

# **Ranger College**

# **Student Handbook**

**2019-2020**

(UNDER REVISION)



# Ranger College Core Values, Vision, & Mission

It is the vision of Ranger College to be the trusted leader in meeting current and emerging needs for training and education that transforms lives, inspires hope, and builds communities.

The mission of Ranger College is to transform lives and give students the skills to be a positive influence in their communities.

Ranger College carries out its mission through a clearly defined set of programs, services, and community partnerships. These include:

- University transfer programs
- Workforce education programs
- Dual enrollment programs
- Continuing education programs
- Distance education programs
- Customized training
- Developmental courses

## **Core Values:**

**Integrity:** We commit to remaining fair, honest, ethical, and transparent in all of our dealings. We hold ourselves accountable to the communities we serve, and we diligently strive to ensure that what we say is always fully aligned and coherent with what we do.

**Excellence:** We strive to deliver programs, teaching, and service that are of the highest quality, and we commit to the continuous pursuit of improvement.

**Community:** We are committed to the cultivation of positive relationships and valuable common experiences among students, faculty, and staff. We are also committed to the cultivation of constructive partnerships and positive relationships with the communities we serve. We recognize both types of community-building as crucial to the fulfillment of our mission.

**Diversity:** We recognize and value diversity in its many forms as a representation of the richness of human experience. We respect the inherent worth and dignity of every person, and we therefore seek to foster inclusive working and learning environments that promote respect and appreciation for our varied cultures, beliefs, lifestyles, and perspectives.

**Leadership** – We value the unique strengths of our students, faculty, and staff, and we encourage all members of our community to lead from where they are by seeking opportunities to create positive change.

**Self-fulfillment:** We believe it is important for all members of our community to achieve their maximum personal potential. Within the framework of the five preceding values, we encourage and support our members in pursuing self-fulfillment based on service to others; preparation for future work and study; realization of personal, professional, and educational goals; enjoyment of present challenges and accomplishments; and pursuit of life-long learning.

## Welcome from the President



Welcome to the new academic year at Ranger College! We are excited to have you at Ranger College and are dedicated to efforts that will ensure you have an enjoyable and productive learning experience during your time with us. You have chosen to attend Ranger at an exciting time in our college's history. We are proud to offer our students academic excellence at affordable rates.

Your time at Ranger College will be enhanced by our small-school atmosphere, composed of a caring staff who work together to create excellence in service, support service, and overall learning environment. We desire for you to become an involved student who expects to be challenged and is prepared to work hard to meet the challenge. Get involved at Ranger College and embrace all that your future holds! Again, welcome to campus; I look forward to seeing you on campus and crossing the stage at graduation!

Best Wishes,

Dr. William J. Campion

### **THE RANGER COLLEGE SCHOOL SONG**

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!

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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 Community Colleges  
American Association of Community Colleges  
Southern Association of Community, Junior, and Technical Colleges  
Texas Public Community 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

**EQUAL OPPORTUNITY**

Ranger College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

**NONDISCRIMINATION**

Federal law prohibits the College from making preadmission inquiries regarding a student's disability. Information regarding a student's disability, voluntarily given or inadvertently received, will not adversely affect any admission decision. If a student requires special services and/or accommodations as a result of a disability, the student must notify the College counselor. This voluntary self-identification allows Ranger College to prepare appropriate support services and/or accommodations to facilitate the student's learning. Confidentiality of the information will be maintained in accordance with the Family Education Rights and Privacy Act and shared only with College officials with a legitimate educational interest in the information. To the extent reasonably appropriate, the College will provide special services and/or accommodations to qualified individuals with a disability in accordance with Section 504 of the Rehabilitation Act.

Additional policies may be found on the Ranger College website <http://pol.tasb.org/Home/Index/413> or at [www.rangercollege.edu](http://www.rangercollege.edu) in the about us section in Policy Manual link on the right hand menu.

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

### **LOCATIONS**

Ranger College occupies a 50-acre campus within the city limits of Ranger, an Eastland County community of approximately 3,000 people located just north of Interstate 20 between Fort Worth and Abilene. The beautifully wooded rolling hills and several lakes provide ample opportunities for hunting, fishing and outdoor recreation, while the city of Ranger has excellent schools and churches and a congenial, supportive citizenry. Proximity to the Dallas/Fort Worth Metroplex is another advantage. Our Brown County Center serves Brownwood, Early, and the surrounding area. We currently offer general education, continuing education, nursing, and cosmetology courses.

Our Erath County Center serves Stephenville and the surrounding area. We currently offer general education, early childhood education, machining, welding, continuing education, nursing, and cosmetology courses.

Our Olney Center serves Olney and the surrounding areas. We currently provide general education, continuing education and nursing courses.

### **HISTORY OF THE COLLEGE**

Ranger College is one of the oldest public two-year colleges in continuous operation in the state of Texas. Its history actually predates the legislation authorizing and establishing junior colleges in the state. In August 1925, the Board of Education of the Ranger Public Schools voted to proceed with plans for establishment of a junior college. On September 13, 1926, Ranger College opened with thirty students enrolled. The College operated under supervision of a College Council composed of three members of the Board of Education and nine other Ranger citizens. The College was recognized by the State Department of Education on March 23, 1927. The first State statute authorizing junior colleges was passed by the 41st Legislature in 1929.

The College operated under this statute until the passage of the "Validation of Junior College District Acts" by the 45th Legislature in 1937. The College continued to operate as part of the public-school system until August 18, 1950. On this date, the Board of Education voted to separate the Junior College and the public schools. As a result of this action, Ranger Junior College, after 24 years of joint operation with the public-school system, became a unit within itself. In this separate unit, Dr. G. C. Boswell became the first official President of the College. The College has operated continuously as an autonomous educational institution overseen by a Board of Regents since that date.

### **ADMINISTRATION**

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

### **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.

### **COMMUNICATING WITH FACULTY MEMBERS**

Students are required to use their Blackboard account or their Ranger College email account for all electronic communication with faculty members. In order to ensure the identity of the student communicating electronically, faculty and staff will not reply to student communication that is sent through an email account other than their Ranger College-issued email account or Blackboard account.



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

### **Mission**

Golemon Library at Ranger College strives to empower our students, faculty, staff, and the community to become lifelong learners and efficient consumers of information by providing resources, print and online, that meet academic or learning needs.

### **Library Facilities**

The Library is housed on the main campus in Ranger, Texas. Golemon Library was built in 1972. The Golemon Library consists of 7500 square feet and was designed with students in mind. The Brown County and Erath County Centers have adjunct library staff to assist students and staff. Golemon Library has 20 computers with printing capability to two Xerox copiers. Ranger College does not charge for printing or copying. The library also offers a LCD projector for faculty to check-out. There is free wireless Internet for all students, faculty, and staff, as well as the public. The library's open access computers have the capabilities for students and patrons to research the Internet, complete word processing, and participate in distance education classes. Other library services include cultural events and activities as well as book displays to promote libraries and reading. Library services, including circulation, reference assistance, computer use, and in-house use of electronic resources are also available to community patrons.

### **Fall and Spring Library Hours**

Monday-Thursday	8:00 AM – 9:00 PM
Friday	8:00 AM – 1:00 PM
Saturday	Closed
Sunday	4:00 PM -9:00 PM

*Hours may vary during holidays, exams, and during the summer. We will post any changes to the schedule.*

### **Library Collections & Services**

Ranger College students may call, email, or text the library for assistance. The RC Library also provides faculty with projectors, media, and instruction. The library has a wide range of books available for students and faculty. The collection includes over 24,000 available titles, arranged according to the Library of Congress Classification; access to the library's catalog is provided via the Library's website at <http://www.rangercollege.edu/library.html>. Electronic resources can be accessed via the Library's website from any computer regardless of location. All electronic resources are available 24/7 to the students, faculty, and staff of Ranger College. Please see the library staff for login information. All current Ranger College Students have access to over 50 on-line databases. This includes more than 70 thousand on-line books through NetLibrary. Access to the databases is provided via the Library's website at [www.rangercollege.edu/library.html](http://www.rangercollege.edu/library.html).

Please call the library for more information about our services at (254) 647-1414.

### **BOOKSTORE**

The college bookstore maintains a complete selection of textbooks and supplies. Ranger College participates in IncludED, a program that provides textbook rentals at a discounted fee and is included as part of students' billing.

Ranger College is excited to introduce all courses, excluding Cosmetology and Nursing, into the IncludedED program. IncludedED benefits students by offering the convenience of paying for course materials with tuition; by eliminating the wait time in the bookstore; increasing student success by ensuring that all students are prepared for the first day of class; allowing students more opportunity for engagement in the course and ultimately leading to better outcomes for the student.

For questions regarding textbooks, please contact the Ranger College Bookstore at (254)647-3120 or [1224mgr@follett.com](mailto:1224mgr@follett.com). The bookstore hours are from 8:00 a.m. to 4:00 p.m. Monday through 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 through Thursday

Breakfast: 7:00 a.m. to 8:30 a.m.  
Lunch: 11:30 a.m. to 1:30 p.m.  
Dinner: 5:30 p.m. to 7:00 p.m.

#### Friday

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

#### Saturday and Sunday

Brunch: 12:00 p.m. to 1:00 p.m.  
Dinner: 5:00 p.m. to 6:00 p.m.

Regular and acceptable decorum with regard to noise and behavior are expected at all times.

## **STUDENT SERVICES**

### **ADVISEMENT, REGISTRATION, ASSESSMENT, & PLACEMENT**

**Advisors-** Students may meet with an advisor at designated times in the advising centers to consult with the 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.

**Assessment & Placement Testing-** Testing Centers at each Ranger College location will administer the Texas Success Initiative - Assessment (TSI-A) to determine a student's readiness for college-level courses. Students should contact their campus Testing Center for additional information about testing schedules and fees. Testing appointments may be required. Test scores are usually available immediately following testing. Academic advisors can assist students with score interpretation. All students, regardless of TSI status, will be required to submit appropriate test scores before enrolling in college-level courses. Additional information is available at the Advising Center.

**Summons to Office-** At times it may become 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 email, 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. The RC 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 a voluntary basis, and students need not be referred by anyone in order to receive counseling. Communications with the counselor are subject to rules of confidentiality. For more information of counseling services, refer to the Ranger College website.

### **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 higher education. 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 Business building. Information regarding ADA services can be obtained from the counselor.

### **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.

### **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. 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. For more information about HIV/AIDS, contact the Counselor or Vice President of Student 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 students of an institution of higher education, including transfer students to show evidence of being immunized against Bacterial Meningitis. The vaccination must occur at least ten days prior to enrolling in school.

## **STUDENT FINANCIAL AID**

Ranger College offers students financial aid in the form of grants, student loans, work opportunities, and scholarships. The Free Application determines eligibility for need-based financial aid for Federal Student Aid (FAFSA). Students may apply for financial aid through the application process on the federal website, [www.fafsa.gov](http://www.fafsa.gov). Additional institutional applications are required to apply for student loans and summer school.

## **APPLICATION PROCEDURES**

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

### **Option 1- FAFSA on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.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.ed.gov](http://www.fafsa.ed.gov). This process allows the student to enter new applications, corrections, or renew applications. The process will generally take approximately 2 days for Ranger College to receive the ISIR (Institutional Student Information Report).

### **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- PDF filing**

A PDF form can be completed and submitted at the [www.fafsa.ed.gov](http://www.fafsa.ed.gov) website. Once the pdf application is submitted, the student will need to print the signature page and mail it to the address given on the page. Once the signature page is received, it will take approximately 10 days to 2 weeks before the student will receive a copy of their Student Aid Report

Once the financial aid office receives the Student Aid Report from 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 return transcripts, W-2's, and a verification worksheet required by the Department of Education. Financial Aid will not be processed until all items requested have been turned in to the financial aid office.

## **SATISFACTORY PROGRESS REQUIREMENT FOR FINANCIAL AID**

### **Ranger College Satisfactory Academic Progress Policy**

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.

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate in order to be eligible to receive Title IV, HEA funds.

Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Texas Educational Opportunity Grant, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at Ranger College. Rules are applied uniformly to all students whether or not aid has been received previously.

First, students are required to maintain a minimum cumulative grade point average. Second, students are required to complete (pass) a certain percentage of hours they attempt. Third, students must complete their degree within a timely manner. These three requirements are summarized in the following charts. Failure to meet ANY/ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester (Fall, Spring, and Summer) once grades have been posted.

Requirement for maintaining Satisfactory Academic Progress:

To maintain SAP, a student must meet both Qualitative and Quantitative requirements:

Qualitative and Quantitative Requirements

**I. GRADE POINT AVERAGE REQUIREMENT**

Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 2.0 is equivalent to a “C” average.

The Minimum GPA Required for SAP is (based upon a 4.0 scale):

<i>Attempted Credits</i>	20 or less	21 or more
<i>Minimum GPA</i>	1.75	2.00

**II. SATISFACTORY COMPLETION OF SEMESTER HOURS REQUIREMENT**

Students must also successfully complete and pass sixty-seven percent (67%) of all courses they attempt even during periods in which you are not receiving financial aid For example: a student who has attempted a total of 12 credit hours and only earns 8 credit hours 66.6% will be rounded to be 67 percent of attempted credit hours. General rounding rules will apply in calculating the completion rate. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in this calculation, including final grades, incomplete courses, course withdrawals, course repetitions, noncredit remedial courses, and transfer credits. Grades of A, B, C, D, F, P, I, W, Q are all considered attempted hours. All transfer hours are included in this calculation. All F’s, W’s, Q’s, and I’s will affect your eligibility.

At the end of each semester, the Financial Aid Office will review all students attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of each semester to determine future eligibility. SAP will also be reviewed after the 12<sup>th</sup> day of class at the beginning of each year to determine if student is sufficiently working towards the completion of a degree in the 150% maximum allowable time frame.

Only classes a student is enrolled in after the 12<sup>th</sup> day of class will be considered. Ranger College may disburse a Pell grant, Loan, etc. to an eligible student ONLY after we determine that the student has met SAP for the payment period. Students not meeting these requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive a letter from the financial aid office stating they have lost future eligibility.

<i>Credits Attempted</i>	<b>1-6</b>	<b>7-8</b>	<b>9</b>	<b>12</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
<i>Min. Credits Completed</i>	all	6	7	9	11	21	31	41

**III. MAXIMUM TIME FRAME FOR DEGREE COMPLETION**

Students must complete their degree program within an allotted period to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative;

therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree check completed an Academic Advisor to ensure they are taking the courses necessary for their degree. For financial aid purposes grades of A, B, C, D, F, P, W, Q, and I are all considered attempted hours and will be counted towards the maximum time frame. Developmental classes will not be counted towards the 150% maximum allowable timeframe, and will be considered in the review of SAP. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

**For transfer students:** The number of transfer hours accepted at the point of admission will be used to calculate the student’s remaining eligibility under the 150 percent rule and will be included in the quantitative calculation.

**Developmental classes:** Developmental classes do not count toward the one hundred fifty (150%) percent maximum time frame.

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 at Ranger College. Transient students are not eligible for aid.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Students have the right to know:**

1. What financial aid programs are available.
2. The deadline for submitting the application for each of the programs
3. How financial aid is distributed
4. Costs of attending the institution
5. What resources are considered in the calculation of financial need
6. The institution’s refund policy
7. The Satisfactory Academic Progress standards for aid recipients

### **Students are responsible for:**

1. Completing forms accurately and by the published deadlines
2. Submitting information requested by the Office of Student Financial Aid staff in a timely manner
3. Keeping the Office of Student Financial Aid informed of any changes in address, name, marital status, financial situations, or any change in student status
4. Reporting to the Office of Student Financial Aid any additional assistance from non-institutional sources such as scholarships, or educational benefits
5. Notifying the Office of Student Financial Aid of a change in enrollment status
6. Maintaining Satisfactory Academic Progress
7. Re-applying each year for aid

## **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 is usually greater than funds available.

Financial Aid awards are made by the academic year (fall, spring, and summer). It is necessary that the student re-apply each year.

**Priority Dates-** Students who have submitted to the Financial Aid Office all requested and required documentation prior to the following approximate dates will be awarded first:

July 30.....	Fall Semester
December 13.....	Spring Semester ONLY
May 1.....	Summer Semesters

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

July 30 ..... Fall Semester  
December 13 ..... 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 Financial Aid Office 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 Financial Aid Office 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, choir, and drama. 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.

### **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 that is part of the student extracurricular program and is open to all students. These programs promote school and physical fitness through active participation.

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 Vice President of Student 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 Vice President of Student 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, men and women's cross country and men's golf.

## **POLICIES AND REGULATIONS**

### **CAMPUS SECURITY**

The Ranger College Campus Security Office is housed in 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 Vice President of Student 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 can 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, always, 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 Vice President of Student Services office.

A parking permit will not be honored unless properly displayed above the vehicle's registration 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 (five class days from the issuance)
9. Failure to furnish vehicle license number on parking permit application
10. Displaying fictitious or defaced parking permit
11. Exhibiting loud, disturbing engine noise
12. Exhibiting loud, disturbing, or disruptive radio/stereo systems;

### **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 Campus Security Officers or any other College personnel acting in an official capacity
7. Any other violation defined in the official Texas Motor Vehicle Laws Booklet or posted by Ranger College

**Fines-** Fines will be assessed by the Vice President of Student Services. Charges are to be paid at the Office of the Bursar. Failure to pay a ticket 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 the Vice President of Student Services.

#### **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 Vice President of Student 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 Vice President of Student Services.

## **TECHNOLOGY 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. 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. 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.

As adopted in Policy FLB (Local), technology violations include, but are not limited to:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers;

5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

It is expected that students shall:

- Use Ranger College computer resources responsibly, respecting the needs of other computer users.
- Use only their assigned account.
- Refrain from sharing passwords or allowing access to accounts by others. This includes family and other household members when work is being done at home.
- Notify the Ranger College technology department if an account has been compromised.
- Abide by all technology rules, laws, and policies.
- Refrain from sending unsolicited email messages, including the sending of Spam, junk mail, or other advertising material to individuals who did not specifically request such material.
- Refrain from transmitting any form of harassment via electronic communications, whether through language, frequency, or size of messages. Violations of electronic communication use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language.
- Refrain from creating, sending, or forwarding chain letters.
- Refrain from introducing malicious programs such as viruses, worms, Trojan horses, email bombs, etc. into the Ranger College network or on RC resources.
- Refrain from procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.

### **IDENTIFICATION CARDS**

Any Ranger College students taking six semester hours, or more must have a Herring Bank Card/Student Identification card. The ID card should always be carried by the student on the campus and will be useful at the Cafeteria, Library, Special Events, Athletic or sporting events, and other areas of College activities. A \$10.00 fee will be charged to the student's account for the ID card.

If an ID card is lost, Ranger College students report to the Vice President of Student Services. Students at Stephenville and Brownwood campuses report to the respective Administration offices. A \$10.00 replacement fee will be charged to the students account.

### **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 Vice President of Student Services. Unclaimed items will be kept for a reasonable length of time, and then disposed of as seen fit. Lost items at Erath or Brown County Centers may be claimed in the center offices.

### **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 the Vice President of Student 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 STANDARD OF CONDUCT**

Ranger College policies and state law prohibit the use and possession of alcohol or illicit drugs on campus. Ranger College requires all students to be in compliance with all local, state, and federal laws regarding controlled substances, including, but not limited to their use, sale, possession, and manufacture.

### **STUDENT SANCTIONS**

Students who violate these policies are subject to college disciplinary action and prosecution through law enforcement agencies.

### **ALCOHOL POLICY**

Ranger College observes a no-alcohol policy on campus for all students. Students found drinking or in possession of alcoholic beverages on campus are subject to disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law. Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibits consumption or possession of alcohol by a minor. Penalties for violation of either of the above codes on the Ranger College Campus could result in arrest and an appearance in Municipal Court with a fine of \$120 - \$220.

### **DRUG POLICY**

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Ranger College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

### **Controlled Substances (Drugs)**

Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Fines, terms of probation, or years of imprisonment are generally contingent upon the circumstances and the amount of drugs possessed, sold, distributed, or manufactured. Additional information on Legal Sanctions pertinent to Alcohol and Controlled Substances may be obtained from the Student Services Office.

## **RANGER COLLEGE SANCTIONS**

When the Standards of Conduct regarding alcohol and drugs are violated, Ranger College will impose, at a minimum, the following sanctions:

### **Alcohol 1st Offense**

- a. Attendance and completion of program with a Drug/Alcohol Educator
- b. Assignment to Ranger College community service or \$150 fine

### **Alcohol 2nd Offense**

- a. Attendance and completion of program with a Drug/Alcohol Educator
- b. Assignment to Ranger College community service and a \$150 fine

### **Alcohol 3rd Offense**

- a. Attendance and completion of program with a Drug/Alcohol Educator
- b. Mandatory enrollment into an Alcohol treatment program
- c. \$250 fine

### **Drugs/Drug Paraphernalia**

- a. Attendance and completion of program with a Drug/Alcohol Educator.
- b. Assignment of Ranger College community service.
- c. Submit to random drug testing (at the student's expense). If a student test positive for drugs, immediate suspension for the remainder of the semester will result.

### **Drug/Drug Paraphernalia/Positive 2nd Offense**

- a. Suspension from school for one academic year must show proof of enrollment in drug cessation program before granted readmission.

## **LEGAL SANCTIONS**

Minors convicted for possession or consumption of alcoholic beverages may be subject to fines ranging from \$25 to \$500 depending on the number of previous convictions. Convictions for selling to Minors may subject individuals to fines ranging from \$100 to \$1000 and to a maximum of one year in jail. Convictions for Driving While Intoxicated may subject individuals to fines ranging from \$100 to \$2000 and to a jail term ranging from three days to two years. Fines and jail terms escalate with subsequent offenses.

## **WEAPONS**

### **Regulation Statement**

Ranger College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. The District is further committed to developing and implementing Concealed Campus Carry Regulations that meet and are in compliance with Texas Law to include Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campus) and Texas Penal Code 46.035 (Unlawful Carrying of Handgun by License Holder).

### **Provisions for the Concealed Carry of a Handgun**

1. Ranger College individuals holding a valid Texas Concealed Handgun License (CHL), or License to Carry (LTC), will be allowed to carry their concealed handguns on college premises including classrooms, library facilities, and offices.

2. Those individuals who hold a valid handgun license from an approved reciprocating state will be allowed to carry their concealed handguns on the premises of the Ranger College.
3. A license holder may legally carry a concealed handgun while on Ranger College premises, to include public driveways, streets, sidewalks or walkways, parking lots, and any other parking areas, unless prohibited by state or federal law, or by these regulations.
4. Guns in assigned dorm rooms must be stored in an approved safe.

### **Exclusions to the Concealed Carry of a Handgun**

In accordance with Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campuses) and after consulting with students, staff, and faculty of Ranger College regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment, the following areas have been identified and designated as prohibited areas to the legal carrying of a concealed handgun (Prohibited Zone). The listed areas below are for all campuses throughout the Ranger College unless otherwise specified.

#### **Prohibited Locations**

1. Counseling Office
2. President's Conference Room
3. Science Labs
4. Athletic facilities during events
5. Student Affairs Office
6. Regents Board Room
7. Welding Labs
8. Dorm Common Areas
9. Upward Bound offices and classroom
10. Machining Lab (Erath County Center)
11. Nursing Labs
12. Child Care Center (Erath County Center)
13. Student Services Open Areas (Brown & Erath County Centers)
14. Any location temporarily utilized as a polling place on the day of a federal, state, or local election.
15. Any location temporarily utilized to hear student discipline hearings, grievance hearings, or appeals proceedings.

### **Violations and Penalties**

1. Pursuant to Texas Penal Code 46.035, it is unlawful for a license holder to carry a partially or wholly visible handgun, regardless of whether the handgun is holstered, on Ranger College premises.
2. Pursuant to Texas Penal Code 46.03, it is unlawful for an unlicensed individual to carry any type of firearm, illegal knife, club, or prohibited weapon on the premises of Ranger College.
3. Any and all suspected violations of law or of this policy are to be reported to the Ranger Police Department for investigation.
4. Violations of law or of these regulations may result in criminal and/or civil penalties as well as the violator being subject to disciplinary action by Ranger College.

### **SMOKING, VAPING, AND TOBACCO PRODUCTS ON CAMPUS**

Ranger College has adopted and enforces policies and procedures that prescribe penalties for the use of tobacco products by students and others on school campuses or school-sponsored or school-related activities. Students are prohibited from smoking or vaping any substance at school or at any school-

related event. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, vapes, pipes, snuff, or chewing tobacco on school premises or adjacent premises or at school related or sanctioned activity on or off school property. Any student in violation of this policy shall be subject to disciplinary action.

The five levels of offenses with penalties for tobacco-use on campus are as follows:

First Offense – Written warning

Second Offense -\$50 fine

Third Offense- \$100 fine

Fourth Offense- academic misconduct action for students, based on the respective disciplinary process.

**TEXAS LEGAL SANCTIONS**

Students found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, subtitle C, Substance Abuse Regulation and Crimes) are eligible to receive the full legal penalty in addition to any appropriate College disciplinary action.

<b>OFFENSE</b>	<b>MINIMUM PUNISHMENT</b>	<b>MAXIMUM PUNISHMENT</b>
Manufacture or delivery of controlled substances (drugs)	Confinement in jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days,	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while Intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than @2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500.	
Purchase, Consumption, or Possession of alcohol by a minor.	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.

**FEDERAL SANCTIONS**

<b>OFFENSE</b>	<b>MINIMUM PUNISHMENT</b>	<b>MAXIMUM PUNISHMENT</b>
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Manufacture, distribution or dispensing drugs (including marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed

### **Drug Testing Policy**

All Ranger College students will adhere to the following drug testing policy unless the student is enrolled in a Ranger College Workforce Program (LVN Nursing, ADN Nursing, Truck Driving) or participates in an Extra-Curricular Program (Athletics, Choir, Debate, Scholar) that has a special mandated drug testing policy for that program. The drug testing policy for the Workforce Program and the Extra-Curricular Program will supersede the Ranger College Drug Testing Policy.

### **Introductory Statement**

The Administration of Ranger College strongly believes that the use and/or abuse of the drugs listed below (excluding those drugs prescribed by a physician to treat a specific condition) can impact academic performance and be harmful to an individual's physical and mental health. Consequently, the use and/or abuse by a student of the drugs listed below, unless prescribed by a physician, is deemed a violation of policy and shall subject the student involved to sanctions provided in this policy.

### **Purpose of the Program**

The purpose of Drug Testing Policy is to aid and support students, not to violate student privacy.

### **Types of Drugs Which May Be Tested For**

- Cocaine
- Marijuana
- Amphetamines
- Opiates
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- Methaqualone
- Alcohol
- Steroids



### **Grounds for Drug Testing**

RC may only drug test students if there is reasonable suspicion to believe that a student may be using and/or abusing one of the drugs listed above. Reasonable suspicion occurs when there is a belief, based on behavior or other information, among faculty or administration that a student is in violation of RC's drug policy. Reasonable suspicion may be caused by one or more of the following:

- Suspicious odors on person, clothing and/or other property
- Possession of drug paraphernalia
- Prior positive drug test results
- Arrest for, citation for, or conviction for a substance-related offense by college or public law enforcement authorities
- Behavior requiring police involvement
- Physical symptoms of impairment, incoherency, or erratic inexplicable conduct
- A report of substance abuse or use provided by a reliable and credible source
- Observation of substance use
- Personal admission

### **Positive Test Results**

If the results of a drug test are positive for the drug/s tested, a meeting will be scheduled to take place within 48 hours with the Vice President of Student Services. At the meeting, the student will be given an opportunity to present any rebuttal evidence or mitigating circumstances he/ she feels important. Following the meeting, a decision will be made concerning the student's continued enrollment at RC.

The decision will be one of the following:

1. A probationary period for a designated time,
2. Suspension from Ranger College, or
3. Dismissal from Ranger College.

### **Privacy**

Every effort will be made to assure the accuracy and confidentiality of the test results. The records will be secured by the Vice President of Student Services.

### **Refusal to Test**

Students have the option to refuse to consent to drug testing. However, students who decline to test will be subject to discipline, up to and including dismissal from RC.

### **Parental Consent**

Parental consent must be granted before minors may be tested.

### **Title IX of the Education Amendments Act of 1972**

Title IX of the Education Amendments Act of 1972 protects individuals from discrimination based on sex in education programs or activities which receive federal financial assistance. Under Title IX, the Ranger College has a responsibility to take immediate and effective steps to respond to sexual violence and/or sexual harassment. Title IX mandatory reporters are required to notify the Title IX Coordinator of any allegation of sexual misconduct. Mandatory reporters at the Ranger College include every administrative officer, dean, director, department head, supervisor and all instructional personnel Title IX Policy

### **Policy**

Sexual Misconduct involving Students is expressly prohibited and will not be tolerated. Sexual misconduct incorporates a range of behaviors including dating violence, domestic violence, hostile

environment sexual harassment, sexual assault, sexual exploitation, stalking, and any other conduct of a sexual nature that is nonconsensual.

### **Jurisdiction.**

This policy applies to sexual misconduct that is committed by any member of the Ranger College community when the misconduct occurs: (1) on Ranger College property, or (2) off property, if in connection with a Ranger College or Ranger College-recognized program or activity. Additionally, Ranger College may have an obligation to respond to student-on-student sexual harassment that initially occurred off school grounds, outside a school's education program or activity, if the student files a complaint with the school.

### **Notice of Nondiscrimination.**

Ranger College does not discriminate on the basis of sex in its education programs and activities and is required by Title IX not to discriminate in such a manner. Questions regarding Title IX may be referred to the Ranger College's Title IX Coordinator or to the United States Department of Education Office of Civil Rights. Questions concerning Title IX may be referred to the Ranger College Title IX Coordinator, Dr. Jennifer Kent in person (Welcome Center), by telephone (254-647-3234, Ext.7039), or by email (jkent@rangercollege.edu).

### **Reporting options.**

Complainants, Reporters, and Respondents have a number of reporting options on and off campus. Individuals should be aware of confidentiality and reporting requirements when discussing their concerns (as described below).

#### **1. Reporting to Ranger College.**

##### **a. Title IX Coordinator**

The Title IX Coordinator responds to reports of suspected violations of (1) Title IX of the Education Amendments of 1972, as amended; (2) Title VII of the Civil Rights Act of 1964, as amended; Reports can be made:

- i. By telephone (254-647-3234, Ext. 7039)
- ii. In person to Dr. Jennifer Kent (Welcome Center) (subject to Ranger College business hours); or
- iii. By email (jkent@rangercollege.edu).

##### **b. Vice President of Student Services**

The Vice President of Student Services Office responds to reports of suspected violations of the *Student Code of Conduct*, which includes complaints related to sexual misconduct. Reports can be made:

- i. By telephone (254-647-3234 Ext. 7010);
- ii. In person (Golemon Library) (subject to Ranger College business hours); or
- iii. By email (dworrels@rangercollege.edu)

### **Office of Security**

The Office of Security responds to reports of suspected violations of the Student Code of Conduct, which includes complaints related to sexual misconduct. Reports can be made:

- i. By telephone (254-631-9097);
- ii. In person (in back of the Golemon Library)
- iii. In person to a Security Officer or Director of Security
- iv. By email (dfox@rangercollege.edu)

### **Reporting to Law Enforcement**

In addition to reporting incidents to the Ranger College, Complainants and Reporters are strongly encouraged to report the incident to law enforcement by calling 911. Individuals unsure about which law

enforcement agency to report to are encouraged to report to the Ranger College Security Department. The Ranger College Security Department will assist in referring the individual to another agency, if necessary.

In most cases, when the Ranger College Security Department receives a report of sexual misconduct involving a student, they will notify the following Ranger College units: the Division of Student Services, the Title IX Coordinator, a Dorm Director and Athletics (if applicable). The notification to these departments will usually include identifiable information about the Complainant, Respondent, and/or Reporter (if applicable). In most cases, when the Ranger College Security Department receives a report of sexual misconduct involving an employee or third party, they will notify the Office of Human Resources and the Office of the President. The notification to these departments will usually include identifiable information about the Complainant, Respondent, and/or Reporter (if applicable).

### **Confidentiality options**

Any report of sexual misconduct to the Ranger College's Counseling Center, or other mental health counselors, medical professionals, victim advocates, or clergy members is confidential by law and will not be reported to the Title IX Coordinator or other entities unless there is concern for the immediate health and safety of any individual or when a minor is involved in an incident of abuse. Information about an incident of sexual assault, domestic and dating violence, or stalking does not automatically meet the threshold of "immediate health and safety."

Individuals may keep an incident confidential by utilizing the following methods:

If a student wants to speak with someone confidentially concerning sexual assault incidents, he or she may speak with the Ranger College Counselor, Mr. Gabe Lewis, located in the Administrative building at (254)647-3234, ext. 7021 or the Eastland County Crisis Center for sexual assault, dating violence or stalking assistance (254) 629-3223.

### **B. Reporting obligations and confidentiality**

Aside from the exceptions listed above, individuals should assume that information about an incident shared with a Ranger College employee will be reported to the Office of Student Services, the Office of Human Resources, the Title IX Coordinator, and the Ranger College Security Department. While the Ranger College will treat information it has received with appropriate sensitivity, Ranger College has certain mandatory reporting obligations under federal and state law:

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

The Clery Act requires Ranger College to disclose crime statistics for certain crimes that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities including remote classrooms. For purposes of the Clery Act, Campus Security Authorities (CSAs) are required to report suspected violations of this policy to the Ranger College Security Department for statistical purposes. Such reports are confidential and do not include identifying information.

Campus Security Authorities include the Ranger College President, Vice Presidents, Deans of the colleges, Associate Deans of the colleges, Department heads, and the Ranger College Security Officers, Residence Life staff (dorm directors) and Dining Services Director, Director of Athletics, Associate/Assistant ADs, Head Coaches, Assistant Coaches, Director of Human Resources, Director of Retention, and Student Support Services, Director, Ranger College Counseling Center the Registrar/ Dean of Enrollment; faculty advisors to Student Organizations and programs.

## **INVESTIGATION POLICIES AND PROCEDURES**

In cases of alleged sexual misconduct, Ranger College will review and respond in a prompt and equitable manner, as required by Title IX.

**A. Protection orders, no contact orders, trespass orders, and other similar lawful orders.**

Ranger College respects the terms of any lawful order issued by a court and will support and assist Ranger College community members protected by such an order. Ranger College community members are encouraged to provide a copy of the order to the Ranger College Security Department and the Ranger College Vice President of Student Services (if the individual is a student) or the Ranger College Security Department and the Ranger College Human Resources Department (if the individual is an employee). In most cases, when the Respondent is a student, the reported violation of this policy will be addressed by the Vice President of Student Services with the assistance of the Title IX Coordinator.

**EDUCATION AND TRAINING**

Ranger College offers education and training to students, faculty, and staff that promotes the prevention and awareness of sexual misconduct. Prevention programming for students is primarily provided by the Eastland County Crisis Center:

1. Presentations during Ranger Roundup to all parents and potential students
2. Training for new students through mandatory meetings
3. Ongoing campus-wide awareness programming for the Ranger College community, including at least one campus-wide program during the fall and spring semesters
4. Involvement in primary prevention peer education work
5. Bystander Intervention Training
6. Self-Defense Training

Additional prevention programming for students is provided by the Division of Student Services and other academic offices, including but not limited to, the Counseling Center, and the Athletics Department.

**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 Vice President of Student Services.

**ACADEMIC REGULATIONS**

**CLASSIFICATION OF STUDENTS**

**Freshman-** A student who has completed fewer 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

**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 translates to one hour in class per week for a semester. Hence, in a three-hour class, a student 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 Vice President 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 (if applicable) 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.” A student may not drop or be dropped from a developmental program and remain enrolled in school.

**NOTE: The State of Texas allows only a total of six drops during a student’s total four year undergraduate enrollment.**

**Transfer Policy-** Ranger College accepts students by transfer from any accredited junior college, community college, college, or university, if 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:

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 Vice President of Student Services, Vice President of Instruction, Counselor, or faculty members as needed.

**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, other than developmental, 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 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 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 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. Students 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.

**Semester Grades** - Two days after the last day of class for each semester, grades can be viewed on each student's Campus Connect portal. Grades are no longer mailed out to all students. Official transcripts will be released to those students who request them and do not have a hold with Ranger College.

**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 a satisfactory level, a student must meet the following guidelines:

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

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

With 31 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**

See the College Catalog for requirements.

## **INTENT TO GRADUATE**

Students intending to graduate should submit an Application for Degree with the Registrar's office during their last semester. It is free for students to graduate with Ranger College. Once the Application for Degree is submitted, the Registrar's Office will perform a degree audit and contact the student regarding their status.

## **ATTENDANCE AT GRADUATION**

Candidates for certificate or degree are encouraged to attend commencement exercises. Students who participate in commencement exercises and are passing all courses will be exempt (unless they otherwise wish to improve their grade) from the traditional final examinations during the appropriate semester of graduation. Students will receive a cap, gown, cords (if applicable) and diploma.

## **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 a 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 Financial Aid Office 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 one academic year; therefore, authorization to withhold Directory Information from general release must be filed annually in the Office of 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 Vice President of Student 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 concerns informally with the



Vice President of Student 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 Vice President of Student 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 choosing, 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 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 or she 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 challenges were unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the College, and he or she shall aid the student in filing complaints with the Family Educational Rights and Privacy Act Office, Dept. of Education, Washington D.C.

### **REQUESTING A TRANSCRIPT**

All transcript requests must be submitted through the student's Campus Connect portal. Students use their Ranger College student ID or social security number as the ID number and their birthday (MMDDYYYY) as the password. Requests will be honored as quickly as possible. During peak periods (i.e., registration, commencement) there may be a short delay. Transcripts should be requested a minimum of one week in advance of these events. Each official transcript costs \$5 which must be paid for before the transcript will be sent. Students who earn a Certificate of Completion or associate degree are allowed to receive two free official transcripts up to two months after they earn their certificate or degree.

### **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. Past annual editions of the college catalog are housed in the Office of the Registrar. Individuals wishing to access these catalogs should contact the Registrar at 254-267-7057

### **CODE OF STUDENT CONDUCT AND DISCIPLINE STUDENT RIGHTS & RESPONSIBILITIES**

Ranger College expects a high standard of conduct from its students. Students are expected to comply with civil and criminal law, respect proper constitutional authority, and obey College policies, rules and regulations. The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Ranger College and agrees to abide by them. Policies, standards, rules and regulations apply to students attending College activities, whether the activity takes place on or off campus. In some cases, individual instructional programs may have approved policies for student conduct for students enrolled in the program. These policies are also considered part of the "Code of

Student Conduct.” Students failing to perform according to established standards may be subject to disciplinary action by the College and possibly civil authorities. The “Code of Student Conduct,” is approved by the Board of Regents and is subject to change by action of the Board. Each student is expected to become fully acquainted with the “Code of Student Conduct,” and any changes made by the Board of Regents.

### **DISCIPLINE HEARINGS**

The Vice President of Student Services has overall responsibility for student conduct and discipline at Ranger College.

### **INFORMAL PROCESS**

When a student is confronted with a possible rule, conduct, or policy violation that may result in disciplinary action, the student will be issued a notice directing him/her to appear before the Vice President of Student Services at a specified date and time. Further disciplinary action may be taken for failure to meet the requirements of this notice. The Vice President of Student Services will determine if the alleged violation warrants an investigation or if the alleged violation warrants dismissal as unfounded. Concerns should be expressed and addressed as soon as possible to allow early resolution at the lowest possible administrative level.

### **FORMAL PROCESS**

If an informal conference fails to reach resolution, the Vice President of Student Services will investigate the allegation. An investigation of the alleged incident may include the collection of physical evidence, interviews with the alleged violator, witnesses, and/or school employees that have knowledge of the incident. The alleged violator(s) will be informed of the investigation.

### **LEVEL ONE**

The VPSS will determine the course of action to include, but not limited to, any of the following, in any order:

1. Dismiss the allegation(s) as unfounded.
2. Reprimand of student, which might include community service.
3. Disciplinary probation, which includes the imposing of punitive action and/or restrictions for a specified period of time. Examples include but are not limited to: community service, required class attendance, curfew and visitation restrictions, denial of use of facilities, denial of participation in extracurricular activities, and/or counseling sessions.

In the event the student has previously been placed on disciplinary probation at the time of the offense, the student may be placed on disciplinary suspension.

4. Disciplinary suspension, which includes a specified period of time that a student cannot be enrolled in any classes; cannot attend any college activity, on or off campus; and cannot be on Ranger College property without prior written approval from the Vice President of Student Services, and/or President.
5. Expulsion, which includes the above sanctions for an indefinite period of time.

The course of action will be given to the student/organization in writing. The course of action will go into effect immediately.

### **LEVEL TWO**

A student/organization may appeal a course of action that involves disciplinary suspension or expulsion only, and request a hearing before the Student Discipline Committee. The appeal must be in writing and turned in to the Vice President of Student Services within three (3) days after the notice of suspension or expulsion has been received. The appeal must be based on one or both of the following:

1. Procedural errors were committed during the disciplinary process, or the disciplinary process was carried out in a prejudicial manner against the student/organization.

2. New relevant information regarding the violation has come forth after the investigation and the decision to suspend or expel has occurred.

It is the responsibility of the student/organization to provide evidence in writing to support the appeal. If the appeal is not made according to procedure, the decision to suspend or expel the student/organization will be final. If the appeal is made according to procedure, the decision will remain in effect until a hearing can be held.

Before the hearing with the Student Discipline Committee, the student/organization will be informed of the following rights:

1. Right not to testify against him/herself.
2. Right to be accompanied by an advisor who may not appear in lieu of the student.
3. Right to have reasonable access to the case files, which shall be maintained in the Office of Student Services.
4. Right to present and cross-examine witnesses (not in sexual assault cases).
5. Right to review evidence used in disciplinary action against him/her.

The Student Discipline Committee, after reviewing the testimony and evidence presented at the hearing, may:

- (a) support the decision of suspension or expulsion, or
- (b) change or modify the decision of suspension or expulsion.

Once the hearing is completed, the Student Discipline Committee will inform the student/organization of its decision and send a copy of the minutes of the hearing to the Vice President of Student Services. The decision of the committee will be final unless appealed to the President.

### **LEVEL THREE**

All actions taken by the Student Discipline Committee may be appealed to the President of the college. The appeal must be made in writing and filed with the Vice President of Student Services within three (3) days of the committee's decision. The appeal may only be based upon the following issues:

1. Were all of the procedures of the Code of Conduct followed?
2. Was the Student Discipline Committee hearing conducted in a way that permitted the student/organization adequate notice and opportunity to be heard?
3. Were the rights of the student/organization materially violated so as to effectively deny the student/organization a fair hearing?

### **LEVEL FOUR**

The action taken by the President may be appealed to the Board of Regents of the college.

The appeal must be made in writing and filed with the President within three (3) days of the President's decision.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

### **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 enrolled at Ranger College 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.
- A. 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.
  - B. “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.

- C. "Collusion" is defined as the unauthorized collaboration with another person in preparing written work for credit.
- D. "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.
- E. "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.
- F. 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 Vice President of Student 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.

##### A. 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

- B. In any instance where the Vice President of Student 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 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 the 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), condition(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. 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.

### **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).

#### **NON-DISCRIMINATION 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. 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 POLICY**

It is the policy of Ranger College to provide procedural due process in the event of a grievance being lodged against an individual(s). Through the application of the Ranger College Grievance procedure, complaints will be addressed in a timely and professional manner. In order to expedite the grievance process, all grievances shall be addressed to the Ranger College Grievance Officer. The Vice President of Student Services has been appointed by the President and will serve as the official Grievance Officer.

The Grievance Officer will serve to coordinate the grievance process. The Office of the Vice President of Student Services is located in the Golemon Library Building.

Causes for grievance shall include, but not be limited to:

1. Violation of local, state, federal or constitutional law.
2. Violation of a Ranger College policy or procedure.
3. Disputes involving the computation and/or awarding of grades.
4. Discrimination and/or harassment based on race, creed, color, national origin, sex, age, or disability.
5. Violation of Ranger College Code of Student Conduct.
6. Class evaluation procedures.
7. Any decision or action which is allegedly based on factors which are arbitrary and/or capricious.

All grievances filed in a formal and informal manner will include the following information as completed on the official Ranger College Grievance Form and must be typewritten.

1. Specific details of the nature of the complaint.
2. Who the complaint is against.
3. A recommended solution.
4. Dated signature of the grievant.
5. The request that no RC employees retaliate against the grievant because of the complaint (such does not prohibit a legitimate cross-complaint against the grievant).

### **GRIEVANCE AGAINST STUDENTS**

A grievance or complaint of alleged misconduct, violation of law, or RC policy against a student, may be filed by another student, an employee, or a citizen of the community. The person filing a grievance may contact the Grievance Officer either verbally or in writing. The grievant should be prepared to submit a formal written grievance by completing the appropriate form and providing the information required by the Ranger College Grievance Procedure.

The Vice President of Student Services shall have the authority to address grievances filed against students including informal reports of misconduct. The Dean shall investigate the allegations as completely as possible and shall advise the student(s) of the grievance either verbally or in writing as soon as possible. The Dean will then either dismiss the complaint for lack of merit or provide the student(s) with a Disciplinary Hearing for the purpose of determining the facts of the grievance. This Hearing will allow the student(s) to answer the charges. Witnesses and/or evidence will be considered by the Dean as to credibility and applicability.

The hearing shall be held according to the following:

1. The Vice President of Student Services shall serve as chairman of the Grievance Hearing Committee. The committee shall consist of two faculty members, 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:
  - b. The plaintiff shall present the complaint (20-minute limit).
  - c. The defendant shall present their defense (20-minute limit).
  - d. The plaintiff shall present rebuttal evidence (10-minute limit).
  - e. The defendant shall have an opportunity for rebuttal argument (10-minute limit).

- f. The hearing committee shall enter closed session and take the matter under advisement for twenty-four hours before rendering a decision.
- g. The hearing committee shall decide by majority vote with all having an equal vote.
- h. The hearing committee shall inform all parties involved of the decision in writing.

Following the event of a Grievance Hearing and consideration of evidence and information, the Vice President of Student Services will pursue one of the following courses of action.

1. Dismiss the complaint on the basis of innocence, lack of merit, lack of evidence, or other factors.
2. Impose discipline and clarify the student(s) right of appeal.
3. Impose discipline with the student(s) signed Waiver of Appeal.

The student(s) may appeal the decision of the Vice President of Student Services upon written request to the President. This written request must be submitted within ten calendar days after receipt of written notification of the decision from the Vice President of Student Services.

## **EVIDENCE**

Evidence shall be handled according to the following:

1. 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 burden of proof is the responsibility of the plaintiff.
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. The hearing shall be recorded via written minutes and/or audio tape recording under supervision of the Grievance Officer. This copy of minutes and/or audio tape is the only official copy of the hearing and will supersede any other documentation from the hearing.
6. The student has the right to record the hearing (at the student's expense) or take notes for their personal usage.

## **GRIEVANCE AGAINST FACULTY**

A grievance or complaint of alleged misconduct, violation of law, or RC policy against a faculty member may be filed by a student, another employee, or a citizen of the community. The person filing the complaint (grievant) may contact the Ranger College Grievance Officer either verbally or in writing. The RC Grievance Officer then will ensure that the grievant is aware of the required procedures.

The grievant may file their complaint as either an informal grievance or a formal grievance. In order for a complaint to be considered official, the grievant must submit a written grievance by completing either the informal or formal Ranger College Grievance Form to the RC Grievance Officer. The Grievance Officer will meet with the grievant for the purpose of determining the basis for the complaint and monitoring the Grievance Procedure.

### **Informal Grievance Procedure**

An informal grievance filed against a faculty/employee member will be referred to the supervisor of the employee charged. The supervisor of the employee charged is responsible for investigating the allegations as completely as possible and shall advise the employee charged of the specific complaint as soon as possible. The employee charged shall respond to the specific complaint(s) in writing. Such written response shall be submitted to the supervisor within five working days of notification.

An informal grievance will not include an initial formal hearing but will maintain the adherence to individual right to due process as outlined in this policy. The informal grievance will follow informal action in order to remedy the grievance. If deemed necessary by the supervisor, there may be an initial informal conference with the grievant and/or the employee charged. This conference should be for the

purpose of gathering information and reviewing the complaint and the response. If, during the course of informal action, any of the parties involved requests the presence of an advisor in the informal conference, the supervisor and the Grievance Officer shall refer the grievance to the formal process.

Following the course of informal action, the supervisor may determine the status of the specific charge(s) and then may dismiss the complaint for lack of merit, take any actions he deems appropriate, or provide the employee with a formal hearing. Actions taken by the supervisor may be considered as a part of the remedy to the grievance and will be submitted in writing to the grievant, the employee charged, and the Grievance Officer.

The employee charged or the grievant may appeal the supervisor's decision and file a formal grievance. A formal RC Grievance Form must be completed and submitted to the Grievance Officer within ten calendar days from the receipt of written notification of the decision.

### **Formal Grievance Procedure**

A formal grievance filed against an employee will be received by the Grievance Officer who will notify the employee's supervisor with a copy to the President. The supervisor will inform the employee of the complaint(s) as soon as possible and the employee charged shall submit a written response to the specific complaint(s) to the supervisor within five working days of notification. The supervisor will forward the employee's response to the Grievance Officer. The Grievance Officer shall provide the employee charged with a formal hearing for the purpose of addressing the grievance and allowing the employee charged the opportunity to answer the charges. This hearing will include the Grievance Officer, the employee charged, the employee's supervisor, the grievant, and any witnesses deemed necessary by the supervisor, the employee charged, or the grievant. The Grievance Officer will appoint a recorder for the hearing. The Grievance Officer will allow all parties to be assisted by an advisor of their choice, with the understanding that each party involved must speak for him/herself. This hearing shall take place within ten working days from the time the supervisor receives the formal grievance and the written response from the employee charged.

The Grievance Officer will operate this hearing under the following parameters:

1. The Grievance Officer will advise all parties concerned of the date, time, and location of the hearing.
2. The Grievance Officer shall close the hearing to the public unless both the grievant and the employee charged mutually agree to open the hearing to the public.
3. The Grievance Officer shall appoint a recorder of the hearing. The hearing shall be recorded via written minutes and/or audio tape recording under supervision of the Grievance Officer. This copy of minutes and/or audio tape is the only official copy of the hearing and will supersede any other documentation from the hearing.
4. The student has the right to record the hearing (at the student's expense) or take notes for their personal usage.
5. The burden of reasonable proof rests upon the person bringing the charges.
6. The Grievance Officer will hear the testimony of both the grievant and the employee charged and compare these testimonies to the written grievance and response.
7. The Grievance Officer will allow each party to be assisted by an advisor of his/her choice, with the understanding that each of the parties involved must speak for him/herself.
8. The Grievance Officer will hear testimony of witnesses as appropriate to the grievance case. Witnesses shall be excluded from the hearing until called to present testimony. Following testimony, each witness shall be excused from the hearing.
9. The Grievance Officer shall receive evidence pertinent to the grievance case.
10. The Grievance Officer shall render one of the decisions outlined below:

- Dismiss the complaint on the basis of innocence, lack of merit, lack of evidence, or other factors.
  - Recommend to the supervisor that the employee be issued a verbal reprimand.
  - Recommend to the supervisor that the employee be issued an official written reprimand.
  - Recommend to the supervisor to place the employee on official probation, accompanied by a formalized Plan of Action for improvement. This improvement plan should be developed by both the supervisor and the employee.
  - Recommend to the supervisor formal procedures for suspension of the employee from official duty for a specified period of time. This suspension may be with or without pay, depending on the circumstances, and must be submitted in writing to the President by the employee's supervisor.
  - Recommend to the supervisor formal procedures for dismissal. This recommendation must be submitted in writing to the President by the employee's supervisor.
11. The Grievance Officer shall provide a written case summary after the hearing, which will include the decision rendered, to the grievant, the employee charged, the supervisor, and the President.
  12. The Grievance Officer shall inform all parties of their right to appeal the decision rendered.
  13. The Grievance Officer will maintain/house all records of formal grievances.

In the course of any formal complaint/grievance, a decision stands at any specified level if it is not appealed by either party within 10 calendar days from the receipt of written notification of the decision.

### **Appeal Procedure**

The employee charged or the grievant may appeal the decision upon written request to the Grievance Officer within ten calendar days from the receipt of written notification of the decision. Such an appeal shall be held with the RC Hearing Officer (Ranger College Administrator appointed by the Grievance Officer who has no conflict of interest in the specific case) within ten working days from the receipt of the written appeal. Such request must be typewritten and shall include the following:

1. The original grievance.
2. The specific reasons for the appeal of the decision of the Grievance Officer.
3. The allegation that the decision(s) causing the grievance are/was based on factors which constitute a violation of constitutional, federal, or state law, or a Ranger College policy or procedure.

Appeal hearing is provided according to Ranger College Grievance Procedure (RC Hearing Officer will replace the Grievance Officer).

Further appeal is available if the employee charged or the grievant wishes to appeal the decision of the Ranger College Hearing Officer. The grievant or the employee charged may submit a typewritten request to the President's Office within ten calendar days from receipt of the Hearing Officer's decision. The President shall consider the appeal and determine if such an appeal hearing is warranted. If granted, the appeal hearing to the President shall be scheduled within ten working days from the receipt of the written request. The President shall take one of the following courses of action:

1. The President determines that such appeal is not warranted, thus affirming the decision of the Hearing Officer.
2. The President determines that legal parameters of the appeal have not been met, thus nullifying the appeal.
3. The President determines that there are grounds for appeal and grants the appeal hearing.
4. Final appeal hearing is provided, if warranted.

The President shall provide a written decision to the grievant, the employee charged, and the supervisor.

A final appeal may be made to the Ranger College Board of Regents. Such appeal must be submitted in writing within ten calendar days from the receipt of the President's decision. The Board of Regents will consider the basis for appeal and, if such appeal meets the parameters of the RC Grievance Policy, the appeal hearing will be scheduled and operated within the legal parameters regulating the function and operation of the Board of Regents. The Board of Regents shall take one of the following courses of action:

1. The Board of Regents determines that such appeal is not warranted, thus affirming the decision of the President.
2. The Board of Regents determines that legal parameters of the appeal have not been met, thus nullifying the appeal.
3. The Board of Regents determines that there are grounds for appeal and grants the hearing.
4. Final appeal hearing is provided, if warranted.

The Board of Regents shall provide a written decision to the employee charged, the supervisor, and the President.

### **RESIDENCE HALL HANDBOOK (for students living on the Ranger Home Campus) 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, students are report to the following locations in each dormitory and cover themselves 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, Vice President of Student Services, or a Security Officer.

#### **Emergency Contact Information**

Fire-Police-Ambulance-Sheriff	911
Ranger College Security	(254) 631-9097
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 taking 12 or more semester hours who do not live with parents are required to reside in a college residence hall (unless attending classes at Erath or Brown County Centers) Any deviation from this policy must have written approval from the Vice President of Student 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 Vice President of Student 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 Vice President of Student 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 the student notifies the Vice President of Student Services of the intent to arrive late.
3. Students are responsible for the security of their 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 ensuring 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 Vice President of Student 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 two 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 Vice President of Student 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. Students are expected to be in their room 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 Vice President of Student 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 are advised to keep their doors locked when they are not in their rooms.

#### **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 Vice President of Student Services. The College reserves the right to assign or reassign rooms for the benefit of the College, individual student, roommate, or suitemate.
- C. Changes in room assignments will only be made by the Vice President of Student 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 Vice President of Student 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. Visitors must be the same gender as the student.

- D. Except for check-in and check-out periods and special times approved by the RH Director, all visitors must sign a sign in and out.
- E. Minors are not allowed to visit the residence halls unless accompanied by a parent or legal guardian.
- F. 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 Vice President of Student 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 Vice President of Student 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 the furniture is in the room.
- B. Cleaning the 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 Residence Hall Direct inspect the room and signing the checkout sheet when the key is turned in. Failure to turn in a key will cause a charge to be levied against the students' account.
- D. Securing the signature of the Vice President of Student 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 (without required license), 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. Allowing a visitor from the opposite sex into the residence hall.
18. Talking loud, running, and roughhousing in the rooms, hallways, or lobby.
19. Entering hallway, lounge, or being outside without proper attire.
20. Entering or leaving room through the window.
21. Entering or leaving through emergency door exits.
22. Allowing minors in residence hall without permission from the Dorm Director or Vice President of Student Services.
23. Participation in illegal gambling activities.
24. Vulgar, obscene, and/or offensive material will not be allowed on the windows or doors.
25. 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 movie 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 the student's room at a level not offensive to others. The Residence Hall Directors will determine if the volume is too loud. Such things as aerobics, dancing, or other physical activities can take place in a students' 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 Vice President of Student Services. A student evicted from student housing will not be permitted to visit any dormitory without prior written approval from the Vice President of Student Services.

**Mailboxes-** Students will be assigned a mailbox in which all U.S. mail and campus mail will be delivered. Normally, mail will be delivered and sorted by 10:30 a.m. Mailboxes are located in the Golemon Library.

Letters to students should be addressed as follows:

Student's 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. Wireless internet is also available in all dorms.

### **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 to the Dorms**

- Extra-long twin-size bedding including blanket, bedspread, sheets, pillowcases, and mattress pad if preferred
- Towels and washcloths
- Laundry Bag and detergent
- Alarm clock
- Waste basket and plastic trash bags
- Broom, dustpan, 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)
- Pets
- Alcohol, drugs, tobacco, or vape
- Firearms (without required license), weapons, or explosives
- Darts or dartboard

### **What NOT to Bring**

- Waterbed
- Hot plate
- Electrical cooking appliances
- Incense
- Candles