

College Calendar  
(to be posted at a later date)

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Welcome:

We are excited about having you as a student! We want you to have a productive, enjoyable, and positive experience here at Ranger College.

Ranger College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Ranger College on any basis prohibited by applicable law, including but not limited to, race, color, age, marital status, national origin, religion, sex, or handicap. Ranger College also strives to protect the rights and privileges of RC students and to enhance the self esteem of all its members.

This Student Handbook and resource guide is an official publication of Ranger College containing policies, regulations and procedures in effect as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, and amendments by state law.

This Handbook represents a flexible program of the curricula, educational plan, offerings, and requirements which may be altered from time to time to carry out the purposes and objectives of the College. The provisions of this handbook do not constitute an offer for a contract which may be accepted by the students through registration and enrollment in the College. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College. The College further reserves the right to require a student to withdraw from the College for cause at any time.

Students are urged to study the contents of this Handbook carefully and students are responsible for observing the regulations contained herein.

Ranger College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Certificates and Associate Degrees.

**APPROVED BY**

Texas Higher Education Coordinating Board  
Board of Vocational Nurse examiners  
Texas Cosmetology Commission

**MEMBER OF**

Association of Texas Colleges and Universities  
Texas Association of Junior Colleges  
American Association of Community and Junior Colleges  
Southern Association of Community, Junior, and Technical Colleges  
Texas Public Junior College Association  
Texas Association of Music Schools

Ranger College is an equal opportunity educational institution and employer. Students, faculty, and staff members are selected without regard to their disability, race, color, age, sex, national origin, veteran's status, or religious affiliation, consistent with Titles VI and VII of the Civil Rights Acts of 1964, as amended; executive orders 11246 and 11758, as issued and amended; Title IX of the education amendments of 1972, as amended; the Age of Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1974 (sections 503 and 504); Texas statutes 6252-14-V.A.T.S. and 6252-16-V.A.T.S; the Vietnam Era Veteran's Assistance Act of 1974; and the Americans With Disabilities Act of 1990, as amended. Ranger College also complies with the Family and Medical Leave Act of 1993. Inquiries concerning application of Title IX may be referred to the President of Ranger College.

For information concerning sex discrimination or Section 504 of the Rehabilitation Act, contact the President of Ranger College, 1100 College Circle, Ranger, Texas, 76470, (254) 647-3234

## WHO TO CONTACT FOR GENERAL INFORMATION

Absences	Your Instructor	
Add a course	Registrar	Academic Building
Admissions	Registrar	Academic Building
Accidents	Security or Campus Support	Security Office
Books and Supplies	College Bookstore	Cafeteria Building
Catalog	Registrar	Academic Building
Certificate Information	Counselor	Golemon Library
Change of Address/Phone	Registrar	Academic Building
Change of Major	Registrar	Academic Building
Class Schedule	Registrar	Academic Building
Clubs and Organizations	Campus Support Services	Golemon Library
College Facilities	Campus Support Services	Golemon Library
Credit by Examination	Dean of Instruction	Golemon Library
Counseling-Career/Personal	Counselor	Golemon Library
Degree Information	Counselor	Golemon Library
Disability Information	Counselor	Golemon Library
Dormitory Information	Campus Support Service	Golemon Library
Dropping a Course	Registrar	Academic Building
Emergencies	Campus Support Service	Golemon Library
Food Service	Dining Hall	Cafeteria Building
Fees and Tuition	Bursar	Administration Building
Fines and Parking	Bursar	Administration Building
Graduation Information	Counselor	Golemon Library
Identification Cards	Campus Support Services	Golemon Library
International Students	Registrar	Academic Building
Job Placement	Counselor	Golemon Library
Loans and Grants	Financial Aid	Golemon Library
Lost and Found	Campus Support Services	Golemon Library
Mail	College Bookstore	Cafeteria Building
Registration Information	Registrar	Academic Building
Schedule Changes	Registrar	Academic Building
Scholarships	Financial Aid	Golemon Library
Student Activities	Campus Support Services	Golemon Library
Student Government	Registrar	Academic Building
Testing	Counselor	Golemon Library
Theft	Campus Support Services	Golemon Library
Transcripts	Registrar	Academic Building
Transfer Information	Counselor	Golemon Library
Tutoring Services	Counselor	Golemon Library
Veteran's Benefits	Registrar	Golemon Library
Withdrawal	Registrar	Academic Building
Work Study/Jobs	Financial Aid	Golemon Library
Can't Find an Answer?	Campus Support Services	Golemon Library

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND DISCRIMINATION**

It is the policy of Ranger College to maintain an educational environment free from harassment, intimidation, or discrimination. Any violation of this policy is subject to grievance. (See RC Grievance Policy and Procedures)

“Sexual harassment” is defined as either unwelcome sexual advances, request for sexual favors, other verbal or physical conduct of sexual nature, or any other offensive/unequal treatment of student or employee (that would otherwise not occur except for their sex or sexual orientation) by any member of the Ranger College community, when

1. Submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student (e.g., unwarranted assignment of a grade);  
or
3. The intended effect or foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student, etc.

A student or employee of Ranger College who feels an effect of such harassment, intimidation, or discrimination should refer to the Ranger College Grievance Procedures outlined in this handbook.

## **RACIAL HARASSMENT**

It is the policy of Ranger College to maintain an educational environment free from racial/ethnic harassment and intimidation. Racial/ethnic harassment is defined as extreme or outrageous acts or communications that are intended to demean, to intimidate, or to humiliate a student(s) or employee(s) because of his/her race, color, ethnicity, and/or national origin to the degree that such incessant behavior causes the recipient to suffer emotional distress.

## **GENERAL INFORMATION AND HOURS OF OPERATION**

### **ADMINISTRATION**

All administrative offices operate from 8:00 a.m. to Noon and 1:00 to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday. Summer hours may vary, but are usually from 7:00 a.m. to 5:00 p.m.

### **FACULTY OFFICE HOURS**

Faculty hours are posted on each faculty member’s office door, as well as on their course syllabus. Students whose schedule will not allow a meeting with a faculty member during posted hours should make an appointment at a time convenient to both.

## **GOLEMON LIBRARY AND LEARNING RESOURCE CENTER**

Also see Website for books, searches, and more!

The purpose of the Golemon Library is to serve the students, faculty, and staff of Ranger College. The library holds books, periodicals, videos, and computers for your use. The ability to use library materials is essential to a successful college experience. With that in mind, the library staff is dedicated to assisting you in the use of library resources.

### **Library Hours- Fall and Spring Semesters**

Monday -Thursday 8:00 a.m. – 9:00 p.m.

Friday 8:00 a.m. – 1:00 p.m.

Saturday Closed

Sunday 4:00 p.m. – 8:00 p.m.

\*Holiday hours and changes will be posted, as well as exam hours

\*The library stands ready to make special accommodations if necessary

The Library is centrally located on the main campus. Library hours for the fall and Spring Semesters are listed above. Special schedules for summer and when classes are not in session are posted on the exterior doors of the library.

### **Regulations**

\*The Library is a quiet place for study. While talking is allowed, please keep your voice down in consideration of your fellow students.

\*Violations of the Acceptable Use Policy for the Internet may result in banning from the Library.

\*Tobacco products of any kind are not allowed in the Library. Food, drink, earphones or cell phones are not permitted in the library as well.

**Computer Stations-** The library has thirteen computer stations available. The computer stations have Internet access and word processing. Eight stations are wired for connection to the Internet for laptop use. To use the computers, you must sign in at the front desk. The library has WiFi and network printing. See librarian for details.

\*Software- Please see librarian if you need software (Open Office) for your laptop/netbook

**Locating a Book-** The Catalog allows you to search for books by author, title, keyword, or subject. When you find the book you need, write down the call number of the book, (ex: 813.54 M168). The books are arranged by the Dewey Decimal System, which basically means the books are placed in numerical order and grouped together by subject. See librarian for copy of the catalog and/or assistance in finding a book.

**Circulation-** Circulation refers to the check out of materials for personal use. As students, you may borrow books for two weeks at a time. You must have an active account to check out periodical which are for in library use only. Returning books on time is your responsibility. Books not returned by the end of the semester are considered lost, and a \$40 fee will be charged to the user's account.

**Interlibrary Loan-** If the Golemon Library does not have a book or magazine article that you need, the item may be available from another library through Interlibrary Loan. For further information about this service, ask a librarian.

### **Other Services/equipment**

Projector and scanner available for use  
Photocopies- free  
Lamination- \$0.50 a page  
Overheard transparencies- \$0.25 a page

**Off-Campus Locations-** Through agreements with several public libraries, Ranger College students and faculty at off-campus locations are welcome to use the following libraries:

Brownwood Public Library  
Comanche Public Library  
De Leon Public Library  
Olney Community Library  
Dublin Public Library

Remember, the library is here for you, the student. Please do not hesitate to ask for assistance.

### **BOOKSTORE**

The college bookstore maintains a complete selection of textbooks and supplies. The store also supplies “used” books whenever possible to minimize the student’s cost for textbooks.

The College will purchase used books with the following conditions:

1. Books must be in good condition.
2. Proper identification must be supplied.
3. Unmarked books may be returned for full refund if a class does not materialize.
4. Paperback and discontinued books will not be purchased.
5. Students who receive books by scholarship cannot keep or resell books.

The bookstore hours are from 8:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. Monday thru Thursday, and 8:00 a.m. to 1:00 p.m. on Friday.

### **CAFETERIA**

All meals served in the cafeteria will follow these hours: (hours subject to change)

Monday thru Thursday-  
Breakfast: 7:00 a.m. – 8:30 a.m.  
Lunch: 11:30 a.m. – 1:30 p.m.  
Dinner: 5:00 p.m. – 6:30 p.m.

Friday-  
Breakfast: 7:30 a.m. – 8:30 a.m.  
Lunch: 12:00 p.m. – 1:00 p.m.  
Dinner: 5:00 p.m. – 6:00 p.m.

Saturday and Sunday-  
Brunch: 12:00 p.m. – 1:00 p.m.  
Dinner: 5:00 p.m. – 6:00 p.m.

Persons eating in the cafeteria are to wear shoes, shirts, and clothing that is acceptable in polite and mixed company. No muscle shirts or extremely bare tops are allowed. Regular and acceptable decorum with regard to noise and behavior are expected at all times.

## **STUDENT SERVICES**

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### **ADVISEMENT AND REGISTRATION**

**Advisors-** As each student is registered, a faculty member will be assigned as an advisor. The student then may consult with the Faculty Advisor about classes, any changes in schedule, and pre-enrollment times and procedures.

**Registration-** Registration includes the selection of classes, securing official approval of a schedule, and meeting all tuition and fee payment obligations. Registration should be completed prior to or on designated registration dates at the beginning of each term.

**Summons to Office-** At times it becomes necessary that a student be summoned to an administrative office for a conference. The summons may be transmitted by a call slip through an instructor, by letter, by telephone, or verbally. A student who receives a summons is required to report in compliance with the summons and to do so as a priority to other duties. Failure to heed such a summons makes a student liable for disciplinary action.

### **COUNSELING DEPARTMENT**

Counseling services are maintained for the benefit of all students. These services include such areas as educational, vocational, personal and social. This counseling service is staffed by professional counselors who offer assistance to those who are undecided on a field of study or career, who wish to improve study habits, or who need help in any problem area. Counseling services are available on voluntary basis, and students need not be referred by anyone in order to receive counseling. Interviews are confidential and no information is released to anyone without the student's permission.

### **DISABILITY SERVICES**

Ranger College takes pride in advocating equal educational opportunities for all students by providing information and assistance to people with disabilities who wish to pursue their higher education here at Ranger College. A student (or employee) with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Ranger College. The rights and responsibilities of students and employees with disabilities are specified in the Ranger College ADA Plan (Americans with Disabilities Act) and information and/or application can be obtained from the Ranger College Campus Support Services Office located in the Golemon Library.

## **STUDENT HEALTH SERVICES**

Good health is conducive to learning. Ranger College encourages each student to undergo a medical examination prior to the student's initial enrollment.

The College does not provide medicine, hospitalization, or surgical services; nor does the College assume responsibility for injuries incurred by students when taking part in any college activity or any other activity related to the college, including but not limited to athletic programs, intramural sports programs, physical activity courses or programs, student activities, dormitory life, or general classes and programs.

Any medical doctor, dentist, clinic, or hospital is available to students for diagnosis and treatment. Such off-campus medical and dental services are at the expense of the student. Each student seeking admission to Ranger College must sign the official Ranger College Medical Expense Responsibility Release in order to enroll and begin classes. Those students seeking admission to one of the Ranger College classes or programs that may be considered to have potential hazards must also sign the official Ranger College Liability Release Form in order to enroll and begin classes. The classes/programs requiring liability release include:

Welding Technology  
Cosmetology  
Vocational Nursing  
Chemistry

## **STUDENT HEALTH INSURANCE**

Ranger College has elected to make available to students at their option and expense, a sickness and accident insurance program. Ask the Office of Campus Support Services for a brochure.

### **HIV/AIDS**

HIV destroys a person's defenses against infections. These defenses are known as the immune system. Once infected with HIV, a person may remain without symptoms for a long period of time, but is able to infect others through sexual or direct blood contact. As the disease progresses, the immune system can become so weakened that a person may eventually develop life-threatening infections and cancers. AIDS (Acquired Immune-Deficiency Syndrome) is the final state of HIV infection.

If you desire more information about HIV/AIDS, contact the Counselor or Dean of Campus Support Services. Information about transmission and prevention is available, as well as personal counseling.

### **REQUIRED VACCINATIONS**

#### **Bacterial Meningitis**

The 81<sup>st</sup> Texas Legislature (2009) requires all first-time students of an institution of higher education, including transfer students, who reside in on-campus housing to show evidence of being immunized against Bacterial Meningitis.

Early notification of receipt of the Meningitis vaccination is preferred, but Ranger College must have confirmation of vaccination within the first two months of the student's first enrollment at the college.

## **STUDENT FINANCIAL AID**

Ranger College offers students financial aid in the form of grants, student loans, work opportunities, and scholarships. Eligibility for need-based aid is determined by the Free Application for Federal Student Aid (FAFSA). This form may be obtained from the Student Financial Aid Office at Ranger College, or from your high school counselor, as well as the web at [www.fafsa.gov](http://www.fafsa.gov).

### **APPLICATION PROCEDURES**

There are three options to apply for grant aid at Ranger College. On all applications, Ranger College must be identified as one of the schools that are eligible to receive the information. The Ranger College school code is 003603.

#### **Option 1- FAFSA on the web ([www.fafsa.gov](http://www.fafsa.gov))**

Ranger College recommends that any student who has access to the Internet complete the Free Application for Federal Student Aid via the web. The address is [www.fafsa.gov](http://www.fafsa.gov). This process allows the student to enter new applications, corrections, or renew applications. The process takes approximately 2 weeks.

#### **Option 2- Mail FAFSA to the Federal Processor**

Mail the Free Application for Federal Student Aid to the federal processor per directions in the packet. A student should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks.

#### **Option 3- Electronically filing at Ranger College**

Ranger College participates in the Federal EDE process, and provides the service of electronically transmitting an application to the federal processor. No fee is charged for this service. This process takes approximately 2 weeks.

Once the financial aid office receives the Student Aid Report from the student or the federal processor, our office will review the application and determine if additional documents are required. These documents can include, but are not limited to, copies of IRS tax forms, W-2's, and a verification worksheet required by the Department of Education.

### **ACADEMIC ELIGIBILITY REQUIREMENT FOR FINANCIAL AID**

Various federal regulations governing student financial assistance require that an institution develop standards to measure academic standing and progress toward a degree objective. These regulations are subject to changes in the Ranger College Academic Policy regarding probation/suspension. See the RC catalog for more details.

Even if the financial need is established, students who do not meet academic eligibility requirements will not be eligible for financial assistance.

All Students must be enrolled or accepted for enrollment in a program leading to a degree or certificate.

## **IMPORTANT DATES FOR FINANCIAL AID**

Students should apply for financial aid as early as possible before the academic period for which they are requesting assistance. Student aid funds are limited, and the demand usually is greater than funds available.

Financial Aid awards are made by the academic year (fall and spring). It is necessary that the student reapply each year.

**Priority Dates-** Priority is given to students who have submitted to the Financial Aid Office all requested and required documentation prior to the following approximate dates:

July 30..... Fall Semester  
December 13..... Spring Semester ONLY  
April 15..... Summer Semesters

**Deadline for registration-** Students wishing to use their financial aid to pay for registration must have their files completed by the following dates:

July 30..... Fall Semester  
December 15..... Spring Semester ONLY  
April 15..... Summer Semesters

**Veteran's benefits and services-** Ranger College is approved for Veteran's Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The Registrar is prepared to render assistance to the veteran in applying for his/her educational benefits.

**Benefits for Texas Veterans-** Honorably Discharged Texas Veterans whose educational benefits from the Veterans Administration have been depleted or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Ranger College under the Hazelwood Veteran's benefits and will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. The Registrar is prepared to render assistance to the veteran in applying for his/her educational benefits.

## **SCHOLARSHIPS**

A limited number of scholarships are awarded through a variety of programs to students who perform service in activities such as athletics, communicative arts, science, band, drill team, and honors program. To compete for or maintain one of these scholarships, a student must be in good academic standing and meet the required standards of Ranger College and the governing rules. To inquire about particular scholarships, contact the corresponding department of interest or the financial aid office. In addition a list of scholarships is provided in the College Catalog.

## **EQUITY IN ATHLETICS DISCLOSURE ACT**

Ranger College is in compliance with the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. Information is available to the public in the Office of the President of Ranger College located in the Elsom Administration Building.

## **STUDENT ACTIVITIES**

Ranger College has a non-scholarship activities program which is part of the student extracurricular program, and is open to all students. These programs promote school and physical fitness through active participation.

The Student Government Association (SGA) Officers, in conjunction with their Advisor, and approved by the Dean of Campus Support Services, organizes several events each semester which include competitive endeavors among students, dances, parties, cook-outs, shows and performances, and various other activities.

All student activities are required to have faculty or staff supervision. Faculty and staff who sponsor student organizations are responsible for that student activity on and off campus. To ensure security and safety measures are in place, any activity not on the school calendar must be approved by the Dean of Campus Support Services.

**Clubs and Organizations-** Ranger College feels that clubs and organizations are important in the life of a college student. The College offers students the opportunity for membership in clubs and organizations of interest to the student. Any student who wishes to be a part of any existing club is welcome to join. New clubs may be formed according to procedures that can be obtained from the Dean of Campus Support Services Office.

**Student Government Association-** The purpose of the Student Government Association is to promote cooperation between the administration, faculty, staff, and the student body. The Student Government Association organizes school elections, considers student problems, promotes student activities, plans social events, and fosters college spirit.

**Athletics-** At Ranger College, athletics play an important part in rounding out college life for men and women students. Students participate in men's and women's basketball, women's softball, women's volleyball, men's baseball, men's and women's rodeo, men's and women's soccer, and men's golf.

## **POLICIES AND REGULATIONS**

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### **CAMPUS SECURITY**

The Ranger College Campus Security Office is housed in the Office of the Hideout Building (across from Ranger Hall). While Ranger College cannot guarantee total protection to its students any more than the police can protect all citizens, Campus Security personnel are employed to enhance the well-being and security of all institutional property and the safety of students and employees. Officers are sworn to uphold the College ordinances and the laws of the State of Texas. Ranger College also maintains quality cooperation with the Ranger Police Department and Eastland County Sheriff's Department.

It is the responsibility of each student to maintain the security of the lock system on campus and to lock rooms when they are out, as well as when they are in. Any defect in a lock system should be reported to the Dean of Campus Support Services. The mobile phone number for Campus Security is (254) 631-9097

## SECURITY CAMERAS

Security Cameras are located throughout the college dormitories and in certain other locations within the college. These cameras have been installed for student security and exist solely to make the campus a safe and secure facility.

Tampering with or disabling cameras in any way is a most serious offense punishable by fines and/or dismissal. Interfering with the operation of security cameras may endanger other students and the well-being of the college.

## TRAFFIC

All students are allowed to register and park personal automobiles on campus. This privilege is allowed as long as the student who has the care, custody, or control of the automobile complies with all the traffic guidelines.

All state laws and Ranger College traffic regulations must be complied with on all parts of the campus day or night. **The maximum speed limit for the entire campus is 15 miles per hour.** Pedestrians shall, at all times, have the right of way as long as they are not an obstruction to the traffic flow.

Ranger College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus. However, every effort will be made by Ranger College to protect all vehicles and property. The College reserves the right to impound or have impounded any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of college traffic regulations. The vehicle owner will be responsible for the cost involved in removing, impounding, and storing such vehicles.

**Student Parking Permits-** It is the responsibility of the student to obtain a student vehicle parking permit for the vehicle he/she plans to operate on campus. These permits should be obtained during registration at the beginning of each semester and are available at the Dean of Campus Support Services office.

A parking permit will not be honored unless properly displayed. In order to be properly displayed, the permit must be clearly visible to the inspector from the outside of the vehicle without infringing on the privacy of the vehicle. **It should be above the inspection sticker.**

### General Violations

1. Failure to display a valid Ranger college parking permit in the designated location on the vehicle.
2. Parking in any area restricted by sign or yellow paint.
3. Parking in loading zones or designated for the physically impaired.
4. Parking in driveways or at the ends of sidewalks.
5. Parking on the wrong side of the street or backing into head-in parking areas.
6. Failure to park within lines of individually marked space.
7. Parking in areas not designated for parking (on grass, sidewalks, etc.).
8. Failure to pay for a violation with the designated time (5 class days from the issuance).
9. Failure to furnish vehicle license number on parking permit application.
10. Displaying fictitious or defaced parking permit.
11. Loud, disturbing engine noise.
12. Loud, disturbing, or disruptive radio/stereo systems; Continued disturbance by loud noise on campus may result in your vehicle being banned from campus.

### **Moving Violations**

1. Driving without a valid driver's license.
2. Exceeding the speed limit.
3. Running a stop sign.
4. Failure to grant the right-of-way to pedestrians.
5. Driving on sidewalks or lawns.
6. Failure to stop for a Campus Security Officer or any other College personnel acting in an official capacity.
7. Any other violation defined in the official Texas Motor Vehicle Laws Booklet.

**Fines-** Fines will be assessed by the Dean of Campus Support Services. Charges are to be paid at the Office of the Bursar.

### **ALL UNPAID TICKETS WILL RESULT IN A "HOLD" BEING PLACED ON THE STUDENT'S RECORDS.**

### **FACILITY UTILIZATION**

To establish the necessary communication for the maintenance of a College Calendar for facility utilization, the following procedures will be followed.

Scheduling of facilities shall be the responsibility of:

Auditorium	Dean of Instruction
LRC	Dean of Instruction
Student Activities Center	Dean of Campus Support
Outdoor Recreational Areas	Athletic Director
Athletic Facilities	Athletic Director
Classrooms	Dean of Instruction
Extension Centers	Dean of Instruction

It is the responsibility of the individual or organization requesting facility usage to ascertain whether or not a particular space is scheduled before requesting that specific facility.

1. Instructional Classes (Credit)  
The Dean of Instruction will assign all classrooms for instructional programs.
2. Continuing Education Classes  
The Dean of Instruction will assign facilities for continuing education activities.
3. Non-College Sponsored Events  
Normally, all non-College-sponsored events must be processed through the procedure establish, which requires approval by the Business Office Division Administrator and other involved personnel. The Division Administrator will advise the College Senate by memorandum of all facilities reserved through this procedure.
4. Student Activities  
The supervisor of any student activity will be responsible for making arrangements for the use of facilities, including classrooms utilized by clubs and organizations.
5. Additional Activities  
It is acknowledged that certain activities will not fall within these procedures. In these cases, the administrator whose area is most involved will be responsible for clearing facilities and notifying the Business Office.

## **General Provision for Use by Outside Groups**

1. College activities shall be given first preference for use of facilities; of these activities, instruction or instruction-related activities have the highest priority, with the exception of the Cafeteria.
2. Community requests for permission to use the College facilities should be initiated, if possible, at least two weeks prior to the requested date.
3. Continuing regular use of campus facilities for non-campus religious or political purposes shall not be permitted. Occasional use may be permitted. Usage fees will be determined at the time of use.
4. All activities must be under competent adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment.
5. The following specific rules shall be observed by groups using any part of a facility. The group representative agrees to be responsible for his/her group and to conduct his/her event in conformity to the following College procedure. The representative further agrees to be responsible for any loss or damage resulting from deviation from the procedure.
  - a. Food and beverage consumption shall be limited to the cafeteria, unless special permission is secured.
  - b. Disorderly conduct of any kind shall not be condoned by the sponsoring organization.
  - c. The number of tickets sold for an event shall not exceed the capacity of the facility requested.
  - d. Concession rights shall be reserved for the College unless otherwise specifically approved. No outside food service may be brought on campus without specific College approval.

### **Confirmation of Reservations and Fee Payment**

After approval has been obtained and facility and service availability verified, the sponsor will be notified that the reservation process is complete and that the space is reserved (subject to receipt by the Business Office of any applicable fees).

### **Cancellation**

The College reserves the right to cancel any reservation if it is deemed to be in the best interest of the College. Conflicts or conditions not encompassed by this procedure will be referred by the Business Office Division Administrator.

## **RULES AND REGULATIONS PERTAINING TO SOLICITATIONS**

**Solicitations and Sales-** All solicitations, including sale of publications on the campus of Ranger College, must have some benefit for the College, its students, faculty, and staff in its primary mission. If the purpose of a solicitation project is to raise money, the use of this money shall be clearly identified in terms of its contribution to the educational, intellectual, or cultural growth and development of the institution and/or its members of the academic community.

**Definition of Solicitation-** Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and offering any other comparable materials and privileges in person or by handbills to promote sales.

**Exceptions to the Solicitation Policy-** Examples of exceptions which are allowed are: Sales intended to provide community-wide benefits, service projects or solicitations of contributions for charitable purposes, public or particular.

Persons not registered as students, faculty, or staff may not solicit on the campus without the expressed permission of the Dean of Campus Support Services.

**Advertising and Distribution-** Individuals who are not affiliated with the College (i.e., student, faculty, or staff) may not distribute handbills, leaflets, or any type of printed materials on the campus. No advertising by commercial organizations, as groups or through student representatives, is allowed on the campus except through expressed permission by the Dean of Campus Support Services.

## **COMPUTER USE- ACCEPTABLE USE POLICY**

General access to computers, laboratories, mainframe computers, networks and the Internet are provided as a service to Ranger College employees and students. Use is a privilege, not a right. All users must respect the rights of other users, respect the physical property, and respect all license agreements. It is the policy of Ranger College that all members of its community must act in accordance with responsibilities, relevant laws, and the highest standard of ethics. Students may not use the name or symbol of Ranger College in any network communications. Failure to comply with regulations set forth in this policy will result in the suspension of privileges, and may result in civil or criminal action under state or federal law.

1. I understand that security is important and I will:
  - \*Use only my account
  - \*Not give out my password
  - \*Notify Ranger College employees if I suspect that my account has been used by anyone other than myself
2. I accept other's property rights and I will:
  - \*Not introduce viruses or worms
  - \*Abide by policies of other networks and locations
  - \*Not copy, rename or delete, examine, or change any files not belonging to myself
  - \*Refrain from all forms of vandalism
  - \*Not use tobacco products or bring food or drink into computer areas
3. I agree to abide by accepted network etiquette and I will:
  - \*Refrain from sending or receiving offensive, vulgar, or obscene material
  - \*Refrain from annoying, harassing, or abusing other users.
  - \*Not use the Internet for the purpose of playing games.
  - \*Not use the Internet for "chatting."
  - \*Not give out addresses, phone numbers, or other personal information.
  - \*Refrain from commercial activity and political lobbying.

## **TOBACCO FREE COLLEGE BUILDING**

The use of tobacco products in College facilities will be controlled.

1. Smoking of tobacco products is banned in all College buildings.
2. The use of smokeless tobacco, including snuff and tobacco, is prohibited in all College buildings except in employee's personal offices if so designated by the assigned occupants and in other areas designated by the College Senate.
3. Smoking is prohibited in individual dormitory rooms. Smokeless tobacco is strongly discouraged in individual dormitory rooms.

## **STUDENT ID'S**

Student Identification Cards will be issued as part of the registration process. The ID card should be carried by the student at all times on the campus and will be useful at the Cafeteria, Library, Special Events, Athletic or Sporting events, and other areas of College activities.

## **SOCIAL SECURITY NUMBERS**

Section 7(b) of the Privacy Act of 1974 (5 U.S.C.522a) requires that when any Federal, State, or local government agency requests an individual to disclose his/her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, students, or applicants for admission as students, are advised that disclosure of a student's social security account number is required as a condition for admission as a student at Ranger College, in view of the practical administrative difficulties which would be encountered in maintaining adequate student records without the continued use of the SSN.

## **LOST AND FOUND**

A lost and found service is located in the office of the Dean of Campus Support Services. Unclaimed items will be kept for a reasonable length of time, and then disposed of as seen fit.

## **DRUG AND ALCOHOL FREE ENVIRONMENT**

Ranger College policies and state law prohibit the use and possession of alcohol, or illicit drugs on campus. Students who violate these policies are subject to college disciplinary action and prosecution through law enforcement agencies. Drug and alcohol abuse education programs are conducted through the Office of Campus Support Services who may make a referral to a more specialized program or agency. Each student is ultimately responsible for his/her own behavior regarding the use of drugs or alcohol, realizing the potential for negative consequences.

The national need for drug prevention programs is identified in the following statements from the Drug-Free Schools and Communities Act of 1986:

The use of drugs and the abuse of alcohol by students constitutes a grave threat to their physical and mental well-being and significantly impedes the learning process.

The tragic consequences of drug use and alcohol abuse are felt not only by students and their families, but also by their communities and the nation, which can ill afford to lose their skill, talents, and vitality.

Drug abuse education and prevention programs are essential components of a comprehensive strategy to reduce the demand for the use of drugs throughout the nation.

Prompt action by our nation's schools, families, and communities can bring significantly closer the goal of a drug-free generation and society.

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT, PUBLIC LAW 102-542**

Consistent with the provision of the Student Right-to-Know/Campus Security Act, Ranger College will make available to students, faculty and staff members information regarding campus safety issues. On a yearly basis, the university develops and produces a comprehensive report that contains relevant data on campus safety and security programs and crime statistics. Anyone

wanting this data may obtain a copy of the report from the office of the Dean of Campus Support Services.

## **ACADEMIC REGULATIONS**

### **CLASSIFICATION OF STUDENTS**

**Freshman-** A student who has completed less than 30 semester hours.

**Second Year Student-** A returning student with less than 30 semester hours is considered a second year student.

**Sophomore-** A student who has completed 30 semester hours but less than 62.

**Full-Time Student-** A student enrolled for 12 or more semester hours. A student will normally complete one-half of the work required for an Associate Degree each year.

**Part-Time Student-** A student enrolled for fewer than 12 semester hours is considered a part-time student. Part-time students may be excluded from dormitory living.

**Semester Hour-** A semester hour is the unit of measure for credit purposes. It may sometimes be called a “semester hour,” a “credit hour,” or simply an “hour.” In academic classes, a semester hour would mean you are in class one hour per week for a semester. Hence, in a three-hour class, you would attend class approximately three hours per week. In labs and activity classes, more hours of class time may be required.

**Academic Load-** The normal academic load for a student expecting to graduate with an Associate Degree is 15-16 credit hours per semester. No student may enroll in more than five courses of 3-4 credit hours each without approval of the Dean of Instruction.

**Changes in Registration (Drops or Adds) -** A student who wishes to add or drop a course must initiate the procedure with the Faculty Advisor. A “Drop or Add Form” must be signed by the instructor involved, as well as the coach or activity sponsor and taken to the Office of the Bursar. At the Office of the Bursar, a \$5 charge is assessed. Then, the Drop/Add Form is taken to the Registrar. Courses may be added only during the period indicated by the College Calendar. A course may be dropped on or before the specified date in the College Calendar with a grade of “W.”

**\*\*\*The State of Texas allows only a total of 6 drops during an individual’s total 4 year undergraduate enrollment\*\*\***

A student may not drop or be dropped from a developmental program and remain enrolled in school.

**Transfer Policy-** Ranger College accepts students by transfer from any accredited junior college, community college, college, or university, so long as the applicant is eligible for re-admission to the institution in which he/she was last enrolled. Ranger College accepts courses by transfer from accredited colleges and universities. Full credit is given for courses listed in the “Community College General Academic Course Guide Manual” or for equivalent courses from regionally-accredited public or private junior or senior colleges.

To receive credit for a course transferred to Ranger College, the student must follow this procedure:

1. File an application for admission.
2. Have official transcripts sent to the Office of the Registrar by the granting institution.

The Registrar at Ranger College will evaluate each transcript with assistance from the Dean of Campus Support Services, Dean of Instruction, Counselor, or faculty members as needed. The Registrar will prepare and give the student a written evaluation specifying the courses and hours that apply toward degree requirements that may be counted as electives or that are not accepted. This process will be completed as quickly as possible, but at the latest before the end of the first semester of attendance. If the student feels that the evaluation was incorrect, he/she has the right to appeal. The Registrar will inform the student of the process for filing an appeal.

**Withdrawal from College-** Students may withdraw from college without grade penalty prior to final exam week.

To withdraw, the student must request a Withdrawal Sheet from the Office of the Registrar. The withdrawal will be honored if all of the student's records with the College are clear. The following steps are to be completed:

1. Obtain an Official Withdrawal sheet from the Office of the Registrar.
2. Obtain all signatures needed to complete the form.
3. Return the completed form to the Registrar.

A student who leaves the College without officially withdrawing will receive grades of "F" in all courses, endanger his/her privilege of re-entering the College or entering another college or university, and will not be eligible to receive refunds of such fees and deposits that may be refundable. Students who withdraw while on scholarship will lose the scholarship and will be responsible for paying all of their college expenses.

**End of Semester Clearance-** Students are expected to follow a proper clearance procedure at the end of each semester. The following steps are to be completed:

1. Obtain an Official Clearance Sheet from the Office of the Registrar.
2. Obtain all signatures needed to complete the form.
3. Return the completed form to the Office of Campus Support Services.

A student who leaves the College without completing a Clearance Sheet may find unexpected charges on his/her account for overlooked obligations such as unreturned library books.

## **ABSENCE POLICY**

Regular and punctual attendance in all classes and labs is advisable. If a student has the equivalence of three weeks of unofficial absences in a course in which he/she is currently enrolled, the student will become ineligible to participate in any extracurricular activities and the instructor may drop the student from the course.

Unofficial absences are counted from the first day of class as listed in the College Calendar regardless of the date of the student's registration.

The only official absence is an authorized college activity, or an approved leave of absence. All work and/or assignments missed because of an official absence must be completed within two weeks or the official absence will count as unofficial. An official absence during the two-week period does not extend the deadline for the completion of assignments.

Attendance policies for Vocational Nursing and Cosmetology Programs are detailed in their respective Program Handbooks.

### **EXPLANATION OF GRADES AND PROCEDURES**

The following system is used by instructors to report grades to the students and for recording on individual transcripts:

<u>GRADE</u>	<u>EXPLANATION</u>
A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failure
I	Incomplete
W	Withdrawal from a course
Q	Withdrawal from College

**Grade Reports-** At the close of each semester and each summer term, final course grades are mailed to all students at their permanent home addresses. A copy is also available in the Office of the Registrar.

Transcripts will not be released if the student has a financial obligation to Ranger College.

#### **Grade Points and Grade Point Averages-**

The grades of A, B, C, and D carry with them grade points. All other grades do not have grade points assigned to them. You are credited with:

- 4 points for each hour of A
- 3 points for each hour of B
- 2 points for each hour of C
- 1 point for each hour of D
- 0 points for each hour of F, I, W, or Q

The grade point average (GPA) is obtained by multiplying the number of points equivalent to the letter grade received in each course by the number of credit hours attempted for each course. Divide the sum of the answer to determine GPA. There is a semester GPA and a cumulative GPA on all student permanent records.

**Incomplete-** A grade of “I” may be assigned by an instructor when, in his/her opinion, the student has been unable to meet course requirements within the prescribed time due to circumstances beyond the control of the student. The required work must be accomplished during the next long semester in order not to revert to a grade of “F.”

**Repeating A Course-** A course may be repeated if a student desires to attempt to improve a grade received in a course. However, the last grade received will be recognized as the permanent grade. When a course is repeated, the first course enrollment will not be included in calculating grade point averages or in calculating total hours for graduation at Ranger College. A course that is repeated does not remove the earlier course from the permanent record.

## **ACADEMIC PROBATION AND SUSPENSION**

A student must maintain a satisfactory level of academic achievement in order to remain in good standing at Ranger College. This level of academic achievement is determined on the basis of all academic work attempted at Ranger College and/or presented for transfer.

To maintain this satisfactory level, a student must meet the following guidelines:

On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.

On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.

On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

**Academic Probation-** The probationary status commences with the next regular (fall or spring) semester of attendance. If the student earns sufficient grades to raise his/her grade point average to the above standards during the probationary period, he/she will be removed from scholastic probation. Students on scholastic probation who do not meet the minimum scholastic requirements during the probationary term will be suspended the next semester.

**Academic Suspension-** If, during a period of academic probation, a student fails to meet the required standards, he/she will be placed on academic suspension and will be ineligible to re-enroll the next semester.

The first suspension period will be for the next regular (fall or spring) semester of attendance. If the suspension takes effect at the close of a Spring Semester and the student enrolls in summer school, the suspension will be terminated at the close of the summer session if the hours and GPA earned are sufficient to reinstate the student to good standing.

Athletic eligibility and financial aid requirements are different in some cases from scholastic progress requirements. Athletic eligibility questions should be referred to the head coach or Athletic Director. Financial aid eligibility questions should be referred to the Financial Aid Director.

Veterans should consult the Registrar for scholastic requirements of the Veterans Administration. Veterans not making satisfactory progress will be reported to the Veterans Administration at the end of the semester. Veterans who drop a course or withdraw from school will be reported immediately to the Veterans Administration.

## **REQUIREMENTS FOR GRADUATION**

### **CORE CURRICULUM FOR A.A. AND A.S. DEGREES**

Included in the degree requirements for the Associate of Arts and the Associate of Science degree is a 44-hour core of general education courses which emphasize the need for basic intellectual competencies- reading, writing, speaking, critical thinking, and computer literacy- as well as broad intellectual perspectives including historical and political consciousness; multicultural awareness; numerical comprehension and analysis; and concern about ethics, aesthetics, personal and social values. These courses are designed not only to help students understand and appreciate

their heritage but also to prepare for responsible citizenship in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the appropriate courses. The general education courses in the core curriculum for the A.A. and A.S. Degrees are as follows:

### **ASSOCIATE OF ARTS DEGREE**

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty-two semester hours of college work.
2. Successful completion of the Core Curriculum which includes the following courses:
  - a. Twelve semester hours of English including English 1301 and 1302 (Written Communications).
  - b. Six semester hours of American History as required by Texas statute.
  - c. Six semester hours of Federal and State Government as required by Texas statute.
  - d. Two semesters of laboratory science.
  - e. Speech 1315 (Oral Communication).
  - f. COSC 1300 or 1401 (Computer Science).
3. Two semester hours of activity Physical Education (only two semester hours may be counted toward graduation).
4. A minimum cumulative grade point average of 2.00 on all college level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
5. Successful completion of sixteen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours in residency.
6. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
7. Successful completion of all THEA requirements (Developmental courses may not be counted or used as hours towards graduation).
8. Satisfactory settlement of all business accounts.
9. All disciplinary matters must be resolved with the Office of the Dean of Campus Support Services.

### **ASSOCIATE OF SCIENCE DEGREE**

The Associate of Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of an approved Workforce Education Program including fifteen semester hours of general education courses as listed on the degree plan.
2. Successful completion of the Core Curriculum which includes the following courses:
  - a. English 1301 and 1302 (Written Communication)
  - b. Six semester hours of American History as required by Texas statute.
  - c. Six semester hours of Federal and State Government as required by Texas statute.
  - d. Two semesters of a single laboratory science.
  - e. Speech 1315 (Oral Communication)
  - f. Math 1314 and either Math 1316 or an additional semester of a laboratory science.

3. Two semester hours of Physical Education Activity courses (Only two semester hours may be counted toward graduation).
4. A minimum cumulative grade point average of 2.00 on all college level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
5. Successful completion of sixteen semester hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours in residency.
6. Not in excess of fifteen hours by correspondence and twelve semester hours by Credit-By-Examination.
7. Successful completion of all THEA requirements (Developmental courses may not be counted or used as hours toward graduation).
8. Satisfactory settlement of all business accounts.
9. All disciplinary matters must be resolved with the Office of Campus Support Services.

### **ASSOCIATE OF APPLIED SCIENCE**

The Associate of Applied Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of an approved Workforce Education Program including fifteen semester hours of general education courses as listed on the degree plan.
  - a. English
  - b. Speech
  - c. Mathematics
  - d. Social/Behavioral Science
2. A minimum cumulative grade point average of 2.00 on all college level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
3. Successful completion of seventeen hours of the last twenty-two semester hours in residency prior to graduation or thirty-six total semester hours in residency.
4. Not in excess of fifteen hours by correspondence.
5. Successful completion of all assessment instrument requirements (Developmental courses may not be counted or used as hours towards graduation).
6. Satisfactory settlement of all business accounts.
7. All disciplinary matters must be resolved with the Office of Campus Support Services.

### **ADDITIONAL ASSOCIATE DEGREES**

In order to receive multiple degrees from Ranger College, a student must complete the specific requirements for the additional degree. A minimum of 15 credit hours of work in addition to those applied to previous degrees is required. These hours must be completed at Ranger College.

### **CERTIFICATE OF COMPLETION**

1. Successful completion of an approved program of study.
2. A minimum cumulative grade point average of 2.00 on all credit courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for the completion of the certificate. The Vocational Nursing Program requires a higher grade point average.
3. Successfully complete at least one half of the credit hours required for the certificate at Ranger College.
4. All disciplinary matters must be resolved with the Office of Campus Support Services.

## **INTENT TO GRADUATE**

Students intending to graduate should make application in the Registrar's office during their last semester. Additional degree diplomas or certificates at the same graduation will be charged at the rate of \$10.00 each. A \$25.00 fee is charged for replacement diplomas and certificates. A graduation fee of \$50.00 is charged for a certificate or degree diploma.

## **ATTENDANCE AT GRADUATION**

Candidates for certificate or degree are encouraged to attend commencement exercises. In the most unusual circumstances, a candidate may be excused from graduation by the Registrar.

## **STUDENT RECORDS**

Ranger College accords all the rights under The Family Educational Rights and Privacy Act of 1974, as amended, to students who are declared independent. The College will not provide access to nor disclose information from student's educational records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of other persons.

Within the College, only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. The members include personnel in the Office of Financial Aid and other administrative personnel seeking the information in the discharge of their Official duties. Academic personnel shall have access within the limitations of their need to know as it relates to students enrolled in their classes.

At its discretion, Ranger College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the full term. Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information from general release must be filed annually in the Office of Campus Support Services.

Students shall have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. Students wishing to review their educational records must make written requests to the Dean or Associate Dean of Campus Support Services listing the item or items of interest. Only records covered by the Act will be available within forty-five days of the request. Students may have copies made of their records with certain exceptions.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems

informally with the Dean of Campus Support Services. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed of his right to a formal hearing. Student's request for a formal hearing must be made in writing to the Dean of Campus Support Services, who within a reasonable period of time after receiving such a request will inform the student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating of the reasons for the decisions, and will be delivered to all parties concerned. The records will be corrected and amended in accordance with the decisions of the hearing panel if the decision requires such. If the decision is unsatisfactory to the student, he may place with the education records statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statement will be placed in the education records, maintained as part of the records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the College, and he shall aid them in filing complaints with the Family Educational Rights and Privacy Act Office, Dept. of Education, Washington D.C.

All transcript requests must be made in writing by the student. Adequate advance notice, normally one week, is required for transcript processing.

## **THE COLLEGE CATALOG**

The College Catalog is the most complete, detailed, and current information source available to the Ranger College student. In addition to the course listings and degree requirements, the catalog contains specific information on admission policies, fiscal, and academic regulations. The catalog should remain a vital accessible portion of the student's educational library. Students will be held responsible for its contents. Any academic information listed in this Handbook which counters current information in the College Catalog is superseded by the College Catalog.

## **MANDATORY TESTING TEXAS INITIATIVE**

The Texas Higher Education Coordinating Board implemented the Texas Success Initiative in the fall of 2003. This program requires institutions to assess the academic skills of entering undergraduate students prior to enrollment. This requirement applies to all full-time and part-time students enrolled in a degree program or a certificate program containing 42 or fewer hours.

The following assessment instruments have been approved by the Texas Higher Education Board: ASSET, COMPASS, ACCUPLACER, and the THEA. Any student who has not taken one of these assessment instruments will not be permitted to enroll in courses other than non-credit, developmental, or pre-collegiate courses until he or she has taken one of the examinations.

Under the Texas Success Initiative, a student who fails to meet the minimum passing standard will be required to participate in a developmental program. Each student will have an individualized plan which will include the appropriate developmental education necessary to ensure readiness of the student to perform freshman-level academic coursework.

A student in the Developmental Education Program must remain enrolled continually in the program until it is determined the student is ready to enroll in freshman level academic work.

Note: See Counselor for testing exemptions and additional information.

## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

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Admission to the College confers special benefits not available to all citizens, but acceptance of the benefits imposes additional responsibilities. When a student enters Ranger College, it is assumed that he/she has a serious purpose and a sincere interest in his/her development. It is the intent of the College to grant the student as much freedom as is compatible with the ordinary rules of society governing the proper conduct of ladies and gentlemen. Definite disciplinary regulations are, therefore, kept to a minimum. Enrollment at Ranger College signifies that a student recognizes the authority of the College, and he/she agrees to abide by the policies and regulations of the College or its representatives.

### **Responsibility for Knowledge of Policies, Rules, and Regulations**

The Code of Student Conduct is subject to change by action of the Board of Regents. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Campus Support Services offices and on the Ranger College webpage ([www.rangercollege.edu](http://www.rangercollege.edu)). The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college's established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offenders as an unfit associate for other students.

## **STUDENT MISCONDUCT**

Each student is expected to act in a manner consistent with a college student attending an educational institution. Any individual or student organization guilty of the following misconduct while is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

- 1. Possession or use of alcohol**
  - A. Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages and/or containers.
  - B. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.
- 2. Possession or use of narcotics or drugs**
  - A. Use, possession, sale, delivery, manufacture, or distribution of illegal drugs.
  - B. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
  - C. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound of other controlled substance, except as permitted by federal, state, and/or local law.
- 3. Academic Dishonesty**

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any other act designed to give unfair academic advantage to the student.

1. Cheating on academic work includes:
  1. Copying another student’s test paper in academic work;
  2. During a test, using materials that are not authorized by the test administrator;
  3. Failing to comply with instructions given by the person administering the test;
  4. Possession during a test of materials that are not authorized by the person giving the test, such as class notes, specifically designed “crib” notes, and/or the utilization of electronic devices to deliver and/or receive answers. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
  5. Using, buying, selling, stealing, transporting, or soliciting the contents of an un-administered test, test key, homework, solution, or computer program.
  6. Collaborating with, seeking aid or receiving assistance from, another student or individual during a test or in conjunction with other assignments without authority.
  7. Discussing the contents of an examination with another student who will take the examination.
  8. Divulging the contents of the examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
  9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test or any course-related assignment.
  10. Having another person obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution, or computer program.
  11. Falsifying research data, laboratory reports, class observations, verification forms, and/or other academic work offered for credit.
  12. Taking, keeping, misplacing or damaging the property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
  13. Possession at any time of current or previous test materials without the instructor’s permission.
2. “**Plagiarism**” includes, but is not limited to, the appropriation of buying, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and to present the material as one’s own for academic advantage is strictly prohibited.
3. “**Collusion**” is defined as the unauthorized collaboration with another person in preparing written work for credit.
4. “**Falsifying academic records**” includes, but is not limited to, altering or assisting in altering, of any official record of the college and/or submitting false information or omitting requested information that is required or related to, any academic record of the college. Academic records include, but are not limited to, applications for admission, the

awarding of a degree and/or certificate, grade reports, test paper, registration materials, grade change forms, grade check forms, and reporting forms used by the Office of the Registrar.

5. **“Misrepresenting facts”** to the College or an agent of the college includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignments for the purpose of obtaining an academic or financial benefit for oneself or for another individual; or providing false or misleading information in an effort to injure another student academically or financially.
6. All questions of academic dishonesty are first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, the next step will be to appeal to the appropriate instructional administrator. If the student disagrees with the decision of the division chair, the student’s case may then be referred to the Dean of Campus Support Services for normal disciplinary procedures. The student will be allowed to remain in class until the process is exhausted.

#### **4. Inappropriate Behavior**

The college provides evaluation, referral, and appropriate treatment (within the parameters of available college resources) for students displaying inappropriate behavior. In some instances, a student’s behavior may be beyond the scope of these services and require consideration of termination of enrollment for medical reasons.

##### **1. Definitions**

1. Inappropriate behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable prudent person under similar circumstances.
2. Inappropriate problems include, but are not limited to, behaviors resulting from possible physical, drug related, or psychological disorders which may pose a potential harm to physical well-being of the students or others, and/or cause significant disruptive activity to the normal functions of the college
2. In any instance where the Dean of Campus Support Services, in consultation with other college officials, determines that a student’s behavior is disruptive to normal college functions, and/or presents a threat of harm or bodily injury to himself or herself or others, the student may be temporarily suspended from college. The student may appeal this decision in accordance with appeal procedure.

##### **5. The possession or use of flammable materials/arson**

- A. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used for fire.
- B. Attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or as a result.

##### **6. The possession or use of firearms, weapons or explosives**

- A. Unauthorized use or possession of ammunition, firearms or other illegal weapons on college property.
- B. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid or flammable object which could cause damage by fire or explosion to persons or property on college property.

##### **7. Theft, damage or unauthorized use of items**

- A. Attempted or actual theft of property or services of the college, of other college students or other members of the college community or of the campus visitors.

- B. Possession of property known to be stolen or belonging to another person without the owner's permission.
- C. Attempt or actual damage to property owned or leased by the college, of other college students, of other members of the college community or of campus visitors.
- D. Attempt of actual unauthorized use of credit card, debit card, student identification card, cell phone, personal identification number, test number, campus connect account and/or personal check.
- E. Alteration, forgery, or misrepresentation of any forms of identification.
- F. Possession or use of any form of false identification.

**8. Actions Against Member of the College Community**

- A. Physical harm or threat of harm to self or others.
- B. Intentional or reckless conduct which endangers the health or safety of self or others.
- C. Behavior that disrupts the normal operation of the college including its students, faculty and staff.
- D. Sexual misconduct that involves, but is not limited to:
  1. Deliberate touching of another's sexual parts without consent.
  2. Deliberate sexual invasion of another without consent.
  3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
  4. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, college employment, participation in activities sponsored by the college or organizations or groups related to the college or opportunities to benefit from other aspects of college life.
- E. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization/club.

**9. Gambling, Wagering, Gaming or Bookmaking**

Gambling, wagering, gaming or bookmaking on college premises or with college equipment as defined by federal, state and/or local law is prohibited.

**10. Hazing**

Engaging in or submitting to hazing by volition is not allowed. Hazing is considered an act that endangers the health, safety or well-being of a student. Acts of hazing include, but are not limited to physical brutality, exposure to the elements, confinement in an undesirable space, or any other activity that subjects a student to an unreasonable risk or harm.

**11. False Alarms or Terrorism Threats**

Intentional sounding of a false fire alarm, falsely reporting an emergency or terrorism threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers/hydrants, filing false police reports, improperly

possessing, tampering with, or destroying fire equipment or emergency signs on college premises.

**12. Financial Irresponsibility**

Failure to meet financial obligations owed to the college, or components owned or operated by the college, including, but not limited to, the writing of checks on accounts with insufficient funds.

**13. Unauthorized Entry, Possession or Use**

- A. Unauthorized entry into or use of college premises or equipment.
- B. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, college identification card or access code for use in college premises or equipment.
- C. Unauthorized use of the college name, logotype, symbols for the college; however, registered student organizations are permitted to use the word “Ranger College” or “RC” as part of their organizational name or to use the complete statement “a student organization at Ranger College.”
- D. Unauthorized use of the college’s name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the college.

**14. Traffic & Parking**

- A. Violation of college traffic and parking regulations.
- B. Obstruction of the free flow of pedestrian traffic on college premises.

**15. Housing Regulations**

Violations of rules that govern behavior in the residence halls and/or dining halls are subject to those found in the Code of Student Behavior.

**16. Failure to Comply**

- A. Oral or written avocation or recommendation of conscious and deliberate violation of any federal, state, or local law.
- B. Failure to abide with a college or campus official’s directive that is given within the official’s acting capacity.
- C. Failure to notify the Registrar’s office of change in official mailing address or giving false or fictitious address to such office.
- D. Failure to present student identification on request to any college official and/or identify himself/herself to any college official acting in the performance of his/her duties.

**17. Providing False Information or Misuse of Records**

Knowingly furnishing false information to the College, or to a college official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any college document, record or instrument of identification.

**18. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices**

Use of skateboards, rollerblades, scooters, bicycles or other similar devices in college buildings. The use of these items on college premises in such a manner as to constitute a safety hazard or cause damage to college or personal property.

#### **19. Violations of Federal, State and/or Local Laws**

- A.** Misconduct which constitutes a violation of any provisions of federal, state, and/or local laws.
- B.** Conviction of Misdemeanor or Felony- Obedience to the law being a primary duty of the citizen, the conviction of a student for violation of law renders the student also subject to disciplinary action on the part of the college. Institutional authority will not be used to duplicate the function of general laws. Students who have been convicted of misdemeanors that come to the official attention of the college can expect to have their status within Ranger College reviewed if their behavior has brought discredit upon themselves, fellow students, or the college. Publicity of the behavior and association of the name of the college with the act or the student involved enhances the possibility of college disciplinary action. A student who endangers one's life or the lives of others while violating the law will be subject to disciplinary action from the college. If a student pleads guilty to a charge or is convicted of a felony offense, the student will automatically be subject to having one's status at the college reviewed and may face disciplinary action in the process.
- C.** Indictments by Juries- Students who are under indictment by a grand jury and have posted an appeal bond may remain in the college pending the verdict of the trial. If the college has an interest in the case, action taken by the college will be delayed until after the trial has been held. When a student's situation warrants special consideration, one's status will be reviewed as to the appropriateness of remaining on campus as a member of the student body.

#### **20. Abuse of the Discipline System**

- A.** Failure to respond to an administrative official's summons within the designated time.
- B.** Falsification, distortion or misrepresentation of information in disciplinary proceedings.
- C.** Disruption or interference with the orderly conduct of a disciplinary proceeding.
- D.** Filing an allegation known to be without merit.
- E.** Discouraging or attempting to discourage an individual's proper participation in or use of the discipline system.
- F.** Influencing or attempting to influence to impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- G.** Harm, threat of harm, or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.
- H.** Influencing or attempting to influence another person to commit an abuse of the discipline system.
- I.** Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- J.** Failure to comply with the sanction(s), conditions(s) and/or restriction(s) imposed under the Code of Student Conduct.
- K.** No student suspended from the College for a disciplinary reason shall be permitted on a college campus during the entire period of the suspension, except

when summoned by an administrative official of the College or by previously arranged official appointment.

## **21. Citizenship**

- A. Bad Checks and Unpaid Bills-** Each student should be honorable in all financial dealings with businesses and individuals off campus. The college views financial dealings between students and businesses as a private transaction between the two parties. The college will not collect bad checks or bad debts that students have incurred for businesses or individuals; however, businesses will be provided with the names and addresses of students upon written request according to District Policies.
- B. Representing Ranger College-** Students of Ranger College should remember that when groups of individuals are off campus, one's acts are viewed as the acts of Ranger College students and not as the act of private individuals. Students who come to the official attention of the College as a result of misbehavior may be subject to disciplinary action. Students come to the official attention of the college in several ways. Most often, outraged citizens call a member of the administrative staff and complain about something students have done. Sometimes newspapers publish accounts of the misdeeds of Ranger College students.
- C. Students Visiting Other Campuses**

Students who visit other campuses are expected to be circumspect in their behavior. When it becomes necessary for an official of another school to register a complaint about the behavior of a Ranger College student, that student can expect to become involved in disciplinary proceedings.
- D. Campus Visitors**
  - 1.** Non-members of the college community, who have not been duly invited nor authorized to use college facilities, who repeatedly visit or spend a large portion of their time on the college campus, are not welcome and will be asked to leave. Loitering, by non-members of the college community, in the facilities of the college or on the college campus, substantially interferes with the normal activities of the college.
  - 2.** Non-members of the college community are required while on the campus to observe and comply with the rules and regulations adopted by the college and/or Board of Regents. Non-members of the college community are also required while on the campus to identify themselves upon the request of a college official or security officer or other law enforcement officer in the performance of his/her duty.
  - 3.** The college campus is not a sanctuary and any person who violates any state law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violator is a member of the college community.
  - 4.** When it appears to the President, or any college official who has been authorized and designated by the President to maintain order, that any non-member of the college campus has violated, on the campus, any state or federal law or any college rule or regulation, such person or persons may be ordered by such official to leave the college campus, and should the college see fit, charges may be filed against such person or persons. The President may make due application to any court for

injunction or other judicial relief in regard to the threatened or actual violation of any of the above mentioned rules and regulations.

## **22. Smoking**

Smoking or other use of tobacco products is prohibited in all Ranger College entrances/door ways, facilities, and vehicles.

## **23. Pets on Campus**

Pets are not allowed to be kept anywhere on campus except when needed for instruction or where needed by a handicapped employee or student. Service animals must be on a leash or be otherwise under the direct and positive control of the owner.

## **ADMINISTRATION OF DISCIPLINARY PROCEDURES**

The Dean of Campus Support Services shall have primary authority and responsibility for the administration of student discipline. The Dean of Campus Support services will also be responsible for investigations or allegations that a student has violated Board policy, college rules or regulations, or an administrative official's specific orders and instructions issued in the course of official duties.

Upon receipt of a report alleging misconduct, the student may be summoned by the Dean of Campus Support Services. A second summons will be sent if necessary. If a student fails to report after two notices, the result may be suspension from the college.

The Dean of Campus Support Services shall investigate and determine if reported allegations are founded. If the Dean determines that the allegation is founded, a penalty will be assessed that is appropriate to the charges and will inform the student of such action.

If the student disputes the facts upon which the charges are founded and disputes the penalty, the student may request to appeal the Dean's decision and request a hearing. The Dean of Campus Support Services shall:

1. The alleged violation and charges against the student;
2. Any information or evidence that will be used in the disciplinary hearing;
3. A statement of penalties which may be imposed if the charge is proven;
4. The fact that the student may be accompanied by a representative at the hearing;
5. The fact that evidence may be presented in the student's behalf;
6. The time, date, and meeting place of the hearing.

The written statement shall be sent to the accused student by certified mail, return receipt requested, addressed to the address appearing in the Registrar's records, or shall be hand delivered with the student signing a receipt.

### **Student Disciplinary Hearings**

If the accused student disputes the facts upon which the charges are founded or disputes the penalty while accepting the facts, the student shall have the opportunity, and provided the following procedures are followed, to have the charges or penalty heard and determined by the Student Discipline Committee:

1. The composition of the Student Discipline Committee shall be the Dean of Campus Support Services, two faculty members, two students, and one administrator.
  - a. The Dean of Campus Support Services will be the chairman for administrative purposes (The chairman will vote only in case of a tie).
  - b. Faculty members will be appointed as needed by the President.
  - c. Student participants and the administrator will be appointed as needed by the Dean of Campus Support Services.
2. Prior to making a formal request to the Student Discipline Committee for a hearing on the charges or penalty, and a condition for such hearing, the student shall have had a pre-hearing conference with the Dean of Campus Support Services. Upon completion of the pre-hearing conference, the Dean of Campus Support Services will inform the student that if the student wishes to have a hearing, the student must, within 72 hours, complete and submit to the Student Discipline Committee a written request for review.
3. Except in those cases where immediate interim disciplinary action has been taken under authority of the student Grievance Procedures the accused student shall be given at least five (5) class days to submit a written notice to the Dean of Campus Support Services for the date, time and place for the hearing. Hearings held under the Student Grievance Procedures will be held under the same procedures set below, but will be held as soon as practical within ten (10) class days after the disciplinary action has been taken unless otherwise agreed to by the student.
4. The Student Discipline Committee has the authority to summon witnesses. Refusal to obey the summons may subject the student witness, if so recommended by the committee, to disciplinary action by the Dean of Campus Support Services.
5. In cases where the student disputes the facts, previous disciplinary records of a student may not be used in the hearing until after determination of guilt has been made. However, if the hearing committee finds the student guilty, the previous record may then be introduced to be considered in assessing penalties. In cases where the student appeals the penalty, previous disciplinary records may be introduced and considered at any time during the hearing.
6. Both parties (the Dean of Campus Support Services and the accused student) will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at least two (2) class days prior to the hearing.
7. Each party may be accompanied by a representative at the hearing for advisory purposes only. The student's representative/advisor may be a legal counselor only if the student has pending criminal charges against him/her on the same fact. If the institution uses a legal counselor, the student will be afforded the same right. The student will be notified of this intent at the time the student is notified of the hearing.
8. The hearing shall be closed to the public.
9. The accused student must attend the hearing if the student desires to present evidence in his/her behalf.
10. The following general procedures shall be observed:
  - a. The chairman shall outline the hearing procedure, advise the student of the right to make a statement, the right to call and question witnesses, and the right to have a chosen advisor present. The chairman will read the charges.
  - b. The chairman shall review the allegations that were the basis of the disciplinary action.
  - c. The chairman will make a formal statement and may be asked questions by the committee and the student.
  - d. The student will make a formal statement and may be asked by the committee and the chairman.

- e. The chairman will introduce witnesses who may be questioned by the chairman, the accused student, or the committee. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the student may present witnesses and the same procedure shall be followed.
- f. After hearing all witnesses, the Dean of Campus Support Services along with the student may make concluding statements.
- g. The chairman shall invite the student to leave the room. The committee shall deliberate and voice opinions. Student members' opinions shall be heard prior to those of administrative faculty committee members.
- h. A secret ballot will then be taken deciding (a) that the student has violated standards of acceptable conduct, as charged, or (b) that the student has not violated standards of acceptable conduct, as charged. A majority vote will control. If the committee finds that the student has violated standards of acceptable conduct, as charged, it shall assess a penalty or penalties.
- i. In cases of Academic Dishonesty where the committee finds the student violated the standards of acceptable conduct, the committee shall accept the recommended penalty of the faculty member in whose class the offense occurred unless the committee finds, by a majority vote, that such recommended penalty is unfair in the light of the evidence. It shall then assess a penalty or penalties.
- j. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized and both parties will be furnished a copy of the transcript or summary.

### **Penalties That May Be Imposed**

1. Verbal or written warning.
2. Completion of a special project which may include, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, community service or studying in the library. The special project may be imposed only for a definite time.
3. Notification to parents of students that are 21 years of age or under when the student is found in violation of the Code of Student Conduct due to alcohol and/or drugs.
4. Cancellation of residence hall or apartment contract.
5. Ineligibility for election to a student office for a specified period of time.
6. Removal from student organization or from an office for a specified period of time.
7. Prohibition from representing the college in any special honorary role.
8. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriations of college, student, or employee property.
9. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities, for a specified period of time.
10. Expulsion from a course with a grade of "F" (recorded on the permanent transcript).
11. Failure or grade reduction on test, course, or other academic work and/or retaking of test, course, or other academic work and/or performing additional academic work not required of other students in the course (course action recorded on permanent transcript).
12. Loss of or ineligibility for student grant or loan.
13. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
14. Withholding official transcript.
15. Denying readmission.
16. Denial or non-recognition of degree.
17. Blocking a student from enrolling until the student complies with college directive.

18. Suspension from the college for a specified period of time. During suspension, a student shall not attend classes or participate in any college campus activities (recorded on the permanent transcript).
19. Expulsion from the College (recorded on the permanent transcript).

## **GRIEVANCE POLICY**

**Ranger College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.**

1. Conduct which is discriminatory, disparaging conduct or other professionally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the setting in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definition and the setting in which the conduct occurs.
2. Such conduct in any educational-related professional or social setting shall be grounds for termination if in the opinion of the Board of Regents the misconduct warrants such action.
3. Ranger College has zero tolerance for discrimination, disparaging conduct, or other professional or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student, employee, official, or trustee towards another individual in any educational setting, including any job or college-related, professional or social setting. In addition, the college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official or trustee towards another in work settings, including any job or college-related, professional, or social setting.

### **Grievance Procedures for Complaints related to Discrimination**

1. Any student experiencing misconduct, sexual harassment, or inappropriate sexual behavior by an employee, official or trustee in any education setting, including any job-related professional or social setting, shall immediately report the inappropriate conduct to the appropriate campus supervisor. The Dean of Campus Support Services serves as Coordinator for all student discrimination complaints for the college. The Coordinator shall immediately inform the Director of Personnel who shall be kept involved as appropriate in the process. In the event that the complaint involves physical facilities, the Dean of Finance and Auxiliary Support Services will also be notified. If the objectionable report of sexual harassment, discrimination, disparaging conduct or to the professionally or socially inappropriate conduct by the employee shall be to the President. If the conduct of the President is in question, the student should report the concern to the Dean of Finance and Auxiliary Support Services.
2. The President shall be informed within one workday of the reported conduct. The President shall decide whether the best interests if the student complaining and the College warrant placing any student involved in a precautionary status (i.e. not required to attend class, live in the dorm, be transferred to another instructor, etc.) pending investigation.
3. The President may, where appropriate, remove the student from the dorm with appropriate accommodations being provided stating simply that it is “in the best interest of the College pending investigation and final action.” The employee may also be placed

- on a leave with pay status pending investigation and final action if the President decides it is in the best interest of the student, employee, and/or college.
4. The Coordinator and the appropriate campus supervisor should investigate the complaint at once and, where possible, use an investigator of the same protected category as the student reporting objectionable conduct with specific training in discrimination in the workplace. In the event of sexual harassment, an investigator of the same sex as the student reporting objectionable conduct with specific training in sexual harassment should be used if possible.
  5. All employees or others interviewed should be advised that written statements whether submitted by the individual or transcribed by a college employee will be requested under oath and that during the process, honesty, as if one were in court, is expected.
  6. If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
  7. The Coordinator shall review all information and decide upon appropriate action. Within five work days, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the Coordinator, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.
  8. If the individuals involved are not satisfied with the decision of the Coordinator, one or both can appeal that decision in writing to the President within five work days. Within ten work days, the President will issue the final decision after reviewing all pertinent information.
  9. In the case of an employee, any authorized action, including termination of employment, may be recommended. The procedures of the college and state and federal employment laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue the employee on a leave with pay status or the student in a precautionary status as long as necessary to sever the best interests of the college.
  10. If the inappropriate conduct involves the President, the same procedures regarding investigation shall apply but the Dean of Finance and Auxiliary Support Services will conduct the investigation. The results of the investigation shall be reviewed by the Chairman of the Board of Regents. In either a specially called or regular Board meeting, after proper placement on the agenda, the Chairman shall recommend such action as deemed appropriate to all members of the Board of Regents.
  11. If the inappropriate conduct involves a member of the Board of Regents, the same procedures regarding investigation shall apply, but the Chairman of the Board of Regents or in the case, the President of the Board of Regents is accused, the Vice President of the Board of Regents shall review the results of the investigation conducted by the President. In either, a specially called or regular Board meeting, after proper placement on the agenda, the Chairman of the Board of Regents, or Vice President of the Board of Regents where the Chairman of the Board of Regents is accused, shall recommend such action as deemed appropriate to all members of the Board of Regents.
  12. If the report of inappropriate conduct by an employee is determined to be valid, but the employee accused of inappropriate conduct is allowed to continue employment with the College, the employee should be informed in writing that the next instance of inappropriate conduct may result in immediate termination of employment. The employee should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the employee's personnel file.
  13. If the report made by a student of inappropriate conduct by another student is determined to be a blatant false accusation, the reporting student can be subject to disciplinary action.

14. Every student has an active duty to report sexual harassment, discrimination and disparaging or other socially inappropriate conduct, whether it involves the student, another student, an employee or other. Failure of the student to promptly report shall subject the student failing to report to disciplinary action, including, if appropriate, suspension.
15. The President, each campus administrator and other appropriate administrators shall post a non-discriminatory notice in locations where accessible by employees. If a majority of the employees are primarily fluent in another language, the notice shall be posted in the second language. A Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the President.

## **GRIEVANCE POLICY FOR STUDENT COMPLAINTS RELATED TO INSTRUCTION**

The purpose of this policy is to secure at the first possible level a prompt and equitable resolution of student complaints relating to grade. It is the responsibility of the complaining students to comply with each step in this procedure. Failure of the student to continue his/her appeals at the appropriate level will result in a dismissal of the students' complaint.

**REPRESENTATION:** The student may be represented at any level of the complaint.

## **PROCEDURES FOR STUDENT COMPLAINTS RELATED TO INSTRUCTION**

### **LEVEL ONE**

If the complaint involves a problem with an instructor, the student must discuss the matter with the instructor within three college working days of the incident (excluding college holidays).

If the outcome of the discussion with the instructor is not to the student's satisfaction, the student may request a conference with the division chair/director who must schedule and hold a conference with the student within five college working days (excluding college holidays).

### **LEVEL TWO**

If the outcome of the conference with the division administrator is not to the student's satisfaction, the student has five college working days to request a conference with the Student Academic Hearing Committee (Chaired by the Dean of Campus Support Services) who must schedule and hold a conference within seven college working days (excluding college holidays) of the request. Prior to the conference, the student must submit, in writing, a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the dates of the conferences with the division administrator and the instructor.

### **LEVEL THREE**

If the outcome of the conference with the Student Academic Hearing Committee is not to the student's or instructor's satisfaction, the dissatisfied party (appellant) has three college working days to request, in writing, a review by the college President, who will render a final opinion within five days. Prior to the conference, the appellant must submit a written statement outlining the justification for an appeal. Consideration must be based on the information developed by the Student Academic Hearing Committee, and no new evidence shall be received by the college president.

### **HEARING SHALL BE HELD ACCORDING TO THE FOLLOWING:**

1. The Dean of Campus Support Services shall serve as chairman of the Student Academic Hearing Committee. The committee shall consist of two faculty member, two students, and one administrator.
2. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless the student requests an open hearing.
3. The hearing shall proceed as follows:
  - a. The plaintiff shall present the complaint (20 minutes).
  - b. The defendant shall present their defense (20 minutes).
  - c. The plaintiff shall present rebuttal evidence (10 minutes).
  - d. The defendant shall have an opportunity for rebuttal argument (10 minutes).
  - e. The hearing committee shall enter closed session and take the matter under advisement for twenty-four hours before rendering a decision.
  - f. The hearing committee shall decide by majority vote with all having an equal vote.
  - g. The hearing committee shall inform the instructor and student in writing of the decision.
  - h. If less than a majority finds for the student, the complaint shall be dismissed with no further action taken against the student.

### **EVIDENCE**

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the plaintiff shall prove that the evidence supports the charges.
3. A defendant may not be compelled to testify.
4. The hearing committee shall decide the issue and an appropriate recommendation solely on the basis of admitted evidence.
5. A tape recording shall be made of the hearing under supervision of the appropriate instructional administrator. A stenographer digest of the recording shall be made if needed for an appeal. The student may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

### **TYPES OF RECOMMENDATIONS**

The committee may impose one or more of the following recommendations.

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.
3. Status quo.

## **GRIEVANCE POLICY FOR COMPLAINTS NOT RELATED TO DISCRIMINATION OR INSTRUCTION**

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individual(s) involved. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or departments should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

### **PROCEDURES FOR COMPLAINTS NOT RELATED TO DISCRIMINATION OR INSTRUCTION**

#### **A. Student Disciplinary Hearing Appeal**

Within five class days after the decision has been made by the Hearing Committee, either or both parties may give notice of appeal to the President.

#### **B. Student Disciplinary Hearing Grounds for Appeal**

1. In general, appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the disciplinary process.
2. The specific questions for the review, which should be addressed in any written appeal, are the following:
  - a. Were the procedures of the current Code of Student Conduct followed?
  - b. If a procedural error was committed, were the rights of the accused materially violated?
  - c. Was the hearing (if requested by the accused) conducted in a way that permitted the accused an adequate opportunity to present a defense?
  - d. Was the evidence presented at the hearing substantial enough to justify the decision reached? The decision will be reviewed upon the basis of the transcript or summary of the hearing. Both parties may, at the discretion of the committee, submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the committee within ten (10) class days after notice of appeal is given.

#### **C. Review by the President**

The President may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. Either or both parties may then give notice of appeal of any decision other than a disciplinary warning or probation to the President within five (5) class days after the decision has been rendered by the hearing Committee. The President may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

#### **D. Interim Disciplinary Action**

A Dean or Associate Dean, the Athletic Director, or the President of the college may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the College when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Dean of Campus Support Services shall, if possible,

meet with the student prior to suspension, discuss the reasons for interim suspension and allow the student to explain his reasons for not being suspended pending a full hearing.

Immediate interim disciplinary action, including blocking of a student from re-enrollment and/or official transcripts, may be taken against any student who has outstanding financial obligations to the college. The student has the right to immediately discuss the blocking from re-enrollment and/or official transcripts with the Registrar who will immediately refer the student to the appropriate blocking department for a discussion of the reason or reasons for the block. The student may thereafter request the case be reviewed pursuant to the normal disciplinary procedures in Section D.

**E. Recording of Disciplinary Action**

The College shall maintain confidential records of all disciplinary actions. The College may expunge those records within five (5) years after the student ceases to be enrolled.

**F. Personal Records**

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy of Ranger College.

**G. Employment**

A student wishing to pursue a grievance concerning employment with the college (not including work-study) and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Personnel Office within 30 days of the alleged violation.

**H. Grades**

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Grades may be formally appealed according to the Academic Hearing procedures.

**I. Students with Disabilities**

Students with grievances related to discrimination on the basis of a qualified disability related to instructional issues may contact the Dean of Campus Support Services. The procedures for addressing these complaints are in the sections of this document related specifically to discrimination.

**J. Race, Color, National Origin, Age, Religion, Veteran Status Discrimination**

Grievances related to discrimination on the basis of race, color, national origin, age, religion, veteran status or other legally protected status should be pursued through the Dean of Campus Support Services. The procedures for addressing these complaints are in the sections of this document related specifically to discrimination.

**K. Sex Discrimination**

Discrimination on the basis of sex in college programs, activities or employment, respectively, is prohibited under the Title IX of the Higher Education Amendment of 1972, Title VII of the Civil Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Dean of Campus Support

Services. Employment complaints on the basis of sex should be pursued through the Director of Personnel. The procedures for addressing these complaints are in the sections of this document related specifically to discrimination.

**L. Sexual Harassment**

The College encourages students who believe they have been sexually harassed by other students or employees to come forward with allegations of sexual harassment or misconduct, regardless of where the conduct may have occurred. College officials or their agents shall investigate promptly all allegations of sexual harassment of students by other students or employees, and officials shall take prompt and appropriate disciplinary actions against students and employees found to have engaged in conduct constituting sexual harassment of students. The College shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

Student concerns about sexual harassment which include faculty, staff or students should be directed to the Dean of Campus Support Services in accordance with college policy. The procedures for addressing these complaints are in the sections of this document related to sexual harassment.

**M. Traffic and Parking Citations**

Students may appeal a campus parking and/or traffic citation to the office of the Dean of Campus Support Services.

**N. Admissions**

A student wishing to pursue a grievance concerning admissions with the College and who has not found satisfaction or resolution with the Registrar may contact the Dean of Campus Support Services within 30 days of alleged violation.

# **RESIDENCE HALL** **HANDBOOK**

## **RESIDENCE HALL HANDBOOK**

### **EMERGENCY PROCEDURES**

In the event of an emergency, the Residence Hall Director should be notified immediately if possible.

**Fire-** When fire is discovered, alert all occupants of the building, then call **911**.

**Tornado-** If a tornado warning is given be prepared to go to the following locations in each dormitory and if possible cover yourself with a mattress.

Kuykendall Hall-	Bathrooms
Nicksick Hall-	Hallways
Meyerson Apartments-	Bathrooms
Ranger Hall-	1 <sup>st</sup> Floor Bathrooms
Regents Hall-	Hallways
Wagley Hall-	1 <sup>st</sup> Floor Bathrooms

**Injuries-** In the case of extreme illness or injury, call **911** for ambulance service, then notify the Residence Hall Supervisor.

**All Other Emergencies-** Notify the Residence Hall Supervisor, Dean of Campus Support Services, or a Security Officer.

### **Emergency Contact Information**

Fire-Police-Ambulance-Sheriff	911
Ranger College Security	(254) 631-9097
Dean of Campus Support	(254) 647-3234 ext 226
Ranger Fire Department	(254) 647-1122
Ranger Police Department	(254) 647-3232
Eastland County Dispatch	(254) 629-1728
Poison Center	1-800-222-1222

### **HOUSING REGULATIONS**

An important aspect of the total educational experience while attending college is the students' living situation. Daily experiences in the residence hall have a profound influence on the individual's growth and development which cannot be obtained in the classroom.

All single undergraduate students carrying 12 or more semester hours that do not live with parents are required to reside in a college residence hall. Any deviation from this policy must have written approval from the Dean of Campus Support Services prior to the time of registration.

A student whose academic course load falls below 12 semester hours may be asked to move from a residence hall.

**Opening of the Residence Hall-** Opening dates are published in the Ranger College Catalog. Students should not plan to move into a residence hall early without specific written permission of the Dean of Campus Support Services.

**Resident Responsibilities-** Resident students are cautioned to read carefully and to assume full responsibility for the terms and conditions stated in the Residence Hall contract.

Upon occupying a room in a residence hall, each student is responsible for all property in his/her room and an inventory sheet should be completed by the student and turned in to the Dean of Campus Support Services for reference when the student moves out of the room. The student must pay for any damage to the room or furniture within the room. Damages to windows, screens, doors, and locks are the student's responsibility as well. Where responsibility cannot be determined, a pro rata charge will be made to all students in the Resident Unit. For example, damages in hallways or restrooms will be charged against the residents of that wing on a pro rata basis.

**Terms and Conditions of Residency-** To create a greater understanding of what is expected of each student by the College, the "Terms and Conditions of Residence" are as follows:

1. Room and Board charges do not cover periods when classes are not in session. The dorms will be closed and locked during Thanksgiving Break, Christmas Break, and Spring Break (Dorms will close at the end of Fall Semester at 3:00 p.m. on the last day of finals. In the Spring Semester, only students graduating will be permitted to remain until graduation).
2. Room reservations will not be held beyond the first day of classes unless you notify the Dean of Campus Support Services of your intent to arrive late.
3. You are responsible for the security of your property. **THE COLLEGE IS NOT LIABLE FOR THEFT OR DAMAGES.**
4. Students are responsible for observing all Ranger College policies in the dormitories. Violations of rules could result in eviction.

**Dorm Directors-** Each residence hall is under the supervision of a Dorm Direct. The Director is responsible for insuring that resident life is supportive of the educational purpose of the institution by enforcing the residence hall regulations. Dorm Directors are to assist the student residents in their adjustment to residence hall life, and to aid them in finding help for college related problems. Dorm Directors are also responsible for monitoring the residence hall to insure that conduct within the residence hall is acceptable, in keeping with college policies, and that the college property is not destroyed.

**Room Inspections/Checks-** The college reserves the right to enter a student's room whenever necessary to make repairs, perform required maintenance, conduct inspections, or for reason involving campus security or health matters. RH Directors will inspect rooms on a regular basis and will have full authority to impose cleaning or damage fines in the event that a room is not clean and well-kept. A student may also be referred to the Dean of Campus Support Services for further disciplinary action if necessary. Habitual abuse of a dormitory room could result in the eviction of a student from Ranger College housing.

**Overnight Guests-** Overnight guests of the same sex are allowed to stay in the room of an official resident of a Ranger College Residence Hall only with the prior approval of the RH Director. Approved guests must pay a fee of \$10 per night and will be limited to no more than 2 nights. Not reporting guest will result in fines and/or other disciplines. Ranger College reserves the right to refuse to allow any guest to stay in a residence hall.

**Damages to the Residence Hall-** Payment for any damages is due on demand.

**Room Changes-** Room changes can only be made by the Dean of Campus Support Services. There is no charge for a room change approved in advance. There is a \$100 charge for an unauthorized room change.

**Campus Curfew-** There is a campus curfew of 12:00 midnight. You will be expected to be in your room or off campus by that time. Failure to heed the midnight curfew will bring a request to do so by campus officials. Continued failure may result in disciplinary action, including suspension.

**Quiet Hours-** The College has an obligation to provide an academic atmosphere for its students. In response to that obligation, the College has set quiet hours. **Therefore, quiet hours will begin each evening at 10:00 p.m. Music, conversation, etc. must be quiet enough that anyone outside the room will not be disturbed.** Living in a residence hall requires that each resident be considerate of every other resident. No individual or group, in attempting to exercise his/her rights, may impose upon the personal rights and liberties of others living in the residence hall. Repeated violation may result in confiscation of the appliance or removal from the hall.

**Theft-** Students should report all alleged thefts to the Dean of Campus Support Services with a list and description of the items missing. Such a report may include suspects.

**THE COLLEGE IS NOT RESPONSIBLE FOR LOSS DUE TO THEFT. RESIDENTS SHOULD KEEP THEIR DOORS LOCKED WHEN THEY ARE NOT IN THEIR ROOMS. STUDENTS ARE ENCOURAGED NOT TO KEEP EXCESSIVE AMOUNTS OF CASH OR JEWELRY ON CAMPUS.**

#### **Room Assignments**

- A. Each academic year, a student reserves a room by paying a non-refundable \$50 fee and signing a dormitory contract.
- B. Room assignments will be made by the Dean of Campus Support Service. The College reserves the right to assign or reassign room for the benefit of the College, individual student, roommate, or suitemate.
- C. Changes in room assignments will only be made by the Dean of Campus Support Services after consulting with the appropriate Residence Hall Directors.
- D. A \$100 fine will be assessed against any student who moves to an unassigned room without permission of the Dean of Campus Support Services.
- E. Students who wish to have their own room may request so by paying a \$100.00 room fee. Single rooms are assigned according to availability.
- F. Students in Wagley Hall, Regents Hall, and Kuykendall Hall may be issued a front door key.
- G. All residents of student housing are required to purchase the college cafeteria plan. Special diet considerations may be submitted to the cafeteria for individual preparation.

#### **Social Activities**

- A. A social activity budget will be available to RH Directors.
- B. Organized social activities for residents are encouraged.

### **Visitation**

- A. Visitation is a privilege, and all rules concerning visitation should be adhered to with extreme diligence.
- B. Visitation guidelines will be explained in Orientation and posted in the Residence Halls.
- C. Restrooms are off-limits to all visitors of the opposite sex.
- D. Except for check-in and check-out periods and special times approved by the RH Director, all visitors must sign a **SIGN-IN & SIGN OUT SHEETS**.
- E. Room doors must remain open when visitors are present.
- F. Minors are not allowed to visit the residence halls unless accompanied by a parent or legal guardian.
- G. Violation of visitation rules may result in removal from the Residence Hall or suspension from the College.

### **Quiet Time for Study**

- A. Quiet time will begin at 10 p.m. and end at 7 a.m. the next morning, seven days per week. Activities approved by the RH Director and/or Dean of Campus support Services may include **exceptions to Quiet Time**.
- B. Radios, stereos, televisions, jam boxes, CD players, and such can be played during **Quiet Time** only if the sound volume is low enough not to be heard outside the room. Students are encouraged to use **Quiet Time** to study in the Residence Hall and to allow other students to study.
- C. Special **Study Rooms** may be provided in some Residence Halls.

### **Appliance Limits per Room**

No hot plates, deep fryers, skillets, or any device with a heating element are allowed in a RH room.

### **Locks and Keys**

- A. Removing existing locks and installing other locks is forbidden unless authorized by the Dean of Campus Support Services. Fines may be assessed for tampering with locks.
- B. A lost key will result in a \$25 fine for the key replacement and a \$75 fine to change out the lock.

**Checking Out of College Housing-** During a semester or at the close of a semester, students are expected to follow the established check out procedure. This procedure includes:

- A. Making sure that all furniture that was there when you moved in is present before you leave.
- B. Cleaning your room. A dirty room will cause a clean up charge to be levied against the occupants. This charge could be up to \$100 per student.
- C. Having your Residence Hall Direct inspect the room and signing your checkout sheet when you turn in your key. Failure to turn in a key will cause a charge to be levied against your account.
- D. Securing the signature of the Dean of Campus Support Services.
- E. Failure to check out of the residence hall properly may result in an additional \$25 charge to the student.

**General Resident Conduct-** The Residence Hall Director is in charge of the hall and has authority to take appropriate action to ensure an orderly environment. The Residence Hall Director may secure aid from the Campus Security and/or Campus Support Services personnel. The following are strictly prohibited in the residence halls:

1. Possessing or using firearms, weapons or explosives (including fireworks, crossbows, pellet paint guns, air guns, spring-powered guns, slingshots, brass knuckles, or knives with over a 6" blade).
2. Possessing, using, selling, or being under the influence of alcoholic beverages, and/or storing empty cans or bottles in room.
3. Illegally possessing, using, selling, or being under the influence of drugs or narcotics, and/or possessing drug/narcotic paraphernalia.
4. Smoking in residence halls, stairways, and entrances.
5. Keeping or having a pet anywhere on campus.
6. Burning of incense or candles; electric warmers are permitted but no lit candles.
7. Leaving food out. Food should be stored in refrigerators or sealed containers.
8. Damaging walls or furniture with nails, screws, and marking pens or pencils of any kind.
9. Tampering with fire extinguishers or any other fire protection device.
10. Removing of window screens.
11. Propping open an outside locked door.
12. Removing furniture from a dorm room or lobby.
13. Failing to observe posted visitation rules and policies.
14. Loitering in the lobbies, on the streets, or other areas after the posted curfew.
15. Playing of musical instruments, radios, or other electronic devices in an excessively loud manner in dorm rooms, streets, parking lots, or other areas of campus.
16. Using loud or obscene language.
17. Talking loud, running, and roughhousing in the rooms, hallways, or lobby.
18. Entering hallway, lounge, or being outside without proper attire.
19. Entering or leaving room through the window.
20. Entering or leaving through emergency door exits.
21. Allowing minors in residence hall without permission from the Dorm Director or Dean of Campus Support Services.
22. Participation in illegal gambling activities.
23. Vulgar, obscene, and/or offensive material will not be allowed on the windows or doors.
24. Security Cameras

**Disciplinary Action-** Each case is handled on an individual basis, and any infraction of the residence hall rules and regulations may be cause for immediate eviction from campus housing.

**Residence Hall Lounge Use-** a lounge is provided for all of the hall residents to use and enjoy. One person or group shall not dominate the use of the lounge through dissemination of loud music, loud and obnoxious behavior or voices, or physical use of the room to the point that other students cannot use the room for their enjoyment as well. Within this context, such things as television, studying, visiting, and small group table games are encouraged. Jam boxes, dancing, and physical activities are not permitted.

Upon special request, groups may use the lounge for VCR parties, short birthday parties, etc. These events shall not take place on a regular basis by the same residents to the point of domination of the lounge and should be approved by the Residence Hall Director.

Jam boxes and stereos are to be used in your room at a level not offensive to others. The Residence Hall Directors will determine if the volume is too loud. Such things are aerobics,

dancing, or other physical activities can take place in your room or the appropriate activity center on campus.

Indecent or obscene language or yelling and loud voices are inappropriate anywhere on campus.

All-night sleeping in the lounge is prohibited.

**Suspended Student Restriction-** No student who has been suspended from the College shall be permitted on the campus of Ranger College during the period of such suspension without prior written approval of the President or the Dean of Campus Support Services. A student evicted from student housing will not be permitted to visit any dormitory without prior written approval from the Dena of Campus Support Services.

**Mail Boxes-** Students will be assigned a mail box in which all U.S. mail and campus mail will be delivered. Normally, mail will be delivered and sorted by 10:30 a.m. Mail boxes are located in the RC Bookstore.

Letters to students should be addressed as follows:

Your Name  
Box Number  
1100 College Circle  
Ranger College  
Ranger, TX 76470

**Cable TV-** Cable TV and connections are provided in each resident room.

**Internet-** The Golemon Library offers several computers with internet access. Students are welcome to access internet service in their rooms at their own expense, by conducting business directly with their provider.

Wireless internet is also available in all dorms.

### **Cafeteria**

Monday thru Thursday-

Breakfast: 7:00 a.m. – 8:30 a.m.

Lunch: 11:30 a.m. – 1:30 p.m.

Dinner: 5:00 p.m. – 6:30 p.m.

Friday-

Breakfast: 7:30 a.m. – 8:30 a.m.

Lunch: 12:00 p.m. – 1:00 p.m.

Dinner: 5:00 p.m. – 6:00 p.m.

Saturday and Sunday-

Brunch: 12:00 p.m. – 1:00 p.m.

Dinner: 5:00 p.m. – 6:00 p.m.

Persons eating in the cafeteria are to wear shoes, shirts, and clothing that is acceptable in polite and mixed company. No muscle shirts or extremely bare tops are allowed. Regular and acceptable decorum with regard to noise and behavior are expected at all times.

## **Outdoor Cooking Area**

The Barbeque grill located behind the library is for resident use. Students must furnish their own charcoal and supplies. Constant monitoring of any fire is required as well as clean-up of the pit and entire area. Outdoor cooking is prohibited during a Burn Ban as issued by Eastland County.

## **Sand Volleyball Courts**

The sand courts located behind the library are open to use by all resident students. Proper attire and decorum is expected at all times. Participants are to make certain the area is clean after completion of their activities.

### **What to Bring**

- Extra long twin-size bedding including blanket, bedspread, sheets, pillow cases, and mattress pad if preferred
- Towels and wash cloths
- Laundry Bag and detergent
- Alarm clock
- Waste basket and plastic trash bags
- Broom, dust pan, and other cleaning supplies
- Soap, shampoo, razor, toothbrush, etc.
- Paper, pens, pencils, and other study supplies
- Suitcase or trunk with lock for protection of valuables
- Stereo, television, DVD player, etc.
- Small refrigerator (1 per room)
- Power strip/ Surge protector
- Microwave (1 per room)

### **What NOT to Bring**

- Waterbed
- Hot plate
- Electrical cooking appliances
- Incense
- Candles
- Pets
- Alcohol or drugs
- Firearms, weapons, or explosives
- Darts or dartboard

## **THE RANGER COLLEGE SCHOOL SONG**

Words by S. Omar Barker

In the cedar hills of Texas where the Longhorns used to roam,  
Stands a friendly western college that we love to call our home.

It's full of Texas spirit and is rich in cowboy lore-

The happy days we've spent here we'll remember evermore!

Refrain:

Raise a cheer for dear old Ranger, in the dear old Lone Star State,

Where there's lots of room for friendship, and no room at all for hate!

When the years have wrought their changes, when our days fade into night,

We still remember Ranger and the purple and the white!