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Affirmative Action Policy and Procedure

Rich Mountain Community College does not discriminate against any individual on the basis of age, race, sex, color, religion, ethnic origin, or handicap in any of its programs or activities. (Revised and adopted June 20, 1994.)

Rich Mountain Community College does not discriminate on the basis of handicap in admission or access to, or treatment of employment in its programs and activities.

Responsible for the college's compliance with Section 504 of the Rehabilitation Act of 1973 is the Vice President for Academics and Student Affairs. (Revised and adopted July 22, 1989.)

If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer on conducting a hearing at this point of the grievance procedure.

The college maintains a student grievance/discipline committee to hear complaints on matters other than academic. The membership of this committee will consist of a chairperson and an equal number of students and faculty. A student can be heard by this committee by submitting a written request to the Vice President for Academics and Student Affairs, which includes the stated grievance to be heard. If the complainant is handicapped, reasonable accommodation to the known physical or mental limitations will be provided to assist the Affirmative Action Officer in conducting the hearing.

The following steps will be used in hearing the complaint or grievance. If an appeal is made during vacation, it will be postponed until school resumes.

Appeal Process

Step One: The student must present, in written form, within five working days of the occurrence creating a complaint, a request for consideration to the student appeals committee.

Step Two: The student appeals committee will investigate the complaint and talk with the student within five (5) working days. The decision of the committee will be given to the student in writing within two (2) days after the hearing.

Step Three: If the decision is not satisfactory to the student, the student may appeal within five (5) working days to the President of the college.

Step Four: If the student is not satisfied at this level, an appeal may be made within five (5) working days to the board of Rich Mountain Community College, who will hear the complaint at the next regularly scheduled board meeting, but no sooner than one week after receipt of the complaint. In exceptional circumstances, the board may waive this requirement of the chairperson of the board may call a special meeting. The decision of the board shall be final.

If a complaint or grievance concerns compliance with Title VI (race), Title IX (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap), it may be submitted directly to:

Office for Civil Rights
U.S. Office of Education
1200 Main Tower Building
Dallas, Texas 75202

Issues related to one or more of these acts may be submitted to the Office of Civil Rights in conjunction with or without regard to this procedure.

The Rich Mountain Community College Affirmative Action Officer for Complaints and Grievances under Title IX, Title VI, and Section 504 of the Rehabilitation Act of 1973 is:

Vice President for Academics and Student Affairs
Rich Mountain Community College
1100 College Drive
Mena, Arkansas 71953

(Revised and adopted June 20, 1994.)

Nondiscrimination Policy

Rich Mountain Community College will not discriminate on the basis of race, color, creed, religion, sex, national origin, age, or handicapped status in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; the Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; the Americans with Disability Act; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; and all other applicable state and federal laws, rules, and regulations.

Title VI of the Civil Rights Act of 1964

It is the policy of Rich Mountain Community College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the grounds of race, color, or national origin.

Title VII of the Civil Rights Act of 1964

It is the policy of Rich Mountain Community College that it shall not discriminate against any person, with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, or national origin.

Title IX, Education Amendments of 1972

It is the policy of Rich Mountain Community College that no person shall, on the basis of sex, be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any

policy or criterion for admission, the College shall not give preference to one person over another on the basis of sex.

The college shall not apply any rule concerning the parental, family, or marital status of a student which treats person differently on the basis of sex; shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery there from, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery there from in the same manner and under the same policies as any other temporary disability or physical condition, shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is “Miss” or “Mrs.”

The college shall not exclude any person, on the basis of sex, from participation in any academic, extracurricular, research, occupational training, or other educational program or activity.

Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 Policy and Procedure

Rich Mountain Community College, as an educational institution and as an employer, does not discriminate on the basis of disability. The college does not discriminate in admission or access to, treatment by or employment in, its programs and activities. This is a commitment made by the college and is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students with Disabilities

All services, programs, and activities at RMCC are accessible to students with disabilities. The Vice President for Academics and Student Affairs, located in the Maddox Building Tower Room, has information on accommodations and is the ADA/Section 504 compliance officer for the college. For student seeking accommodations within academic programs, the following intake process is to be followed.

Intake process for students with disabilities

- The student self identifies to a member of faculty or staff. Student is referred to the Student Affairs Office.
- The student goes to the Student Affairs Office to initiate the intake process. This should be done prior to the start of **each** semester of attendance. Accommodations requested and approved after the start of the semester will not be retroactive to the beginning of the term.
- The student completes intake form.
- The student provides supporting documentation of disability and recommended accommodations. Supporting documentation must include the diagnosis of the disability and accommodations by a qualified diagnostic professional.
- The Vice President for Academics and Student Affairs will review the request and the supporting documentation to determine if the disability falls with the protected conditions. If so, the requested accommodations will be reviewed to see if they are reasonable.
- The Vice President for Academics and Student Affairs determines if accommodations are necessary, the student will be given a letter to give each of his/her instructors. The letter will outline the appropriate accommodations to be given in the class.

- The Vice President for Academics and Student Affairs will provide additional correspondence to the student's instructors and the Vice President for Academic and Student Affairs informing them of the student and the accommodations required.
- The student, Vice President for Academics and Student Affairs, and faculty member will work as a team to provide reasonable accommodations.
- If the Vice President for Academics and Student Affairs determines that accommodations are not necessary, the student will be informed of the decision and the reasons for the decision. The student is encouraged to meet with the Vice President for Academics and Student Affairs to clarify any issue.

Complaints Procedures

The college has designated the Vice President for Academics and Student Affairs to coordinate its efforts to comply with these statutory requirements. Complaints concerning the violations should be made to the Vice President for Academics and Student Affairs in accordance with the following procedures:

- A complaint shall be made in writing to the Vice President for Academics and Student Affairs, 1100 College Drive and shall contain the name and address of the complainant and a brief description of the alleged violation.
- Complaints should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
- An investigation by the Vice President for Academics and Student Affairs shall follow the filing of a complaint. This process offers an informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any, shall be issued to the complainant no later than ten (10) days after filing of the complaint.
- The ADA Coordinator shall maintain the files and records relating to complaints filed.
- The complainant may request reconsideration of the case in instances where he/she is dissatisfied with the investigation, findings or resolution of the Vice President for Academics and Student Affairs. This request should be made to the Office of the President within five (5) days of receipt of the determination.

The right of a person to a prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency nor is the use of this resolution procedure a prerequisite to the pursuit of other available remedies.

Classroom Expression

Freedom of discussion and expression of views must be protected and encouraged. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but this authority must not be used to suppress the expression of views related to a subject contrary to his own.

- Students are responsible for learning the course for which they are enrolled.
- Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

Information about student views, beliefs, and association acquired by the College personnel in the course of their work is confidential and shall not be disclosed to person, other than College officials acting in an official capacity except with the consent, either expressed or implied, of the student, or under legal compulsion.

Campus Security Act of 1990

Safety Programs

The safety and security of RMCC students is a major concern of the staff and administration. To help students become more security conscious and to assume more responsibility for their own safety both on and off campus, a special safety information section has been established in St. John Library and Abernathy Bldg., compliments of SSS and SGA. This section contains pamphlets on how to stay safe, drug and alcohol abuse, sexual harassment, sexual assault, and other topics pertaining to the students' well-being.

Staff Assistance

RMCC staff and administrators are always available to assist students to notify authorities if the need arises. One or more administrators will be available for evening classes.

Campus Security

The RMCC buildings are opened by maintenance personnel each morning prior to the first scheduled class and are locked at the end of the last scheduled class each evening Monday through Friday. In the case of off schedule activities, the building being used will be unlocked prior to the start of the activity and locked when the activity is finished.

The exterior of the campus, including student parking, is well lighted and provides excellent visibility of the campus from all buildings. Due to the size and design of the RMCC campus, a law enforcement agency has not been established. The maintenance personnel keep a watchful eye on the campus exterior as well as inside the buildings. A close relationship is maintained with the Mena Police Department and Polk County Sheriff's Office.

Disciplinary Actions

Sex offenses will be turned over to the appropriate local authorities where both the accused and the accuser will be informed of the rights guaranteed them by law. Students found guilty of sex offenses will be subject to immediate dismissal from RMCC. Both the convicted student and the victim will be informed of the disciplinary measures taken.

RMCC will work with victims to alter academic situations to the best of its ability if the victim requests changes and requested options are reasonably available.

Crime Statistics

RMCC's crime statistics are distributed to all students, faculty and staff at the beginning of each semester. Individuals interested in employment with the college will be sent crime prevention information and statistics with an RMCC application packet. The crime statistics may also be found on the RMCC website at www.rmcc.edu.