthy learning environment for all students.
- Provide a safe, healthy environment for patients while providing care, as applicable.
- Preserve the reputation of Rio Grande, including the reputation of its employees.

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

**RELEVANT POLICIES**

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

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

**PRESCRIBED MEDICATION**

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

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

**OVER-THE-COUNTER MEDICATION**

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

**SUSPICIOUS BEHAVIOR**

If a student suspects or observes suspicious behavior in another student, 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.

**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 will be required to pass an entrance drug screening and alcohol test, as well as a background check (FBI & BCI), as a condition of active admission to Rio Grande.

**REASONABLE SUSPICION TESTING**

Reasonable suspicion means there is some evidence to suggest that a student has engaged or is engaging in substance abuse. Evidence may come from a professional or expert opinion, layperson, scientific test, or 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 TO ASSIGNED CLINICAL EXPERIENCE
Students at Rio Grande, who are assigned to a classroom or clinical experience as part of the established curriculum may be required to undergo a drug screening and/or alcohol test. This is determined by and under the procedures established by the clinical site.

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

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

TESTING PROCEDURE
All drug and alcohol testing will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality as well as the integrity of the sample will be protected by the testing facility. Testing may be conducted with blood, urine, breath, hair sampling, or a buccal smear. The procedure for collection will involve a witness, securable containers and chain of custody procedures that ensure that the samples are protected from tampering, and that the analysis of them is done in accordance with accepted medical standards. Testing shall screen alcohol and drugs that are either illegal or which are prone to abuse. Positive tests will be confirmed by the qualified laboratory by a second test from the original sample. If the second test is also positive, the student will be subject to disciplinary action, up to and including dismissal. Evidence that the student altered or tampered with a test, or evidence that the student attempted to substitute a specimen will be automatically deemed a positive test result.

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

COUNSELING AND TREATMENT
There is no certain way to know who is most likely to develop drug dependence, but it is known that people who have developed dependence on alcohol or have family members who are dependent on alcohol or drugs are at greater risk. Any person who has had an emotional or mental illness has a very high risk of adverse reactions to illicit drugs. Those who are frequently depressed, have suicidal thoughts, and have hallucinated or delusions should avoid street drugs because using them could make the illness worse, or cause a relapse. If students feel that they have a problem they can seek assistance by contacting the Student of Affairs at 740-245-7350.
TOBACCO POLICY

Campus buildings and grounds are designated as tobacco-free. For further detail, please visit 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:

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<tr>
<th>On-Campus Calls</th>
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<tbody>
<tr>
<td>Campus Police</td>
<td>Ext. 7286</td>
</tr>
<tr>
<td>Health Services</td>
<td>Ext. 7350</td>
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<tr>
<td>Holzer Emergency Room</td>
<td>9-446-5201</td>
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<tr>
<td>Gallia County Sheriff</td>
<td>9-446-1221</td>
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<tr>
<td>EMS</td>
<td>9-911</td>
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<td>740-245-7286</td>
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<td>740-446-1221</td>
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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!

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 Students, or The Campus Police Dept. for assistance with safety planning and further follow-up investigation.

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<tr>
<th>Contacts</th>
<th>On Campus Phone Numbers</th>
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<tr>
<td>Law Enforcement</td>
<td>9-911</td>
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<tr>
<td>Campus Police</td>
<td>7286</td>
</tr>
<tr>
<td>Rape Hotline</td>
<td>7054</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>7350</td>
</tr>
</tbody>
</table>
COMMUNITY CONTACTS
Community Assault Prevention
Victim Assistance

OFF CAMPUS PHONE NUMBERS
1-800-809-6111
740-446-7933

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 computer hardware and software, electronics, college logoed apparel, greeting cards, University and Community College insignia novelties, nursing uniforms and supplies, gifts, souvenirs, classroom supplies, snack foods, and personal hygiene items may all be purchased in the Rio Grande Bookstore, located on the lower level of Rhodes Student Center. The normal hours of operation are Monday through Friday, 8:00 AM to 5:00 PM. Please utilize the bookstore website https://bookstore.mbsdirect.net/rio/htm 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 is available at the beginning of each semester.

CAMPUS FACILITIES REGULATIONS

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

CHECK CASHING SERVICE

Personal checks cannot be cashed on 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.

DEMONSTRATIONS

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

**DINING HALL REGULATIONS**

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

1. Meals or meal tickets are not transferable. The fact that an expected number of meals will be missed by each student is taken into consideration in determining cost of meals. (There is no credit given for missed meals.)
2. Any student who uses a false identification card or makes an identification card available for use by another person will be referred to the Office of Student 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. Everyone is expected to take his or her food tray to the dishwashing area when the meal is completed.
5. "Sick Tray Policy" - If sick and unable to come to the Dining Hall, students may see the University Nurse in Health Services, who will supply a note and diet needed for the Coordinator or Resident Assistant. The person picking up the sick tray will need to bring a note and the students I.D. to show the cashier in the Dining Hall. (Health Services is open 8:00 AM to 5:00 PM Monday through Friday.
6. No food or drinks are to be taken from the Dining Hall. Meals will not be served outside of regular serving hours unless students obtain a written notice from their instructor or a University official stating that they are unable to attend during the regular hours. Changes may be made for special events, and they will be posted in advance.

**FINANCIAL AID**

The Office of Financial Aid 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. The Financial Aid Office is located in Florence Evans Hall, and your first stop is at the Reardon One Stop Center. Visit the Financial Aid pages on the Rio website to access up-to-date information regarding financial aid and other departments at rio.edu.

**FINANCIAL AID AVAILABLE FOR QUALIFIED STUDENTS**

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

- **Gift Aid:** Grants and Scholarship are considered gift aid and usually do not require repayment. Grant funds for tuition and fees are normally based on financial need. Financial aid awards based on a student’s academic merit, scholastic accomplishments, or other activities are referred to as scholarships.
- **Self Help:** Loans for educational purposes and student employment programs require action from the student to receive the funds. Student loans are monetary advances that must be repaid with interest over a period of time. Most loans allow students to complete their education before beginning repayment. Student employment programs require a student perform certain tasks and receive a paycheck for hours worked.
Financial aid comes from a wide variety of sources, such as, federal and state governments, universities, employers, work-force agencies, and many more.

- **Federal** – Federal financial aid, also known as Federal Title IV Aid, includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Direct Student Loans, Parent loans, Federal Work Study, and Federal TEACH Grant. All of these are available at the University of Rio Grande and Rio Grande Community College. Students must complete the Free Application for Federal Student Aid (FAFSA) for eligibility to be determined for federal programs. Requirements for federal aid programs are set by the federal regulation and eligibility is based on each student’s FAFSA information.

- **State** – State grants and scholarships are awards that directly lower students’ out-of-pocket education costs, and generally do not have to be repaid. The State of Ohio invests significant resources in a wide array of these programs so that immediate cost-savings are available. Many types of grants and scholarships are available and awarded based on a number of factors including: areas of study (such as teaching, science, engineering, technology, math, and medicine), academic merit, financial need, military status, and more. State aid includes, for example, Ohio College Opportunity Grant, Choose Ohio First, Ohio War Orphans, and Nurse Education Assistance Loan Program. The FAFSA is required to determine eligibility. Eligibility guidelines are published bi-annually by the Ohio Department of Education, State Grants and Scholarships division.

- **Institutional** – The University offers over 300 scholarship opportunities to support students in their educational endeavors. Many of these scholarships are provided through the kindness of Alumni and Friends of the university. Eligibility is determined by a number of factors including: GPA, ACT Score, program of study, financial need, organization affiliation, and more. The FAFSA is required for most of the scholarships to determine eligibility. A separate application may be required in addition to the FAFSA.

- **Private** – Many private and local organizations have grants and scholarships available to students who meet certain criteria. We encourage all students to perform their own scholarship search. The local library is an excellent source of information on scholarships. Separate applications will be required for each scholarship. The internet is also a good starting place to search for additional funding to help with your educational costs.

**ELIGIBILITY**

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

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

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

The award letter may be accessed through the Financial Aid Student Aid Portal at hope.rio.edu/studentspace/signup.aspx. In addition, the admitted student is encouraged to monitor the status of his/her financial aid and its subsequent processing by accessing his/her records on the University’s secure online student site, Student Space, hope.rio.edu/studentspace/signup.aspx. Alerts, reminders, and student-specific information are mailed through the University’s secure e-mail system throughout the year, and students are responsible for reading and responding to these communications. The
university provides computer labs and other computers on campus in order for students to access their student email account.

**APPLYING FOR FINANCIAL AID**

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

Beginning October 1, 2016 students applying for financial aid for 2017-2018 academic year will be able to submit their Free Application for Federal Student Aid earlier than years prior. Students who complete the FAFSA before November 1st will receive their 2017-2018 award letter before January 1st 2018. Rio Grande’s priority filing deadline will continue to be March 15th each year. Awards are made on an annual basis and priority will be given to early applicants. Students should complete the FAFSA no later than March 15th of each year. Eligibility for federal, state, and institutional financial aid is determined from the results of the FAFSA. The FAFSA is used to determine the family’s ability (Expected Family Contribution, EFC) to meet the student’s cost of education, which is used by the Financial Aid Office to determine financial need. Notification of financial aid eligibility is made to new students by a mailed Award Letter and to returning students via email. The award letter may be accessed through the Financial Aid Student Aid Portal at https://hope.rio.edu/finaidloan/index.aspx. Financial Aid awards may be accepted, declined, or adjusted through the award letter portal or on paper in the Financial Aid Office.

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

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

After awarding and prior to disbursement, financial aid awards show as credit memos on the student’s statement. Finalized financial aid will be disbursed to the student’s account after the drop/add period and attendance reports each term. Students must have completed and submitted all necessary paperwork required by the Financial Aid Office before financial aid will be disbursed to the student’s account. Credit balances (Refund) from financial aid disbursements are mailed in the form of a paper check to the student’s home address, or if living on campus, deposited in the campus mailbox. Mailing of refund checks begins the Friday of the fifth week of the semester (fourth week for summer) and continues each week throughout the term, if applicable. Balances owed after financial aid is applied to the student’s account are the responsibility of the student.

**CONDITIONS FOR DISBURSEMENT OF FINANCIAL AID**

A Statement of Title IV Authorization is included with each financial aid award letter notification. When students accept financial aid, they also acknowledge that they have read and agree to comply with the Statement of Title IV Authorization. A limited sample of conditions is as follows:
1. Students are required to communicate immediately with a financial aid advisor if they change the number of hours enrolled each semester. Financial aid is based upon full-time, three-quarter-time, half-time, or less-than-half-time enrollment. Financial aid eligibility changes when enrollment level changes. Students who drop courses are responsible for notifying the financial aid advisor immediately. Financial aid will be reduced accordingly and any financial aid funds received in error prior to the notification will be due back to the University. This also applies to "balance-of-aid" payments made to students prior to dropping classes or totally withdrawing from the University.
   a. Faculty report to the 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:
      i. A grade of NW is listed on the student’s transcript since the student did not officially withdraw;
      ii. Financial aid is adjusted to reflect only those courses for which the student is reported by faculty as attending;
      iii. Charges remain for all registered courses;
      iv. Faculty may permit a student to enter a course after the non-attendance report is submitted and earn a grade. However, financial aid is not adjusted after the report is submitted for late appearances in class.

2. The student is responsible for repayment of any and all financial aid received if adjustments resulting from unreported or misreported information discovered through verification, third-party notices, account reviews, and/or Quality Assurance findings lead to reductions in financial aid.

3. The student is responsible for reporting additional educational assistance received through sources other than the Financial Aid Office. Financial aid may be adjusted according to federal regulations as a result of additional educational assistance received and not reflected initially. The student bears responsibility for reporting any additional aid in the form of scholarships from outside sources, Vocational Rehabilitation Benefits, Graduate Tuition Scholarships, Veterans Benefits, Senior Citizen Tuition Waivers, Employer Assisted Tuition Payments, Third Party Payment Agreements involving any outside group or company, and all other forms of assistance. The student must report these external sources of financial assistance immediately to a financial aid advisor.

4. Before receiving a student loan Entrance Counseling and Master Promissory Note (MPN) are required prior to disbursement of Subsidized, Unsubsidized and Parents PLUS loans. These processes must be completed online at www.studentloans.gov. Students receiving loans must be enrolled at least half-time (6 hours undergraduate or 4 hours graduate) for disbursement.

5. Transfer credit evaluations for new transfer students may result in additional loan eligibility. Students may request an account review once all transfer credits have been evaluated and are reflected on the student's official academic transcript.

6. An award letter is a tentative or conditional financial aid package that assumes a level of federal and state appropriations which are frequently undetermined at the time of preparation. If legislative bodies fail to provide the anticipated funding level, it may be necessary to reduce or cancel certain types of financial aid, particularly grants. Students will be notified immediately if such changes become necessary.

7. The Financial Aid Office reserves the right to review, modify or cancel financial aid at any time on the basis of new information affecting student eligibility, including but not limited to changes in financial resources, residence, academic status, or changes in the availability of funds.

8. Federal student aid is disbursed on the assumption that the student will complete the term for which the aid is paid. Students who officially withdraw from the University will have a Return of Title IV funds calculation performed based on the date withdraw began. If the date of complete withdrawal proceeds the date on which over 60% of the academic semester has been completed, the university and the student must return a prorated portion of all Title IV student financial aid to the federal programs. Students will be considered an unofficial withdraw from the university if all NF grades are received at the end of term or for all courses after the 1st module of the term. Unofficial withdraws are calculated at a 50% earned rate.

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

SPECIAL CIRCUMSTANCES

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

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

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

STANDARDS OF ACADEMIC PROGRESS POLICY

Students receiving Title IV Federal Student Aid are required to be making Satisfactory Academic Progress (SAP) toward their degree completion. The SAP regulations, defined in HEA 668.34, require Rio Grande to review on a regular schedule each student’s progress using three measures: qualitative, quantitative, and pace (maximum timeframe). Failure to meet the requirements for the University of Rio Grande Satisfactory Academic Progress Policy in coordination with Federal Satisfactory Academic Progress (SAP) Guidelines, may result in the loss of financial aid.

New SAP regulations, effective July 1, 2011, dictate SAP statuses that schools must use based on how frequently SAP is reviewed. The new regulations also addressed the treatment of credit hours that count toward students’ degrees but earned prior to attending the school. These regulatory changes necessitated changes in Rio Grande’s Satisfactory Academic Progress policy. Beginning with Fall 2015, Rio Grande made a policy change to review a student’s SAP requirements at the end of each term. Students will be permitted a warning term and receive written communication from the financial aid office outlining an explanation and conditions of the student’s warning status.

The Office of Student Financial Aid also uses the same SAP standards for certain institutional aid and for some Ohio Department of Education Financial Aid Programs.

The Office of Student Financial Aid reviews SAP for all students who have academic records through the financial aid module of Student Information System (SIS). This includes students who may not be receiving any aid affected by SAP eligibility. This is done to ensure that SAP eligibility is considered in the event a student was to become otherwise eligible for such aid in the future.

Students monitored under policy: Undergraduate, Graduate

Aid programs subject to policy: Federal Title IV aid and State of Ohio Grant. Institutional need-based scholarships and grants recipients must meet the requirements stated on the scholarship stipulations. If no stipulations are stated then this policy is in effect.

Review schedule

- Rio Grande reviews SAP at the end of each term for completion rate and GPA for all students.
- Pace of completion (Maximum timeframe) is reviewed each term for all students.
• Students who regain conditional eligibility due to appeal will be given strict standards and monitored each term on the student’s academic progress.

SAP Measurements
The Qualitative [(all credit hours attempted/credit hours earned (completed successfully)] and the Quantitative (Cumulative GPA) measures are shown in the table below:

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted:</th>
<th>Cumulative GPA Required:</th>
<th>Minimum Completed Percentage Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 15</td>
<td>1.50</td>
<td>65%</td>
</tr>
<tr>
<td>16 - 31</td>
<td>1.80</td>
<td>65%</td>
</tr>
<tr>
<td>32 - 52</td>
<td>1.90</td>
<td>70%</td>
</tr>
<tr>
<td>53 - Graduation</td>
<td>2.00</td>
<td>70%</td>
</tr>
</tbody>
</table>

Grade notations counted in attempted for completion rate:

• **Successful completion** means a student has received an A, B, C, D, or S.
• Grades of F, I, DF, NF, U, NG, NW and W are not considered successfully completed courses.
• **Courses not included in the calculation of completion rate for SAP** are courses which the student takes as an audit
• **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.

Pace of completion (Maximum timeframe) measure: the maximum timeframe for all students is defined as 150% hours attempted of the published program length.

• Undergraduate students are measured based on all attempted credits (defined by the same grade notations as listed under the quantitative measure) and cannot exceed 150% of the number of credits required for each student’s primary major.
• The maximum timeframe for graduate students is based on the degree level a student is pursuing.
• Students pursuing master’s degrees are allotted a maximum of 60 attempted credit hours to complete a master’s degree.

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
• **English As A Second Language (ESL) Courses:** students taking these courses as part of a declared major will have them included in their SAP calculations 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.
• **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 an approval of an SAP appeal.

**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’s 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 the declared 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.**

- **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 affairs, 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.

**Return of Unearned Title IV Funds Policy**

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in time, there are no unearned funds.
URG is not required to take attendance by an outside entity. Therefore, the FAO evaluates the grades earned by the student at the end of the academic period to determine if a student has unofficially withdrawn. In order to return Title IV funds in a reasonable period of time, the FAO will determine the withdrawal date for a student who withdrew without providing notification within 30 calendar days of the end of the payment period.

If a student earns a passing grade in one or more of his or her classes, the student is considered to have completed the course and completed the payment period. Grades considered as passing include: A, B, C, D, and S. A grade of I (Incomplete) indicates the instructor considered the student as still attending and working on the subject matter. A grade of F or U indicates the instructor considered the student as attending but failing to grasp the subject matter. A Return of Title IV Funds is not required.

A student is considered to have unofficially withdrawn if the student began attendance, did not officially withdraw, and earns all NF grades for the payment period. Return of Title IV funds is required for students showing a status of 100% unofficial withdrawal (all courses attempted have NF grades).

**Final Grading System for Financial Aid**

URG has developed a final grading system to determine whether a student who failed to earn a passing grade in his or her classes completed the period. The official grading policy provides instructors with the ability to differentiate between those students who complete the course but failed to achieve the course objectives and those students who did not complete the course by stopping attendance.

- A grade of “F” (failing) indicates the student attended the class but failed to achieve the course objectives.
  - If a student receives all “F’s” the FAO considers the student to have earned the “F” and to be attending classes throughout the term. Therefore, no calculation of Return of Title IV funds is processed.

- A grade of “I” (Incomplete) indicates the student attended the class. However, the student is being allowed additional time to complete coursework. The instructor changes the temporary “I” grade to an official grade when work is complete.
  - If a student receives all I’s”, the FAO considers the student to have attended throughout the term. Therefore, no calculation of Return of Title IV funds is processed.

- A grade of “NF” (student stopped attending) indicates the student did not officially withdraw from the course, but failed to participate in course activities through the end of the period.
  - If a student receives all “NF” grades for a term, the student will be considered an “unofficial withdrawal.
  - After grades are posted, the student will be notified that they are being considered as an “unofficial” withdrawal. The student’s return of funds will be calculated at the 50% point of the term.

- NF grades were instituted at URG as faculty are not required to take attendance. The use of the 50% date became necessary as last dates of attendance were not required of nor provided by instructors.
  - Within 30 days of the posting of final grades, URG will calculate the return to Title IV repayment.

- If a student receives all “W” grades for a term, he or she is considered an official withdrawal.
  - Official withdrawals are noted through the FAO daily updates and return of Title IV calculations are processed weekly throughout the period. However, at the end of the period, students with all “W’s” are checked for appropriate processing.

The amount of Federal Aid that a student must repay is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs.

The responsibility for returning unearned Title IV aid is shared between the university and the student. It is allocated according to the portion of disbursed aid that could have been used to cover university charges, and
the portion that could have been disbursed directly to the student once those charges were covered. URG will distribute the unearned aid back to the Title IV programs, as specified by law.

If a student totally withdraws or stops attending all classes before completing more than 60% of the term, a portion of the total federal aid received, excluding Federal Work-Study earnings, may need to be repaid immediately.

- Students will be notified if they owe a repayment due to an unofficial withdrawal within 30 days of the date the determination of the withdrawal is made.
- Students will be billed for the amount that they owe to the Title IV programs, as well as any amount due to the university, as a result of Title IV funds that were returned that would have been used to cover university charges.
- If students are eligible for a post-withdrawal disbursement, they have 14 days from the date of the notice to request the disbursement. Post Withdrawal disbursements may take 4-6 weeks to process.
- Students may be required to make a repayment when cash has been disbursed from financial aid funds, in excess of the amount of aid that was earned (based on the date of the total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that a student was enrolled.
- If less aid was disbursed than was earned, the student may submit a request to receive a late disbursement for the difference.
- If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

MOTOR VEHICLE PARKING REGULATIONS

The term "motor vehicles" applies to automobiles, motorcycles, motor scooters, or similarly powered means of transportation. Students and their visitors may operate and/or park a motor vehicle on University or Community College controlled streets and parking areas provided:

1. The vehicle complies with the regulations involving insurance and licensing in the state in which the vehicle is registered.
2. The owner and/or operator properly applies for and receives a registration permit.
3. The owner and/or operator agrees to observe University and Community College parking regulations. Neither the University nor the Community College assume any liability for loss or damage to any motor vehicle. Carpoolers will be allowed to share the cost of a single parking permit.

PARKING REGULATIONS

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

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**

1. Only one raffle and one sale will be allowed on campus per week.
2. A request, stating what is being raffled or sold and the reason for each must be submitted in writing to the Student Senate at least one week prior to the week that the raffle is to be held.
3. The raffling of alcoholic beverages is prohibited. The sale of alcoholic beverages is permitted only as described in the Alcoholic Beverage Policy.
4. Raffle tickets and sales may not be sold for more than four consecutive days, and the drawing is to be held at the end of the fourth day. Sales may not be held more than four consecutive days in one week.
5. Tickets must be sold in designated areas except for one designated day where they may be sold from door to door throughout the residence halls. This day is to be designated by the Senate before the raffle and must not conflict with the date of a sale, should there be one that week.
6. Raffle tickets or sales may not be sold in faculty or staff offices, classrooms, laboratories, or in the Library.
7. Raffles and sales may be held at specific functions such as ball games, etc., if permission is obtained from the director of the building where the raffle or sales are to be held. In such cases, the raffle or sales may only be held on the day of the specific event and at the specific event.
8. Raffle tickets may not be sold on weekends, except at approved specific events, such as ball games, etc.
9. After approval of the Senate is given, the dates will be placed on the calendar. No dates may be reserved on the calendar until approval of the Senate is given.

**SOLICITATIONS**

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

**OTHER FUNDRAISING**

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

**POST OFFICE REGULATIONS**

Resident students should register for a mailbox early in their enrollment. STUDENTS WILL BE GIVEN ONE MAILBOX KEY AT NO CHARGE. If a key is lost or needs replaced, students must pay a $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. The Post Office is located in the James A. Rhodes Student Center.

**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 Dean of Students and/or 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.

EXCEPTIONS

1. Married Students
2. Students with custody of a child
3. Students who establish a permanent residency within 50 miles of campus

All requests for exception and questions concerning residency requirements should be directed to the Director of Residence Life. An apartment is a rental and not a permanent address; the home must be purchased or owned by the student’s family.

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 and are only permitted during the first 2 weeks of a new semester. Students who do not follow the procedures for changing rooms will be held responsible for the room, which they were officially assigned.

COOKING
Cooking equipment with exposed heating units, refrigerators (only small compact refrigerators are allowed), heat lamps, sun lamps, and electric heaters are prohibited from residence hall rooms. The residence halls are not electrically wired to accommodate more than a normal usage of electric power. The 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 from the picture molding in the room. Alcoholic beverage container displays are not permitted. Furniture is limited to one small sofa or two small chairs as long as it does not block entrance/exit of the room. No lofts (a bed raised or on supports high enough overhead to allow the use of the floor area below for various purposes) are allowed.  (See Residence Life Code pages 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 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. Students may not host overnight guests of the opposite sex in their residence hall rooms except in designated living units. Guests must register their vehicles and obtain a visitor’s parking permit from the Campus Police upon their arrival, night or day.

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

**KEYS AND LOCKS**
Residence Hall room doors should be kept locked at all times. Defective locks should be reported to the 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.

**MAINTENANCE**
Each resident is expected to report immediately to his or her RA any damage or malfunction in his or her room or in the residence hall. The HRA or RA will then fill out a “Damage Transmittal Form” including the name or names of the person or persons being charged.

**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 Student Affairs.

**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).

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

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

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

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

RESIDENCE HALL ROOM ENTRY AND SEARCH

ROOM ENTRY

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

ROOM (UNOCCUPIED) ENTRY GUIDELINES

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

A. Notice: Students will be notified that an entry has occurred for the purposes described above through a notice, which will be left in the room. The University will not provide advance notice of an entry during periods in which the living areas are to be unoccupied due to University Rules and Regulations, or due to the terms of the Residence Hall Agreement.

B. AUTHORIZED PERSONNEL: Maintenance and housekeeping personnel are authorized to enter any living area for performing their assigned duties. Other residence hall employees are authorized to accompany maintenance and housekeeping personnel.

C. EMERGENCY SITUATIONS: In the event that an emergency situation exists, any employee or agent of the University is authorized to enter any living area, provided that the entry must be reported to the Dean of Students within 24 hours of the entry. An emergency situation is one in which an imminent threat to the life, safety, or health of the occupant, other students, University personnel, or others is reasonably believed to exist; or in which an imminent threat to property belonging to the occupant, other students, the University, or others is reasonably believed to exist.

D. PRIVACY: The University will take reasonable precautions to respect the privacy of the occupant(s) of a living area. Unauthorized personnel will not be permitted to enter a living area unless accompanied by authorized personnel.

ROOM OCCUPIED ENTRY GUIDELINES

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

A. AUTHORIZED PERSONNEL: Maintenance and housekeeping personnel are authorized to enter any living area for performing their assigned duties. Other residence hall employees are authorized to accompany maintenance and housekeeping personnel.

B. ANNOUNCEMENT OF INTENT TO ENTER: No entry into a room will occur until a knock or other announcement of intent to enter is given, followed by a lapse of time reasonable to permit the occupant to open the door.

C. NOTICE: When feasible, students will be notified that an entry will occur at least 24 hours in advance. Such notice may consist of either the posting of notice in a conspicuous place in the residence hall, or by actual notice to the occupant of a living area. The University will not provide advance notice in an emergency, but must notify the resident that an entry occurred within 24 hours of the entry.

D. EMERGENCY SITUATIONS: In the event that an emergency situation exists, any employee or agent of the University is authorized to enter any living area, provided that the entry must be reported to the Dean of Students within 24 hours of the entry. An emergency situation is one in which an imminent threat to the life, safety, or health of the occupant, other students, University personnel, or others is reasonably believed to exist; or in which an imminent threat to property belonging to the occupant, other students, the University, or others is reasonably believed to exist.
E. PRIVACY: The University will take reasonable precautions to respect the privacy of the occupant(s) of a living area. Unauthorized personnel will not be permitted to enter a living area unless accompanied by authorized personnel.

ROOM SEARCH
Room search is defined as a search of a living area by University personnel because probable cause exists that University regulations have been violated. The occupant of a room in a residence hall is responsible for items, materials, or substances found therein, which are defined by the University Community Code, the Residence Code, State, or Federal laws as illegal or prohibited. Nothing contained herein can limit the ability of law enforcement agencies, including University Campus Police, from conducting a search, which is authorized by a judicially issued search warrant, or is otherwise authorized under existing law.

A. NOTICE: The occupant will be informed of the reason for the search, and if feasible, will be given the opportunity to be present during the search

B. CONSENT: The consent of the occupant of the room will be sought. If consent is refused, or if the occupant cannot be located in order that his or her consent may be obtained, a search may be conducted following a properly issued search warrant.

C. The 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.

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:

A. Provide information about various infectious/communicable disease.

B. Encourage informed and responsible individual conduct to promote a wellness-oriented lifestyle.

C. Decrease the risk of contagion of infectious disease

D. Encourage students to report to Health Services if they have acquired or been exposed to any communicable disease.

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

A. They are physically able to satisfy course requirements.

SECTION V RIGHTS, RESPONSIBILITIES, AND THE UNIVERSITY

HEARING SYSTEM – STATEMENT OF PRINCIPLE
The authority and the responsibility for the discipline of all students are held by the President. This authority has been delegated for non-academic violations to the Dean of Students, the Residence Hall Judiciary Board, the Student Judiciary Board, and the University Hearing Board. The right to impose, review, or alter any disciplinary action taken against any student is reserved to the President. The Dean of Students has the right to impose, review, or alter any disciplinary action taken against a student by the Student Judiciary Board. The handling of all disciplinary actions for violation of non-academic codes, rules, and/or regulations will be addressed by any means determined in the discretion of the Dean of Students to be appropriate for the circumstances. These means may include, but are not limited to

1. Counseling
2. Informal hearing process
3. Formal hearing procedure
4. Imposition of sanctions
Whether on University or Community College owned property or off-campus, all students are to refrain from engaging in any conduct that is detrimental to the University and Community College’s educational mission. All students are required to adhere to University and Community College codes, rules, and regulations, as well as local, state, and Federal Laws. All students are expected to carry a student identification card at all times. Failure to do so may subject the student to further disciplinary actions. A student's enrollment is a purely voluntary act, which obligates the student to uphold the University and Community College’s educational mission: to abide by the codes, rules, and regulations of the institution. At the University of Rio Grande and Rio Grande Community College, it is believed that students should represent the highest of moral and ethical behavior. Therefore, the codes, rules, and regulations of the University of Rio Grande and Rio Grande Community College impose a much 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.

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.
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.

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.

Intentional neglect in responding to the authority of Campus Police, Student Life Coordinator, Resident Assistant, or other official.

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.

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.

Forcible disruption or obstruction of regular University or Community College activities including administration, classes, campus services, organized events; interference with free speech and movement of academic community members; refusal to provide an identification card when requested or to obey any other legitimate instruction from a University or Community College official, faculty member, or Campus Police.

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

Any violation of the University of Rio Grande and Rio Grande Community College Campus Technology Resources Policy.

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.

Any other conduct that may reasonably be considered detrimental to the Rio Grande educational mission.

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

**RESIDENT STUDENT RIGHTS**

1. Teaching and learning is the primary activity at the University of Rio Grande. Therefore, students have the right to study in their room at any time to the extent studying does not cause unreasonable interference to others.

2. Students have the right to expect the residence hall staff to be responsive to needs to assist with any problems encountered while a resident.

3. Students have the right to appeal a decision concerning the administration of student problems to appropriate University hearing body, if the Dean of Students cannot satisfactorily resolve it.

4. Overall, students have the right to treat residence hall rooms as their home.

Limits to this right are:

(a) common courtesy for and consideration of other residents who may be affected by student actions and the manner in which 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 Student Life Coordinator.

THE UNIVERSITY OF RIO GRANDE RESIDENCE LIFE CODE

(ALSO, SEE “RESIDENTIAL LIVING REGULATIONS”)

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

1. Quiet hours are from 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, stairwells, or residence rooms.
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.
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 Students. The temporarily suspended student may not enter onto University or Community College property during the suspension. This sanction may only be imposed for 14 days or until the student exhausts his or her hearing rights and only if, after investigation, the Dean of Students finds that the student poses a danger to the safety of the University. A formal hearing must be held within 14 working days after the Dean of Students’ decision to impose a temporary suspension. The temporary suspension will continue in effect until the student exhausts his or her hearing rights.
10. **SUSPENSION:** (formal hearing required prior to imposition of sanction) A complete exclusion from the campus and all University and Community College activities, including classes, co-curricular activities, and extra-curricular activities. Students must vacate the campus and residence halls within 24 hours or as determined by the Dean of Students. The suspended student may not enter onto University or Community College property during the suspension unless given written permission to do so by The Dean of Students, V.P. for Administration, or Campus Police Director. This sanction must be imposed for a period of at least one full academic semester but not
for more than four academic semesters. Summer sessions are not counted as part of the academic semesters. A suspended student must seek readmission through the normal readmission process. Readmission is not automatic.

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

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 Students (or the Vice President for Administrative Services, who may serve in the absence of the Dean of Students), Campus Police, 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 Students 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, a Head Resident Assistant, or a Resident Assistant.

Reports filed with Campus Police or a Head Resident Assistant, which indicates a possible serious violation of the University or Community College Community Code or Residence Life Code, will be forwarded to the Dean of Students. (In the absence of the Dean of Students, reports indicating a serious Community or Residence Life Code will be forwarded to the Vice President for Administrative and Student Affairs). All other reported violations will be addressed through the action of Campus Police, the Head Resident Assistant, or the Resident Assistant.
INVESTIGATION AND SANCTION

Violations may be investigated or substantiated by the Dean of Students, Campus Police, 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 may be imposed for a single violation of the Community Code or Residence Life Code: e.g. a violator may be placed or 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 STUDENTS HAS DETERMINED OTHERWISE.

NOTICE OF SANCTION

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

APPEAL OF SANCTION AND THE RIGHT TO A HEARING

Before the imposition of any sanction, other than those specified in the “Disciplinary Sanctions” Section of this Handbook as not requiring a prior hearing, the student against whom the sanction has been levied shall have the right to request a formal hearing on the charges. This request for a hearing must be in writing and received by the Administrator who imposed the sanction by the third working day following the imposition of the sanction.

In the case of a Residence Life Code violation, the hearing may be conducted by the Residence Hall Judiciary. In the case of a Community Code violation in which the sanction imposed was a fine of less than $200.00, the hearing may be conducted by the Student Judiciary Board. In all other cases, the hearing shall be conducted by the University Hearing Board. (If no written request for a hearing is received by the Administrator within three
(3) working days following the imposition of the sanction, the sanction will remain in effect as imposed by the Administrator.

**HEARING PROCEDURES**

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

**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 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:

- **a)** Persons who are involved in the same incident or charged with the same violation.
- **b)** Persons who have any personal knowledge of the incident, who have been involved in the investigation of the incident or who have reason to believe they may be called as a witness in the hearing board.
- **c)** The President, Vice President for Administration and Student Affairs, Dean of Students, University Counsel, Campus Police, Head Resident Assistant, Resident Advisors, and Members of the Student Judiciary Board.

The name of the advisor representing the accused shall be submitted in writing to the administrator or justice presiding at the time set for the hearing.

**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.
d) Opening statement by the accused.
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 accused, 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 accused 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 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 Students within (3) three working days following the delivery of the written disposition of the hearing. Within ten (10) working days following the delivery of the written disposition, the student initiating the appeal must file the written appeal with the Office of the Dean of Students, or the appeal is dismissed. The written appeal may not exceed fifteen (15) pages in length, must be addressed to the President of the University, and must establish that insufficient evidence exists upon which to find cause for the suspension or expulsion. Failure to properly prepare the appeal is grounds for rejecting the appeal. Further, the student may also initiate an appeal based on documentation that the Hearing Board deviated from prescribed procedures to the point that the deviation created an unfair result.

The University President (or the Provost in the absence of the President) will determine the merit of the appeal and decide whether to proceed with a hearing.

**REVIEW ON APPEAL (Suspension or Expulsion Only)**

If merit is established the President (or in the case of the President's absence, the Provost) will conduct a closed hearing to review the written appeal, the tape recording of the hearing if one is available, and the hearing minutes. (If no tape recording is available or if the tape recording is of such poor quality that it is not useful for the appeal, the University Hearing Board shall prepare a statement of the evidence and proceedings, specifying in detail the crucial evidence presented in the hearing.) Upon completion of the hearing on appeal, the President shall come to one of the following conclusions:

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

**RESIDENCE HALL JUDICIARY BOARD**

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

**STUDENT JUDICIARY BOARD**

The Student Judiciary Board has authority to conduct a formal hearing and levy sanctions in cases of appeal of sanctions for violation of the Community Code, where the original sanction consists of a fine less than $200. This Board will consist of the following student representatives elected by the student body in a duly constituted election (or duly appointed by the Student Senate in the case of interim vacancies): one (1) chief justice, four (4) associate justices, two (2) alternate justices.

**UNIVERSITY HEARING BOARD**

The University Hearing Board has authority to conduct a formal hearing and levy sanctions in cases potentially leading to suspension or expulsion; on Community or Residence Life Code violations, where the original sanction was a fine greater than a fine of $200 or more, on cases of student non-academic grievance in appeal cases of academic dishonesty; and in other cases, at the request of the Dean of Students. The University Hearing Board shall consist of the following personnel appointed annually by the President of the University: one (1) senior level administrator who does not report to the Dean of Students, one (1) faculty member and one
A senior level administrator shall chair the Board and the Dean of Students will coordinate the docket. In the case of Title IX, the Division Vice President would hear the appeal and the Dean of Students would conduct the investigation of the case.

SECTION VI  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 use of University or Community College publications and publicizing of events on campus. Regular use of University or Community College facilities and services may be obtained only by student organizations recognized by the University and Community College.

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

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

CAMPUS SIGNS

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

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

DRESS STANDARDS

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

HAZING AND HARASSMENT

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

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

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

ADVISOR RESPONSIBILITIES

The responsibilities of the advisors for campus organizations are:

1. The advisors should be aware of the financial condition of their organization. They should report any financial irregularities in writing to the Dean of Students.
2. The organization itself is responsible for all liabilities through its organizational structure. Advisors have no legal responsibility unless they serve as a liaison person between the organization and another party.
3. Beer is only permitted on the university campus under the terms of the University’s “Alcoholic Beverage Policy.” Advisors should report irregularities in writing to the Dean of Students. An
official advisor of the sponsoring organization must be present from opening to closing of social events where alcohol is served.

4. Advisors are encouraged to spend as much time as possible at organizational activities. Advisors will not always find it possible to be present during the entire time of some activities. However, it is the responsibility of the advisor to designate an alternate to represent 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 Dean of Students Office. They should, however, be aware of the conditions of renting a facility for an activity and should maintain close contact with the proprietor both before and after an event. Problems that develop through irregularities in renting should be reported in writing to the Dean of Students.

5. Advisors should make suggestions or reports regarding either the irregularities or the successes of activities in writing to the Dean of Students when they judge it appropriate.

ORGANIZATION RECOGNITION

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

RECOGNITION PROCEDURE FOR GREEK (SOCIAL) ORGANIZATION

1. A group of students wishing University recognition of a new Greek fraternal (social) organization must submit the following credentials to the Office of Student Affairs and the All-Greek Council:
   a) A written statement requesting recognition by the University.
   b) A complete list of founding members numbering at least twelve (12) currently enrolled students.
   c) The name(s) of University staff who have agreed to serve as advisor(s).
   d) A copy of the purpose Constitution and Bylaws of the organization, which shall include an appropriate non-discrimination statement, and a clear statement of purpose and objectives.

2. The Dean of Students will review the Constitution and Bylaws to assure its effectiveness in adequate governance. Upon evaluating the authenticity of the organization, its purposes and objectives, compatibility of the organization with the Mission of the University and a two-thirds affirmative vote of the All-Greek Council, the credentials will be forwarded with a recommendation to the Office of the President.

3. Upon two-thirds affirmative vote of the All-Greek Council, a recommendation to recognize will be forwarded to the Dean of Students.

4. Upon review, the President may recommend University of Rio Grande Board of Trustee action on the recognition request.

5. In all cases, recognition requires an affirmative action of the University of Rio Grande Board of Trustees.

6. Upon affirmative action of the Board of Trustees, the organization will be granted a one-year probationary recognition period during which time it will have all rights and privileges normally associated with full recognition. Assuming the probationary period demonstrates the organization’s successful operation, benefits to student life and compatibility with the Mission of
the University, a charter will be issued upon formal request by the organization to the Dean of Students.

RECOGNITION PROCEDURE FOR PROFESSIONAL/HONORARY ORGANIZATIONS

1. A group of students wishing University recognition of a new (social, professional, honorary) organization must submit the following credentials to the Office of Student Affairs:
   a) A written statement requesting recognition by the University.
   b) A complete list of founding members numbering at least twelve (12) currently enrolled students.
   c) The name(s) of University staff who have agreed to serve as advisor(s).
   d) A copy of the purpose Constitution and Bylaws of the organization, which shall include an appropriate non-discrimination statement, and a clear statement of purpose and objectives.

2. Upon review of the Constitution and Bylaws by the Dean of Students to assure its effectiveness in assuring adequate governance, and upon evaluating the authenticity of the organization, its purposes and objectives, and the compatibility of the organization with the Mission of the University, the credentials will be forwarded to the President of the University with a recommendation concerning the recognition.

3. Upon review of the recommendation of the Dean of Students, the President may recommend Board of Trustee action on the recognition request.

4. In all cases, recognition requires an affirmative action of the University of Rio Grande Board of Trustees.

5. Upon affirmative action of the Board of Trustees, the organization will be granted a one-year probationary recognition period during, which time it will have all rights and privileges normally associated with full recognition. Assuming the probationary period demonstrates the organization's successful operation, benefits to student life and compatibility with the Mission of the University, a charter will be issued upon formal request by the organization to the Dean of Students.

GREEK PLEDGING REGULATIONS

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

1. Each chapter may have one pledge class per fall semester and a maximum of two pledge classes per spring semester during each academic year.

2. AGC may host a Greek Forum at the beginning of fall and spring semesters. This event should be designed to educate new students about the Greek system.

3. The week following the Greek Forum, each organization is permitted to hold one open rush during the Fall Semester and Spring Semester.

4. Pledging cannot last longer than five (5) weeks, and must be over prior to finals week.

5. 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.

6. The pledge class that attains the highest GPA during the year will be recognized during the Greek Week Banquet at the end of the year.

7. All pledging activities must end at 11:00 p.m. and may not begin until 6:30 a.m. Monday through Friday.

8. No disruptive pledging activities will be permitted. All regulations in the Student Handbook will be enforced.

9. All pledges are required to acknowledge receipt of the “Pledge Packet” presented by the Advisor to the All Greek Council before beginning pledge activities.

10. Pledging activities must not interfere with the student’s academic responsibilities.
SCHEDULING OF EVENTS

For purposes of providing information and assistance, all social events/activities/fundraisers must be scheduled with the Director of Residence Life. All meetings involving campus facilities (excluding the Red Zone student meeting center) 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 Dean of Students and to the Vice President for Academic Affairs by the faculty advisor when classes are to be missed. The standing University policies regarding student conduct are applicable to such situations.

SOCIAL ACTIVITIES GUIDELINES

Social activities and a social program are intended to provide opportunities for individual development and to compliment the over-all program of the University. It is assumed that the policies apply to organizations planning social action activities. A social activity is defined as a planned event sponsored by an organization to which students are invited.

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

SECTION VII STATEMENT OF HARASSMENT POLICY & STUDENT GRIEVANCE PROCEDURES

I. POLICY

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

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

This policy also prohibits harassment based on race, color, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, political affiliation or other characteristics. It is our policy to provide an employment and campus environment free of hostile or offensive comments or conduct based on these protected characteristics. For example, no instructor, supervisor, administrator or agent shall make racially insensitive jokes that are unwelcome, nor shall he or she engage in inappropriate stereotyping, name calling, ethnic or racial slurs, or other unwelcome references to protected classifications.
Finally, this policy also prohibits discrimination based on any legally protected characteristic. No instructor, supervisor, administrator or agent shall 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 students. If the individual alleges harassment against the Director of Human Resources, the individual’s immediate supervisor, manager dean, or the dean of students, the individual need not report the incident to the alleged wrongdoer and, instead, may report the incident to the Office of the President of the University. The written report should identify the alleged incidents of harassment or discrimination, the alleged perpetrators of the harassment or discrimination, and any witnesses to the harassment or discrimination. The report will be kept confidential to the extent possible consistent with a thorough investigation and any remedial action required. Upon receipt of a report of harassment or discrimination, the University will investigate the allegations. If it is determined that this policy has been violated, the University or Community College will take appropriate disciplinary action, up to and including termination.

The University and Community College encourage individuals who believe that they have been victims or witnesses of harassment or discrimination to come forward and report such harassment or discrimination. The University or Community College will not take any adverse action against an individual who in good faith comes forward to report harassment or discrimination, regardless of whether the allegation is substantiated. Likewise, the University or Community College will not take any adverse action against any individual who cooperates in any investigation of a report of harassment or discrimination.

STUDENT NON-ACADEMIC GRIEVANCE POLICY

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.

**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. 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.
B. The facts that support the student’s position. All facts or information, which is to be considered, must be applicable.
C. 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 or the Provost of the University will consult with his/her divisional supervisor or other persons involved and formulate a response to the grievance. The response shall be returned to the student with a copy to the President within five (5) working days.

**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 Dean of Students with a copy to the President.
2. The Dean of Students shall, within five (5) working days after receipt of the appeal, schedule a meeting of the University Hearing Board, which will, if practical, be held within ten (10) working days. The University Hearing Board shall review all documents related to the grievance and the history of related grievances and policies.
3. The University Hearing Board and the Dean of Students shall formulate a recommendation to the President in cases of suspension and expulsion.
4. The President shall render a written decision via the Dean of Students within five (5) working days of the receipt of the recommendation. Copies of the President’s decision will go to the griever, the Student Development Committee, 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 Dean of Students shall find just cause for the delay and reinstate the grievance. Nothing in this section shall prevent the student from filing a new grievance if the condition, which gave rise to the initial grievance, reoccurs.
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.

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 if 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.

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.

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.

**SECTION VIII 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 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.¹

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).

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1. 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.
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 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:

   - **Survivor Advocacy Outreach Program (SAOP)** (740) 591-2701
   - **Coordinator of Accessibility** (740) 245-7439
   - **Chaplaincy Program (on-campus Pastoral Counseling)** (740) 245-7339
   - **Woodland Centers (local off-campus counseling agency)** (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:

   - **Director of Health Services** (740) 245-7389
   - **Administrative Assistant to Student Affairs** (740) 245-7350

   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 conduct an investigation into 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 reasonably 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 a responsible employee 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.

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.
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

**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.

Professor of Sports and Exercise Studies
Holzer School of Nursing and Allied Health
(740) 245-7492
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.
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.

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
Email: 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
Email: 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.
- 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 Students, 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:

1. 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.

2. 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.

3. 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.

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 Students, 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 Students, University Counsel, Campus Police, 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.

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:

1. Call to order by Chairperson.
2. Summary of the report.
3. Statement by the investigating official.
4. Statement by or on behalf of the target(s).
5. Statement by or on behalf of the actor(s).
6. 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.
   1) Evidence presented by the investigating official.
   2) Evidence presented by or on behalf of the target(s).
   3) Evidence presented by or on behalf of the actor(s).
7. Statement by or on behalf of the target(s).
8. Statement by or on behalf of the actor(s).
9. Statement by the investigating official.
10. 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.
11. 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
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:

1. The evidence supports the University Hearing Board’s written determination, and the sanction imposed is appropriate.
2. 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.
3. 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.