

15. Denying readmission.
16. Denial or non-recognition of degree.
17. Blocking a student from enrolling until the student complies with the college directive.
18. Suspension from the college for a specified period. 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 based on 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 based on 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 this 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 based on 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. 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 at the Ranger campus.

Causes for student grievances may include, but are not limited to, the following:

- Violation of local, state, federal or constitutional law.

- Violation of a Ranger College policy or procedure.
 - Disputes involving the computation and/or awarding of grades.
 - Discrimination and/or harassment based on race, creed, color, national origin, sex, age, or disability
 - Violation of Ranger College Code of Student Conduct, which is described in the Student Handbook
 - Class evaluation procedures
 - Any decision or action which is allegedly based on factors that are arbitrary and/or capricious
- All written grievances must include the following information:

1. Name and contact information of the grievant
2. Specific details of the nature of the complaint
3. Who the complaint is against
4. A recommended solution
5. Statement of informal resolution attempt
6. Dated signature of 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 Dean of Students and/or the Vice President of Student Services 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 Dean of Students and/or Vice President of Student Services shall have the authority to address grievances filed against students including informal reports of misconduct. The Dean or VPSS 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. They 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 based on 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 based on 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. 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 a 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 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 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 the 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 based on 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. 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 grievance, the employee charged, the supervisor, and the President.

12. The Grievance Officer shall inform all parties of their right to appeal against the decision rendered.

13. The Grievance Officer will maintain/house all records of formal grievances.

During 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 grievance 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 of 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 an 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 the 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 a fire is discovered, alert all occupants of the building, then call 911.

Tornado- If a tornado warning is given, students are to report to the following locations in each dormitory and cover themselves with a mattress.

Kuykendall Hall- Bathrooms

Nicksick Hall- Hallways

Meyerson Apartments- Bathrooms