2026-27
Student Handbook

SALVE REGINA UNIVERSITY
NONDISCRIMINATION POLICY

Salve Regina University strives to provide equal opportunity in employment and education to all employees, students and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender identity or expression, religion, disability, age, marital or parental status, military or veteran status, genetic information or any other basis protected by applicable federal or state law, in the administration of Salve Regina's employment policies, education policies, admission policies, scholarship and loan programs, athletic and other University administered programs. In accordance with Title IX, it does not discriminate on the basis of sex in any of its educational programs or activities. Salve Regina is also committed to making its programs and campus accessible to its visitors and compliant will all applicable non-discrimination laws.

Salve Regina University reserves the right to change, without notice, any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, faculty, curricula, and courses. This handbook is not a contract or an offer of a contract.

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Student Handbook

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FOREWORD TO SALVE REGINA UNIVERSITY STUDENT HANDBOOK

The *Student Handbook* codifies the current policies and procedures officially approved for the well-ordered operation of the University. These directives are the work of duly responsible bodies within the University. The provisions contained herein set forth the intended guidelines for University-Student relations. While the University intends that this handbook be used for such guidelines, the University reserves the right to make such modifications as it deems necessary in any particular circumstance.

The purpose of this handbook is twofold. For new students, it will provide an understanding of the University's philosophy, organization, and regulations. It serves equally as a ready reference for all students to ensure continuity in the pursuit of campus objectives. All students should consult this handbook in a conscientious effort to abide by the procedures contained herein.

Although the *Student Handbook* provides basic information, additional material and updates may also be found in University catalogs, bulletins, departmental manuals, and official memos from the offices of the administration. On some occasions, the Student Handbook itself may be updated online. Students should be familiar with the latest policies and procedures so promulgated. They supersede all others.

The University further reserves the right of the Administration to amend the *Student Handbook* for sound and sufficient reasons. In specific instances, the President may suspend normal rulings when, in the President's judgment, negative consequences of standard procedures would inhibit, impede, or work contrary to the best interests of the institution.

HISTORY AND DESCRIPTION

Salve Regina College was chartered by the State of Rhode Island in 1934. An amendment to the charter in 1991 changed the name to Salve Regina University. Founded by the Religious Sisters of Mercy, Salve Regina University was established as an independent institution in the Catholic tradition to provide higher education to women and men. The University acquired property in Newport and in 1947 welcomed its first class of 58 students.

The undergraduate and graduate academic programs are based on the liberal arts with concentrations in the arts and sciences and in pre-professional and professional studies programs. The University offers Associate, Baccalaureate, and Master's degrees, post-baccalaureate certificates and post master's certificates, the Ph.D. in Humanities, the Ph.D. in International Relations, the Ph. D. in Behavior Analysis, and the Doctor of Nursing Practice (DNP).

Salve Regina University enrolls 2,800 undergraduate and graduate students from 40 states and 26 foreign countries, and boasts approximately 20,000 alumni.

SALVE REGINA UNIVERSITY MISSION STATEMENT

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice.

The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives.

In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just and merciful.

— As approved by the Salve Regina University
Board of Trustees February 13, 1997

ACCESSIBILITY OF PROGRAMS AND SERVICES: STUDENT ACCESSIBILITY SERVICES

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its educational, residential, social and recreational programs. Disability services to students at Salve Regina University, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act, ensure that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs.

Student Accessibility Services provides support services and reasonable accommodations to students with documented disabilities so as to provide them equal access to all Salve Regina University programs and services, regardless of disability. The office also provides students with an opportunity to realize their full potential by developing students' self-awareness and self-advocacy skills, and provides them with local and state information and resources. Specific accommodations are based on the nature of a student's disability as determined by the documentation provided along with an intake interview. These accommodations may include, but are not limited to, extended time for exams, note-taking assistance, e-print and/or audio texts, FM transmitters, service animals, accessible housing and/or classroom locations, assistive technology, assistance with course registrations or other accommodations.

To arrange disability accommodations students must:

1. Provide documentation of the disability to Student Accessibility Services. Students may bring documentation in person to the Student Accessibility Services Coordinator, or may mail documentation to: Student Accessibility Services, 100 Ochre Point Ave. Newport, RI 02840-4192 Fax: 401-341-2912 or e-mail to accessibilityservices@salve.edu

2. Make an appointment with Student Accessibility Services by calling (401) 341-3150, to discuss accommodations appropriate to the student's disability and receive accommodation forms for faculty;

3. Provide professors with notification forms indicating the need for disability accommodations. For more information, please see https://salve.edu/our-mission/campus-offices-and-services/student-accessibility-services.

Please see Student Accessibility Service's web pages (https://salve.edu/our-mission/campus-offices-and-services/student-accessibility-services for more complete information about documentation requirements and the process of obtaining and using disability accommodations at the University. Students are strongly encouraged to provide notice of their disability needs well in advance of arrival on campus to ensure that their needs are appropriately met.
Student accessibility services ensure students equal and integrated access to all of the University's programs in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students with disabilities are entitled to reasonable accommodations in academic, extra-curricular and residential settings that will enable them to participate fully in University programs and services. Call (401) 341-3150 for more information or see the "Accessibility of Programs and Services" section of this handbook.

STUDENT AFFAIRS

The Student Affairs Division of Salve Regina University strives to educate students in all aspects of human living outside the formal academic environment. It supports the mission of the University by fostering personal and social growth, civic responsibility, and the development of life skills within the context of Catholic values.

Students are expected to be involved in the educational process which occurs in the classroom and extends beyond the classroom into the University and civic community. Participation in various forms of the educational process presents students with opportunities to teach, to learn, and to grow. Students are expected to demonstrate responsibility for their own lives and futures as well as reach beyond themselves and exhibit concern for others.

Pillars

The Division of Student Affairs at Salve Regina University is committed to fostering an environment that aligns with the university's mission and best practices in student development and engagement. The division's work is guided by four key pillars: Sense of Belonging, Health and Wellness, Mercy in Action, and Active and Vibrant Campus Life.

Sense of Belonging

The Division strives to provide students with opportunities to connect across various identities within the university. We are committed to making students feel they are a valued and supported member of the campus community and that they have a place at Salve.

Health and Wellness

The Division takes a holistic approach to health and wellness that embraces the mind, body, and spirit. The goal is for students to recognize their own needs, accept responsibility for one's own well-being, cope with stressors of life, advocate for themselves and others, and be a contributing member of the community.

Mission in Action

The Division creates an educational enterprise that values multiculturalism, where pluralism is not only acknowledged but also actively pursued and celebrated through every fiber of the University. We foster a campus climate that moves beyond just recognizing notions of difference to establishing a culture of mutual respect. We aim to create a campus culture that recognizes, appreciates, and values the cultural and ethnic backgrounds, religious beliefs, sexual orientations, gender identities, age, economic statuses, abilities (both physical and mental), political beliefs and ideologies of those who comprise our campus and surrounding communities.

Active and Vibrant Campus Life

The Division will offer opportunities for our students to engage in a variety of traditions, events, and activities. We are committed to providing a wide range of new and diverse experiences to enhance personal interactions, joy, sense of belonging, school pride, socialization, personal growth, and health and well-being to meet the ever-changing needs of our students.

These pillars are integral to the mission of Salve Regina University and are designed to ensure that all students have a fulfilling and enriching experience during their time at the university. They reflect the university's commitment to fostering a diverse, inclusive, and vibrant community that supports the holistic development of each student.

Student Rights and Responsibilities

Preamble

As a Catholic institution of higher learning under the sponsorship of the Sisters of Mercy, Salve Regina University exists to provide educational opportunities for students who choose to live a more perceptive and fulfilling life. The University's purpose is to prepare men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. It encourages students to develop their abilities for thinking clearly and creatively, to enhance their capacity for sound judgment, and to prepare for the challenge of learning throughout their lives. Students are expected to treat all members of the University community with respect and civility, and to exercise guaranteed freedoms in a responsible manner consistent with the goals and traditions of the University. Students should acknowledge the interdependence of the institution and the surrounding community, and should take responsibility for their learning and collective welfare. Upon enrollment, the student becomes a member of the academic community and, thereby, accepts both the rights and responsibilities associated with that membership.

Student Rights

All student members of the Salve Regina University community have certain rights:

1. the right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others;
2. the right to pursue academic and other goals without being subject to discrimination on the basis of age, sex, race, color, religion, national or ethnic origin, veteran status, sexual orientation, gender identity or expression, or disability;
3. the right to privacy with respect to personal matters, subject to the legitimate and legal constraints imposed by society and the University;
4. the right to peaceful coexistence, which includes the right to be free from violence, force, harassment, threats, and abuse; and
5. the right to a fair and impartial process when responding to allegations of violations of institutional rules/policies.

Student Responsibilities

All student members of the Salve Regina University community have responsibilities to the institution and to its members. Students are expected to:

1. respect the rights of others, which includes the obligation to refrain from conduct which violates or adversely affects the rights of members of the Salve Regina University community;
2. respect the environment of Salve Regina University, which includes the physical features of the campus and its facilities as well as the special needs of an institution of learning, such as quiet and privacy;
3. serve as representatives of the University community, and refrain from conduct in the general community that adversely affects Salve Regina University;
4. co-operate with University officials in the performance of their duties;
5. carry their Salve Regina University identification card at all times and provide proper identification upon request by a representative of the University;
6. respect the values and traditions of Salve Regina University as a Catholic institution; and
7. comply with University regulations as set forth in the Student Handbook, other official University publications, and federal, state, and local laws.

Student members of Salve Regina University must be aware that they continue to be subject to the obligations of all citizens while they attend the University. There is no immunity on campus from the prohibitions of state and federal law, whether an action occurs on campus or off campus. These regulations and laws include, but are not limited to, assaults, theft, damage to personal or University property, sexual assault, sexual harassment, sexual misconduct, rape, alcohol offenses, drug-related offenses, or motor vehicle violations.

It is the student's responsibility to know the policies, procedures, standards, and regulations that affect student rights; and it shall be the student's responsibility to obtain and act appropriately on such information. Ignorance of information made accessible to the student shall not be cause to waive policies, procedures, standards, and regulations.

ATHLETICS AND RECREATION

Rodgers Recreation Center, x2269

The Athletic Department and Office of Recreation encourage the pursuit of an active and healthy lifestyle through involvement in the intercollegiate program, intramurals, club sports, or recreational opportunities. Rodgers Recreation Center requires a Student ID for entry.

Intercollegiate Athletics

Salve Regina University is a Division III member of the NCAA, and competes in the NEWMAC, CNE, IHSA, ICSA leagues. Competitive opportunities are available in the following sports: Baseball, Basketball (M/W), Cross Country (M/W), Equestrian (Coed), Field Hockey, Football, Ice Hockey (M/W), Lacrosse (M/W), Sailing (Coed), Soccer (M/W), Softball, Tennis (M/W), Track & Field (W), and Volleyball (W).

Salve Recreational Sports

The philosophy of the Salve Regina Recreational Sports program is to provide opportunities for the members of our community to foster development of the mind, body, and soul. These activities are aimed to positively teach and enrich the intellectual, spiritual, and physical lives of all those who participate. From hiking to ping pong to yoga, students will enjoy year-round activities with their classmates. We offer a variety of levels of participation to include:

Club Sports

Salve Regina Club Sports consists of men's, women's and coed teams that practice and compete. Some teams may compete on an intercollegiate level, but they do not compete under the NCAA guidelines and are not affiliated with the university's varsity athletics program. Club sports are developed in response to student interest with team members electing an executive board to carry out the administration of the organization. Club Sports are provided the opportunity to have a coach appointed by the Director of Recreation.

Intramural Sports

Intramural Sports are athletic competitions held between Salve students. These are offered in a league or tournament format and are seasonal based on student interest. Captains may enter teams or students may sign up as individuals and be assigned to a team.

Fitness Classes and Facilities

A variety of fitness classes are offered throughout the year on and off campus. These include such programs as Cardio Hip Hop, Yoga and High Intensity Interval Training. Students also have access to the Rodgers Recreation Center, including the Sullivan Fitness Center for strength and conditioning.

Recreation Events

Excursions and workshops to explore a variety of sport experiences are offered for students throughout the year. These include ski trips, professional game attendance, CPR and first aid certification classes and more.

Salve Cycle Bike Program

The Salve Bike Shop provides bicycles for students to use free of charge. Students can sign out a bike for a day, week or even the semester. Students are provided a lock and helmet with each bike. Salve Cycle has a variety of bikes to choose from including beach cruisers, mountain bikes, road bikes and even tandem bikes!

CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE

Mercy Commons, Center for Community Engagement and Service, x2440

The Center for Community Engagement and Service encourages the development of leadership skills and personal growth within students. The Center offers many volunteer opportunities for Salve Regina University students. Some of the partners we volunteer for include Dr. Martin Luther King Center, Salvation Army, Child and Family, Aquidneck Community Table, and The Potter League for Animals. Additionally, the Center for Community Engagement and Service participates in annual service immersions. In past years, students have engaged in week-long immersions to Dominican Republic, Jamaica and Florida where they provided help to the local communities in need. Salve Regina volunteers are the backbones of service experiences such as Salve's Day of Service, and the Service Plunge.

The Feinstein Enriching America Program introduces students to the benefits of service- learning. It encourages ongoing participation on community service initiatives and other service-learning courses while students attend the university and in the years following graduation.

"Helping to better the lives of others, regardless of race,

creed or color, is the greatest of all achievements."

— Alan Shawn Feinstein

CENTER FOR SPIRITUAL LIFE

The Center for Spiritual Life, in keeping with the mission of Salve Regina University, is a community that welcomes all people.
By virtue of our Catholic heritage and the charism of the Sisters of Mercy, we seek to create a hospitable and nurturing environment that affirms and empowers our students in their search for meaning.
We encourage students to build community, to deepen their faith, to engage in service, to seek justice and to become leaders formed by Mercy.
The Center for Spiritual Life enhances the University's mission to provide an educational experience that is personally transformative and is committed to making manifest God's love and Mercy to all.

Mercy in Motion is an energetic and welcoming community of students from diverse religious traditions, majors and interests. In collaboration with the professional staff of the Center for Spiritual Life, students meet weekly to plan a variety of events, engage in service, reflect and pray together or simply take a break from hectic schedules. Student leaders of Mercy in Motion receive an opportunity for leadership training in the Mercy tradition.

The **Center for Spiritual Life** is located in the Mercy Commons (lower level of the chapel). Mercy Commons is the home of the Center for Spiritual Life and Center for Community Engagement and Service. It is also a shared community room, open to the entire campus. It is furnished with comfortable chairs and couches, a large screen TV, a kitchen which students can use to cook and bake, and plenty of space to relax, study and be with friends.

Our Lady of Mercy Chapel is a place of peace. Whether attending Mass or simply enjoying some quiet time in the chapel we hope you will find nourishment for your spirit. In whatever manner you decide to use the chapel, you will have a safe place for meditation, religious expression and prayer.

The **Multi Faith Prayer Space** in the Miley/Walgreen courtyard is a place of quiet refuge, meditation and prayer which is open to all. The space is perfect for one person or a few to gather for a peaceful break. The Multi Faith Prayer Space is open daily from 6:00 a.m. to 10:00 p.m. Everyone is invited to take a moment out of their busy day and spend a moment or two in the space.

Please check Seahawk Connection and the university events calendar for our programming, including the Mass schedule. Follow our Instagram Account: @mercycenterSR or call the Center for Spiritual Life at 341-2208.

COUNSELING SERVICES

Counseling Services, Miley Hall, x2919

Counseling Services is available to all full-time undergraduate students, and our space offers a calm, welcoming atmosphere conducive to the discussion of personal concerns. Our office provides individual counseling, crisis intervention, special programs, consultations, and opportunities for community referrals. These interactions are confidential and performed in accordance with the legal and professional guidelines of the State of Rhode Island. Our staff includes two (2) licensed clinical social workers (including the director), three (3) licensed mental health counselors, and an office coordinator.

Counseling Services is committed to helping students navigate their mental and emotional health, and personal development from a therapeutic, educational, and preventative perspective. We partner with each student to create a responsive care plan that respects and honors their individual background, needs and lived experiences.

To schedule an appointment, please email counselingservices@salve.edu and check out our website: https://salve.edu/counseling-services for additional service information and resources.

HEALTH SERVICES

Miley Hall, x2904

Health Services is open for appointments to all full-time undergraduate students Monday through Friday from 8:30 am -4:30 pm during the academic year. There is no additional cost to be seen at Health Services, as this is included in your student service fee. Services are provided by a team of nurse practitioners, support staff, and a physician.

Fifth year graduate students who want to utilize Health Services should contact the Business Office at 401-341-2900 for more information.

Off-campus services such as laboratory testing, prescriptions, radiology, and specialist care will be billed to your health insurance. Before you arrive on campus:

• Call your insurance company to find out what off-campus services are covered in the state of Rhode Island.

• If you are on medication, you should continue to have your current prescriber or primary care provider renew your prescriptions and check in with them during school breaks.

• Clinicians can prescribe medications to students when they are seen at Health Services and medications can be picked up at a local pharmacy of their choice.

Health Services works with Newport Hospital to assist students during non-office hours. In emergency situations, students should go to the Newport Hospital emergency room, call 911 or the University's emergency line at (401) 341-2325.

Health Services is a confidential resource on campus, meaning that once you turn 18, staff are not allowed to discuss your health information with your family or other providers. If you have a medical emergency, the appropriate people will be notified. You may also choose to sign a release of information that allows Health Services to communicate with your family or other medical providers.

INTERNATIONAL STUDENTS

Drexel Hall, x3143

International students should report to the International Student Advisor upon arriving at the University and plan to take part in the mandatory weeklong International Student Orientation program. The advisor is available to assist international students with a wide range of concerns, including maintaining appropriate F-1 student status, keeping up to date with all immigration regulations, and adjusting to academic and social life on campus.

See also Center for Global Education & Fellowships (p.87) and English for Academic Purposes Program (p.87).

OFFICE OF BELONGING AND INTERCULTURAL DEVELOPMENT

Gerety Hall, room 206, Ext. 2412

Mission Statement

The Office of Belonging and Intercultural Development strives to create an educational enterprise that values interculturalism, where the value of diversity is not only acknowledged but also actively pursued and celebrated through every fiber of the University community. We foster a campus-wide climate that moves beyond the basic concept of being civil toward those who are different to being engaged with those differences.

We aim to create a campus culture that recognizes, appreciates and values the different cultural and ethnic backgrounds, religious beliefs, sexual orientations, economic statuses, abilities (both physical and mental), political beliefs and ideologies of those who comprise the campus and surrounding communities.

We purposefully create an environment that facilitates access to many campus resources in order to assist with each student's overall transition into the Salve community. It is imperative to our office that every student feel included, accepted and encouraged to relentlessly pursue their dreams and aspirations, while being compassionate, merciful and just in the process.

Goals

- To build active partnerships with students, faculty, and staff in order to promote University wide cross-cultural understanding and an appreciation of diversity.
- To plan, execute, and sponsor multicultural programming and events throughout the year.
- To develop University-wide diversity workshops and training sessions for faculty, staff, and students aimed at enhancing the understanding and appreciation of differences.
- To identify the needs of under-served students and develop mechanisms to enhance their experience and merge them into the social and academic fabric of the university.
- To support the University efforts to recruit and retain a more diverse student body.
- To track and enhance University-wide retention efforts.

Please visit the Office of Belonging and Intercultural Development web page https://salve.edu/multicultural-programs-and-retention for more information and program activities. Follow us on Instagram @salvemulticultural.

STUDENT ENGAGEMENT

Gerety Hall, x2915

The Office of Student Engagement enhances the educational experience by offering a variety of involvement opportunities to undergraduate students that challenge, enlighten and entertain. Our programs and initiatives teach students to become stronger leaders, develop positive relationships, respect their peers and community, and immerse themselves in their interests.

Student Engagement assists recognized student organizations with matters related to group development, finances, and program planning. In addition, the staff is available to help students identify opportunities to establish new student organizations to better serve the academic and co-

curricular needs of students. The office works with the Student Government Association to sponsor a monthly Student Organization Presidents meeting which are designed to increase communication and collaboration between existing student groups.

Whether a student attends a live performance, joins a recognized student organization, or participates in recreational events, Student Engagement encourages all undergraduates to become fully involved in campus activities.

Graduate and Professional Studies students may participate in university organizations and clubs throughout the semester by paying a single $50 fee each academic year.

GERETY HALL

The Office of Student Engagement manages Gerety Hall, a multipurpose facility that serves the needs and interests of students, faculty, and staff at Salve Regina University. The center is a comfortable place to relax, attend a live performance, or enjoy a light refreshment.

The garden level of Gerety Hall features the Student Government Association (SGA), Campus Activities Board (CAB), an eSports gaming center, console lounge, RecSports and Seahawk Radio. This level also contains arcade games, Air Hockey, Foosball, Ping-Pong, and lounge space. The first floor features the Fireplace Lounge, meeting space, an expansive lobby area, and houses the dining option, Latitude 41. The second floor is home to the Student Affairs Suite, LGBTQ+ Center, and the Office of Belonging and Intercultural Development. The third floor is home to the Office of Student Engagement, Student Leadership Development, Health Promotion and Prevention, and Title IX.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) affords students opportunities for governance at Salve Regina University while developing leadership skills and serving the student body. A six-member executive board is elected in the spring semester.

Executive Board 2026-2027

President	Simar Jagpal
Vice President	Leandhy Williams
Secretary	Carson Lau
Treasurer	Giselle Brooks
Public Relations	Kate Keane
Chief Justice	Cara Szczepanski

The Student Government Association represents the Salve Regina University student body and acts as a liaison between the students and the faculty, staff and administration. For every 100 matriculated students, one representative is elected. The SGA participates in various university committees and oversees both the approval and the funding of student clubs and organizations.

The Student Organization Recognition Committee (SORC) reviews student organization applications. The committee seeks to create diverse involvement opportunities on campus by approving student organizations which enhance the quality of life at Salve Regina University.

Students wishing to start a new student organization should contact Student Engagement or visit Gerety Hall.

The Activities Funding Board (AFB) has the primary responsibility of allocating funds collected through the student activity fee. The AFB reviews funding requests submitted by officially recognized student organizations.

STUDENT ORGANIZATIONS

Student organizations provide students with the opportunity to learn and develop new skills and sponsor programs that enhance the quality of campus life. Students interested in learning more about student organizations should contact the Office of Student Engagement in Gerety Hall or visit the Student Engagement website. A complete list can be found online by visiting https://salve.edu/student-engagement.

STUDENT CODE OF CONDUCT

The Salve Regina University Student Code of Conduct is highlighted in this section. Included are its mission, jurisdiction, and an overview of the conduct process. Also included are definitions, a list of Student Code of Conduct violations, and an outline of the appeals process. Please refer to the appendices for more information on the Salve Regina University Anti-Discrimination Policy and Grievance Procedures and the Salve Regina University Title IX Sexual and Gender-Based Harassment Policy.

Salve Regina University does not attempt to anticipate or describe every act that may constitute a violation of the Student Code of Conduct. Rather, the University reserves the right to respond and to make determinations on a case-by-case basis as needed.

Mission

The University is committed to maintaining high standards of behavior. The Student Code of Conduct supports the mission of the University and provides a framework within which the University behavioral standards are applied and reviewed. In addition to fostering an environment conducive to learning, it addresses the immediate safety and security concerns of the University. The Dean of Students or their designee addresses alleged violations of the institution's Student Code of Conduct. The Office of the Dean of Students staff is committed to facilitating an educational and developmental conduct process that balances the interest of individual students with the interests of the University community.

While enrolled at the University, students shall adhere to both the spirit and text of the guiding principles as formulated in the University mission statement, the Student Code of Conduct, the *Undergraduate and Graduate and Professional Studies Catalog*s, and other University publications. The conduct process is quite different from criminal and civil court proceedings and is not intended to be an extension of, or replacement for, the local, state, or federal legal system. All students are required to participate in the student conduct process when requested to do so by a University official.

Salve Regina University students are responsible for knowing the information, policies, and procedures outlined in this document. Salve Regina University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the Student Handbook at https://salve.edu/our-mission/campus-offices-and-services/dean-students for the updated versions of all policies and procedures.

Salve Regina University notifies enrolled students of official business via their assigned email addresses. It is each student's responsibility to check their email regularly for important communication.

Jurisdiction

The Salve Regina University Student Code of Conduct shall apply to conduct that occurs on the University premises, at University-sponsored activities, or within University online educational and/or co-curricular environments. This includes but is not limited to online academic classes as well as online student activities and programs. The Student Code of Conduct also applies to behavior conducted online- including but not limited to blog postings, social media posts, chats, etc. Online postings can subject a student to allegations of conduct violations if evidence of a policy violation is posted online. It also applies to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives.

Each student shall be responsible for their conduct from the time of enrollment through the actual awarding of a degree. Students are also responsible for their conduct at all times, including but not limited to actions that may occur before classes begin or after classes end, during the academic year and during periods between terms of actual enrollment (i.e. semester breaks, time prior to Commencement ceremonies etc.). Students living on campus are also governed by Residence Life policies. Students are held accountable for their behavior through the conferral of the degree. Serious violations of the code of conduct leading up to commencement activities (including Senior Week) may prevent a student from participation.

This Student Code of Conduct shall apply at all University locations, including off-site programs, study abroad locations, and other instructional sites. The University reserves the right to determine whether or not to engage the student conduct process for reported behavior.

The Student Code of Conduct holds students responsible for the actions of their guests/visitors. If a guest/visitor violates university policy, the host(s) of that guest/visitor may be held accountable for their actions and be charged with violating university policy.

If a student withdraws or is academically dismissed while student conduct charges are pending, conduct procedures may continue at the discretion of the Dean of Students or their designee. In the event a student voluntarily withdraws or takes a leave of absence from the University while a student conduct matter is pending, the university reserves the right to make a transcript notation which will read "Withdrawal with conduct charges pending," and the student shall not be allowed to re-enroll until the matter has been satisfactorily resolved. However, the student may be conditionally readmitted in order to resolve/address the conduct matter with re-enrollment subject to the outcome of the student conduct matter.

Overview of the Conduct Process

This overview gives a general idea of how the University's conduct process works, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The University's conduct process and all applicable timelines commence with notice to an administrator of a potential violation of the University's code of conduct or policies. All student meetings, student conduct conferences, and hearings, etc. take place in person but for extenuating circumstances may take place virtually if deemed necessary by the conduct officer.

Once notice is received from any source (via complainant, OPS, Residence Life or Dean of Students' incident report, 3rd party, online, etc.) the University may complete an investigation to gather more

information regarding the incident reported. Failure to participate in a reasonable/timely manner may hinder the University's ability to respond.

After any investigation is complete, the university may proceed in one of the following ways:

1) Formally charge the student(s) with violating the student code of conduct and schedule the student conduct conference or student conduct hearing, OR
2) Determine the reported incident does not meet the threshold for a violation of the code of student conduct. Incidents of this type will be documented, and the student(s) involved may be required to have an educational conversation with an administrator about the incident and/or behavior.

If an educational conversation is the appropriate action, an administrator will contact the student(s) involved to schedule a meeting. Educational conversations aim to aid the student in reflecting on their actions and discuss consequences of continued behavior in the future.

Definitions
The following definitions shall apply:

- **Advisor** - a member of the university community that may accompany a student as a support and for guidance through the student conduct process. The role of the advisor is restricted to advising only and the advisor may not speak on behalf of or for the student during a conduct meeting/hearing. Exceptions to this definition can be found in the Salve Regina University Title IX Sexual and Gender-Based Harassment Policy found in Appendix F.
- **Appeal Officer**- a designated faculty or staff member who did not serve as the original hearing officer for a student conduct proceeding, who reviews appeals submitted by students.
- **Complainant** – a member of the university community who files a complaint against a student or one who has received information regarding a possible violation. The complainant could also be 'the university'. In addition to filing an incident report with supporting evidence, the complainant may be asked to provide information during the investigation process, the hearing and/or to arrange for appearance of any persons who witnessed the incident or who can provide information relevant to the incident. Exceptions to this definition can be found in the Salve Regina University Title IX Sexual and Gender-Based Harassment Policy found in Appendix F.
- **Conduct Officer** - A university staff/faculty member trained and designated to conduct meetings and student conduct conferences.
- **Days** – For this document, days refers to calendar days, unless otherwise noted.
- **Designee** – any campus administrator assigned a role or responsibilities within this policy shall have the right to designate an appropriate person to fulfill the stated role/duty.
- **Educational Conversation**- a conversation with a university administrator regarding an incident or behavior. Educational conversations aim to aid the student in reflecting on their actions and to raise awareness of the impact of their actions on the community. The discussion will also explain potential consequences of continued behavior in the future.
- **Guest**- an individual (student or non-student) who is present in a residence hall room/apartment that does not live there/is not assigned to that space; or a person who is present on campus or at a University event with the permission of a member of the University community.
- **Hearing Panel Coordinator**- a staff member who meets with a respondent whose case is forwarded to a student conduct hearing. They meet with the student prior to the hearing to review the allegations, walk them through the hearing process, and answer any questions. The hearing panel coordinator is also present at the hearing to oversee the process.
- **Hearing officer** – a university staff/faculty member trained and designated to serve on a hearing panel.

- **Incident reporting form**– a document completed by a member of the university community to report an alleged student violation of the University's Student Code of Conduct.
- **Notification/written notice** – official notice from the university that a student has been named in a complaint or charged with allegedly violating the code of conduct. Notification will be sent to the student via their university issued e-mail. The notification will outline alleged code of conduct violation(s) or incident(s), date of incident and date/time/place of student conduct conference and/or hearing.
- **Preponderance of the evidence** – the standard of proof used to determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred.
- **Respondent** – a member of the university community who has been charged with violating the Student Code of Conduct. Exceptions to this definition can be found in the Salve Regina University Title IX Sexual and Gender-Based Harassment Policy found in Appendix F.
- **Student** – In the Student Code of Conduct and conduct process, the term 'student' includes persons taking undergraduate courses at Salve Regina University, either full time or part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students." Regarding the student disciplinary policy, the university exercises jurisdiction over a person even if any of the student disciplinary procedures is scheduled at a time when the person is not enrolled or if the behavior or actions in question arise while the person has status as a continuing student as defined by SRU admissions.
- **Student Group** - a group of students officially recognized by the university, including but not limited to student athletic teams, student club sports teams, and Student Organizations officially approved and recognized by the Office of Student Engagement, Student Government Association, and/or an academic department.
- **University premises**- includes land, buildings, facilities and property owned by, used by, or controlled by the University. It also applies to study abroad locations that are part of a University program.
- **Witness**- an individual who has direct knowledge of an incident. Character witnesses are not part of the student conduct process.

Student Code of Conduct Violations

Students assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution and suitable to members of the university community. The university may at any time exclude a student or impose disciplinary sanctions on a student for violating the community standards listed below. There may be occasions when a student's behavior results in criminal or civil proceedings outside of Salve. When those occasions arise, the University will proceed with the student conduct process regardless of the pending criminal charges or criminal investigation. Actions/behaviors for which students are subject to disciplinary action include, but are not limited to the following:

1 – Violation of the rights of any person

Including but not limited to actions which are considered physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person(s) including but not limited to: harassment, hazing, bullying, cyberbullying (use of electronic communication—such as social media, emails, texts, or online forums—to threaten, harass, intimidate, or humiliate a student, faculty member, or staff member), identity theft, threats of violence, retaliation, emotional, mental, or psychological abuse; and/or the use of technology or social media to target groups or individuals, and any unauthorized use of electronics or other devices to make an audio or video record, or to take a photo, or the dissemination of such a recording/photo, of any member of the University community without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This

includes, but is not limited to, surreptitiously taking pictures of another person where there is a reasonable expectation of privacy, i.e. restroom, locker room, residence hall room, etc.

2-- **Sex Discrimination**
Sex Discrimination is conduct on the basis of sex including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity that limits or denies a person's ability to participate in or benefit from the University's education program or activity.

3 – Sexual Harassment
Sexual Harassment is a form of Sex Discrimination and means harassment on the basis of sex (also referred to as "sex-based harassment"), including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

4 – Title IX Sexual and Gender-Based Harassment Policy
Alleged violations of Title IX will be adjudicated in accordance with the Salve Regina University Salve Regina University Title IX Sexual and Gender-Based Harassment Policy found in Appendix F.

5– Misuse and/or Unauthorized use of Property, Services, Grounds and University Facilities
Vandalism of, attempted or actual theft of, and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus, including , but not limited to: the sale, receipt, or possession of stolen goods; theft of services or obtaining services or goods under fraudulent (impersonation) pretenses; unauthorized possession of public/private property; unauthorized possession and/or unauthorized dissemination of door lock combinations; duplication or use of keys and/or Salve Regina Identification Cards promoting access to any University premises or unauthorized entry to, or use of, University facilities and grounds – door lock combinations may only be provided to authorized members of the University community; arson and/or having fire/flames in a non-designated burning area; tampering with fire equipment; failure to follow fire drill or other emergency procedures; unauthorized or uninvited entry/access to a room/office and/or building/residence.

6 – Failure to comply with requests from University Officials
Students are required to comply with the directives of University officials or their representatives at all times. Abusive language or other behavior that is threatening and directed toward University staff is prohibited. Other examples of failure to comply with requests from University officials, include, but are not limited to: failure to comply with disciplinary sanctions, refusal to show or surrender a university identification card, or failure to respond to mail, email, and telephone messages.

7 - Withholding Information or Giving False Information
Withholding information or giving false, fraudulent, misleading, or inaccurate information at any time, which includes but not limited to/or during a University process or proceeding, or to any University department, committee, or official for any reason. This also includes possession, manufacture, distribution or use, for any purpose whatsoever, of any false personal identification document, including but not limited to driver's license, regardless of whether there have been attempts to utilize it.

8 – Violation of University Rules, Policies, and Procedures
Violation of any University policy, rule, or regulation, published in hard copy or available electronically on the University website, including, but not limited to, Residence Life policies, student housing contract, Athletic code of conduct/Athletic handbook, smoking, parking and off campus living policy.

9– Violation of Local, State or Federal Law
Any violation of any local, state, or federal law (this also includes town ordinances).

10A– Offenses Involving Alcohol
Including but not limited to:

- Use, possession, manufacturing, sale, distribution, or being in the presence of intoxicants (e.g. alcohol), including legal materials when used for drug-related purposes or other controlled substances, except as expressly permitted by law and as expressly permitted by University regulations.
- Intoxication by any person, regardless of age.
- Possession or presence of alcohol by any person under the age of twenty-one (21). This includes the actual or intended purchase, possession, or use of alcohol.
- Possession of empty alcohol containers and packaging (even if intended as decoration) by a person under the age of twenty-one (21).
- Common source containers, whether empty or full (i.e. kegs, beer balls, pony kegs, punch bowls, etc.)
- Possession of and/or participation in drinking games (board games, game tables (including but not limited to water pong, etc.), ice luge, funnel, beer tap, or other device that promotes or encourages abusive drinking. These items will be confiscated and not returned.
- Possession or presence of alcohol in common spaces (i.e. dining facilities, academic/administrative buildings, lounges, library, etc.) unless approved as part of a University sanctioned event.
- Operation of a motor vehicle, motorcycle, or other motorized form of transportation under the influence of alcohol.

For more information see "Alcohol and Other Drug Policy", in Policies and Procedures and "Residence Life Alcohol Policy" in Residence Life.

10B – Offenses involving Drugs, Substances and/or Products
Including but not limited to:

- Use, possession, manufacturing, distribution, possession with intent to distribute, or being in the presence of illegal drugs, or other controlled substances, including prescription drugs, except as expressly permitted by law and as expressly permitted by university regulations.
- Use, possession, manufacturing, distribution of drug-related paraphernalia (e.g. rolling papers, vaporizers, grinders, bong or pipe), including legal materials when used for drug-related purposes.
- All chemicals, substance, prescriptions, or other products that have mood-altering capabilities are prohibited, except by their intended user and directed by their medical provider.
- Operation of a motor vehicle, motorcycle, or other motorized form of transportation under the influence of drugs.

11 – Offenses Involving Weapons
Possession, display, transportation, manufacture, use, sale, or distribution of fireworks, ammunition, explosives, flammable liquids, and all other hazardous materials, including but not limited to firearms, other weapons, dangerous chemicals, BB and pellet guns, paint ball guns, knives longer than 3 inches, martial art weapons, and other items including but not limited to replicas or items that resemble a firearm, an object that is capable of firing projectiles of any kind, or substances that may endanger the welfare of individuals or the community on University premises, regardless of whether the possessor maintains a current concealed weapon permit or is otherwise legally possessed.

12 – Disruption of University Activities
Participating in an on-campus or off-campus demonstration, civil disturbance, or conduct that prevents, limits, creates hazards for or impairs the teaching, research, public service, community, professional, athletic, organizational, administrative, clinical, academic, and/or ordinary business of students, faculty, and staff. Disruptions include, but are not limited to: disruption of building services, noise disruptions, interference with or obstruction of university activities or proceedings, prevention of access to classes and university facilities, and all other university or university approved events, including conduct in residence halls, hospitals, clinics, practicum or any off campus activities, study or training programs; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions; and violation of University and campus regulations on protest/demonstration and posting. Disruption may also include initiating or circulating a false report of a bomb, fire, or other emergency.

13 – Actions That Adversely Affect the University's Community Interests
Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or encouraging or failing to discourage, another person to violate any University policy or law on University premises or at functions sponsored by, or participated in by, the University or members of the academic community; and actions that violate laws or regulations contained in the Student Code of Conduct and/or which substantially affect the interest of the University community even if such actions do not occur on University premises or property or at University-sponsored events. Disorderly conduct may include, but is not limited to, public intoxication. Complicity with any violation of the student code of conduct will also be addressed. Being present during the planning of, implementation of, or assisting with any university policy violation is considered a violation of that policy.

14– Misuse or Unauthorized use of University Electronic Resources and Information
Theft or other abuse of computer facilities and resources, including but not limited to: Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; use of another individual's identification and/or password; use of computing facilities and resources to interfere with the work of another student, faculty member or University official; use of computing facilities and resources to send obscene or abusive messages; use of computing facilities and resources to interfere with normal operation of the University computing system; Use of computing facilities and resources in violation of copyright laws; Any violation of the University's Computer and Network Use Policy. For more information see "Computer and Network Use Policy" in Policies and Procedures.

15- Abuse of the Student Conduct System
Including but not limited to: falsification, distortion, or misrepresentation of information before a hearing officer/hearing panel; knowingly bringing a false complaint; disruption or interference with the orderly conduct of a Student Code of Conduct hearing proceeding; institution of a conduct complaint knowingly without cause; attempting to discourage an individual's proper participating in, or use of, the Student Conduct System; harassment (verbal or physical) and/or intimidation of a hearing officer or hearing panel member prior to, during, and/or after a student conduct proceeding; disclosure of information regarding any student obtained during the course of the proceeding including but not limited to names and materials.

16–Hate Incident Violation
Defined as any offense against a person, property, group or society based upon their actual or perceived race, color, religion, national origin, beliefs, ethnicity, gender, sexual orientation, gender identity, and mental and/or physical disability or age. It may take the form of a threat, a physical assault, larceny-theft, vandalism or any form of intimidation. A bias-related incident involves the

same defined motivation with respect to an act not constituting a criminal offense but nonetheless unacceptable. For information and reporting procedures, see "Hate/Bias-Related Incidents", in Policies and Procedures.

Notification (charge letter)
A student charged with violating the student code of conduct is called the respondent. When a respondent is charged, they will first be scheduled for a student conduct conference (SCC) with a conduct officer to review the allegation. The respondent will be notified in writing via email of the alleged violation and the date and time of the student conduct conference. The written notification will include:

1) Alleged code of conduct violations or incidents
2) Date of incident
3) Date/time/place of the Student Conduct Conference

Student Conduct Conference (SCC)
The purpose of the student conduct conference is to provide the respondent with the opportunity to discuss the allegation(s) that led to the charges. The SCC proceeds as follows:

1) The conduct officer will review the charges
2) The conduct officer will review any documentation (security report, RA incident report, video, etc.) that led to the charge(s)
3) The respondent will have the opportunity to share their experience
4) Both the conduct officer and respondent will have the opportunity to ask questions
5) The conduct officer will make a determination of responsibility
    a. The conduct officer can find the respondent not responsible for the charge(s)
    b. The conduct officer can find the respondent responsible for the charge(s)
    c. The conduct officer can dismiss the charge(s)

The conduct officer also may choose to continue a SCC if they believe more time or more information is needed to make a decision.

If the respondent is found responsible for the charge(s), then sanctions will be imposed by the conduct officer. The conduct officer may assign sanctions during the SCC or ask the respondent to return for a follow up meeting to be assigned sanctions. Sanctions will be explained in person by the hearing officer. The outcome of a SCC can be appealed. See p.27 for information regarding the appeal process.

Respondents are allowed to have an advisor from within the university community attend their student conduct conference. See p.16 regarding advisors and their role. An advisor cannot be a witness/respondent/or complainant in the same incident.

The respondent must attend the student conduct conference. If a respondent willfully misses the student conduct conference the case may proceed in their absence, and a determination may be made by the conduct officer.

Student Conduct Hearing Panel
In cases where responsibility for the alleged violation(s) may result in high level sanctions including, but not limited to, suspension or dismissal, a respondent will be automatically forwarded to a student conduct hearing panel. There may also be extenuating circumstances in which the university determines a hearing panel is necessary. The university reserves the right to send any student conduct case through the hearing panel process. The respondent will be granted a student conduct conference prior to the hearing to review the charges and the hearing process with the hearing panel coordinator.

The respondent may also bring an advisor from within the university community to the hearing. See p.16 regarding advisors and their role. An advisor cannot be a witness/respondent/or complainant in the same incident.

Conduct hearings are non-adversarial fact-finding proceedings. It is the responsibility of the hearing panel to ask relevant questions, to determine admissibility, weight, and relevance of all information, to determine order and presence of participants, to provide for confidentiality of information, to address possible conflicts, to render a decision based on the materials, and to impose sanctions where appropriate.

The respondent must attend the hearing. If a respondent willfully misses the hearing, the case may proceed, and a determination may be made in the student's absence. All hearings are closed to the public. The recording of any hearing is not permitted.

When a case is referred to a student conduct hearing panel, the case is heard before a three (3) person panel. Members of the panel are university staff and/or faculty who have been trained in the student conduct policies and procedures. The hearing is coordinated and managed by the hearing panel coordinator. The panel will determine who may be present at any time during or throughout the hearing and the order in which the student and/or witnesses, complainant, administrator, and/or investigator will appear. All applicable materials and information may be considered.

If an incident occurs during a time of the year in which the hearing board cannot be convened (i.e. semester breaks, exam week, commencement week, or between terms, etc.) the Dean of Students or designee can hold a student conduct conference with a student and make a determination of a suspension or dismissal.

Hearing Guidelines and Procedure
All hearings are closed except for the following individuals: members of the hearing panel, the complainant, investigator, the responding student(s), advisors, the hearing panel coordinator, and witnesses (none of whom are entitled to be present throughout the entire hearing).

It is the responsibility of the respondent and the complainant to arrange for the attendance of their respective witnesses (including investigators) at the hearing. Witnesses are excluded from the hearing until called and will only be present for their statements.

Hearings will generally follow the sequence below. The hearing is not conducted as a civil or criminal proceeding and consequently rules of evidence do not apply. At the sole discretion of the hearing panel, changes may be made to the hearing format to accommodate special circumstances. A member of the student conduct hearing panel will be designated as hearing chair and will oversee the proceedings.

1) Reading of the charge: charges will be read and all persons present state their identity
2) Presentations of materials:
    a. Sequence of presentation – The complainant will first present relevant materials, followed by the respondent.
    b. Materials – Materials may include, but are not limited to: witness statements, documents, photos, written reports or other object related to the incident(s).
    c. Questioning - After each participant/witness has presented their statement, members of the hearing panel will be given the opportunity to ask questions of each participant. The complainant and respondent may suggest questions to be asked in advance of or at the hearing, but any such questions are at the sole discretion of the hearing panel.

3) Closing statements: The complainant and the respondent may each make a closing statement. The closing statement should be a short summary of the materials and statement provided.
4) Executive Session: The hearing panel will then excuse all participants and enter into executive session. The executive session will begin with the hearing panel reviewing the materials and statements presented in the hearing. The hearing panel will render a decision regarding the alleged conduct based on the preponderance of the evidence and determine sanctions. For a hearing panel, a majority vote will be used to find the respondent responsible or not responsible for violating the student code of conduct. If the respondent has a prior conduct history, this information will only be shared with the hearing panel once they have found a student responsible and are in the process of determining a sanction.
5) After the executive session, the hearing panel will deliver the recommended outcome and sanction(s), if any, to the hearing panel coordinator. The Dean of Students or designee will consider the recommendation and render a final determination regarding any sanction(s). An outcome will be delivered to the respondent(s) within three (3) business days via a member of the Dean of Students Office. Respondents will be contacted to set up this meeting.

Conduct procedures will be adhered to as faithfully as possible, but variation dictated by circumstances may occur and will not invalidate the process.

Incidents Involving Multiple Respondents

At times, more than one respondent is charged with conduct violations based on the same incident. In these circumstances, the respondents will be asked to participate in a group student conduct conference and/or student conduct hearing panel for the purpose of hearing all common information together. This will be at the discretion of the Associate Vice President and Dean of Students or designee. All respondents will be asked to sign a FERPA waiver at the beginning of the meeting understanding that all of their statements will be made in the presence of others. All respondents will be present for the reading of the charges, opening remarks of the responding students and otherwise as the hearing officer/panel may determine. When it is time for individual respondents to present their case, the other student(s) may be excluded from the proceedings unless otherwise agreed upon by the responding students and hearing officer/panel. Respondents may request to opt out of the group student conduct conference/conduct hearing and meet individually with the hearing officer/hearing panel.

Preponderance of the Evidence

This standard of proof refers to the criteria or measure of proof that is used to assess when finding a student responsible for violating the student code of conduct. The preponderance of evidence
standard is defined as the greater weight of the evidence/information or 'more likely than not' that the violation has occurred. Salve Regina University strives to assure fairness to all parties in the adjudication of all student conduct cases. However, University conduct procedures are not identical to a civil or criminal proceeding; therefore, a lower standard of proof is required to reach a conclusion than in a criminal proceeding.

Parental/Guardian Notification

The University believes that clear, effective lines of communication between the University, parents/guardians, and students will assist in resolving issues of inappropriate activity. In compliance with the Family Educational Rights and Privacy Act (FERPA), the University may choose to inform parents or guardians of violations or incidents that may be life threatening, harmful to the student's (or other's) health and/or if a student's residency or student status is in jeopardy. The University also reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations, as well as crimes of violence. The University may also notify parents/guardians of non-dependent

students who are under the age of 21 of alcohol and/or other drug violations. Parental/guardian notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student. This policy allows for the University to notify parents/guardians, regardless of a parental release, if the student is under the age of 21 and is involved with a case involving alcohol/or drug or in any case of any student, regardless of age, if the case involves an act of violence.

Parental/guardian notification will take the form of a written letter and/or phone call, predicated on the seriousness of the violation and/or the urgency of the situation. Parents/guardians and students are encouraged to openly discuss these issues with one another to ensure a better understanding of expectations and behavioral boundaries. The University may waive parental/guardian notification in exceptional circumstances in which a student can confirm that such a notification would cause significant hardship for the student.

Departmental Notifications
Certain academic departments (Nursing, Education, Criminal Justice and Criminology, Business, etc.) as well as other university offices (Athletics) are routinely notified of conduct violations and outcomes for students found responsible for violating the student code of conduct.

Disclosure of Results of Disciplinary Procedures
Outcome and sanctions related to a violation of the student code of conduct is part of a student's educational record and protected from release under FERPA. However, there are certain conditions in which FERPA allows Salve Regina University to disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any "crime of violence" or non-forcible sex offense (statutory rape, incest). "Crimes of violence" may include, but are not limited to: arson, assault offenses (including stalking), burglary, criminal homicide (manslaughter by negligence, murder, and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses. In these cases, the university will make a determination and may inform the reporting party (or next of kin if person is deceased) of the final results of a student conduct hearing decision.

Records
Centralized records about formal actions taken under the code of conduct is maintained by the Dean of Student' Office. Confidentiality of the records will be maintained to the extent required by law, including the federal Family Educational Rights and Privacy Act (FERPA) and subject to judicial process or subpoena. The Dean of Students or their designee will periodically compile and release statistical data on the administration and enforcement of rules and regulations. However, data released will not reveal the identity of individuals involved. Records will also be maintained by offices that assist in the maintenance of individual major qualifications (i.e. education, administration of justice and nursing), forms for graduate and professional school, and employment-background checks. Infractions by students in certain majors may affect future employment opportunities. Students are able to review their record at any time. This review will take place in the Dean of Students' Office.

Records Retention Policy
All conduct records are maintained by Dean of Students' Office for at least 7 years from the time of creation (or time of final decision or resolution) and then are generally destroyed in accordance with University policy, except for those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. These records include but are not limited to notices, reports, communications,

decisions, investigative report, and/or notes, paper files and electronic records that are related to the discipline process.

Transcript Notations
If a student is suspended or dismissed under this policy „ there will be a notation placed on the student's transcript during the time of separation. This notation will read 'Suspension (Disciplinary) or 'Dismissal (Disciplinary)'; it does not note the specific violation. The notation will be removed from the transcript once the suspension time frame has ended. If a student is dismissed, then the notation will remain indefinitely.

If a student withdraws or is academically dismissed without resolving a pending disciplinary matter, that student may be issued a transcript notation at the discretion of the Dean of Students. This transcript notation will read "Withdrawal with Conduct Charges Pending".

A student may appeal a transcript notation following a suspension:

- After at least one year following the start date of the suspension
- After at least one year following a "Withdrawal with Conduct Charges Pending"

Transcript notations for Dismissals are not eligible for appeal.

Transcript notation appeals will be reviewed by the Dean of Students. An appeal must include a personal statement, and may include letters of support, proof of community involvement, or any other indicators of a change in life circumstances (counseling, treatment programs, etc.).

Health and Safety Inspections
If during a health and safety inspection a room is found to be in violation of fire safety regulations or residence life policies, students will be contacted directly by the Office of Residence Life and a fine may be assessed. If a room is found to allegedly violate the student code of conduct (including but not limited to alcohol, empty alcohol containers, drugs, drug paraphernalia) the occupants of the room will receive a student conduct conference notification from a hearing officer. Alcohol, drugs, related paraphernalia, and other prohibited items may be confiscated and/or destroyed in accordance with university operating procedures.

Disciplinary Actions
Students who violate the university code of conduct may be subject to one or more of the following disciplinary actions. Action may range from warning to expulsion, depending on the magnitude and specifics of the infraction.

- **Warning** – a warning (either verbal or written), is an official notice to the student that their behavior has violated the Student Code of Conduct. A letter of warning serves as notification to the student that further misconduct/violations may result in additional disciplinary action.
- **Developmental/Educational Sanction-** an assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Developmental sanctions include, but are not limited to, alcohol education workshop, reflection paper, educational project, online drug or alcohol education, and/or involvement with an established university program or activity.
- **Community Restitution** – uncompensated work/service on campus or off campus at a non-profit community service agency. Students assigned community restitution may also be assigned a reflection paper about their experience. Additionally, this may include participation in restorative practices designed to understand one's behavioral impact on the community.

- **Restitution** – compensation for loss, damage, repair, replacement or injury. This may take the form of appropriate service, monetary or material replacement.
- **Fine** – a monetary fee/financial sanction imposed for specific infractions and/or cost associated with participation in a required program.
- **Loss of Privileges** – denial of specific privileges for a designated period of time.
- **Parental/Guardian Notification** - notification of parents/guardians when a student has violated the University's alcohol or drug policy, when there is a serious health or safety issue regarding a student, or if a student's residency or student status is in jeopardy.
- **Counseling/Health Services Referral** – a referral to the Counseling Center or Health Services or another appropriate office for consultation or assessment. The number of counseling sessions in which the student participates is at the discretion of the student's counselor.
- **No Contact Order** – imposed in instances where it is determined that a student may pose a threat to another student. This order, specific to a person and/or location, prohibits the subject from having direct or indirect contact with the person requesting the No Contact Order. The No Contact Order specifically includes communication through E-Mail, mail, phone, instant message, text, social media, face to face, or any contact through a third party. A No Contact Order may be imposed prior to a hearing, as a result of a hearing, or in lieu of a hearing. Violation of a No Contact Order may result in further adjudication, up to and including interim suspension from the university.
- **Residence Hall Relocation** – required assignment to another residence area.
- **Residence Hall Probation** – a written reprimand for violation of the Student Code of Conduct. This sanction is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional violations during the probationary period.
- **Residence Hall Suspension** – separation of the student from their residence hall for a definite period of time, after which the student is eligible to return. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
- **Residence Hall Dismissal** – permanent separation of the student from the residence halls.
- **Disciplinary Probation** –a sanction indicating that a student's behavior has placed themselves on a disciplinary status that is close to suspension. It is imposed for a specific period of time. Any further violations while on University Probation may result in suspension and/or dismissal from the University.
- **Suspension** – separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified. During a period of suspension, the student is not allowed on campus or at university sponsored events. A student's Salve Regina credentials and e-mail/account access will also be suspended during the time of suspension.
- **University Dismissal** - permanent separation of the student from the University. Student is not eligible to reapply. A student's Salve Regina credentials and e-mail/account access is permanently disconnected following a dismissal.
- **Withholding of Degree** – The university may withhold a student's diploma or degree otherwise earned until the completion of the code of conduct process, including the completion of all sanctions imposed, if any.
- **Revocation of Degree** – The university reserves the right to revoke a degree awarded by the university for fraud, misrepresentation, or other violation of any rule or regulation in obtaining the degree, or for serious violations of the code of conduct committed by a student prior to conferral of the degree.
- **Unable to Re-Enroll** – no longer eligible for future enrollment.

In certain situations, the Dean of Students or designee, may take Interim Action against a student. This interim action may include but is not limited to: removal or ban from a residence hall (s) or University suspension, pending a hearing. Such actions will only occur if, in the Dean of Students or designee's judgment, that the student is a danger to themselves or other members or parts of the University community, or if the student is a disruptive/disorderly community member who is infringing on the rights of others. In such instances, the hearing officer/panel will meet with the student as soon as practical to hear the case. As soon as practical after the interim action, the hearing officer/panel shall prepare and deliver to the removed student a notice of charges and other information regarding the student conduct hearing process.

Students who are suspended or dismissed as a result of disciplinary actions are not eligible for reimbursement of tuition or housing/board fees.

Return from Suspension
Once a student's suspension period is over, the student must contact and meet with a member of the Dean of Students' Office to discuss readiness to return. The Dean of Students or designee reserves the right to impose conditions on a student's return to Salve. The student will be asked to provide evidence supporting the completion of the conditions imposed as part of their sanction, their readiness to return to campus, and participate successfully in good behavioral standing. The student needs to submit their readiness to return information before the meeting and this document will be used as part of the discussion. At the time of the meeting, any previously assigned sanctions must be completed. Not later than 10 days after the meeting, the Dean of Students or designee will determine whether or not the student may return to Salve. The student will receive written notice of the determination.

Failure to complete sanctions
If a student fails to complete a sanction by a given deadline, then an automatic fine of up to $100 ($50 for first incident of failure to complete sanction; $100 every incident afterwards) will be added to the student's account. In certain cases, students may also be charged with additional conduct violations.

A campus department, separate from the Dean of Students' or Residence Life offices, may place a restriction on a student found responsible for violating the student code of conduct, such as restrictions for athletes or the denial of access to the Study Abroad Program, On-Campus Parking, or other privileges.

Appeal Process
Appeals are not re-hearings and will not be granted based solely on a student's disagreement with the outcome. The Dean of Students' Office will review all requests for an appeal to verify that it has been properly submitted. For the duration of an appeals process, any and all imposed disciplinary sanctions remain in place pending the outcome of the appeal absent extenuating circumstances

To initiate this process, the student must submit, on their own behalf, their appeal to the Dean of Students' Office within 5 days after receiving (written) notification of the initial decision. The appeal must be accompanied by the Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and must include a statement supporting the grounds for the appeal and all relevant supporting information. This will then be submitted to the Appeals Officer.

In a situation when another Salve community member is directly affected by an incident involving violence and the responding party files an appeal, the affected university community member is entitled to review the appeal and submit a response for the Appeal Officer's consideration in reviewing the appeal within 2 days to the Dean of Students' Office/Appeals Officer.

The grounds for an appeal must be based upon one of the following:

- **Procedural Error**: A procedural error(s) occurred during the conduct process that significantly impacted the outcome.
- **New Information**: Discovery of new information, unavailable at the time of the conduct meeting, that if introduced would have significantly affected the outcome of the conduct meeting. A detailed account of the new information must be clearly specified. Information is not considered new if the student did not attend the original meeting(s) or voluntarily withheld information during the original meeting(s).

Appeal Procedure

- The appeal form, along with written statement and all relevant supporting information and documentation is submitted to the Appeals Officer.
- When there is an appeal on the grounds of new information and the Appeals Officer finds that the new information may have significantly affected the outcome of the original hearing, then the original hearing body will reconvene to consider the new information. This is not a re-hearing but an opportunity for the new information to be presented by the appealing party.
- When there is an appeal on the grounds of procedural error, the Appeals Officer will determine if the procedural error occurred, and if so if that procedural error would have significantly impacted the outcome. If so, the university will decide if the error can be corrected and remanded back to the original hearing body, or if a new hearing is initiated.
- All documentation is reviewed, and a decision is made within ten days of the process being initiated.
- The decision of the Appeals Officer is final and binding.

Third Parties

Attorneys may not attend student conduct conferences, conduct hearings, or meetings. Parents or legal guardians of student, regardless of their relationship with the University, are not permitted to be present at any student conduct conference, conduct hearing, or meeting. All questions or concerns (written or verbal) will be referred directly to the Dean of Students of designee or the University's legal counsel through the Dean of Students' Office. All substantive questions, concerns, and comments concerning student discipline, as well as any written correspondence, including the filing of an appeal, must come directly from the student(s) involved. The only exception to this definition can be found under the Salve Regina University Title IX Sexual and Gender-Based Harassment Policy, and the Salve Regina University Anti-Discrimination Policy.

Student Organizations and Groups Student Conduct

All reports of alleged violations of the student code of conduct involving a student organization or group will be reviewed by a member of the Office of the Dean of Students, which has the authority to determine whether the student organization/group as a whole, individual members, or both should be charged with allegedly violating university policy.

Student organizations/groups may be held collectively responsible and/or in addition to individual members being held individually responsible for violations of the student code of

conduct. When allegations against a student organization/group are made, selected officers/captains/leaders of the group are expected to represent the group as Respondents throughout the process. A student organization/group may be held collectively responsible when violations of the code of conduct:

- Take place at an organization sponsored event, whether formal or informal sponsorship
- Can be attributed to an organization associated or is an organization financed event
- Have been encouraged by the organization, leaders, or officers
- The student organization provided the context for the violation

In a case in which a student organization/group is charged with allegedly violating the code of conduct, the organization will select two representatives of the organization/group (senior leaders, captains, etc.) as Respondents, and will notify the Office of the Dean of Students. Serving as a named Respondent in a matter involving an organization or group does not automatically mean those selected representatives will face individual charges. Other members may be requested to participate in a hearing as "witnesses".

Student organization/group conduct proceedings very much mirror individual student conduct proceedings- being initiated by the representatives meeting with a conduct officer for a student conduct conference. For full student conduct process, please visit p.14.

Sanctions for Student Organizations/Groups

If a student organization is found collectively responsible for violating the student code of conduct, there are a range of potential sanctions that can be imposed, including but not limited to:

- **Written Warning**- an official notice to the student organization that their behavior has violated the Student Code of Conduct.
- **Educational Organizational Sanction –** an assigned task(s) intended to involve the student organization in a positive learning experience appropriate to the violation. This may include specific training, reflection, or review of organizational process/procedures.
- **Student Organization Probation-** a sanction indicating that the student organization's behavior has placed themselves on a disciplinary status that is close to suspension and is imposed for a certain amount of time. Further violations during this time may lead to full suspension of the student organization.
- **Loss of University Privileges-** denial of specific privileges for a designated period of time. Including but not limited to membership recruitment, access to funding, ability to reserve university space.
- **Deferred Social Suspension-** a warning that a student organization may be suspended or lose recognition if found responsible for any further violations of the student code of conduct during a designated period of time.
- **Suspension of Recognition-** separation of the student organization from the university for a designated period of time. During period of suspension, the student organization is not allowed to meet, hold programs, or conduct any organizational business.
- **Withdrawal of Recognition-** permanent withdrawal of student organization recognition at Salve Regina University.

The appeal process for a group or organization is the same as an individual student conduct proceeding. Please see p.27 regarding the appeals process.

HOUSING AND RESIDENCE LIFE

Office of Residence Life Mission Statement

Within the traditions of Salve Regina University and the Sisters of Mercy, the Office of Residence Life offers students opportunities for personal, social, and spiritual growth. We provide clean, comfortable, well maintained, inclusive living and learning environments that enhance the goals and academic success of students, while being of service to students as they develop a strong sense of self, belonging, and wellness.

Our trained staff of professionals and student leaders model care and the tenants of the Mercy mission in building active and vibrant community environments, creating enjoyable programs, nurturing positive student connections, and in applying just policies and procedures.

Office of Residence Life Vision Statement

The vision of the Office of Residence Life is to create positive and memorable experiences for our on-campus students.

Office of Residence Life Values

Caritas: We value the dignity and worth of all people, in harmony and in conflict, with humility, generosity, helpfulness, and open hearts.

Inclusivity: We value, honor and advocate for the unique lived experience of every community member and strive to foster equity, inclusion, and a sense of belonging on campus.

Growth: We value the individual journeys of all people in their self-development and strive to create learning opportunities that foster intellectual curiosity, resilience, and overall health and wellness.

Community: We value the creation of a strong network of on-campus neighbors that support each other, learn from one another, and contribute to a healthy, vibrant, and socially connected campus.

Seahawk Living Experience

The Office of Residence Life promotes a living and learning environment that enhances a student's ability to grow and develop within the Salve Regina University community. It supports the mission of the University by providing an environment conducive to the development of the educational, psychological, and social development of residents. The department attempts to create and nurture this environment through encouragement of respect for the rights of the individual balanced with the rights and interest of the community as a whole. All members of the residence hall community—residents, staff, and visitors—are expected to act in a manner that demonstrates respect and consideration for those around them. Respect for community standards is crucial to the smooth functioning of daily living and to the achievement of community. Campus residency is not viewed as a right, but a privilege earned by demonstrating a commitment to the University's community standards.

The goal of the Office of Residence Life is to provide high-quality services, facilities, information, advice and support regarding campus living. This section of the handbook specifies the community and behavioral standards expected in University residence halls. It also identifies what a student can expect from the Office of Residence Life in terms of their rights and responsibilities as a resident. If a student feels that the community and behavioral standards are not being met, they should immediately bring their concerns forward to the Office of Residence Life. The preferred approach to

developing responsible behavior by and among residents is through advising, counseling, and positive role modeling.

As a member of the campus community, each resident has the right to:

1. Read and study free from inappropriate interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without disturbance from noise, roommate's guests, or other distractions.
3. Expect that roommates will respect each other's personal belongings.
4. A clean, sanitary, and orderly environment in which to live.
5. Free access to one's room and facilities without pressure from a roommate.
6. Personal privacy. Host a guest with the expectation that guests are to respect the rights of community members.
7. Redress of grievances. Residence hall staff members are available for assistance in conflict resolution.
8. Be free from intimidation, physical and/or emotional harm.
9. Expect reasonable cooperation in the use of shared equipment and appliances (refrigerator, etc.).
10. Bring forward in an appropriate and timely manner to staff concerns about violations of community living standards as described in this publication.

Residential Neighborhoods

The residence halls on campus are arranged into residential neighborhoods to promote a community with other students in their vicinity and with their respective classmates. The 4 neighborhoods named after local landmarks are listed below. Each neighborhood is supervised by an Area Coordinator.

Ochre Point Neighborhood:
Miley Hall
Walgreen Hall

Ocean Drive Neighborhood:
Founders Hall
Hedges Hall
William Watts Sherman House
Young Building
Fairlawn Apartments
French Cottage
Stoneacre
204 Ruggles
Wallace Hall
Narragansett Hall
Narragansett 1
Narragansett 2
134 Webster

Cliff Walk Neighborhood:
Hunt Hall
Reefe Hall
Moore Hall
Munroe Hall

Bellevue Neighborhood:
Shepard Ave Hall
Ochre Lodge
Carolyn House
Nethercliffe Main
Nethercliffe Carriage House
Graystone
87 Victoria

Housing Contract

To reserve a space in on-campus housing, students must sign a student housing contract for each academic year. The housing contract does not bind a student to a specific space on campus, but rather on campus housing in general. Students must sign and abide by the policies set forth in the student housing contract to receive access to their housing assignment. Taking occupancy of an assigned residence hall assignment equals acceptance of the housing contract.

Campus Residency Requirement

As a residential campus, Salve Regina University places great value on the contributions that a quality campus experience can make to student development. Experience has shown that campus residency during college is crucial to personal growth and the refinement of social skills. As a result, all full-time first-years, sophomores, and juniors are guaranteed housing and are required to live on campus.

Exemptions to this requirement are students who:

- are approved to commute from their parents'/legal guardian's permanent residence (legal domicile).
- are married and would require housing for spouse or require family housing (spouse and children).

All resident students are required to maintain full-time (minimum 12 credits per semester) academic status.

Housing Contract Cancellation

All resident students are bound to the student housing contract and agree to abide by all regulations found therein. A signature on the student housing contract is not required by the student to bind them to this agreement.

The housing contract binds a student to on campus housing for the entire academic year, and a student is financially responsible for room and board for two semesters. Exceptions to this are students who withdraw from the University, take a leave of absence, study abroad in a university approved study abroad program, or a student who requires family housing. Students who fail to move into the residence halls or who vacate the residence halls without an approved cancellation are responsible for the semester room and board charges.

Requests to cancel a housing contract must be submitted in writing to Residence Life to be considered for approval. Students may be subject to housing contract cancellation fees.

Withdrawals and Refunds

A student who assumes campus residence in September is accountable for a full academic year of housing unless that student withdraws from the University, participates in a university approved study abroad program, or is approved to commute from a parent or guardian's permanent residence (legal domicile). A student who wishes to change from resident to commuter status must submit, in writing, the request to Residence Life. A student may not change status until approval is granted. Students who vacate a residence hall room without prior approval are responsible for the semester room and board charges.

Resident students withdrawing from the University must report to the Office of Residence Life and other campus offices to facilitate this process. Any refunds, if due, are processed through the Bursar Office (see Undergraduate Catalog). Upon withdrawal, students must return keys to the Residence Life staff and complete check-out procedures. Students who withdraw either voluntarily or involuntarily from University residence prior to the end of the contract period are not eligible for a refund of the room deposit or damage deposit.

If the Dean of Students or designee finds that a student's behavior does not meet University standards, the student may be required to withdraw from University housing. Immediate or twenty-four hour vacancy may be required if a student is considered to be a danger to the campus community or themselves, or if a student is a disruptive factor to the residence community. This provision applies even in situations when an appeal is in process.

Note: Students removed for violations of University policy are not eligible for a room and board refund.

Housing Accommodations

Housing accommodations for documented disabilities and medical conditions are determined on a case-by-case basis. To qualify as an Americans with Disabilities Act (ADA) covered disability, a student must have a current condition that substantially limits a major life activity, and the accommodation must be necessary and reasonable.

Accommodation requests are handled by the Office of Accessibility Services, located in the McKillop Library, first floor, and the Office of Residence Life in Miley 013. To request housing accommodation, both the student and a medical professional must submit the required documentation, which can be located on the Office of Accessibility Services section of the Salve Regina website. If you have any questions, please contact accessibilityservices@salve.edu or residencelife@salve.edu.

Residence Life Policies and Expectations

The basic collegiate experience takes place not only in the academic environment, but in all facets of university life. It is the goal of the Office of Residence Life to help provide that community environment which is supportive of and conducive to the maximum intellectual, psychological, spiritual and social growth of all its members. Any violation of policies and procedures set forth in this student handbook or other Residence Life documents demonstrates disregard for the rights of others in the University community. These actions will result in the initiation of the conduct process to ensure resolution under the Student Code of Conduct.

These policies have been established by the University to support the educational mission, to sustain an inclusive residence hall environment, and to safeguard the interests of the residential community.

The University has a responsibility to restrict any behavior that adversely affects others or impedes the academic success of its residents. A student alleged to have violated the community living standards, University policy, or the terms and conditions of the Residence Life housing contract may be involved in the disciplinary process.

Residence hall rules and regulations are known as Residence Life policies. All residents are expected to be familiar with and abide by Residence Life policies, the terms and conditions of the Residence Life housing contract, and the Student Code of Conduct. Violations of these standards or policies are reviewed under the Student Code of Conduct process.

Any resident who commits, attempts to commit, and/or aids others in violation of any Residence Life policy may be subject to disciplinary action. Residents may also be subject to disciplinary action due to misconduct of their guest. Non-resident students who engage in misconduct in any residence hall may be subject to disciplinary action under the Student Code of Conduct. Residents are expected to read these standards carefully and to address questions about any section for which they need further clarification to their RA or any other Residence Life staff member.

Air Conditioners

Salve Regina University prohibits the installation of personal air conditioners (window mounted, wall mounted, and floor/free standing models).

Athletic Equipment and Storage/Use

The storage of athletic equipment in common areas is prohibited. Placement of this equipment in rooms is based on the approval of the athlete's roommate(s). The use of sporting equipment including, but not limited to, balls, bats, hockey sticks, frisbees, surfboards, rollerblades, hoverboards, skateboards, bicycles, e-bikes, etc. is prohibited within residence halls and apartments.

Bunk Beds and Lofts

Students are not permitted to tamper with or remove any university furniture from their room assignment. Removal of beds (or any other university furniture) is prohibited and could result in university policy violations/sanctions. Certain rooms on campus are provided with loft units to accommodate residents due to the size of the room. Loft units are not to be moved to other rooms. Should you wish to lower the loft unit or bunk/debunk a bed, please file a "Request Building Repair" facilities request, or if you have questions regarding furniture in your room, please contact your Area Coordinator. Beds should not be lofted without proper lofting materials (which are approved through Residence Life and provided by Facilities). Any unapproved lofting of beds will result in university policy violations and/or fines. There are limited number of loft kits available. If you are interested in having a loft please submit a request through "Request Building Repair" and you will be contacted if approved.

Common Area Damage (Group Billing)

All members of a community share responsibility for all vandalism that occurs within the common areas of residence (study rooms, halls, lounges, elevators, common bath, etc.). Costs associated with common area damages are shared equally among all residents of that area. However, after a full investigation, if the Residence Life staff is able to ascertain the parties responsible for damage, then all fines will be redirected to those individuals. Students who are aware of responsible students/individuals are encouraged to speak to their RA or Area Coordinator.

Damage Billing

Students will be held financially accountable for all room damage, other than normal wear and tear and the restoration of a room to its original condition. Whenever possible, individual students identified as responsible for damage will be billed. However, when an individual cannot be identified, all occupants of the room may be charged for damages. End of year damage bills are placed on a student's account after all buildings are closed and a full assessment is completed. Students must respond in writing, to the Office of Residence Life to appeal any of the charges by the last Friday in July at 5pm.

Dining Services

All regulations governing food services will be coordinated by the General Manager of Dining Services and distributed in an appropriate manner. Appropriate behavior and dress in the dining hall is expected.

https://salveregina.sodexomyway.com/en-us/

Family Housing

Family housing is not currently offered at Salve Regina University. The Office of Residence Life is available to offer resources to assist families with finding off campus housing.

Fire Safety Regulations

In the event of a fire, the nearest fire alarm pull station should be pulled. If possible, telephone the Office of Public Safety (OPS) using the emergency telephone number 401-341-2325. The OPS has direct telephone lines to the Newport Fire Department. If you decide to telephone 911, be sure to provide your specific building/room location. If possible, after calling 911, telephone Salve Regina OPS at 401-341-2325.

Fire safety regulations are established and maintained by the Director of Public Safety. All fire and safety hazards are prohibited in the residence halls. These include, but are not limited to:

Open flames and objects that create them, flammable material and decorations or furnishings that use them, candles, candle/wax warmers, incense, paper lanterns, ceiling decorations within 6 feet of smoke detectors, wall coverage beyond 10%, any decorative wall hangings larger than 3x5, space heaters, electric blankets, halogen lamps/bulbs, multi bulb lamps, free standing lamps with plastic shades that may melt or catch fire, all smoking devices, hookah pipes, and other similar smoking devices, neon signs, hover boards, multi-socket wall outlets, torch lighters, propane, butane, live/cut trees/wreaths.

The following items are also prohibited from residence halls and ONLY permitted in kitchens as listed below:

cooking appliances
hotplates/griddle
rice cookers/crock pots
toasters
toaster ovens
panini press
Air fryer
Instant Pot

- Countertop appliances listed above should not be operated while placed underneath upper cabinets.
- Countertop appliances should be equipped with an automatic shut-off feature.
- Smoking/vaping is prohibited in the residence halls. Any devices such as vape pens, electronic cigarettes etc. will be confiscated if they are used inside residence hall spaces.
- Any electric motorized devices such as E-bikes, scooters, hoverboards, etc. are required to be equipped with an automatic shut-off when fully charged. Failure to be able to furnish documentation of automatic shut-off upon request will result in removal of the device.
- Gas powered mopeds are prohibited from being stored indoors in any location.
- Clothes irons are permitted but MUST be equipped with an Auto Shut-Off feature.
- All extension cords, except for a single socket heavy duty cord, are prohibited. This cord should be used to extend the reach of a surge protector.
- Window curtains are permitted but must be NFPA701 compliant
- Areas of ingress and egress, from both individual rooms and common areas of residence halls, must be kept unobstructed.
- Tampering with or misuse of fire safety equipment is prohibited and may result in dismissal from the residence halls and the University, in addition to a fine up to $500.00.
- Students who do not immediately vacate a building during fire alarms or drills and/or do not remain on scene for the fire safety address from Residence Life Professional Staff may be referred to the Student Code of Conduct disciplinary process. After evacuating the building, resident students should gather in the designated area and listen to a fire safety speech from Residence Life Staff.
- Students can be held financially liable for replacement of items damaged or destroyed as a result of a fire and/or safety violation and may face criminal charges.

Furniture

- Any University-issued furniture in your room may not be removed and should not be moved between rooms. Removing furniture from the room could result in a fine.
- Disassembling University furniture is not permitted.
- Furniture is provided for residence hall public areas (e.g., lobbies, lounges, kitchens) for the use of all residents in the building. It is important to take care of the furniture so it can be enjoyed by all residents of the building. Furniture must remain in these areas and may not be moved into student rooms.
- Furniture removed from the common spaces is considered theft of university property, which could result in criminal and/or university conduct charges.
- Your residence hall community may be billed if public area furnishings are vandalized or stolen. If you notice missing furnishings or damages, please contact a Residence Life staff member.

Health and Safety Inspections

Health and safety inspections of student rooms, corridors, and common areas will be conducted during the academic year by a member of the Residence Life staff. One announced inspection will occur before the end of October. A notice with the date and purpose will be prominently posted in residence halls at least 24 hours ahead of time. Unannounced inspections can occur at any time. When a student's room is unoccupied at the time of inspection, a master key will be used to gain

entrance, and a notice of the inspection will be communicated to the student's Salve email address. If during a health and safety inspection a room is found to be in violation of fire safety regulations or residence life policies, students will be contacted directly by the Office of Residence Life and a fine may be assessed. During the inspections, your room, outlets, wall decorations, and general cleanliness will be assessed. Your personal items will not be searched.

If a room is found to allegedly violate the student code of conduct (including but not limited to alcohol, empty alcohol containers, drugs, drug paraphernalia) the occupants of the room will receive a student conduct conference notification from a hearing officer.

Prohibited items will be confiscated in the interest of safety and may not be returned until the end of the semester, if at all. Re-inspections will be completed to ensure that prohibited items have been removed and/or any failures have been corrected. Procedures for picking up confiscated items will be outlined in the violation report. Policy violations discovered during health and safety inspections will be referred to the student conduct process.

Commonly confiscated prohibited items include:

- Candles
- Wax warmers (Scentsy, etc.)
- Hot plates, grills, appliances, etc.
- Extension cords
- Empty alcohol bottles used for decoration (if under the age of 21 or living in a substance free community)
- Halogen, "octopus", torchiere lamps with exposed bulbs
- Multi-plug adapters, such as cube adapters, outlet splitters

Keys/Room Combinations

During the residence hall check-in process, residents are issued room keys or combinations by their Residence Life staff. Keys may not be duplicated, and combinations may not be given out to any student other than the resident(s) of the room the combination belongs to. Students will receive a charge if a key is lost, or a room combination needs to be changed for reasons other than maintenance. Additional charges may be applied if building safety is compromised in this process.

Lockouts

- If you are locked out of your room, contact a Residence Life staff member in your building to assist you.
- If your lockout occurs Monday-Friday between the hours of 8:30 am and 4:30pm and you cannot find an RA or AC, contact the Office of Residence Life at 401-341-2210. You will be directed to come to the Office of Residence Life, and we will issue a loaner key. The loaner key is to be returned 24 hours after it is issued.
- If you cannot find an RA or AC to assist you, contact Public Safety at 401-341-2325.

Lost Keys/Room Combination Changes

Students will receive a charge if a key is lost, or a room combination needs to be changed for reasons other than maintenance. Additional charges may be applied if building safety is compromised in this process. Students who lose a key must file a lost key report within the Office of Public Safety located

in Tobin Hall. Once the report is filed bring a copy of the lost key report to the Office of Residence Life, located in Miley 013, submit the report and a replacement key will be issued.

To request a room combination change, contact your area coordinator.

Move In Policy and Procedure

Students must check into their building in order to receive their keys/combinations. During the residence hall check-in process, residents are issued room keys or combinations by their Residence Life staff. Keys may not be duplicated, and combinations may not be given out to any student other than the resident(s) of the room the combination belongs to.

By signing your online Room Condition Report, you have agreed that you will leave your room in the condition in which it was received. Although the university understands that regular wear and tear will occur, you should immediately report any vandalism or damages to your RA or AC.

Move Out

Students must check out of their building at the end of the semester or if they withdraw or take a leave of absence prior to the end of the semester. Residents will move out all belongings from their assigned space and make an appointment with their Resident Advisor to check out of their room. Returning students are able to leave belongings in their rooms during break periods. RAs will complete an assessment of the condition of the room and will collect any keys if applicable. During normal end of semester closings students should abide by any checkout procedures as outlined by the Office of Residence Life.

Noise and Quiet Hours

Students are always expected to consider other residents as well as neighbors and to maintain noise levels that do not extend beyond the immediate listening area or outside the residence hall. Loud or boisterous behavior is disruptive and unacceptable. Each resident is responsible for keeping noise levels to a minimum at all times. Noise and other conduct that disrupts study, sleep, and quiet hours (as determined below), or other normal activities within a hall are strictly prohibited.

Specifically, quiet hours in all residence halls are 10:00pm to 9:00am during the week, and 12:00am to 9:00am on weekends. Twenty-four-hour quiet hours go into effect during final exam weeks in December and May.

During quiet hours, residence halls should be free from interfering noises. Courtesy hours are in effect 24 hours daily. Non-quiet hour periods do not necessarily mean "noisy" periods. At no time should amplified sound be directed out of windows.

Personal and Community Safety

Behavior that is disruptive to orderly community living but does not cause serious physical injury is considered disorderly conduct and is prohibited. This includes, but is not limited to, throwing items in the hallways or creating a health or safety hazard. Any behavior that results in or could reasonably cause life threatening physical injury or serious property damage is prohibited.

Pets

Pets, other than fish in ten-gallon or smaller aquariums, are not permitted in any residence facility.

Emotional support animals (ESA) and service animals are not considered pets and are governed by ADA and Fair Housing Act (FHA) regulations regarding physical, mental, and psychological disabilities. ESA and service animal policies can be located on the accessibility services section of the Salve Regina University website. ESA and Service animals must be approved before being brought to campus.

Refrigerators and Microwaves

Each residence hall room is allowed one mini fridge (3.2 cubic feet maximum) and microwave (.7 cubic feet maximum). Any questions regarding the size of these appliances should be made to the Office of Residence Life.

Residence Hall Alcohol Policy

Salve Regina University extends the privilege of possessing alcohol to those students 21 years of age and older in designated areas. Students who are 21 years of age and older agree to behave in accordance with University policies and procedures governing alcohol on campus and appropriate student conduct.

Designated residence halls in which alcohol is permitted for those students 21 years of age and older are:

Nethercliffe Carriage House
Nethercliffe Main
Graystone Apartments
Fairlawn Apartments
Stoneacre Apartments
204 Ruggles
134 Webster (unit 3 only)
87 Victoria
French Cottage
Shepard Ave Hall

Note: These designated residence halls are subject to change at any time during the academic year and may change year to year.

In designated areas where alcohol is permitted the following policies apply:

1. Possession by a student, 21 or older in a designated area may not exceed the following limits of alcohol (limits apply to full, partially full and empty containers): Twelve 12-ounce beers, malts, coolers, Or Two 750 ml. bottles of wine, Or one 750mL bottle of hard liquor up to 100 proof.

2. Students may not possess full or empty common sources of alcohol regardless of size. A common source of alcohol includes, but is not limited to: kegs, pony kegs, beer balls, punch bowls, jello shots, etc.

3. Hard liquor over 100 proof is not permitted. (Grain alcohol, 151 Rum etc.)

4. The total amount of alcohol in a student's room, apartment or suite may not exceed the total amount permitted for each resident age 21 or older. All alcohol must be stored in an enclosed area.

5. Possession of a drinking game or the use or possession of a board game, game table, ice luge, drinking funnel, beer tap or other device that promotes or encourages abusive drinking is not permitted. Possession of flags or decorations which promote excessive drinking is also prohibited and are subject to confiscation.

6. A gathering of students where alcohol is present and being consumed cannot consist of more than double the occupancy of that specific room, apt. or suite (including the residents of that area) and all guests present must possess IDs specifying proof of age 21 or older. No guest under 21 is permitted at gatherings where alcohol is present.

7. A gathering of students may be terminated at any time when University officials determine the gathering presents a threat to the health and/or safety of the community, is a disruption to the community, or is in violation of any University policies.

8. The University reserves the right to limit and/or dispose of any excessive or unsafe amounts of alcohol at the discretion of University officials. The regulation or limitation on possession and storage in no way is meant to suggest that the consumption of the permitted amounts or any variation of during a single episode is safe, healthy or appropriate.

9. Alcohol is not permitted in any residence hall common area. The consumption of alcohol is limited to the indoor area of the host's residence only. Under no circumstance shall an open container of alcohol be permitted anywhere outdoors. Students must not disrupt the learning and living activities of others.

10. An individual student's privilege to possess alcohol may be terminated or suspended at any time based upon violation of this policy, violation of law, misuse of alcohol, or other failure to prove responsible use. The University reserves the right to determine the responsible use of alcohol under all circumstances.

11. Because the health and safety of Salve Regina students is of paramount importance, we ask that if at any time you feel a fellow student is at risk due to alcohol consumption, you immediately contact your RA, Area Coordinator, or the Office of Public Safety at (401-341-2325).

12. Students found under the influence of alcohol may be required to be transported to the hospital for treatment, if deemed necessary by a university official.

13. Use of empty alcohol bottles in a student's room for decoration is prohibited. Possession of shot glasses even as decorations in first year and sophomore halls is prohibited.

14. The University has issued a ban on any caffeinated alcoholic beverages or alcoholic energy drinks, e.g. "Four Loko." There has been an increasing number of serious alcohol related incidents across the country involving such drinks and the imbibing of such beverages is not consistent with the current policy that permits the safe, social consumption of alcohol.

Residence Hall Visitation and Guest Policy

Visitation by guests to a residence hall floor, room or apartment is permitted during the following times: 10:00 a.m. to midnight before class days (usually Sunday-Thursday) and 10:00 a.m. to 2:00 a.m. before non-class days (usually Friday and Saturday).

Visitation privileges require the approval of all roommates residing in that unit. Non-University guests are subject to the same rules and regulations as Salve Regina University students and must be informed by their host of Residence Life/University policies and conduct. As hosts, students are responsible for the action of guests at all times. The following rules apply to all guests who visit any residence facility:

- Hosts must always accompany the guest while in residence hall living areas. Hosts will report violations to the RA who will inform the area coordinator.
- Guests are welcome only when the roommate(s) have been informed.
- If guests do not comply with residence policies, guests may be told to leave the campus.

Generally, students are limited to one guest at a time. Situations where two guests could safely and comfortably be housed will be considered by the RA and the area coordinator. Guest-related activity that distracts residents from study or rest during quiet hours will not be tolerated. Overnight guests may stay for a two-night maximum during a 7-day period. Guests must be at least 16 years of age.

If a guest of a Salve student violates the Student Code of Conduct, the Salve host may be held responsible for those guests' actions. The University also reserves the right to remove and ban all guests from campus.

Room and Common Area Responsibilities

Students are responsible for the condition of their rooms or apartments and all University property found therein. Relative to contents and conditions, all rooms are inventoried at the beginning of each academic year and as part of the room change process. To avoid room damage, students are asked to decorate with care and leave the room in the condition it was when they arrived. This includes removing trash and repositioning furniture to its original location. The Office of Residence Life reserves the right to inspect a room at any time.

Room and Common area policies:

- Students are not allowed to drill holes, hammer nails, or cause any other kind of damage to their room.
- Postings of any kind, other than a name tag and non-flammable message board, are prohibited on room doors.
- It is prohibited to post any material in common areas of residence halls that are not approved by the Office of Residence Life, including, but not limited to: taping flyers/handbills to hallway walls, placing them under doors and/or taping flyers/handbills to doors. For more specific posting guidelines see the Office of Student Engagement, Gerety Hall.
- Light strips, Command hooks, and other adhesive products such as "Alien Tape" are allowed in the residence halls. However, these items must be removed carefully to avoid damage to paint/walls. Damages due to the removal of these items will be charged at the end of the year during the damage billing process. If you choose to leave the items up to be removed then a fee will be assessed for removal.

- Cinder blocks are prohibited in all residence facilities because of the damage, maintenance, and safety hazards they pose.
- Plastic bed risers are also prohibited, because of the safety hazards they pose. The beds themselves rise to about three feet above the ground.
- Corridors are areas of egress and must be kept clear of all objects such as trash, bicycles, furniture, drying racks, athletic equipment, etc.
- The use of rocks/stones to prop room doors is prohibited as they may cause damage to the doors. Rubber/plastic door stops or other soft door props are recommended.

Furniture cannot be arranged in a manner which fully or partially blocks physical access into a room. There must be an entry space into each room; a person should not have to turn sideways or squeeze in to enter or exit a room. Nothing should be impeding the opening of the entrance door—there should be full clearance. All University supplied furniture must remain in the room at all times or a charge will be assessed to each student of the room.

Attachments are not permitted on the ceiling or sprinkler heads and pipes (including tape, string, stickers, privacy sheets, or curtains). All rooms must have a fire exit chart provided by the University on the back of the room entrance door. The chart must not be covered.

Students are responsible for all items in their room, even if they, the assigned residents, are not physically present when items that violate residence hall policies are present. This includes but is not limited to: alcohol, empty alcohol containers, etc.

Room Assignments

The Office of Residence Life supervises the assignment process including roommate selection and room changes. The only students authorized to live in a space are those assigned by the Office of Residence Life. A person found to be living in a room that is not assigned to them may be held accountable through the Student Code of Conduct. The student assigned to that space may also be subject to disciplinary action. Room changes require formal documentation, which is available after meeting with the area coordinator. Room changes made without formal documentation are considered policy violations and may result in disciplinary action.

Room Change Policy

The RAs and ACs are here to assist you with issues that may arise in your current space and can help facilitate mediation. The room change process is the last option after all attempts to mediate or otherwise resolve a roommate conflict have been exhausted.

If a resident student has already met with the RA and would still like to change rooms, they can contact their area coordinator and schedule a meeting to discuss their room change options. The area coordinator may determine that mediation needs to occur between the conflicting parties before any room change requests are granted.

- Room changes may not be accepted within the first 2 weeks of the fall or spring semesters, allowing staff to check in students and determine if there are available spaces.
- If a room change is granted and an offer is made, a student has 24 hours to accept or decline the offer. If accepted, students will then be given a date to move to their new room. Students cannot occupy 2 rooms.
- If a room change cannot be processed due to unavailable space, Residence Life will continue to review the request until a change is made.

- A room change form must be completed with signatures from the student and all area coordinators involved.
- Students will not be given room combination/keys and building card access will not be changed until student is packed and ready to move.
- Students cannot occupy two rooms and must move all belongings to their new assignment in the same day.

Unauthorized room changes are considered a violation of the Student Code of Conduct. Any student making a room change without approval from the Office of Residence Life may be subject to disciplinary action or may be reassigned to his/her original assignment.

The Office of Residence Life seeks to provide housing for as many students as possible and to maintain a residence hall environment that is conducive to students' development. **To affect these goals Residence Life reserves the right to assign persons to all vacant spaces, to make room changes, and to approve/refuse room changes.** Residence Life may administratively assign a student to a vacancy. If a student has difficulty making a change, the Office of Residence Life may make an administrative reassignment to another space.

Room Inspections/Search

A room or apartment is a student's home while at Salve Regina University, and students have the right to privacy in that space. However, the University reserves the right to enter a student room to provide maintenance or housekeeping services, to conduct sanitation and safety inspections, or to recover University property. Residence Life and/or Public Safety staff have the right to enter a student room in the event of an emergency to protect life or property. Residence Life and/or Public Safety staff also have the right to enter a student room if they have reason to believe that an imminent hazard to the property and/or resident(s) exists and to remove or correct any hazard discovered. The University reserves the right to investigate and conduct a search throughout a student's room and personal contents, including backpacks, when there exists a clear indication or reasonable cause to believe that there is a violation of an established regulation such as the presence of alcohol and other drugs. The occupants of a room or apartment being searched need not be present.

Room Selection

Room selection for returning students for the next academic year is conducted in the spring semester. Only currently enrolled and registered students may participate in room selection. All rising sophomore, all rising junior and those senior students interested in living on campus must register to participate in the room selection process. Rising sophomore students must be academically registered full time (12 credits or more) for the following fall semester in order to participate in room selection. The online room selection process is completed using the MyHousing application.

Senior Resident Room Reservation and Occupancy

All rising seniors interested in housing must register for on campus housing by the appropriate date prior to the desired year of residency. Prior to the receipt of a room or apartment in room selection, the student must sign a student housing contract and agree to abide by all regulations found therein.

Even in apartment housing, all students must vacate their rooms/apartments during all scheduled vacations (Thanksgiving, Spring Break, and Easter) and in December and May, no later than 24 hours after their last exam or at hall closing time, whichever comes first. During the University break between fall and spring semesters, all residence halls are closed, and all residents must vacate the

premises. During the final closing at the end of the spring semester, all students must follow the check-out process established by their hall staff or face an administrative fee. Graduating seniors who are resident students are allowed to occupy their room through graduation in May.

Screen, Window and Balcony Policy

Students are prohibited from removing or tampering with window screens in any part of a residence facility. Under no circumstances are students allowed to sit in, lean, climb in/out of, or throw objects out of any window in a residence hall or apartment. Moreover, students are prohibited from going out on any balcony, roof or fire escape in a residence facility except in case of fire.

The following actions regarding your windows and screens are prohibited:

- Obscuring or blocking windows
- Throwing, dropping, projecting, or hanging anything from the window
- Use of windows as an entrance or an exit, except in an emergency
- Tampering or removal of window screens, latches, or apparatus
- Opening windows while running the AC system
- Not having a screen in an open window

Smoking & Vaping

Smoking and vaping of any kind, including e-cigarettes (e.g., JUUL), is prohibited in residence halls, in entryways or within 50 feet of residential facilities. E-cigarettes are subject to confiscation if used within the residence halls.

Trash/Recycling

The disposal of trash or refuse anywhere on campus, including campus facilities, except in properly designated trash receptacles, is prohibited. This includes placing cigarette butts in the correct receptacles. Recyclable materials should be disposed of in clearly labeled recycling bins located in or near all residence halls.

Leftover foods, food waste, and food containers should be disposed of in trash receptacles/dumpsters near your residence hall, NOT in the lounge or bathroom trash receptacles.

Bathroom sinks should NEVER be used for disposal of food scraps. These wastes will create plumbing and sanitation problems. Likewise, toilets should not be used for scrap disposal.

It is your responsibility to keep your room clean and to take your trash to the dumpster on a regular basis. Room trash containing food waste should be removed to a trash dumpster daily. Leaving personal trash in hallways, common areas, bathrooms, etc. is prohibited.

Vacancies

All vacancies are considered available space and must be accessible to other students looking to change rooms. In such cases, the resident(s) assigned to the room with a vacancy has three basic options:

1. invite someone to move into the space
2. request to move to a different space
3. have the Office of Residence Life assign a roommate to that space

Residents are given a set amount of time to choose their option before Residence Life would manage the vacancy administratively.

Requesting to leave a space vacant is not an option. Under no circumstance should a student consider a vacant space their own or cause circumstances that will prevent other students from considering it a possible room for them to move into. Residents with an open bed in their room should create a welcoming environment to any new student assigned to that space. All furniture, including the bed, desk, wardrobe and closet, must be left assembled and set up in the room so that another student can easily move into the space.

If a student fails to comply or obstructs this process in any way, that student may be held accountable through the Student Code of Conduct. This policy does not intend to create an uncomfortable living situation for any individual, but to ensure that all students have access to available space.

Open Space in Room Buyout Option

The Room Buyout option has been created to better utilize campus space. Residents who find themselves in double rooms without a roommate or in larger rooms with a vacancy may opt to buy out the empty bed in the room, alleviating them from the chance of having another individual assigned to that space. This option comes at an additional cost.

*Room Buyout: Depending on the total resident population, the needs of incoming Salve Regina students and available spaces, students may be offered a "buyout" option. By this, residents may opt to "buyout" a vacant assignment in their room, alleviating them from the chance of having another student assigned to that space for one semester. This option is only available after the two-week room freeze period and comes at an additional cost.

Eligibility

- After the two-week room freeze that occurs at the beginning of each semester, residents with a vacancies in their room may be given the option of buying out the extra space in that room at an additional cost. Only one space may be bought out.
- After the two-week housing freeze, the wait list will be considered and then students who are eligible for Double Room Buyout will be notified.
- Office of Residence Life has the right to reserve some vacant spaces for emergency situations in each building.

Policies

- Residents who have bought out the room will be permitted to rearrange furniture to their liking. However, no college-issued furniture may be removed from the room
- Double rooms will default to open doubles at the end of each semester. After the fall semester the open space in a room will become available for occupancy for the spring semester. A buy out option for the spring semester is not guaranteed if you have one for the fall semester. Rooms should be returned to their original configuration before the occupant leaves for winter break.

- Only the room in which a student is the resident can be bought out. A student in a suite/apartment can buyout the double they are residing in, but there is no option for residents in an apartment or suite to buy out another bedroom of a suite if it is fully vacant.
- Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to conduct action. This includes not responding to phone, e-mail or other attempts to make contact.

Costs

- The cost for a Double Room Buyout for a full semester is the value of the other space in the room.
- In the event a Double Room Buyout occurs mid-semester, the cost may be pro-rated based on the week a student commits to.
- Students in rooms with occupancy larger than a double may choose to split the cost of a buyout. For example, 3 roommates in a quad may choose to buyout the 4th space. The fee will be the value of the space divided by the number of residents taking the buyout.

Vacation Periods

All residence halls are closed during Thanksgiving, Winter, Spring, and Easter break periods. All students are expected to vacate the residence halls by the specified time scheduled. Residence Life and Academic calendars, which can be found on the Academics section of the Salve Regina University website, are made available one year in advance, therefore students are required to be familiar with University vacation periods and plan accordingly. Guests are not permitted in housing during vacation periods.

Only those students who make a request through the Office of Residence Life will be considered for approval to stay during the break periods. Students with University business, scheduled classes, or long-distance travel from outside the northeast will be considered for break housing.

During the University break between the fall and spring semesters, all residence halls are completely closed, and all residents must vacate the premises. The only exceptions will be those given permission to remain on campus during break.

Students may not enter residence halls or apartments during University vacation periods. Moreover, students must leave rooms, hallways, and lounges clean and orderly by:

- Emptying trash and taking it to designated collection points
- Emptying and defrosting refrigerators (during certain breaks)
- Unplugging all electrical equipment
- Locking windows
- Checking out with the resident advisor

All students must vacate their rooms or apartments in December and May, 24 hours after their last exam, or at hall closing time, whichever comes first. During the final closing at the end of the spring semester, all students must follow the check-out process established by their hall staff or face an administrative improper check-out fee. Students are expected to familiarize themselves with all

closing procedures and to check out appropriately whether using regular checkout or express checkout where available.

Early Arrival/Extended Housing Requests

Salve Regina University resident students have been provided with official move in/move out and vacation dates throughout our website, social media, and the Salve Regina University academic calendar. Please note the university contracted room and board dates and plan living and travel arrangements accordingly.

Early Arrival

Resident students are expected to arrange for move-in based on their assigned move-in dates (Academic Calendars). Resident students arriving before those dates will be considered an early arrival. The Residence Life office works to be flexible and understanding where there is a legitimate need for a student to arrive on campus early. All requests for early arrivals are subject to the availability of the space where the student is assigned to live. Early arrivals are highly discouraged and must be based on need and not convenience. As a result, we grant very few individual requests for early arrival. Parents taking the day off from work may be necessary to move a student; families are asked to plan accordingly. Only students receiving approval will be issued building/room access.

Group Requests

The university allows students who are here for participation in authorized university activities (athletics, work-study, or academics) to live in the residence halls before and after the scheduled arrival/departure dates. Please have a Salve Regina University staff/faculty member (supervisor, coach, advisor, etc.) request on your behalf to the Office Residence Life. Residence Life will coordinate arrival details with the campus departments requesting early arrival. Resident students will receive check-in instructions from their supervisor/coach.

Individual Requests

For individual requests, we require students to apply and receive permission for extended housing by submitting the Extended Housing Request form. All requests are subject to review by the Office of Residence Life. The following reasons will be considered for early arrivals/late departures:

Travel restrictions or limitations

An extraordinary circumstance that prevents travel to/from campus during the regular arrival/departure dates. Requests for travel reasons should be made for within 1-2 days of move in day. Requests earlier than 2 days prior to the scheduled arrival day may be denied.

Academic requirements

Instructions and deadlines for submitting requests will be communicated before each university scheduled break. After submitting a request, you will receive an acknowledgement email that is not an approval of your request; a separate approval or denial message will be sent once your request is reviewed. It is recommended that requests be submitted as early as possible for consideration. Your request will be reviewed on a case-by-case basis and a decision will be emailed to your Salve Regina University e-mail account.

The Office of Residence Life's decision is based on:

The request is being made prior to the published deadline.

The distance of travel.

Other qualifying factors such as weather.

Personal schedules or off campus commitments (for example an off-campus job) are not justifiable requests for housing.

Services and Resources

Facilities Department

Salve Regina University Facilities Department is responsible for all tasks associated with the maintenance and repair for campus apartments, residence halls and other facilities. The Facilities staff of carpenters, electricians, painters, plumbers and trades workers help to maintain a quality living environment for students. The Facilities staff is available from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Facilities Request

Throughout the year you may notice that your room needs some basic maintenance (light bulb burnt out, window won't shut, etc.). If you have a routine maintenance request, submit a Salve Regina University Facilities Request form online by using the Building Repairs Request system. You can also use this system to track the progress of your request.

The Building Repairs request form can be found by logging onto Campus@Salve portal and using the search bar, search for "Building Repairs."

It is the responsibility of any student/resident, who notices a needed maintenance or repair work item, to submit a maintenance request or to inform their Resident Advisor or Area Coordinator. Work will be completed as soon as possible but will be prioritized according to its urgency, type of repair, and date received.

Emergency Facilities Request

Emergency Facilities Requests refers to repairs that are necessary to either eliminate a clear threat to life or safety or to prevent extensive building damage.

In case of an emergency, during business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, contact the Office of Residence Life (401) 341-2210 or Office of Public Safety (401) 341-2325. After hours, contact Office of Public Safety (401) 341-2325.

If it is determined that your maintenance problem cannot wait until the next day, a member of our facilities team will be contacted to respond as soon as possible.

My Requests
The progress of your maintenance requests can be tracked by clicking on the "My Requests" tab after you login to "Request Building Repair."
Note: Submitting a maintenance request form does not make resident students exempt from damage charges. If the damage is not from normal "wear and tear," residents can be held accountable and billed for the caused damage.

Heating and Cooling

Room Temperature Controls-Heat

Residence Halls are heated through a variety of systems. Residence hall heating systems are enabled by outside air temperature and will not run when outside temperature exceeds 50 degrees Fahrenheit**.** Please do not open your window in winter to control temperature. Submit a Building Repairs Request to report any heating concerns.
Before submitting a facility request for heat related issues:

- Check your thermostat.
- Make sure your windows are closed and locked in order to prevent drafts and heat loss.
    - If you have trouble closing a window-please submit a Building Repairs Request
- Keep heaters clear of furniture, bedding, clothing. This helps keep warm air circulating and distributes heat throughout the room.

Apartments and houses with thermostats located in common areas and can be adjusted by residents:
Fairlawn Apartments, Stoneacre Apartments, Graystone, Nethercliffe, Nethercliffe Carriage House, French Cottage, 204 Ruggles, 87 Victoria, Hedges, Narragansett 1 & 2

Buildings with thermostats located in rooms and can be adjusted by residents within 3 to 4 degrees of the maintained hall temperature (between 68 and 72 degrees):
Miley, Walgreen, Hunt/Reefe, Moore, Wallace, Young, Carolyn House
Buildings with thermostats in common hallways and radiator controls in each room:
Watts-Sherman, Narragansett Main, Ochre Lodge

Room Temperature Controls-Cooling

Residence halls with air-conditioning:
Walgreen, Wallace, Young, Graystone

Air-conditioning is typically available between early June and late September. Once the buildings' systems are switched to heat in early October, air-conditioning is not available until the end of the heat season. The system is monitored by Facilities and residents can adjust the thermostat of their rooms within 3 to 4 degrees of the maintained hall temperature (between 68 and 72 degrees)

To help to reduce humidity and allow your cooling unit to work properly, **keep windows closed when the air conditioning is on.** Report any issues immediately by submitting a Building Repairs Request.

Personal Property Damage or Theft

The University does not assume responsibility for damage or loss of any personal property during the school year or vacation periods. No storage is provided in any residence facility. Any theft or damage should be covered by parent or guardian homeowners or renter's insurance policy. Please check to see if you have suitable coverage in the event of a loss. If there is not suitable coverage, please note that the University offers supplemental personal property insurance through National Student Services, Inc. The Student Personal Property Insurance plan offers varying amounts of coverage and deductibles for an annual premium. Information is available about this plan from the Business Office. Insurance coverage is advised. Please know that the University will not tolerate the theft of personal or university property at any time.

Pest Control

We strive to maintain a quality living environment for residents, but sometimes unwanted visitors (mice, insects, and other pests) may try to enter the halls. Our Facilities staff works closely with the Office of Residence Life staff and Office of Public Safety to respond to any concerns that are reported within the community.

A contracted exterminator is on campus once a week (Mondays) to perform routine inspections and treatments and to respond to specific areas of concern. Students may report any concerns to Salve Regina University Facilities by submitting a Building Repairs Request.

It is important for residents to be mindful of general health & safety guidelines to prevent unwanted pests in the residence halls. Below are some tips:

- Do not leave food out overnight; keep all food stored in a refrigerator or in pest-proof containers made of plastic, metal, or glass with tight-fitting covers.
- Remove all food or spilled drinks from surfaces with soapy water.
- Take garbage out regularly.
- Remove boxes, cardboard, newspapers, bags, and other unnecessary items that can clutter rooms.

Submit a work request for any concerns so that the issue can be treated in a timely manner.

Housekeeping

Housekeeping is responsible for general cleanliness of common areas of residence halls. Housekeeping clean common area bathrooms in Miley Hall daily and Walgreen Hall twice per week throughout the fall and spring semesters.

Laundry

Students have access to laundry facilities within their residence hall or in a designated adjacent building.

Mail Services

Mail Services is located on the garden level of the McKillop Library. Students receive a notification via email when they have received a package and that it is available for pick up.

POLICIES AND PROCEDURES

ALCOHOL AND OTHER DRUG POLICY

Alcohol and other drug use and guidelines apply to all members of the University community including their visitors and guests. No person under 21 years of age is allowed to drink alcoholic beverages in the State of Rhode Island. The use of illegal drugs by persons of any age is a violation of State law.
No person may purchase, procure, sell, deliver, serve, or give alcoholic or intoxicating beverages to a person under 21 years of age. Behavior from excessive drinking, drugs or other substances that infringes upon the rights of others will not be tolerated. Use, possession, being in the presence of or distribution of illegal drugs or paraphernalia by students, roommates and guests is prohibited both on University property and in off- campus settings.

State Law
Students in violation of Salve Regina University's Student Code of Conduct in regard to alcohol, substances, products and drugs may be referred to the State of Rhode Island for prosecution. The General Laws of Rhode Island and/or The City of Newport Municipal ordinances include penalties (which are subject to change) as follows:
1. A minor possessing an alcoholic beverage faces a fine of up to $1,000 and/or community service and/or suspension of license.
2. Procurement of alcohol for a minor is a misdemeanor/arrestable offense and is punishable with a fine of $500 and/or community service.
3. The use of false identification (misstatement/misrepresentation of age) or of another's driver's license (misuse of license) to obtain alcohol may result in a $1,000 fine
4. Possession of practically any controlled substance may be considered a felony with an accompanying fine of over $1000. The possibility of a one-year jail term and a permanent criminal record also exists.
5. Possession of any controlled substance with intent to sell is an automatic felony and invariably results in a prison term and a fine exceeding $1,000. A lifelong criminal record is assured.
6. Operating a motor vehicle under the influence of drugs or alcohol can lead to suspension of one's driver's license, a fine, and/or jail time.

Cannabis
In accordance with federal law, Salve Regina University will not allow the possession or use of cannabis on campus grounds (including parking lots), within residence halls, in university owned buildings, or at campus sponsored events.

While it is understood that a student may have a state issued medical cannabis card, the university follows federal laws and regulations, and therefore even if a student possesses a medical cannabis card, possession and/or use of cannabis on campus is prohibited.

If a resident student is registered as a medical cannabis user, that student may only possess and use medical cannabis at off campus locations. A resident student may apply to be exempt from the residency requirement or may apply to break their housing contract once they obtain a medical cannabis card. To request exemption from the residency requirement based on the need for medical cannabis, students may contact the Office of Residence Life at residencelife@salve.edu.

Students found in violation of Student Code of Conduct *Offenses involving Drugs, Substances, and/or Products* will be subject to appropriate sanctioning and will not have their medical cannabis or paraphernalia returned, regardless of medical cannabis card ownership.

The Risks
The social costs of drug and alcohol abuse are well known. Injuries, fatalities, violent crimes, arrests, and ruined relationships result from excessive drinking or drug abuse. These factors can have adverse physical and psychological effects. Alcoholism and drug addiction cause irreparable damage to vital organs, including the brain, and may cause severe emotional disorders that can destroy lives and future careers.

Resources
On-campus:
Health Services Office: 401-341-2904 – Lower level of Miley Hall
Counseling Office: 401-341-2919 – Lower level of Miley Hall
Center for Spiritual Life: 401-341-2326 – Mercy Commons
Health and Prevention Education Office: 401-341-7279 – Gerety Hall 310
Off-campus:
Substance Abuse & Mental Health Services (SAMSHA). Call or text 988 or call 1-800-662-HELP (4357).
Alcoholics Anonymous: Providence, 401-438-8860
Child and Family Services: 31 John Clarke Rd, Middletown, 401-849-2300
CODAC Behavioral Health Care: 93 Thames St, Newport, 401-846-4150

AMNESTY POLICY

Salve Regina University considers the safety and personal well-being of the student body a priority. The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Amnesty Policy is designed to enable all students, or their guests, to receive the professional medical treatment they need.

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or other drug use:
1. Will be required to have a follow up meeting with a member of the Office of the Dean of Students or a member of the Residence Life staff.
2. Will be required to complete an alcohol and/or drug educational program.
3. May also be referred to an outside program or counselor for substance abuse evaluation and/or appropriate treatment.

In rare circumstances such as cases where other violations occur, students may be referred for disciplinary adjudication. Examples include, but are not limited to: fights, verbal or physical harassment, disorderly conduct, property damage or vandalism; failure to comply with directives.

If an intoxicated or impaired student is found in need of medical attention by University or Residence Life staff (professional staff or paraprofessional staff), the Amnesty Policy will not apply. Formal disciplinary action will be taken in instances when a student has a subsequent or repeat alcohol or drug related incident requiring medical assessment.

CHALKING POLICY

Chalking is permitted by registered student organizations, University departments and registered students to promote campus events.

- Chalking for any purpose other than announcing campus events is prohibited.
- Chalking messages must be written on horizontal sidewalks and fully exposed to the weather elements.

- Chalking must be written at least 30 feet from the entrance to any campus building.
- Chalking is not permitted on brick paving surfaces, buildings, signs, walls, pillars, posts, benches, planters, doors, windows, handrails, fountains, gates, bridges, trash receptacles, steps and light poles.
- Chalking is allowed for five (5) university business days. Cleanup must be conducted by the responsible party at the conclusion of the 5th business day. If chalking is not totally removed, there will be a charge for clean-up.
- Only water-soluble chalk may be used. Paint (latex or oil-based), spray/adhesive chalks, markers, inks or similar products are not permitted.

CLASS ABSENCES FOR UNIVERSITY-SPONSORED ACTIVITIES

Matriculated students in good academic standing may request permission to participate in University-sponsored activities that require class absence. Students are expected to request an excused class absence from instructors prior to the event. Permission may or may not be granted at the instructor's discretion. Students must complete the work missed during all class absences. Student athletes should consult the Student Athlete Handbook for athletics-related absences.

CLASS CANCELLATIONS

Official notification of university-wide cancellation or delay of classes is made in a number of ways: students, faculty and staff will be notified by broadcast e- mails and Salve-Alert but should also be aware of announcements made on local media outlets and posted on the main web page of the University, www.salve.edu, particularly in the case of inclement weather.

COMPUTER AND NETWORK USE POLICY

In support of the University mission, Salve Regina provides access to information technology resources (including computer networks and computer equipment) to its faculty, students, staff and other members of the University community. The computer and network use policy contains the University's philosophy and requirements governing members of the Salve Regina community in their use of the University's information technology resources.

General Principles

The information technology resources are to be used exclusively to further the mission of the University. All members of the University community have the obligation to use these resources in a manner consistent with this goal.

The University's information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the policy, relevant laws and contractual obligations to other parties.

The use of these resources is a privilege. If a member of the community fails to comply with the policy or relevant laws or contractual obligations, that member's privilege may be revoked.

Members of the University community should seriously bear in mind that their use of the University's resources contributes to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending e-mail) in relation to non-University persons or entities, that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and wellbeing of the University.

Computer Account and Revocation Procedures

All members of the University community are provided with a network username and password upon their enrollment in a course or the start of their employment. Access to the University's network may be revoked temporarily or permanently if one's information technology related behavior or use of one's network account falls within one or more of the following circumstances:

- Behavior that constitutes a violation of a University policy or code, including this policy.
- Use of the Internet or the University's computer network and associated resources for one's own commercial gain, or for commercial purposes not officially sanctioned by the University. Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this policy.
- In relation to protecting students' financial information, it is unlawful to share your user ID on the U.S. Department of Education's National Student Loan Data System (NSLDS). Data maintained in NSLDS is confidential and protected by the Privacy Act of 1974, as amended. Sharing your NSLDS user ID on the U.S. Department of Education's NSLDS System is a serious system security violation. The sharing of NSLDS user IDs and passwords is a violation of the rules of behavior and will result in the individual, and potentially the school and/or servicer, permanently losing access to NSLDS. Only the individual to whom the user ID and password are assigned can use the user ID to access NSLDS online. Each individual is responsible for protecting his or her access and the data in NSLDS. At no time should an individual be asked to provide his or her NSLDS user ID and/or password to anyone. This includes the employee's supervisor or management. Individuals who are asked to provide their NSLDS user ID and/or password to anyone should contact the NSLDS customer service center immediately. System security violations of this type can cause a permanent user revocation on the NSLDS system.
- Involvement in violation of federal or state law or criminal activity.

Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this policy.

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to use of, the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

Privacy

Members of the University community are entitled to privacy in their use of information resources. Protect your username, password, and devices from unauthorized use. Your University account password and access to your account should never be given to anyone. You are responsible for all activities by your username or that originate from your devices. You are not permitted to use someone else's name, University username, or password.

The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system. Further, the University may be subject to subpoena or other lawfully mandated legal process related to unlawful use or other violations which will subject the entire network or individual accounts to outside monitoring.

Avoiding Plagiarism

Plagiarism is presenting other people's ideas, words, or other work as though it is your own without appropriately crediting the source. This definition of plagiarism extends to the use of generative AI tools. Presenting text, images, or other work that has been generated by AI tools as your own work without giving them sufficient credit is not only plagiarism, but also unethical. Plagiarism can also occur due to improper citation practices. Some examples of this type of plagiarism include not putting quotation marks around quoted material, leaving a source off of a works cited or reference page, or paraphrasing a text too closely or without giving proper credit to the source. It's also possible to plagiarize yourself by using prior work without self-citation, or by turning in the same assignment for more than one class without prior permission. Plagiarism is a breach of trust and a violation of Salve's academic integrity policy. Even accidental or unintentional plagiarism can lead to serious academic integrity consequences, including academic dismissal.

You're not alone in learning how to develop the skills you need to complete your work with academic integrity. If you have questions about ethically incorporating other people's ideas into your own, please visit McKillop Library, the ACE Writing Center, or check with your instructor regarding the preferred style of citation and any resources they may have to support you.

Intellectual Property

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

Maintenance Windows

The Office of Information Technology maintains a regularly scheduled system maintenance window from 5-9 p.m. every Friday. All standard system and network maintenance will be scheduled during these hours, with reminder notifications issued to the campus through the portal. When major or emergency system and network upgrades are needed, the campus will receive email notifications with details about expanded maintenance windows.

Source: https://salve.edu/our-mission/campus-offices-and-services/information-technology

COPYRIGHT INFRINGEMENT

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Any copyrighted material must be obtained through legal channels with all necessary permissions and releases.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **https://copyright.gov**

DISCLOSURE OF RECORDS POLICY/DISCIPLINARY CHECKS

At times outside agencies consult with the Office of the Dean of Students or Office of Residence Life (also the Office of Public Safety) in regard to former students and their conduct history. With written consent of the student or at any time when permitted by local, state and federal law, the offices will disclose the student's conduct history (as long as it is still on file – see records retention policy). Disclosure of conduct history/violations will also apply to students in certain majors (e.g., education, administration of justice, nursing, etc.)

DRONE POLICY

All members of the Salve Regina University community, as well as visitors, are prohibited from operating a UAS or drone on the premises of the university. Exceptions may be granted for Faculty, Staff or University Club wishing to operate a UAS or Drone on the premises of the university if they are part of an approved academic or research activity only. Persons subject to this exemption must obtain the explicit advance authorization of the university by making a written request to the Director of DPS or his designee in a timely manner and in advance of the activity.

FIREARMS AND WEAPONS POLICY

Policy Statement

All members of the Salve Regina University community, as well as visitors, are strictly prohibited from possessing firearms, explosives or weapons (hereafter referred to as "weapons") on the premises of the University. Possession, display, transportation, manufacture, use, sale, or distribution of these "weapons" that may endanger the welfare of individuals or the community, on University premises are prohibited other than in strict compliance with the exceptions contained below.

Policy

Salve Regina University is committed to maintaining a safe and secure environment to conduct educational and research activities. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

All faculty, staff, students and visitors to the University are strictly prohibited from possessing firearms, ammunition for any caliber of firearm, explosives or weapons (hereafter referred to as "weapons") on the premises of the University without the explicit advance authorization of the university through the Director of OPS or his designee, regardless of whether a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

EXCEPTIONS

1. Sworn - Federal, State and Local law enforcement officers including retired law enforcement officers under the Law Enforcement Officers Safety Act of 2004 (LEOSA) and 18 USC 926c which allows qualified retired law enforcement officers to carry and possess weapons, to the extent they are legally permitted and qualified, in the jurisdiction in which the University premises are located may do so on the premises of the University in such jurisdiction.

2. Persons authorized by their employer, and duly licensed and legally permitted under the laws of the jurisdiction in which they are located to possess weapons, (such as employees of armored car services that collect or transport cash, checks, valuables, etc.) may do so on the premises of the University in such jurisdiction while performing their duties with respect to the University in an official capacity. Such persons performing these duties will be identified by the University as vendors and a list of those vendors will be provided to the Director of OPS.

3. Persons in the military while in performance of their official duties to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction. Written notification must be made by the individual carrying the firearm to the Director of DPS or his designee in a timely manner.

4. Faculty or staff legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction if they are part of an approved academic or research activity only. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of OPS or his designee in a timely manner and in advance of the activity.

5. University sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, for example, martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of OPS or his designee in a timely manner prior to the event, which authorization may be denied, or approval may be subject to conditions.

Definitions

Firearm: Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, or other projectile, whether loaded or unloaded, including those powered by CO2 or other gases. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons, and plastic firearms made with 3-D printers and copying technology, and any ammunition for any such device.

Weapon: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the University premises is located.

Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition or detonation by fire, friction, concussion, percussion, static, RF (radio frequency) Energy or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, plastic explosive, or any improvised compound with the same properties etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Public Safety Contact Information

SRU Office of Public Safety (OPS)
401-341- 2325

Director, OPS – Matthew Corcelli
401-341-2323
Matthew.Corcelli@salve.edu

FREEDOM OF EXPRESSION POLICY

Salve Regina University is a private, Catholic university founded in the tradition of the Sisters of Mercy. Free inquiry and free expression are essential to its ability to fulfill its mission and objectives, which include welcoming people of all beliefs, fostering a love of learning, educating the whole person, serving the Catholic faith, and advancing harmony, justice, and mercy. As a community, we are dedicated to the idea that a student who attends Salve Regina will be prepared to formulate and defend a point of view in the face of opposition. Students are therefore urged to cultivate the ability of critical analysis and to participate in ongoing civil conversation.

Students will be exposed to a variety of viewpoints as Salve Regina community members, and it is likely that they may come across people who think differently or whose opinions they find incorrect or inappropriate. The academic environment at Salve Regina encourages and embraces critical thinking, robust civic conversation, and the freedom to voice differing opinions. Students are taught to respect other people's opinions, even when they are challenging or unsettling to them. The ideal environment for debate, freedom of expression, and the investigation of opposing viewpoints is a peaceful and respectful community like this University.

The University works to maintain two significant, and occasionally conflicting, rights in a fair and acceptable balance. The first is the freedom to pursue academic and co-curricular goals by all members of the University community without unjustified restriction or interference. The second is the freedom to share alternative, opposing, or unpopular ideas and beliefs as part of intellectual inquiry, debate, and the search for truth and justice by members of the University community. Both sets of rights are upheld by the University, which also holds that each can be fully enjoyed without impairing the other.

The expression of viewpoints and opinions, particularly strongly held ones, frequently invites, or elicits replies from others, including people who hold strongly held opposing viewpoints or opinions. Any demonstration, activity, or protest's organizers should be aware that participants may choose to voice opposing viewpoints and that their right to personal expression must be respected in accordance with this policy. Everyone involved has a duty to ensure that competing viewpoints, especially those that are highly emotional, can be expressed in a safe, courteous, and instructional manner.

The responsibility for informing all participants of the repercussions of not abiding by the University's standards rests with the individuals and recognized student organizations who plan any demonstration, activity, or protest. All students and their visitors are expected to follow the University's policies as well as the Student Code of Conduct. As a result, those who plan these events are liable for both their behavior and that of their participants, and they may face disciplinary action as the primary offender for any violations of University policy committed by their participants.

All forms of speech are considered to be within the purview of freedom of expression, including but not limited to speeches, symposia, debates, information dissemination, posting on social media or signage on campus, participation in events, group formation, and inviting outside speakers to address the campus community. Additionally, it should be acknowledged that the opinions presented are those of the speakers or students and may not necessarily represent those of the university.

The University has a duty to and will uphold a learning environment where everyone is free to participate while safeguarding University and private property and processes from individual or group actions that are destructive or disruptive. Salve Regina University recognizes that individuals, recognized student organizations, and groups have the freedom to examine and discuss issues of interest to them and to express their opinions publicly and privately at the proper time, place, and manner.

Adapted from - 2022-23 LMU Community Standards

FUNDRAISING POLICY

Student fundraising and/or solicitation by students is not permitted on University property without the consent of the Director of Student Engagement. Non-student requests are to be made to the Vice President for Advancement.

HATE CRIMES/BIAS RELATED INCIDENTS POSITION

Through its Mission Statement, Salve Regina University remains committed to maintaining a living and learning environment that is welcoming, harmonious, just and merciful. Anyone found responsible for hate/bias-related incidents will be held accountable through the Student Code of Conduct.

Bias Related Misconduct (or bias incident) is conduct motivated, in whole or in part, by the offender's bias against the actual or perceived: age, ability, color, creed, gender, gender expression, gender identity, national origin, race, religion, sex or sexual orientation of the targeted person or group. Such misconduct can include discrimination as defined in the Salve Regina University Anti-Discrimination Policy as well as the Title IX Sexual and Gender-Based Harassment Policy. Bias Related Misconduct includes Bias-Motivated or Hate-Motivated Misconduct (including harassment), microaggressive behaviors, and Racially Motivated Incidents:

- Bias-Motivated or Hate-Motivated Misconduct—hate-motivated or bias-motivated misconduct that can violate the University's policies may include, as an example, use of written or verbal slurs; derogatory language, derogatory writings or images, symbols, flyers, effigies and/or characterizations intended to demean, embarrass or harm another based on the other's disability, age, ancestry, color, gender, national, origin, race, religion, religious practice, or sexual orientation; or other misconduct that a reasonable person would conclude is designed to denigrate, embarrass another and that is motivated, in whole or in substantial part, because of a belief or perception regarding the disability, age, ancestry, color, gender, national, origin, race, religion, religious practice, or sexual orientation.

- Microaggressive Behaviors- Microaggressive Behaviors are verbal, behavioral and environmental indignities, whether intentional or unintentional that communicate hostile, derogatory, or negative slights and insults to a target person or a group. Microaggressive Behaviors, particularly those which are deemed unintentional in nature, ordinarily will provide opportunity for education and training in tolerance, understanding and mutual respect for the involved parties.

- Racially Motivated Incidents- Racially Motivated Incidents are incidents motivated, in whole or in part, by the offender's bias against the actual or perceived race of the targeted individual or group.

Reporting

Members of the Salve Regina Community are encouraged to report hate/bias-related incidents to the Office of Public Safety 401-341-2325, the Office of the Dean of Students 401-341-2145, or the Office of Residence Life 401-341-2210. Community members may report hate/bias related incidents by contacting one of the following:

Jonathan Cook
Title IX and Anti-Discrimination Coordinator
Gerety 306
(401) 341-2640
Jonathan.Cook@salve.edu

Alternatively, members of the Salve Regina University community may report hate/bias-related misconduct by completing the Bias Incident Report Form online through Campus@Salve (listed under "Services.") Those reporting may submit the form with their contact information or anonymously. Should an individual choose to report anonymously, the University's ability to fully respond may be limited. Reports will be investigated immediately and thoroughly. Depending on the severity of the incident, the campus community will be notified.

Penalties

Rhode Island State law and the University recognize hate crimes as serious offenses. The University views any hate/bias-related incident as unacceptable and will make every effort to eliminate both through educational programming and disciplinary action. A student charged with committing a hate crime or bias- related incident may face disciplinary sanctions from both the Rhode Island legal system and the University, whose sanctions may include suspension or expulsion. Such sanctions may be separate and apart from each other. The University maintains the right to investigate and apply its regulations in off- campus situations that bear on the Salve Regina University community or its members.

Support Services

Persons who experience hate crimes or bias-related incidents may seek support through the Counseling Center 401-341-2919, the Mercy Center 401-341-2326, and the Office of Belonging and Intercultural Development 401-341-3480, or the Office of Public Safety 401-341-2325, or the Dean of Students' Office 401-341-2145.

HAZING POLICY

Hazing is prohibited and defined as any act or situation, whether intentional or unintentional, committed or coerced against an individual for the purpose of initiation into, admission to, affiliation with, or as a condition for continued membership in any group or organization, which inflicts physical, emotional, and/or psychological harm.

The expressed or implied consent of the person subjected to hazing is not a defense. Furthermore, apathy, acquiescence, or passive observation in the presence of hazing are not neutral acts and constitute violations of this policy. Any action or situation that places a student in a position of potential harm in the context of organizational affiliation is considered hazing, regardless of intent.

The University abides by the laws of the State of Rhode Island and the laws of those states under whose jurisdiction it finds itself. Students in violation of the Hazing Policy may be referred to the State of Rhode Island for prosecution. The State Law reads as follows:

§ 11-21-1 Penalty for hazing.

(a) Any organizer of, or participant in, an activity constituting hazing, as defined in subsection (b) of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred dollars ($500), or punished by imprisonment for not less than thirty (30) days nor more than one year, or both.

(b) "Hazing" as used in this chapter, means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

§ 11-21-2 Penalty for school official permitting hazing.

Every person, being a teacher, superintendent, commandant, or other person in charge of any public, private, parochial, or military school, college, or other educational institution, who shall knowingly permit any activity constituting hazing, as defined in § 11-21-1, shall be guilty of a misdemeanor and shall be fined not less than ten dollars ($10.00) nor more than one hundred dollars ($100).

§ 11-21-3. Tattooing or permanent disfigurement.

Every person being a student, or being a person in attendance at any public, private, parochial, or military school, college, or other educational institution, who shall tattoo or knowingly and willfully permanently disfigure the body, limbs, or features of any fellow student or person attending the institution by the use of nitrate of silver or any like substance, or by any other means, shall be held guilty of a crime of the degree of mayhem, and shall, upon conviction, be imprisoned not exceeding ten (10) years nor less than one year.

Reporting Hazing

The University strongly encourages anyone who has witnessed, experienced, or has knowledge of hazing to report it promptly. This includes not only actual incidents but also planned or attempted hazing, especially before it occurs. Early reporting can prevent harm and may even save a life.

How to Report:

In-Person: Individuals may report hazing directly to the Office of the Dean of Students or Office of Public Safety.

Online and Anonymous: An anonymous online reporting form is available at the following link: https://salve-advocate.symplicity.com/collections/students_organizations. This option allows individuals to report concerns without disclosing their identity.

The University is committed to responding to all reports of hazing. Individuals who engage in or attempt hazing conduct but then self-report to the University and/or cooperate fully with investigations related to hazing may be subject to lower disciplinary action. Additionally, in instances where individuals who engaged in hazing then take initiative to notify appropriate authorities in an emergency as a result of hazing (e.g., calling 911 or Public Safety) may also be subject to lower discipline.

Retaliation: Retaliation is a violation of the Student Handbook and will not be tolerated. Students concerned about retaliation for reporting hazing should reach out directly to the Dean of Students.

Investigation Process and Sanctions:

All reports are investigated by the Dean of Students, following the conduct process outlined in the Student Handbook. Salve Regina University students and/or student organizations may be sanctioned. Any disciplinary action outlined in the Code of Student Conduct or other relevant policies may be applied to a student or student organization found in violation of this policy. These actions may include, but are not limited to, a warning, loss of privileges, educational sanctions, fines, suspension, expulsion, or revocation of University recognition.

If a Salve Regina University student or student organization is also found to have violated local, state, or federal laws, the outcome of the University's conduct process will remain in effect regardless of whether related criminal or civil charges were dismissed, reduced, or resolved in the individual's or organization's favor or not.

Prevention and Education:

All incoming Salve students will complete a hazing awareness course via the United Educators platform. This course focuses on helping students both recognize and prevent hazing through:

- Tips to determine if an activity is hazing
- Information on how to find Salve's policies about hazing
- How to respond if you become aware of hazing

Additional education is provided to all athletic team captains and student organization officers each academic year. Student organizations are required to provide hazing and prevention training to their respective members at a general body meeting during the fall semester.

Policy Exceptions:

This policy does not aim to restrict the following types of conduct:

- Activities or behaviors that clearly support the objectives of an approved educational curriculum, athletic program, co-curricular initiative, or military training program recognized by Salve Regina University.
- Research involving human subjects that has received approval from the Institutional Review Board, provided that participants have given their voluntary and informed consent.
- Public athletic events, competitions, or contests officially sponsored by Salve Regina University, as well as the organized and supervised practices related to those events.

HEALTH AND WELLNESS POLICY

The University reserves the right to require an assessment by a licensed health professional whose expertise is relevant to the student's problem, any time it is deemed by the University to be reasonably appropriate in order to protect the student, other students, members of the University community, or the interests of the University itself.

WELLNESS CHECKS

Occasionally a parent, friend, colleague, or instructor who is concerned about a student's well-being asks University staff (i.e., Dean of Students' Office, Residence Life and or OPS, etc.) to look into the welfare of a student. University staff may initiate a wellness check to assess a student's wellbeing. At the discretion of the Dean of Students' Office staff or designee, a wellness check will be conducted for serious concerns about a student's wellbeing. A wellness check may include, but is not limited to, in-person contact with the student at their place of residence. Depending on the student and individual situation, failure to respond can be considered an emergency and family may be contacted. Staff members handle these requests for wellness checks in a manner that protects the privacy of the student. The goal of any wellness check is to build safe communities and to assess the safety and wellbeing of all campus community members.

LEAVE OF ABSENCE - UNDERGRADUATE

PERSONAL

Students who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Office of the Dean of Students. This leave is personal in nature and may be related to family, finance, health, work, or other circumstances interrupting your ability to proceed with academics.

To apply, the student must complete and submit the University Leave of Absence form to the dean of students for consideration. The dean of students may consult with other colleagues in order to determine if a leave of absence is to be granted. Before a leave of absence is granted the student will be required to obtain all required signatures from the university offices named on the form and return the form to the dean of students who will then inform the Office of the Registrar. Students are encouraged to request a leave of absence before the start of the semester in which the leave will be taken. When circumstances arise after a semester has begun, a student may request a leave of absence for the current semester. The request must be submitted no later than the last day of classes

for that semester. Leaves of absence are not granted retroactively. A student on leave is considered withdrawn from the University and must have permission from the dean of undergraduate studies to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis for up to two (2) semesters.

When a student is ready to return from a personal leave of absence, the student must contact the Office of the Dean of Students by **August 15 for the fall semester and by January 5 for the spring semester** with their intention to return.

Once approved to return from a personal leave of absence, a notice will be sent to a variety of offices in order to re-activate the student; however, the student should also connect as needed, including, but not limited to the offices below:

Business Office
Registrar's Office
Office of Financial Aid
Health Services
Disability Services
Academic Advising
Student Accessibility Services
Academic Center for Excellence
Counseling Services
Office of Residence Life
Information Technology
Graduate Studies

MEDICAL

In accordance with the University's Mission, faculty and staff strive to maximize our students' potential to learn and grow. To that end, procedures are in place to ensure that students are offered every opportunity to achieve both in and out of the classroom. Consequently, those students who feel that physical or mental health issues are interfering with their academic success may request a meeting with the Dean of Students or designee to discuss a Medical Leave of Absence (Voluntary). In some cases, the University may require a student to take a Medical Leave of Absence (Involuntary). All information related to a Medical Leave of Absence as well as reports received shall remain confidential as required by law.

Requests to return from a Medical Leave of Absence must be made to the Office of the Dean of Students as well. In both cases, consultation may take place with medical providers and University Health or Counseling Services before a determination is made regarding the student's status. **For spring semester returns, students should submit their requests by January 5; for fall semester returns, students should submit requests by August 10.**

A student can take a medical leave of absence up to two (2) consecutive semesters.

During any Medical Leave of Absence, the same academic policies outlined in the Academic Catalog's Leave of Absence Policy remain in effect.

VOLUNTARY MEDICAL

The University understands that students may encounter times when physical or mental health conditions significantly interfere with their ability to function safely and successfully as a student. A Voluntary Medical Leave of Absence is intended to provide students with time for treatment and recovery.

Students on a voluntary medical leave of absence will receive a "W" on their transcript for any courses that they are taking at the time of their leave. Students may also receive tuition reimbursement for a portion of their costs, including loans, if applicable.

To request a Voluntary Medical Leave of Absence, the student must contact the Associate Dean of Students or designee. To apply, the student must complete and submit the University Leave of Absence form to the Dean of Students for consideration. Before a leave of absence is granted, the student will be required to obtain all required signatures from the university offices named on the form and return the form to the Dean of Students who will then inform the Office of the Registrar. Leaves of absence are not granted retroactively. The Associate Dean of Students or designee will review the request and may seek supporting documentation of the medical condition(s) from the student's treating physician and/or other healthcare providers. Prior to approval of the Voluntary Medical Leave of Absence, the Associate Dean of Students or designee will consult with the student, as well as with University staff members, including University Health and/or Counseling Services, as necessary, to assess and determine the student's eligibility for a voluntary medical leave of absence.

Students requesting a Voluntary Medical Leave of Absence may be required to provide medical releases for access to their medical and mental health records as reasonably necessary to approve the request.

If the student's request for a Voluntary Medical Leave of Absence is approved, the student will be provided with a letter outlining the terms of the voluntary medical leave of absence, and any conditions or requirements that must be satisfied before the student will be approved to return to the University. The conditions or requirements will be determined on an individualized basis. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully, with or without reasonable accommodations, before the student will be approved to return to the University.

When the student believes that the stated conditions and requirements for return have been satisfied, and that the student can provide evidence of ability to return safely and successfully, the student should contact the Associate Dean of Students or designee to request to return. The student must make the request to return **the week of August 10 for fall semester returns and the week of January 5 for spring semester returns.** The Associate Dean of Students or designee will consult with University staff, including University Health and/or Counseling Services, as well as the student's treating physician or other healthcare providers, as necessary, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

To ensure that the student's satisfactory academic progress is not impacted, the student should consult with the Office of Financial Aid prior to requesting a voluntary medical leave of absence. Students receiving Title IV federal aid will be considered withdrawn from the University while on a leave of absence.

INVOLUNTARY MEDICAL

To ensure the safe operation of the University's services, programs and activities, the University may determine that it is necessary to place a student on an Involuntary Medical Leave of Absence.

Absent exigent circumstances concerning a potential safety threat or emergency, the University will conduct an individualized assessment of the student prior to placing the student on an Involuntary Medical Leave of Absence, giving careful consideration to the opinions and recommendations of the student's treating physician or mental health professional, if available, along with any opinions and recommendations of healthcare professionals consulted by the University. The University will also consider reports and/or information from the University's CARE Team and will encourage the student to provide any other additional information that the student believes is relevant to the determination.

The University will explain its assessment process and appeal rights to the student in detail before obtaining any information from the student's healthcare provider and/or before making any referrals or recommendations concerning the student.

The University may impose interim measures while completing the assessment. Such measures include actions to protect the health and safety of the student and community while the University completes the individualized assessment. Interim measures are not disciplinary, punitive, or permanent.

After gathering and reviewing all relevant information, the Dean of Students or designee will complete the individualized assessment. Based on the results of the individualized assessment, the University will determine whether there are reasonable modifications that can be made to University polices, practices or procedures, that would be effective to allow the student to continue to attend classes and otherwise participate in the University's educational programs safely and successfully while seeking treatment for, or recovering from, any related medical or mental health conditions.

The student will only be placed on an Involuntary Medical Leave of Absence if, after the individualized assessment, and careful review and consideration, the University concludes that:
(1) the student's continued participation in its educational programs would require modifications that would be unreasonable or would fundamentally alter the nature of those programs;
(2) the student rejects all reasonable modifications offered by the University and the student cannot meet the University's essential eligibility requirements to continue to participate in its educational programs; or
(3) even with the provision of all of the reasonable modifications offered by the University, the student cannot meet the University's essential eligibility requirements.
If the student requests specific accommodations or modifications, the process used to evaluate the request will be conducted independently from other campus processes and the student will be notified of the outcome and any appeal rights prior to placing the student on an involuntary medical leave of absence.

The University may require the student to provide medical releases for access to the student's medical and mental health records as reasonably necessary to complete the individualized assessment. Unless otherwise authorized by law, the University will explain its assessment process and appeal rights to the student in detail before obtaining any information from the student's healthcare provider and/or before making any referrals or recommendations concerning the student. The University will ensure that any assessment, discipline or other actions taken by the University are based on legitimate safety concerns and appropriate factual records and not on speculation, stereotypes, or generalizations about persons with disabilities.

If a student is placed on an Involuntary Medical Leave of Absence, the student will be advised of the appeal procedures available to challenge the University's decision.

In cases where there is concern that a student poses a threat to the health or safety of others, the individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. The Dean of Students or designee will provide the student written notification of the outcome of the individual assessment, any modifications or accommodations related to the student, and steps to take before, during, and after any imposed condition or requirement.

If the student is placed on an Involuntary Medical Leave of Absence, the Dean of Students or their designee will meet with the student and provide a letter outlining the terms and conditions of the Involuntary Medical Leave of Absence, as well as any conditions or requirements that must be satisfied before the student will be approved to return to the University. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully, with or without reasonable accommodations, before the student will be approved to return.

When the student believes that the stated conditions and requirements for return have been satisfied and can provide evidence of ability to return safely and successfully, the student should contact the Associate Dean of Students or designee to request to return. **The student must make the request to return the week of August 10 for fall semester returns and the week of January 5 for spring semester returns.** When making the request to return, the student must provide the Associate Dean of Students or designee with proof that the student is able to function safely and successfully as a student and has satisfied all conditions and requirements necessary for return. The Associate Dean of Students will consult with University staff, including University Health and/or Counseling Services, as well as the student's treating physician or other healthcare providers, as necessary, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

Appeals

If a student wishes to appeal a decision regarding voluntary or involuntary medical leaves of absence, the student may do so by submitting an appeal in writing to Dr. Letizia Gambrell-Boone, Letizia.gboone@salve.edu, 401-341-2180 (the "appeal officer"). The appeal must be submitted within 5 business days of the decision and must clearly states the basis for the appeal. The appeal will be reviewed in a timely manner, and the decision of the appeal officer will be final.

Psychological Crisis Intervention

When a student in crisis is identified by a parent/guardian, roommate/friend, faculty/staff, Residence Life staff, a dean, OPS staff, or Health Services staff, that student will be referred to Counseling and/or Newport Hospital Emergency Room.

Transportation to Newport Hospital ER will be provided by the Salve Regina University Office of Public Safety, the Newport Police, or the Newport Fire Department Rescue Squad. Parental/guardian notification about the student in crisis will be made by a University staff member. Confidentiality will be maintained by the Counseling and Health Services staff in keeping with the Confidentiality Regulations of the R.I. Statutes. If the student in crisis exhibits threatening behavior and is uncooperative about pursuing appropriate help, or if they are endangering self or others, the Newport Police may be called to intervene. Once discharged from the hospital, the student is required to set up a meeting with the Dean of Students' Office to discuss return to campus. The

student may be asked to provide discharge paperwork to be utilized in the discussion around successful return to campus.

LEAVE OF ABSENCE – GRADUATE

Graduate students who know they will be unable to take courses for a fall or spring semester for either medical or non-medical reasons should request a leave of absence. Students must submit a request for a leave of absence in writing using the Graduate and Professional Studies Leave of Absence form. Leaves of absence are granted on a semester-by-semester basis for up to two (2) semesters. Students requesting a leave of absence must complete and send the form to the Graduate Academic Progress Specialist at gradoffice@salve.edu for review and approval, prior to submitting their form to the Office of the Registrar at sruregistrar@salve.edu.

If approved, the time of the leave does not count against the total time allowed for the degree. Please refer to the Time Limitations policy in the *Graduate and Professional Studies Catalog*. Students will be considered withdrawn from the University while on leave of absence. Access to select university resources may be limited when a student is on a Leave of Absence.

Leaves of absence are not granted retroactively and should be requested prior to the start of classes in the semester in which the leave will be taken. A student on leave is considered withdrawn from the University.

MISSING STUDENT PROTOCOLS

The 2008 amendments to the Campus Security Act required that all institutions of higher education have missing student procedures along with the ability for these students to list a 'confidential person' to be contacted in the event they are missing for more than twenty-four hours.

"If a member of the Salve Regina University Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts will be made to locate the student to determine his or her state of health and well-being. If the student is an on-campus resident, OPS and/or Residence Life will enter the student's room. If it is an off-campus student, the Dean of Students or designee will be informed. That office will attempt to locate the student and may enlist the aid of the Newport Police Department. Salve Regina will try to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. We will also try to determine whether the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings. If located, verification of the student's state of health and intention of returning to the campus is made. When appropriate, a referral will be made to the Office of Counseling and/or Health Services. If not located, notification to either the confidential person given/listed, or the emergency contact is made within 24 hours of receiving the initial report to determine if they know of the whereabouts of the student. If the student is an off- campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Salve Regina University will cooperate with and assist the primary investigative agency."

Students should contact OPS to alert the University that a student may be missing. The Missing Person Form authorizes campus officials and law enforcement officers in furtherance of a missing person investigation to have access to this information. The parents or legal guardian of a student less than eighteen years of age (and not emancipated) will be notified.

Contact for Missing Person Form

"All students have the right, based on the 2008 amendments to the Campus Security Act, to list a 'confidential person' to be contacted in the event they are missing for no more than twenty-four hours. In instances where an official report by OPS, Residence Life and/or the Dean of Students, determines that a student is missing for 24 hours or more, a person identified by the student must be contacted. If the missing resident student is under 18 years of age (and not emancipated), the University will immediately contact the custodial parent or legal guardian of the student. Consequently, each student should identify an individual that the University can contact. The Missing Person Form in the MySalve portal under User Options/Emergency Information is located within the Emergency & Missing Person Contact Form. This form can be updated at any time throughout a student's time here at Salve.

OFF CAMPUS STUDENTS AND GOOD NEIGHBOR POLICY

As a Salve Regina student, living off campus does not circumvent one's obligation to abide by the Student Code of Conduct. Students are always expected to represent the University in a positive manner.

Newport, Middletown, and Portsmouth are not "college towns"- they are towns in which college students live. Students living off campus are residents of these communities and are bound by local ordinances and state law. Students are expected to use good judgement and be respectful of their neighbors. In keeping with its mission and sense of civic responsibility, the University will respond promptly to complaints from neighbors, law enforcement, and community members, and if necessary, follow up with appropriate disciplinary action.

Off campus behavior that may be addressed includes, but is not limited to:

- Loud/disruptive parties and/or gatherings
- Neighbor complaints
- Public drunkenness
- Disorderly conduct/fighting/public urination
- Loud/disruptive music and/or other noise
- Excessive or inappropriate disposal of trash
- Illegal parking of cars, motorcycles, scooters, mopeds, etc.
- Vandalism

A legal citation or arrest is not necessary for the University to address behavior off campus. Violations of the good neighbor policy may result in disciplinary sanctions. Outcomes of student conduct proceedings regarding violations of state, federal, or local law, including disciplinary sanctions, will not change because criminal/civil charges were dismissed, reduced, or resolved.

Visit https://salve.edu/residence-life/off-campus-living for information on off campus living and tips on how to be a good neighbor.

Responsibility and the Social Host

Living off campus does not exempt students from their responsibilities as members of the Salve Regina University community. As a social host, one assumes all the risks and liabilities associated with state and local laws regarding drinking, age, noise, and public safety when guests are hosted in one's home. Court decisions may hold a host liable for personal injury or property damage caused to a third party as the result of irresponsible service of alcoholic beverages to guests, and that liability is compounded when minors are involved. The

University expects its students to take the responsibilities of off-campus living seriously as part of their educational experience.

OUTSTANDING FINANCIAL OBLIGATIONS

Before completion of registration at Salve Regina University, you must read and accept the fiscal agreement acknowledging that you understand and agree to the University's Terms and Conditions of Financial Responsibility.

1. I am contractually obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with my specific courses or course of study. I understand administrative, clerical, or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration at Salve Regina University.

2. All payments are due by the published due dates for the registered semester. All unpaid balances may be assessed a late fee of $400, be reviewed for administrative withdrawal, refused registration for future semesters, denied access to residence halls and meal plans, refused grades, transcripts and/or diploma, and disallowed participation in commencement ceremonies. A $25 fee will be assigned for returned payments.

3. I am contractually responsible for collecting and submitting all third-party payments in a timely manner, including, but not limited to, military, scholarships and employee benefits to be credited to their account.

4. I am contractually responsible for completing all Financial Aid paperwork by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust financial aid for which it is responsible.

5. I understand that charges greater than six months delinquent will be placed with a third-party collection agency and will be liable for all additional fees and costs associated with the collection of the unpaid balance, including, but not limited to, collection agency fees, court costs and attorney fees. I authorize Salve Regina University and its agents and contractors to contact me at my current and any future cellphone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s), loan(s), or any other debt. Collection costs will significantly increase the student's financial obligation.

6. My failure to attend classes does not constitute an official drop or withdrawal. Official paperwork must be completed and submitted to the appropriate office. Pro-rations will be subject to the University's current published refund schedule. The date used to determine the refund, if applicable, is the date completed paperwork is received at the University.

7. I am contractually responsible for maintaining all contact information, including, but not limited to, billing information. If I have not received a statement by July 5 for fall and mid-December for spring, I am responsible for accessing the statement through the online student portal or obtaining a statement from the Bursar Office. I further understand failure to review my E-Bill does not constitute a valid reason for paying the bill after the due date.

8. Full-time tuition allows students to register for 12 - 17 credits per semester. Please be aware that participation in additional programs (such as second majors, minors, or other programs) may incur additional tuition charges. All other students will be charged on a per credit basis in accordance with their course of study.

9. I am obligated to read and understand the policies and procedures set out in the Graduate or Undergraduate Catalog and agree to abide by the same.

10. I understand that these policies apply to the initial registration and all subsequent changes in registration throughout the semester.

11.I agree to the refund schedule below:

Please note: Some graduate programs have differing refund schedules, which are detailed after the traditional 15- and 7-week schedules.

15-week courses (undergraduate and graduate)

. 100% before classes begin.

. 80% before the second week of the semester.

. 80% before the third week of the semester.

. 60% before the fourth week of the semester.

. 40% before the fifth week of the semester.

. 20% before the sixth week of the semester.

. Nothing after the sixth week of the semester.

Seven-week online courses (undergraduate and graduate)

. 100% before classes begin

. 80% before the 10th calendar day from start of course

. 60% before the 16th calendar day from start of course

. Nothing after the 15th calendar day from start of course

Creative Writing (MFA) and international relations (Ph.D.) intersessions

No refund for the one-week residence course after the start date

Semester courses:

0-30 days - 50 percent refund

30-60 days - 25 percent refund

No refund after day 60

Healthcare administration (M.S.), Nursing (RN-BSN, MSN and DNP) and Special Education (M. Ed.) courses

100% tuition refund through week 1.

No refund from week 2 onward

Graduate students in the five-year pathway

No refund after the 1st day of classes. Students may change their program path at the completion of the semester.

I agree to the Federal Financial Aid refund policy below:

If you received Title IV federal financial aid such as Stafford loans, PLUS loans, Perkins loans, nursing student loans, SEOG grants or Pell grants, you are subject to repayment as mandated by the federal government. Up until the 60 percent completion of the semester, all Title IV funds are repaid based on a strict, prorated percentage of time completed over the entire semester. After the 60 percent completion date of the semester, all Title IV funds are considered earned and are retained by you.

POSTING POLICY

Recognized Clubs and Organizations are allowed to post information on campus for university related events only. All posters and fliers must be approved and stamped by the Office of Student Engagement before they are copied and posted. Materials that do not bear a stamp mark may be removed and discarded. Each university department, office and/or building may have its own posting policy. It is the responsibility of the person posting information to know and abide by the regulations that pertain to that office or building. In order to comply with Rhode Island state fire code, printed materials such as posters and fliers must be posted on approved bulletin boards. Once approved for posting, materials may not be posted on any of the following: walls, ceilings, counter tops, exit or fire doors, windows, tables, chairs, trash receptacles, light poles and signposts, or natural vegetation. No more than one poster or flier per event should be posted on a single bulletin board. Also prohibited is any posted material in common areas of residence halls that are not approved by the Office of Residence Life, including, but not limited to: taping flyers/handbills to hallway walls, placing them under doors and/or taping flyers/handbills to doors. For more specific posting guidelines see the Office of Student Engagement, Gerety Hall.

PROTEST & DEMONSTRATION REGISTRATION POLICY

As a Catholic and Mercy institution that promotes universal justice, Salve Regina University encourages its students to be alert to injustice—both locally and globally—and to take effective action whenever it is possible to do so. An important part of changing an unjust situation is to call attention to its existence, and protest is a proven strategy for raising awareness and voicing uncomfortable truths to those in positions of power. Therefore, Salve Regina supports and commends students who take up the laudable tradition of speaking out against injustice through responsible protests. The university's desire to foster active and responsible citizenship further impels it to encourage students to be aware of what is happening in the world and not to sit idly by when individuals and groups are denied what is due them in justice.

The history and tradition of the United States also honors and protects every individual's right to free expression and peaceable assembly as outlined in the Bill of Rights and encoded as the First

Amendment to the U.S. Constitution. To assist students in maximizing the effectiveness of their protests, the university has established guidelines, which will offer guidance, particularly with regard to time, place and manner of protest or demonstration.

1. Prior Approval
   In a spirit of tolerance and in appreciation of diverse voices, the aim is to empower students, not censor them, so that their protests will achieve their intended aim without unduly disrupting the work of the university. To that end, it is requested that sponsors of demonstrations and protests submit a protest and demonstration registration form to the Office of the Dean of Students at least 7 days prior to the scheduled event. The form is available in the Office of the Dean of Students or online on the Dean of Students' webpage.

   Demonstrations and protests may be organized and led only by members of the Salve Regina University community. An individual (student, faculty or staff member) must be designated as the Organizer/liaison for the protest or demonstration.

   The Organizer must meet with the Office of the Dean of Students to coordinate the planning of the event. This meeting will be to review the details of the proposed event including proposed time, place, manner, and planned size of the event.

   If the Organizer is planning the event on behalf of a recognized student organization, the advisor to the organization is strongly encouraged to attend this meeting as well. Student organization should reference student organization policies before planning your event. Organizers should plan accordingly and submit the protest and demonstration registration form as early as possible before the anticipated deadline.
   Individual students, not affiliated with a recognized student organization, may plan demonstrations on campus. These students must adhere to all of the university policies to plan, promote and execute the event.

   Reservation of campus space for any protest and demonstration will be contingent upon availability. Space cannot be reserved without approval.

   All advertising (e.g. posters, etc.) must be approved.

2. Ensuring Safety and Security
   All students who are members of the university community have the right to peaceful demonstration (including, but not limited to rallies, demonstrations, protests, parades, and processions) on campus. However, disruptive demonstration that unreasonably interferes with the rights or safety of others are strictly prohibited.

   When demonstrations are scheduled on campus, Organizers should expect university personnel to be present for all or part of the event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted.

   Organizers should schedule a meeting with the Office of Public Safety to discuss safety expectations and logistics.

3. Guidelines
    a. No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.

    b. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the fire department. Clear and unimpeded passageways must be maintained at all times.
    c. The Student Code of Conduct and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. Accordingly, expression that is indecent, grossly obscene or grossly offensive is inconsistent with accepted norms of conduct at the university and will not be tolerated.

    d. Organizers are expected to communicate the guidelines that have been set for the event by the Office of the Dean of Students and the Office of Public Safety to all participants, organization members, and guests prior to the event. The responsibility of maintaining peace and order rests at all times with the individual(s) or student organization(s) who organized the event. Guests are expected to follow the Student Code of Conduct. Individual(s) or student organization(s) who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violation of university policy incurred by their guests.

    e. At the conclusion of any protest or demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to a University administrator immediately. Property damage related to the protest or demonstration may result in the assessment of fees to the organization or individuals involved.

The Office of the Dean of Students/Student Engagement will serve as a conduit for campus wide communication regarding event. The Office of Public Safety, Strategic Communications, Student Engagement and other offices or departments may be notified of any proposed activity.

For more information or questions, please contact the Office of the Dean of Students or the Office of Student Engagement.

See page ??for Office of the Dean of Students – Records Maintenance policy

SALVE REGINA UNIVERSITY TITLE IX SEXUAL AND GENDER BASED HARASSMENT POLICY & GRIEVANCE PROCEDURES

(SEE APPENDIX F)

SMOKING POLICY

Smoking (including the use of e-cigarettes, vaporizers, etc.) is not permitted at any time in any University building and is prohibited within 50 feet of any University building without exception.

THREATS OF VIOLENCE

Careful analysis of recent violent episodes in American high schools clearly shows that violence-prone individuals often give clear advance notice of their intentions. ANY threat of violence toward an individual or group should be reported at once to the DPS at 401-341-2325 or dial 911.

UNIVERSITY EDUCATIONAL AND TRAINING PROGRAMS

The University recognizes the importance of providing education and training on the subject of sexual violence and sexual misconduct, dating violence, stalking, and domestic violence. These issues are addressed through the First-Year Transitions course, Residence Hall programming, and a variety of other programs. Residence Life staff and DPS staff are specifically trained to respond to these situations. In-service training is available for staff and faculty.

USE OF UNIVERSITY NAME/LOGO/SYMBOL/MASCOT

Use of the University name, logo, symbol, or mascot by any person or group for any purpose must be approved by the president of the University.

OFFICE OF PUBLIC SAFETY (OPS)

Office of Public Safety

Tobin Hall

X-5500 (campus telephone - routine)

X-5555 (campus telephone - emergency) (401)341-2325(cell phone)

The OPS strives to preserve the safety, security and well-being of the University community through 24/7 coverage. Staff are trained in first aid, AED, CPR, and MOAB. Staff work to prevent crime, provide high-visibility security patrols, and respond quickly and effectively to University needs. Crimes involving violence, major property loss, or felony charges are reported immediately to the appropriate outside agency.

The OPS maintains strong working relationships with other University offices as well as with local police and fire departments. Through training materials and presentations, the OPS emphasized the importance of education as the key element in crime prevention. The OPS strives to increase awareness of campus safety and encourages all to report suspicious activity on campus.

Identification Cards

It is a student's responsibility to obtain and keep in their possession a valid University photo ID card. In order to obtain an ID card, students must register for courses for the semester during which the card is valid and must satisfy all financial obligations to the University. ID cards are issued at the beginning of each semester to all new students through the University One Card Office and are kept until graduation or departure from the University. OPS Officers and other authorized University personnel may request identification on campus and students must be able to produce this card at all times. Cards are required to access residence halls, the McKillop Library, Miley Cafeteria for meals, and for other specific functions.

Lost or stolen cards should be reported immediately to the Office of Public Safety. A $35.00 replacement charge will be imposed. Students are subject to disciplinary action for the possession, manufacture, distribution, or use, for any purpose whatsoever, of any false personal identification document, including driver's licenses, regardless of whether there have been attempts to utilize it.

Lost and Found

Found articles should be submitted to the OPS. Claims for lost articles should also be made there. Unclaimed items are discarded after a reasonable time.

Medical Procedure (Emergency and Non-Emergency)

• In a non-emergency situation where students, staff or faculty require medical assistance, the individual is advised to go to University Health Services, which are open Monday through Friday, 9:00 a.m. to 5:00 p.m.
• In a non-emergency situation when University Health Services is not open, and students, faculty or staff need medical assistance, the OPS may be contacted from a campus phone at X-5500 or by cell phone at (401) 341-2325 so that transportation to and from the hospital may be arranged.
• All emergencies should be reported to the OPS using the emergency telephone extension X-5555 (campus telephone) or (401) 341-2325 (cell phone). The OPS, which has direct telephone lines to the local police and fire departments, has the responsibility for requesting off- campus assistance (when appropriate), notifying on-campus officers for assistance, and contacting other appropriate campus officials. If you do telephone 9-911 (campus telephone) or 911 (cell phone), be sure to provide your

specific building/room location. After calling 9-911 or 911, telephone OPS at the number listed above.
• A student is required to comply fully when a University staff member requests that the student obtain emergency medical treatment and/or transportation.

Cliff Walk

For the safety of all, the Cliff Walk is closed after sundown and is regularly patrolled by the Newport Police Department. Please note that due to structural damage to a section of the Cliff Walk, detours will be in place between Narragansett Avenue and Webster Street for the foreseeable future.

R.I.P.T.A. TROLLEY SERVICE

The R.I.P.T.A. Service provides free transportation for students with a valid Salve ID.

The Yellow Line (#67) Trolley runs through campus daily from the hours of 8:00 a.m. to 8:00 p.m. Monday through Saturday, and 10:00 a.m. to 8:00 p.m. on Sundays. The Trolleys travel both directions approximately every twenty (20) minutes.

Students can catch the Trolley at designated Bus stops throughout the campus. Transportation is both on-campus (Ruggles Avenue, Ochre Point Avenue and Narragansett Avenue) and off-campus traveling along Bellevue Avenue to Touro Street to Washington Square and, finally, the Gateway Center. Students can make a connection at the Gateway Center for trolleys to the Middletown Shopping Centers. Salve students with valid IDs may also use any state-wide R.I.P.T.A. Service (i.e., Providence, Kingston). Trolley and Bus schedules can be obtained at the Office of Public Safety, Residence Life, Miley Hall, Gerety Hall, and O'Hare. Students are encouraged to use this convenient method of transportation.

Security Camera System

The closed-circuit television (CCTV) cameras installed on campus are not monitored at all times.

Salve Shuttle Service

Salve Regina University provides regularly scheduled shuttle service to and from designated bus stops around campus throughout the academic year. The University shuttle also provides transportation off campus to four Newport locations at certain scheduled days and times. The shuttle operates seven days a week from 7pm to 12:00 am Sun-Wed and 7pm to 1:00am Thurs.-Sat. Shuttle stops are conveniently located on campus public streets near our residence halls, academic buildings and other university facilities. Student IDs are required to board all buses and a maximum of two guests per student are allowed. Each guest must be accompanied by a Salve Regina student at any given time.

For their safety, Salve Regina University asks that students follow these guidelines when riding buses:

- Stand away from curb as buses approach.
- Don't walk or run into the street when buses are in traffic.
- Treat drivers with courtesy and respect.
- No open food or drink containers.
- Before departing the bus, students should check their seat for all personal items.

Locations of shuttle stops and the ability to track the shuttles are possible through the University "PassioGo" feature. This mobile application is available to all students and University personnel free of charge and features predictive arrival times for each shuttle stop location.

Vandalism to University Grounds

Students who operate motor vehicles in unauthorized driving areas, i.e., lawns, pedestrian areas, etc. will be assessed an automatic fine of $250 in addition to the costs for repairing damage caused to the University property. Violators may also face further restrictions regarding their permission to operate a vehicle on campus.

PARKING REGULATIONS

INTRODUCTION

The University seeks a balance between the need for parking and the maintenance of the open space. We strive for a balance that will lend itself to a pedestrian campus and meet all of the community's needs. This policy seeks to help the University achieve this end.

Parking and operating a motor vehicle on the campus of Salve Regina University is a privilege, not a right and constitutes acceptance by the individual of the responsibility to assure that his or her vehicle is neither parked or operated in violation of any University regulation or motor vehicle and traffic regulations of the City of Newport and the State of Rhode Island.

The University assumes no responsibility for the loss or theft of, damage to, or property missing from vehicles parked or operated on the Salve Regina University campus.

All faculty, staff, students, and visitors operating or parking a vehicle on campus are responsible for familiarizing themselves with and understanding these regulations and to have their vehicle registered with the OPS.

Freshman resident students are not permitted to have vehicles, motor scooters or other motor driven cycles with the exception of "Electric motorized bicycles" that may be propelled by human power or electric motor power, or by both, on campus or within the city of Newport during the entire academic year (September- May). Violating this policy will result in ticketing and towing. A freshman vehicle violation is $250 for each violation. The privilege of having a vehicle on campus during their sophomore year may be revoked, and students may be referred to the Office of the Dean of Students for student conduct review should the intent of this policy be violated by a freshman resident student.

Transfer students must complete two semesters post high school at any institute of higher education before a vehicle is authorized. It is never based on the number of college credits a student has when entering the University.

Freshman Resident Violations:

- 1st Violation $250.00 fine and loss of sophomore privilege for 60 days.
- 2nd Violation $250.00 fine, tow, and loss of sophomore privilege for first semester.
- 3 or more violations $250.00 fine, tow, loss of privilege for entire sophomore year and referral to the Office of the Dean of Students for student conduct review.

Freshman resident students who have not received a Salve Regina parking ticket but have been identified by other means as having a motor vehicle on campus or within the City of Newport will also be held responsible for violating this policy.

Violation of Resident Parking Lot Policy (Resident Policy One Car/One Spot)

Upper-class resident students are each assigned parking in an authorized parking area on campus. Resident student vehicles may not be used for any reason for on-campus transportation Monday – Friday 7:00 a.m. to 5:00 p.m. This includes all campus parking lots (other than the one your vehicle is assigned) and Newport city streets adjacent to the University (see below for additional information).

Only the OPS may authorize an exception to this policy. If an exception is granted, the student is responsible to get the name and badge number of the officer granting permission.

Resident and Commuter Students:

The City of Newport restricts parking on the following streets between the hours of midnight and 6:00 a.m.

Ward Avenue
Lawrence Avenue (between Webster and Leroy)
Narragansett Avenue
Shepard Avenue
Webster Street
Victoria Avenue
Wetmore Avenue

Students parked at these locations are subject to policy violations issued by Salve Regina OPS in addition to parking tickets by the Newport Police.

Registration of Motor Vehicles

All resident students must register their vehicles. All applicants for a campus vehicle permit must present a valid University I.D. Card, driver's license, state registration certificate, and proof of insurance.
A fee of two hundred dollars ($200.00) per school year will be assessed for undergraduate parking permits and a fee of two hundred dollars ($200.00) per school year for graduate students. For the loss of any parking permits there will be an additional charge of two hundred dollars ($200.00).

Issuance of a vehicle permit does not guarantee a parking space on campus; it is a privilege to operate or park a vehicle on University property. Parking in all lots requires a valid parking permit. Permits for students, faculty, and staff expire as stated on the decal.

A fee of twenty-five dollars ($25.00) will be assessed for the reissuance of any vehicle parking permit. Issued permits must be affixed on the outside of the rear windshield, lower left-hand corner, on the driver's side. **Permits are not transferable.** The OPS must be notified immediately of any change of vehicle, state registration plate or other information pertinent to motor vehicle registration. Improper use or display of a permit will be treated as a violation and subject to suspension of vehicle privileges. Any alteration to permit, including lamination, is against regulations and will be treated as a violation. Fraudulent presentation of documentation to obtain a parking permit will result in suspension of privileges for all parties involved.

Scooters and Motor Driven Cycles

All owners/operators of motorcycles, motor scooters and motor driven cycles will be subject to the same parking and traffic regulations as other motor vehicles.

All motorcycles, motor scooters and motor driven cycles must be registered with the OPS via the on-line registration system. Registration decals shall be affixed to the vehicle's rear bumper or fender. Every motorcycle, motor scooter and motor driven cycle, shall obtain a parking decal from the OPS. A fee of $200.00 per school year will be assessed for motorcycles and $125.00 per school year will be assessed for motor scooters and motor driven cycle decals. An additional fee will be assessed for lost or stolen decals.
Freshman residents are not permitted to possess, register or operate motorcycles, motor scooters and motor driven cycles on campus.

All motorcycles with engines 50ccs or more, may utilize a standard, lined parking space. Motor scooters and motor driven cycles with engines less than 50ccs may NOT park in a standard, lined space on campus and must park in a designated scooter parking area.
No motorcycle, motor scooter or motor driven cycle shall park within ten feet (10') of any doorway or means of egress of any campus building, nor shall any motor driven vehicle park or drive upon any walkway or sidewalk meant for the use of pedestrian traffic, nor shall any vehicle park or drive upon any grass, mulch or non-paved area, unless otherwise specified in this policy. All motor driven cycles are prohibited from the interior of any campus building or interior storage areas.

Designated parking- Mopeds and other motorized vehicles with fewer than four (4) wheels shall be parked in designated areas:
Resident student scooter parking will be adjacent to the residence hall outdoor bicycle storage racks, regardless of grass or pavement.
Resident Students at Residence Halls without an outdoor bicycle storage rack, shall park scooters in designated parking areas:

<u>Designated Resident</u> Scooter Parking Areas:

- Fairlawn/Young: Outdoor bicycle area
- Founders: Adjacent to bicycle rack at rear of building
- Graystone: Adjacent to bicycle rack under tree
- Hunt/Reefe/Moore: Stone island under tree outside Moore Hall
- Narragansett I II III: Adjacent to bicycle rack at Narragansett I only
- Nethercliffe: Pavement adjacent to front doors, along curbing
- Ochre Lodge & Annex: Adjacent to outdoor bicycle rack under tree
- Stoneacre: Adjacent to outdoor bicycle rack area near dumpster
- Wallace: Adjacent to outdoor bicycle rack area under tree
- Watts Sherman: Adjacent to outdoor bicycle rack area

<u>Designated Commuter</u> Scooter Parking Areas:

- Rodgers Rec Lot: Adjacent to outdoor bicycle racks near bus parking (away from doors)
- McKillop: Front lot, signed scooter parking area
- Antone Center: South lot near kiln area
- Gerety Hall: Adjacent to outdoor bicycle rack area – rear entrance
- O'Hare: Adjacent to bicycle rack

<u>Required Equipment:</u>

- Per state law, eye protection is required for every operator.
- Any passenger on a motorcycle, motor scooter, and motor-driven cycle must be provided with a separate rear seat, a separate footrest and an appropriate handlebar or grip for his/her use.

- No person shall operate a motorcycle, motor scooter and motor-driven cycle unless any passenger on it wears a helmet and is able to rest his/her feet upon a footrest.

Registration requirements for Rhode Island residents: Per state law, every motorcycle, motorized bicycle and motorized tricycle owned by a resident of Rhode Island must be registered with the State of Rhode Island.
Registration requirement for out-of-state residents: Per Rhode Island law, out-of-state residents owning motor scooters or motorized bicycles whose state of residence does not require the registration of those vehicles shall register the vehicles in the state of Rhode Island as a temporary resident. Upon payment of the registration fee and proof of financial responsibility, they shall be issued a registration plate to be placed on the vehicle evidencing registration.

If your vehicle is registered in a state other than Rhode Island and you don't have a registration plate on your vehicle, i.e., Massachusetts, then you MUST also register your vehicle in the State of Rhode Island and obtain a registration plate as a temporary resident.

In order to register your vehicle as a temporary resident, you MUST bring with you your Salve Regina University identification, proof of insurance and proof of ownership. Rhode Island DMV will then issue you a registration plate under your temporary resident status.

Enforcement

Campus Security personnel are authorized and directed to enforce all motor vehicle, traffic, and parking regulations contained herein and promulgated by the OPS. Failure to comply with the directions of OPS personnel acting in the performance of their duties is a serious violation of University regulations. A University Public Safety Officer may require an owner, operator or passenger of a motor vehicle to produce proper identification.
Refusal to identify oneself is a serious violation of University regulations.

Authorized Parking Areas:

All parking lots and city street spaces require a University permit.

Faculty/Staff - Permit Required

Shepard Avenue:	East of Ochre Point Avenue
Marian Hall:	South side – Front
Angelus Hall:	Front and rear of building
Ochre Court:	North side of building
Leroy Avenue:	East of Ochre Point Avenue
Antone Center:	South side of building
McKillop Library:	West side of building
Young Building:	West side of building
Gerety Hall:	North side of building
Rodgers Center:	All parking spaces
Miley Hall:	East side of building
162 Webster:	Private driveway

All Resident students are required to obtain an SRU permit:

Founders Hall:	North and south sides of building - residents only
Moore Hall:	North and south sides of buildings - residents only
Hunt/Reefe Halls:	North and west sides of building - upper-class residents only
Nethercliffe:	East and west sides of building - Nethercliffe, Ochre Lodge,

	& Ochre Lodge Annex - residents only
Ochre Lodge:	East and north sides of building - Nethercliffe, Ochre Lodge, & Ochre Lodge Annex - residents only
Ochre Lodge Annex:	Ochre Lodge & Nethercliffe - residents only
Nethercliffe Carriage House:	Street Parking - residents only
Watts Sherman:	North and west sides of building - residents only (Leroy Avenue Tennis Courts for overflow)
Narragansett Hall:	North side of building - residents only (North Hall/Rodgers Recreation Center overflow)
Narragansett I & II:	Private driveway - residents only
Wallace Hall:	North side of building - residents only
Hedges:	North side of building - residents only
Young Building:	South side of building - residents only
134 Webster:	North Hall/Rodgers Recreation Center - no parking on Webster Street
Shepard Ave Residence	
Stoneacre:	North side of building - residents only
Fairlawn Apartments:	East side of Young building - residents only
French Cottage:	Private driveway
204 Ruggles Ave:	Private driveway
87 Victoria Ave:	Private driveway
Graystone Apts:	East and north sides of building - residents only
74 Victoria Ave:	Private driveway
Monroe Building	Lot adjacent to building
Resident Students:	If at any time you are not able to find a space in your assigned building parking lot, telephone OPS for instructions as to where to park.

Notes for Resident Students:

- If at any time you are not able to find a space in your assigned parking lot, telephone OPS for instructions as to where to park. Students are responsible for obtaining the name of the officer who grants alternative parking.
- All faculty/staff parking may be utilized Monday-Friday, 5:00 p.m. to 7:00 a.m. and on weekends. The only exception is the Grounds parking on Ward Avenue where there is no student parking at any time.
- **Resident students may not park in other resident student lots.**
- **Any change of residence hall assignment requires a new parking decal. Students must contact OPS to obtain a new decal. A $25.00 reissuance fee will be assessed.**
- Resident student automobiles may not be used for on campus transportation for any reason Monday-Thursday, 7:00 a.m. to 5:00 p.m. and Friday, 7:00 a.m. to 5:00 p.m. This includes all campus parking lots (other than the one your vehicle is assigned) and Newport city streets adjacent to the University.

Commuter Student permit: (commuter students are not permitted to use resident lots)

Drexel Hall:	South side
Stonor Hall:	North side
Library:	East side of buildings (adjacent to Ochre Point Avenue)
Leroy Avenue:	East of Ochre Point Avenue - after 5:00 p.m. only
Leroy Avenue:	West of Ochre Point Avenue
Webster Street:	East of Ochre Point Avenue

Lawrence Avenue:	From Leroy Avenue to Shepard Avenue
Lawrence Avenue:	From Webster Street to Leroy Avenue (east side only)
Ochre Point Avenue:	From Leroy Avenue to Shepard Avenue
Shepard Avenue:	Between Ochre Point Avenue to Lawrence Avenue
Rodgers Recreation:	All lots
Ochre Court:	North side of building - after 5:00 p.m. only
Gerety Hall:	North and west side against wall
Antone Academic:	South side of building (alongside Brother Reynolds Field)
Angelus Hall:	Only after 5:00 p.m.
Pell Center:	North side of building

Notes for commuter students:

- Commuter athletes with valid parking permits will park at Rodgers Recreation Center and walk to practice sites on campus. **Commuter students are not permitted to use resident lots.**
- All faculty/staff parking may be utilized Monday-Friday, 5:00 p.m. to 7:00 a.m. and on weekends. The only exception is the Grounds parking on Ward Avenue, where there is no student parking at any time.

Traffic Regulations

All laws of the State of Rhode Island governing the operation of a motor vehicle are deemed to be regulations of the University as well (e.g., it is forbidden to operate a vehicle while under the influence of an intoxicant, to operate in a reckless manner, to drive so as to endanger, etc.).
1. Driving or parking on lawns, walkways, or any areas not designated for vehicular traffic is prohibited. Fines and repair costs will be assessed.
2. Pedestrians shall enjoy the right-of-way at all times.
3. The operator of a motor vehicle must obey all campus traffic and directional signs and the direction of Security personnel.

Snow Emergencies

The Director of the OPS, in coordination with the Superintendent of Grounds, is authorized to restrict parking on campus during a declared snow emergency so that snow removal operations are not impaired. The restrictions issued by the Director of the OPS are deemed part of these regulations. Parking ban information will be broadcast via University e-mail, Rave, and social media.

Violations

Listed below are some of the more common violations:
• Failure to have Salve Regina University permit
• Parking in a Restricted Area
• Fire Lane Violation **(cannot be appealed)**
• Handicap Violation **(cannot be appealed)**
• Violation of Street Parking Policy (Resident Students)
• Violation of Parking Lot Policy (Resident/Commuter Students)
Freshman violations **cannot be appealed**.

Penalties and Fines

Registering, operating or parking a motor vehicle on the campus of Salve Regina University is a privilege that may be revoked if you receive five (5) or more parking tickets during an academic year. The student who registers the motor vehicle is ultimately responsible regardless of who was operating the vehicle at the time of the infraction. If your privilege to operate or park a motor vehicle

on campus has been revoked, it must be promptly removed from Salve Regina property. Your motor vehicle license plate information will be placed on a tow log and at that point may be towed. The motor vehicle plate information will remain on the tow log for the entire academic year. This also precludes the student who has lost privileges from using a different motor vehicle to park on campus or within the City of Newport.

In addition to losing your parking privilege on campus you are not authorized to have a motor vehicle within the City of Newport during this period. After losing your parking privilege, any student who is parked on campus or within the City of Newport, will face the following threefold sanction: First, you will automatically lose parking privileges for the following academic year; Second, you will be referred to the Office of the Dean of Students for student conduct review; Third, conduct review and a $50.00 fine.

Vehicle Immobilization Device

All parked vehicles unknown to the university are subject to the application of a Vehicle Immobilization Device or vehicle boot. A fee of one hundred dollars ($100.00) will be assessed for the removal of the VID.

Towing

All illegally parked vehicles are subject to towing. If a vehicle is towed, the cost of towing plus the violation will be levied. The University is not responsible for damage to a vehicle during towing or storage. A vehicle parked on University owned or controlled property may be towed at owner's expense, even if the vehicle is legally parked at the time when:

1. There is repeated disregard of parking regulations;
2. The vehicle is blocking free flow of traffic on University property, creating a possible hazard
3. The vehicle is parked in a zone such as a handicap, fire lane, tow away, official use only, assigned parking, etc.;
4. You receive five (5) or more parking tickets during the academic year.

Towed vehicles are not subject to appeal. Towing charges are not reimbursable for any reason. Repeat violators will be referred to the Office of the Dean of Students for student conduct review.

Appeals

Commuters and upper-class students (sophomores, juniors and seniors) charged with a violation have the right to request an appeal of the violation. Tickets issued to freshman resident students are not subject to appeal. Fire lane and handicap violations are not subject to appeal.

Appeal forms are available online and are located at http://salve.edu/safety-and-security/parking-regulations . The Parking Violations Appeal Form must be submitted online within seven calendar days of the violation. Any appeal filed after the seven days will not be heard. Appeal forms must be submitted by the owner of the permit. Once appeal forms have been submitted, they may not be changed.

Invalid Appeals

The following statements are invalid reasons for appealing a violation:

- "I didn't see the sign."
- "I was late."
- "I could not find another parking space."
- "There was no sign that said I couldn't park there."
- "I only parked there for a few minutes. I had my flashers on."
- "I was loading or unloading my car."

- "I've always parked there and never got a ticket before."
- "Other cars have parked there, and they didn't get a ticket."
- "I don't agree with policy or regulation."
- "I wasn't aware of the policy or parking regulations."
- "My car was registered last year but I didn't register this year."
- "I registered my car this year but didn't have time to pick up my sticker."
- "I have my parking sticker but didn't put it on my car yet."
- "This is my first ticket and I deserve a warning."

A University Parking Appeals Board will meet once a month to hear all requests. The party requesting the appeal must be present at the hearing. Failure to appear as scheduled will result in the violation being sustained. It is the student's responsibility to notify security prior to the hearing if they are unable to attend or will be late for any reason. After reviewing the facts and listening to any testimony, the Parking Appeals Board will render a written decision within seven calendar days. Failure to appear for a scheduled hearing will result in the violation being upheld. You may cancel or reschedule a hearing up to 24-hours prior to the hearing date via e-mail to david.roy@salve.edu or jason.kleinknecht@salve.edu

The finding of the University Parking Appeals Board shall be final. The University Parking Appeals Board will be made up of three members of the University community. University staff and student representatives must be present at each Parking Appeals Board.

Appeals after the last regular appeal board for the academic year will be heard by one of the staff members assigned to the Parking Appeals Board.

Guest Parking and Student Responsibility

If you are having guests visit and they plan on parking on Salve Regina University property, you must obtain a Salve Regina University Guest Parking Permit. Please bring your Salve Regina ID Card and your guest to the DPS (Tobin Hall). Your guest will need identification, their automobile registration and proof of insurance.

You are responsible for the parking of your guest. If your guest receives a parking ticket, the Salve Regina University student is held responsible. Guests of Young, Fairlawn, French Cottage, Stoneacre and Wallace are authorized to park in the Pell lower gravel lot. All other guests are authorized to park in the Rodgers Recreation Center lot only. Fraudulent presentation of documentation to obtain a Guest Parking Permit will result in suspension of privileges for all parties involved.

ACADEMIC AFFAIRS

ACADEMIC SUPPORT

The academic administration of Salve Regina University is committed to the success and development of all students. A number of support services have been designed to assist students in meeting their academic goals.

ACADEMIC ADVISING

Academic advising is a fundamental component of the learning process for students at every stage of their academic journeys. It is through their relationships with their first year Compass Advisor and their faculty advisors that many undergraduate students begin to synthesize their academic and personal goals; learn valuable skills in time management; and discover how to make the best use of the many academic support and other services available to them at Salve Regina University.

Holistic advising strategies provide important scaffolding for each student's intellectual and social growth. Salve Regina University is committed to the academic success and development of its students. First year students are assigned a Compass Advisor from the Center for Advising, Career, and Life Design. In the second year, when a student has chosen a major, a faculty advisor in that program area is assigned to the student. Advisors can assist students with course selection, course planning, and navigating University systems en route to graduation. Students are encouraged to engage with their advisors through ongoing and open communication to increase their opportunities for academic success, intellectual growth, and achievement of academic and personal goals.

Graduate students are advised by their respective graduate program directors and supported by the Graduate Academic Progress Specialist in the Office of Graduate and Professional Studies.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

McKillop Library, Allen Family Learning Commons, First Floor x. 2226

The Academic Center for Excellence, otherwise known as ACE, offers a variety of resources, workshops and consultations to help undergraduate students become stronger and more confident learners. We support students of all majors and skill levels at every phase of the learning process. We offer free, one-on-one and group appointments either in-person or online via Zoom. The Writing Center also offers asynchronous written feedback. Our friendly, trained subject tutors, writing consultants and peer academic coaches represent a broad spectrum of majors, from the humanities, social sciences, to natural sciences. ACE tutor training programs are certified through the College Reading and Learning Association (CRLA).

We offer several types of tutoring appointments:

- Peer subject tutors review content and provide specific study strategies for courses in many disciplines.
- Writing Consultants can help you with any type of writing or communication task, including but not limited to: academic essays, research papers, lab reports, annotated bibliographies, creative writing pieces, oral presentations, personal statements, cover letters and more!
- Peer academic coaches help empower a student to reach their academic goals. Sessions may cover time management, note-taking, textbook literacy and more, and

most sessions are virtual. Peer coaches are trained and supervised by professional learning specialists and advisors.

The Academic Center for Excellence also provides support for students who encounter academic roadblocks. We provide academic coaching to students with academic warnings, who are on academic probation or who are otherwise academically at-risk.

Students can learn more about our services by booking an appointment online using TracCloud, e-mailing ace@salve.edu, calling (401) 341-2226, or visiting our center on the 1st floor of the McKillop Library.

CENTER FOR GLOBAL EDUCATION & FELLOWSHIPS

Drexel Hall, ext. 2372

Mission: In support of the Mission of Salve Regina University the Center for Global Education & Fellowships actively promotes international and inter-cultural understanding and enriches the curricular and co-curricular environment by facilitating the exchange of people and ideas and assisting in the development of the skills and attitudes necessary for our graduates to function as global citizens. Our team is responsible for study abroad and exchange programs, international student services, English remediation programs for second language speakers, fellowship advising as well as a range of related on campus programming supporting campus internationalization and global awareness. For more information, go to https://salve.edu/our-mission/campus-offices-and-services/center-global-education-and-fellowships

International Student Services:

The Center for Global Education & Fellowships team and Assistant Director, International Student Services are here to support international students throughout their stay at Salve Regina. We coordinate a special multi-day orientation session for new international students. This office also offers non-legal advising on matters relating to immigration and visas, as well as cultural adaptation programming. Over the course of the year, we run programs to familiarize students with issues such as maintaining F-1 student status, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. Questions concerning the regulations, or any other international student issue may be directed to our international student advisor by calling, dropping in or making an appointment. Students can also review further information and the International Student Handbook at: to https://salve.edu/our-mission/campus-offices-and-services/center-global-education-and-fellowships

The EAP program offers assistance to students whose first language is other than English. The EAP program offers four academic courses in addition to individual and group tutorial support, supplementary educational materials, and other language support opportunities (e.g., opportunities to practice English in informal settings). The EAP coordinator works closely with academic advisors and consults frequently with faculty to provide the best support possible. Study skills, time management, organization and test-preparation assistance, as well as support for students on academic probation or academically at-risk are also provided by the Academic Center for Excellence.

Study Abroad Programs

The Center for Global Education & Fellowships team works with the academic departments to expand the opportunities for students to study overseas as part of their Salve Regina degree program. Students can choose from a portfolio of over two hundred approved programs of varying length, type and academic focus. Our team helps students identify the best fit program for their academic, professional, and personal interests and assists them in applying and preparing for their chosen program. We also offer re-entry programming to help students make meaning of and leverage their overseas experiences. Please note that student records are reviewed as part of the study abroad application process. Conduct records may impact student eligibility for participation in study abroad programs.

Students interested in study abroad programs can visit the website at https://salve.edu/academics/study-abroad or Drexel Hall for more information.

ACCESSIBILITY OF PROGRAMS AND SERVICES: STUDENT ACCESSIBILITY SERVICES

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its educational, residential, social and recreational programs. Disability services to students at Salve Regina University, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act, ensure that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs.

Student Accessibility Services provides support services and reasonable accommodations to students with documented disabilities so as to provide them equal access to all Salve Regina University programs and services, regardless of disability. The office also provides students with an opportunity to realize their full potential by developing students' self-awareness and self-advocacy skills, and provides them with local and state information and resources. Specific accommodations are based on the nature of a student's disability as determined by the documentation provided along with an intake interview. These accommodations may include, but are not limited to, extended time for exams, note-taking assistance, e-print and/or audio texts, FM transmitters, service animals, accessible housing and/or classroom locations, assistive technology, assistance with course registrations or other accommodations.

To arrange disability accommodations students must:

1. Provide documentation of the disability to Student Accessibility Services. Students may bring documentation in person to the student Accessibility Services Coordinator, or may mail documentation to: Student Accessibility Services, 100 Ochre Point Ave. Newport, RI 02840-4192 Fax: 401-341-2912 or e-mail to accessibilityservices@salve.edu

2. Make an appointment with Student Accessibility Services by calling (401) 341-3150, to discuss accommodations appropriate to the student's disability and receive accommodation forms for faculty;

3. Provide professors with notification forms indicating the need for disability accommodations. For more information, please see https://salve.edu/our-mission/campus-offices-and-services/student-accessibility-services

Please see Student Accessibility Service's web pages (https://salve.edu/our-mission/campus-offices-and-services/student-accessibility-services) for more complete information about documentation

requirements and the process of obtaining and using disability accommodations at the University. Students are strongly encouraged to provide notice of their disability needs well in advance of arrival on campus to assure that their needs are appropriately met.

Student accessibility services ensure students equal and integrated access to all of the University's programs in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students with disabilities are entitled to reasonable accommodations in academic, extra-curricular and residential settings that will enable them to participate fully in University programs and services. Call (401) 341-3150 for more information or see the "Accessibility of Programs and Services" section of this handbook.

ACADEMIC POLICIES AND CONDUCT

Academic policies and degree requirements are printed in their entirety in the *Undergraduate* and *Graduate and Professional Studies Catalogs*. Students should refer to the appropriate catalog on all academic matters. Additional policies and procedures may be in specific doctoral program student handbooks.

Students are expected to interact with faculty and fellow students with courtesy, respect and integrity in all academic settings. Any behavior that disrupts an appropriate and effective learning environment is unacceptable and may be subject to discipline, whether it occurs in class, on campus, or on the Internet. Student behaviors that enhance the learning environment include dialogue and discussion of course material and issues; asking questions to improve comprehension; listening to and respecting the views of others; and completing readings and assignments in preparation for class. Student behaviors that hinder the learning environment include extended personal discussions during class; the use of cell phones, and the inappropriate use of laptops or other devices during class; consistently interrupting class by entering and exiting the room during the class session; and treating classmates or the instructor with disrespect. In all academic settings, students should be aware of their responsibility to engage in the material being covered in order to benefit from educational opportunities. Moreover, students must be certain that their presence enhances rather than hinders the educational environment of fellow students.

ACADEMIC INTEGRITY POLICY

Learning in our Mercy tradition is directed toward discovery and truth, and it requires acting with integrity. Put simply, academic integrity is carrying out scholarship honestly and responsibly. Academic integrity is upheld when individuals work independently when asked, acknowledge the work of others when appropriate, and complete examinations without unauthorized aid.

Students are required to understand and follow the academic integrity policy (full text is available at https://salve.edu/registrar), as well as any specific details addressing academic integrity in each of their course syllabi. When a student observes any violation of the academic integrity policy, the student is expected to report the infraction to their instructor or department chair.

Infractions to academic integrity may include plagiarism (presenting another's thoughts, words, ideas, arguments, or designs in a scholarly or creative work as your own without attribution or proper citation; or submitting identical work for multiple assignments without informing the instructor), fabrication (making up or altering data or creating fictional citations or sources of information in academic work, including the unauthorized use of AI),, cheating (knowingly giving, receiving, or using unauthorized aid on an examination or assignment), collusion (assisting another student in the commission of a violation of the academic integrity policy; or unauthorized group work on assignments that are intended to be completed independently, or lying/dishonesty (intentionally misleading instructors, staff, or other students.

If a faculty member is convinced that an act of academic misconduct has occurred, they shall impose an appropriate sanction in the form of compensatory coursework, grade reduction, failure of the work involved, or failure of the course. The faculty member then makes a written report to the appropriate academic dean. The student may accept the policy or make an appeal to the dean.

A record of infractions and sanctions is maintained in the student's file. Subsequent violation may result in suspension or dismissal from the University. Appeal of suspension or dismissal is to the Provost.

AVOIDING PLAGIARISM

Plagiarism is presenting other people's ideas, words, or other work as though it is your own without appropriately crediting the source. This definition of plagiarism extends to the use of generative AI tools. Presenting text, images, or other work that has been generated by AI tools as your own work without giving them sufficient credit is not only plagiarism, but also unethical. Plagiarism can also occur due to improper citation practices. Some examples of this type of plagiarism include not putting quotation marks around quoted material, leaving a source off of a works cited or reference page, or paraphrasing a text too closely or without giving proper credit to the source. It's also possible to plagiarize yourself by using prior work without self-citation, or by turning in the same assignment for more than one class without prior permission. Plagiarism is a breach of trust and a violation of Salve's academic integrity policy. Even accidental or unintentional plagiarism can lead to serious academic integrity consequences, including academic dismissal.

You're not alone in learning how to develop the skills you need to complete your work with academic integrity. If you have questions about ethically incorporating other people's ideas into your own, please visit McKillop Library, the ACE Writing Center, or check with your instructor regarding the preferred style of citation and any resources they may have to support you.

INTELLECTUAL PROPERTY

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

CLASS ATTENDANCE

Students are expected to attend all scheduled class sessions and to fulfill the requirements of each course as established by the instructor. Each instructor has the right to determine the guidelines for attendance as well as all other requirements for the course. Once the guidelines are established by the instructor, students are obliged to abide by them.

Students who miss a class are responsible for contacting their instructors directly to notify them and to arrange how missed work may be completed, which is at the discretion of the instructor. The

student should be aware of the class policies regarding missed exams and the submission of late assignments. The completion of missed work is not always permissible according to class policies.

It is the responsibility of the student to consult with his/her instructors and their academic advisor if he/she knows of some circumstance that will necessitate an extended absence from classes.

The offices of Student Affairs, the Dean of Students, and Health Services do not provide notes excusing class absences.

UNDERGRADUATE ADMINISTRATIVE WITHDRAWAL

It is the responsibility of the student to notify the University of any intention to withdraw from a course or withdraw from the University.

Habitual non-attendance will be considered academic misconduct subject to withdrawal from the University. Habitual nonattendance is defined as a consecutive absence in any course equating to three full weeks of missed class sessions (three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week). Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus. The withdrawal date will be the last date of attendance for students who are administratively withdrawn from the University.

GRADUATE ADMINISTRATIVE WITHDRAWAL/UNOFFICIAL WITHDRAWAL

It is the responsibility of the student to notify the University of any intention to withdraw from a course or withdraw from the University. Habitual non-attendance will be considered academic misconduct subject to an administrative withdrawal from the University. Failure to actively participate in online or hybrid course activities may also be considered academic misconduct subject to an administrative withdrawal from a course. Habitual non-attendance is defined as a consecutive absence in any course equating to three full weeks of missed class sessions for a 15-week course and two full weeks of missed class sessions for a 7-week course. Failure to actively participate in online or hybrid course activities is defined as no online course activity for three full weeks for a 15-week course and two full weeks for a 7-week course.

Students should note that faculty members may have more stringent attendance policies and standards for participation in their courses, as noted on the course syllabus. The withdrawal date will be the last date of attendance for students who are administratively withdrawn from the University. Students who have attended no class sessions of a course or courses for which they are registered by the end of the add/drop period (first seven days of a graduate course) will be dropped from the course(s) unless they have communicated with their instructor. If a student never attended any courses during the add/drop period, the student will be dropped from his/her full schedule of courses. Financial charges may be incurred by the student.

LEAVE OF ABSENCE

Personal Leave of Absence Policy

Undergraduate students who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Office of the Dean of Students. Graduate and Professional

Studies students should contact the Graduate Academic Progress Specialist in the Office of Graduate and Professional Studies. This leave is personal in nature and may be related to family, finance, health, work, or other circumstances interrupting your ability to proceed with academics. To apply, the student must complete and submit the University Leave of Absence form to the Dean of Students or graduate office at gradoffice@salve.edu for consideration. The respective offices will consult with other colleagues in order to determine if a leave of absence is to be granted. If the leave of absence is granted the student will be required to obtain all required signatures from the university offices named on the form and return the form to the Dean of Students or graduate office who will then inform the Office of the Registrar. Leaves of absence are not granted retroactively and should be requested prior to the start of classes to the semester in which the leave will be taken. A student on leave is considered withdrawn from the University and must have permission from the Dean of Undergraduate Studies or Office of Graduate and Professional Studies to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis for up to two (2) semesters.

When an undergraduate student is ready to return from a personal leave of absence, they need to contact the associate Dean of Students or designee **by August 15 for the fall semester and by January 5 for the spring semester w**ith their intention to return. Returning graduate and professional studies students should contact the Office of Graduate and Professional Studies.

Once approved to return from a personal leave of absence, a notice will be sent to a variety of offices in order to re-activate the student; however, the student should also connect with office as needed, including, but not limited to the offices below:

Business Office
Registrar's Office
Office of Financial Aid
Health Services
Disability Services
Academic Advising
Academic Center for Excellence
Counseling Services
Office of Residence Life
Information Technology
Graduate Studies

Medical

In medical situations where an undergraduate student cannot continue to attend classes after the start of a term, but intends to return to the University, a medical leave of absence may be granted. Medical leaves are granted by the Dean of Students; students should consult the voluntary and involuntary leave of absence policies in the Salve Regina Student Handbook for further information. See p. 63.

Return to Campus after Leave of Absence

Undergraduate students who intend to return to their studies after a personal leave of absence should submit a written request explaining their intent to register for the following term to the Office of the Dean of Students. **For spring semester return, students should make their request by November 1. For fall semester returns, students should apply by August 1**. Requests to return following an emergency or medical leave will be evaluated by the Dean of Students in consultation with other University personnel as appropriate.

Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester must do so officially by completing a University Withdrawal form and exit interview. Students can find the University Withdrawal form online at www.salve.edu/registrar or in the Office of the Registrar. The withdrawal date will be the date the completed form is signed by the student if it is during the semester. If the withdrawal is at the end of the semester the withdrawal date will be the end date of semester the student last attended. The form must be submitted to the Office of the Registrar.

The University will initiate a student's withdrawal when the student has not registered for the next semester, not including summer sessions. It is important that students who wish to withdraw submit their request as soon as the decision is made. The date of an official withdrawal determines the amount of pro-rated tuition. Financial Aid awards are adjusted according to the date of the student withdrawal.

UNDERGRADUATE GRADE REVIEW POLICY

All requests for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's judgment of the student's work. Students must first attempt to resolve their questions informally with the instructor. If no resolution is achieved, students who wish to pursue a formal grade review should adhere to the following process and schedule:

1. A request for a review of a semester grade must be made in writing, through a formal letter rather than an e-mail, by the student to the instructor of the course no later than 30 days after the date semester grades become available to students online at "My Salve." The student sends a dated hard copy of this request to the Department Chair and to the Dean.
2. Within 10 working days of the receipt of this request, the instructor shall forward to the student, the Department Chair, and the Dean a grade review in writing. The grade review will consist of:
    a. A copy of the course syllabus outlining methods of evaluation such as assignments, tests, and examinations, along with their respective percentage weights to the final grade calculation.
    b. The student's grades for all tests and assignments.
    c. A demonstration of the calculations by which the final grade was determined.

A student who finds the review unsatisfactory (i.e., there are still questions remaining regarding the calculation) may present the case to the Department Chair in which the course was offered within 10 working days of the receipt of the review, or, if the instructor is also the Chair, directly to the Dean. The Chair or Dean will have 10 working days in which to respond. If necessary, a final appeal may be made to the appropriate Dean within 10 working days of the Chair's response, and the Dean will have 10 working days in which to determine the matter. The Dean's decision in the matter will be final.

GOOD ACADEMIC STANDING

Full-time matriculated students are in good academic standing when they earn semester and cumulative grade point averages (GPA) outlined in the table below and successfully complete a minimum of 24 credits each year. Part-time students are making satisfactory academic progress and are in good academic standing when they successfully complete a minimum of 12 credits each year and earn a grade point average of at least 2.00.

To graduate, students must achieve a cumulative grade point average of at least 2.00. However, certain programs require students to earn a higher cumulative grade point average and/or a higher grade point average in courses that apply to the major program. Consult the program section of this undergraduate catalog or the department for the specific requirement.

ACADEMIC WARNING

A student whose semester GPA falls below a 2.0 but with a cumulative GPA above 2.0 will be placed on academic warning. Students who do not meet the minimum satisfactory academic progress requirements for their degree or those who do not improve after being placed on warning may be placed on academic probation. At the completion of each probationary semester, the student's progress will be reviewed.

ACADEMIC PROBATION

A student whose cumulative GPA falls below a 2.0 will be placed on academic probation. At the completion of each probationary semester, the student's progress will be reviewed.

The purpose of academic probation is to alert the student that serious problems exist in his/her academic performance which require carefully planned corrective measures in order to improve the GPA and return to good academic standing. If unresolved, these problems will prevent further studies and achievement of the student's educational objectives. Written notice is provided by the dean of undergraduate studies both to the student and to faculty advisor(s) shortly after semester grades are processed.

Students on academic probation must participate in an academic intervention program through the Academic Center for Excellence. Probationary students who are allowed to continue at the University will remain on probation as long as their cumulative GPA remains below 2.00.

ACADEMIC DISMISSAL

Students on academic probation must make significant improvement in each subsequent semester by achieving a semester GPA of at least 2.00 in order to continue their enrollment for an additional semester. Students on probation who do not meet this goal are subject to academic dismissal. Students who are dismissed may make a written appeal to the Dean of Undergraduate Studies. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives. Students will receive a written notice of this decision, including a process for appeal.

A student who has been academically dismissed may submit a written appeal to the dean of undergraduate studies, following the process specified on the dismissal notice. In consultation with the Academic Standing Committee a decision regarding an appeal will be communicated to the student in writing. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission.

STUDENT ACADEMIC STATUS

Decisions regarding a student's academic status at the University level, or within a particular department, are based on the transcript current at the time the decision is made. Subsequent changes to the transcript will not retroactively alter student status.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress implies reasonable assurance that students can complete all degree work within 5 years. Failure to maintain satisfactory academic progress can impact the student's ability to receive financial aid, athletic eligibility and ability to remain enrolled at the University.

Full-time students make satisfactory academic progress by achieving the following cumulative grade point average and credit criteria each semester.

Time Period	GPA	Credits
First Year		
Fall Semester	–	12 credits
Spring Semester	–	24 credits
Second Year		
Fall Semester	2.00	36 credits
Spring Semester	2.00	48 credits
Third Year		
Fall Semester	2.00	60 credits
Spring Semester	2.00	72 credits
Fourth Year		
Fall Semester	2.00	84 credits
Spring Semester	2.00	96 credits
Remaining Semesters		

Time Period	GPA	Credits
First	2.00	108 credits
Second	2.00	120 credits

GRADUATE ACADEMIC POLICIES

Graduate Academic Policies may be found in the Graduate and Professional Studies Catalog under the Academic Policies section https://catalog.salve.edu/graduate/academic-policies/.

Policies include but are not limited to Grade Review Policy, Academic Standing, Academic Probation and Academic Dismissal.

OFFICE OF FINANCIAL AID

Ochre Court, Third Floor, x2901

The Office of Financial Aid is dedicated to helping students and families navigate the financial aid process as they pursue a Salve Regina education. Our goal is to make Salve Regina as accessible and affordable as possible by providing personalized guidance, financial aid resources, and support throughout the enrollment process and beyond.

Financial aid counselors work individually with students and families to explain financial aid eligibility, application requirements, financing options, and available resources. The office administers federal, state, institutional, and private sources of financial assistance and **counsel** students in understanding their financial responsibilities and planning for educational expenses.

In addition to financial aid counseling, the office provides assistance with payment options, private loan information, financial literacy resources, and debt management strategies. Each student is assigned a dedicated financial aid counselor who serves as a primary point of contact throughout their time at the University.

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each year https://studentaid.gov/h/apply-for-aid/fafsa , and any other applicable documentation requested. Students may contact the Office of Financial Aid or call the Federal Student Information Line at 1-800-433-3243 for assistance.

The priority deadline for submitting the FAFSA is March 1 of each year.

Financial aid funds are available to students in accordance with federal and state laws and University policies. Salve Regina does not discriminate on the basis of race, color, sex, religion, creed, disability, national or ethnic origin, sexual orientation, ancestry, age, veteran status, or any other protected

characteristic. International, visiting, and summer session students, as well as others in special categories, are not eligible for need-based financial aid. More information on financial aid can be found at www.salve.edu/office-service/financial-aid.

Financial Aid and Academic Scholarships

All new students are considered for an academic scholarship as part of the application review process. Scholarships are awarded at the time of acceptance based on a review of high school transcripts, SAT/ACT scores (if considered as part of the application review process), class rank and a full holistic review of the student profile. Course selection and overall GPA are weighed heavily in the review process.

You do not have to apply for financial aid to be considered for academic scholarships. Academic scholarships are renewable for four undergraduate years provided you maintain the required cumulative GPA and remain enrolled in a full-time undergraduate program. Academic scholarships are only awarded at the time of admission. Some scholarships are based on residency status. If your status changes from resident to commuter, your financial aid amount will decrease by $3,500 on average based on the lower cost of attendance.

Financial Aid

Satisfactory Academic Progress

Federal regulations require that Salve Regina University measure a student's progress towards the completion of their degree program, which is called Satisfactory Academic Progress. To receive or continue to receive financial aid funded by the government– including student or parent education loans, grants, scholarships and employment – you must maintain Satisfactory Academic Progress. The standards of Satisfactory Academic Progress apply to all Title IV, and state funding. You must meet both the qualitative and quantitative standards below.

Qualitative Standards

Satisfactory academic progress for undergraduate students requires a cumulative GPA of 2.0 or better by the end of each academic year (after Spring is completed). Graduate students should refer to the Graduate and Professional Studies Catalog and specific program academic standing requirements as they may differ based on the graduate program.

- Incomplete courses will count toward the calculation of credit hours attempted. Once incomplete courses are completed and a passing grade is received, the credits will then be applied to the student's completion rate.

Quantitative Standards

Students must successfully earn 67 percent of their cumulative attempted credits. In addition, you will not be eligible to receive federal financial aid once you have attempted more than 150 percent of the normal credits required for your degree. This means full-time students must complete their degree within six years.

- All transfer, summer and winter credits are calculated toward the satisfactory academic

progress standard, whether taken at Salve Regina University or any other institution.

- Grades of F, W (medical included), are considered attempted, but not earned credits.
- Repeat coursework taken for the purpose of increasing a previously passing grade cannot be considered in qualifying you for financial aid enrollment status or satisfying a determination of non-compliance with satisfactory academic progress requirements.

Review of Satisfactory Academic Progress

Satisfactory Academic Progress for federal and state financial aid will be reviewed at the end of each spring semester. If the cumulative GPA falls below the minimum standard and/or the student falls behind in earned credits, the student will be notified of the Financial Aid suspension by the Office of Financial Aid. Students may appeal the decision by completing the required process below. If an appeal is received, the Office of Financial Aid will notify the student of the results of the appeal and future eligibility.

Note: The review of Satisfactory Academic Progress for financial aid purposes is based on a student's entire academic record, even if the student did not receive financial aid during previous semesters of enrollment. This includes all prior coursework (including remedial courses) taken at Salve as a non-matriculated student. These courses will be calculated as part of the qualitative and quantitative standards. Students placed on suspension and wishing to appeal may provide documentation of coursework that is not applicable to their degree program, or is a result of changing their major, and these courses may be excluded from the SAP calculation.

Appeal

Students who do not meet the minimum Satisfactory Academic Progress requirements for financial aid have the opportunity to appeal when special circumstances exist. Conditions when a student may appeal include death of a relative, injury or illness of the student, pending grade change or other extenuating circumstances. In order to appeal, a student must submit, in writing, a personal statement regarding the reasons for falling below the guidelines and supporting documentation. Appeals must be received within 2 weeks of the date of notification of the suspension.

Undergraduate students who have below a 1.8 cumulative GPA and/or have completed less than 60% of credits are required to set up an academic plan with the Academic Center of Excellence Academic Progress Coordinator prior to the review of an appeal. The academic plan will outline the steps required to meet Satisfactory Academic Progress standards. While only students who have fallen below a 1.8 and/or have not earned 60% of credits are required to complete this process, all students falling below the minimum SAP requirements are strongly encouraged to do so.

Graduate programs have appeal processes specific to their program. More information about appeals can be found through the University's Financial Aid Office.

If a student's appeal is approved, they will be placed on financial aid probation, and will continue to receive financial aid while on probation. At the end of this probation period, the student's academic record will be reviewed to evaluate progress and determine continued eligibility.

Denied appeals will result in the student being ineligible for financial aid until minimum Satisfactory Academic Progress standards are met.

Appeals will be granted only one time during your enrollment at Salve. Exceptions may be made in certain circumstances.

After an appeal is granted, if the student fails to meet the terms outlined in their academic plan, they will become ineligible for financial aid until the minimum standards for Satisfactory Academic Progress are met. All courses, including summer and transfer courses, are calculated toward Satisfactory Academic Progress whether they are taken at Salve or any other institution.

Re-Establishing Financial Aid Eligibility:

A student may regain financial aid eligibility by successfully meeting the college's SAP policy requirements or successfully meeting the requirements of an established academic plan.

Salve Regina E-mail Policy

In accordance with Salve Regina e-mail policy, only the salve.edu e-mail account is used for student academic and business electronic communications.

All electronic communication initiated by University offices for a student is sent to students' Salve Regina University e-mail accounts. This applies to all undergraduate and graduate students and includes important announcements.

FACILITIES AND SERVICES

BANKING

There are several banks along the campus shuttle route as well as within walking distance of campus. A 24-hour Santander Bank ATM is located in Miley Hall and a generic ATM is located in Gerety Hall.

BOOKSTORE

Miley Hall, Lower Level, x2933

The University Bookstore offers a wide variety of products including academic and general reading books, Salve Regina imprinted clothing and gifts, and a full line of school and computer supplies. In addition, dorm supplies, greeting cards, health and beauty aids, snacks and beverages are also offered. Textbooks may be rented or purchased, and many are offered in a digital format. Orders placed through the bookstore's website can be shipped or held at the store for pickup. Master Card, Visa, American Express, Discover Card, checks and the Salve Regina universal card are accepted. Online orders may also be placed at http://www.bkstr.com/salvereginastore/home.

BULLETIN BOARDS/POSTINGS

Bulletin boards are located throughout campus. Students who post notices are responsible for their content and must seek permission from the appropriate office.

COPY CENTER

McKillop Library, Lower Level, x2232

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

This walk-in print facility is available to the entire University community and provides services including copying, laminating, and finishing.

FACILITIES USE

For on-campus facility use, requests by faculty, staff and students should be directed as follows:

- Academic, credit-bearing class: Office of the Registrar, x2116
- Member of a student organization, planning an activity or meeting: Activities Office, x2225
- Salve Community member planning any other type of event: Conferences & Events Office, x2197

OFFICE OF FINANCIAL AID

Ochre Court, Third Floor, x2901

The Office of Financial Aid is dedicated to helping students and families navigate the financial aid process as they pursue a Salve Regina education. Our goal is to make Salve Regina as accessible and affordable as possible by providing personalized guidance, financial aid resources, and support throughout the enrollment process and beyond.

Financial aid counselors work individually with students and families to explain financial aid eligibility, application requirements, financing options, and available resources. The office administers federal, state, institutional, and private sources of financial assistance and **counsel** students in understanding their financial responsibilities and planning for educational expenses.

In addition to financial aid counseling, the office provides assistance with payment options, private loan information, financial literacy resources, and debt management strategies. Each student is assigned a dedicated financial aid counselor who serves as a primary point of contact throughout their time at the University.

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each year https://studentaid.gov/h/apply-for-aid/fafsa, and any other applicable documentation requested. Students may contact the Office of Financial Aid or call the Federal Student Information Line at 1-800-433-3243 for assistance.

The priority deadline for submitting the FAFSA is March 1 of each year.

Financial aid funds are available to students in accordance with federal and state laws and University policies. Salve Regina does not discriminate on the basis of race, color, sex, religion, creed, disability, national or ethnic origin, sexual orientation, ancestry, age, veteran status, or any other protected characteristic. International, visiting, and summer session students, as well as others in special categories, are not eligible for need-based financial aid. More information on financial aid can be found at www.salve.edu/office-service/financial-aid.

Financial Aid and Academic Scholarships

All new students are considered for an academic scholarship as part of the application review process. Scholarships are awarded at the time of acceptance based on a review of high school transcripts, SAT/ACT scores (if considered as part of the application review process) class rank and a full holistic review of the student profile. Course selection and overall GPA are weighed heavily in the review process.

You do not have to apply for financial aid to be considered for academic scholarships. Academic scholarships are renewable for four undergraduate years provided you maintain the required cumulative GPA and remain enrolled in a full-time undergraduate program. Academic scholarships are only awarded at the time of admission. Some scholarships are based on residency status. If your status changes from resident to commuter, your financial aid amount will decrease by $3,500 on average based on the lower cost of attendance.

Financial Aid

Satisfactory Academic Progress

Federal regulations require that Salve Regina University measure a student's progress towards the completion of their degree program, which is called Satisfactory Academic Progress. To receive or continue to receive financial aid funded by the government– including student or parent education loans, grants, scholarships and employment – you must maintain Satisfactory Academic Progress. The standards of Satisfactory Academic Progress apply to all Title IV, and state funding. You must meet both the qualitative and quantitative standards below.

Qualitative Standards

Satisfactory academic progress for undergraduate students requires a cumulative GPA of 2.0 or better by the end of each academic year (after Spring is completed). Graduate students should refer to the Graduate and Professional Studies Catalog and specific program academic standing requirements as they may differ based on the graduate program.

- Incomplete courses will count toward the calculation of credit hours attempted. Once incomplete courses are completed and a passing grade is received, the credits will then be

applied to the student's completion rate.

Quantitative Standards

Students must successfully earn 67 percent of their cumulative attempted credits. In addition, you will not be eligible to receive federal financial aid once you have attempted more than 150 percent of the normal credits required for your degree. This means full-time students must complete their degree within six years.

- All transfer, summer and winter credits are calculated toward the satisfactory academic progress standard, whether taken at Salve Regina University or any other institution.
- Grades of F, W (medical included), are considered attempted, but not earned credits.
- Repeat coursework taken for the purpose of increasing a previously passing grade cannot be considered in qualifying you for financial aid enrollment status or satisfying a determination of non-compliance with satisfactory academic progress requirements.

Review of Satisfactory Academic Progress

Satisfactory Academic Progress for federal and state financial aid will be reviewed at the end of each spring semester. If the cumulative GPA falls below the minimum standard and/or the student falls behind in earned credits, the student will be notified of the Financial Aid suspension by the Office of Financial Aid. Students may appeal the decision by completing the required process below. If an appeal is received, the Office of Financial Aid will notify the student of the results of the appeal and future eligibility.

Note: The review of Satisfactory Academic Progress for financial aid purposes is based on a student's entire academic record, even if the student did not receive financial aid during previous semesters of enrollment. This includes all prior coursework (including remedial courses) taken at Salve as a non-matriculated student. These courses will be calculated as part of the qualitative and quantitative standards. Students placed on suspension and wishing to appeal may provide documentation of coursework that is not applicable to their degree program, or is a result of changing their major, and these courses may be excluded from the SAP calculation.

Appeal

Students who do not meet the minimum Satisfactory Academic Progress requirements for financial aid have the opportunity to appeal when special circumstances exist. Conditions when a student may appeal include death of a relative, injury or illness of the student, pending grade change or other extenuating circumstances. In order to appeal, a student must submit, in writing, a personal statement regarding the reasons for falling below the guidelines and supporting documentation. Appeals must be received within 2 weeks of the date of notification of the suspension.

Undergraduate students who have below a 1.8 cumulative GPA and/or have completed less than 60% of credits are required to set up an academic plan with the Academic Center of Excellence Academic Progress Coordinator prior to the review of an appeal. The academic plan will outline the steps required to meet Satisfactory Academic Progress standards. While only students who have fallen below a 1.8 and/or have not earned 60% of credits are required to complete this process, all students falling below the minimum SAP requirements are strongly encouraged to do so.

Graduate programs have appeal processes specific to their program. More information about appeals can be found through the University's Financial Aid Office.

If a student's appeal is approved, they will be placed on financial aid probation and will continue to receive financial aid while on probation. At the end of this probation period, the student's academic record will be reviewed to evaluate progress and determine continued eligibility.

Denied appeals will result in the student being ineligible for financial aid until minimum Satisfactory Academic Progress standards are met.

Appeals will be granted only once during your enrollment at Salve. Exceptions may be made in certain circumstances.

After an appeal is granted, if the student fails to meet the terms outlined in their academic plan, they will become ineligible for financial aid until the minimum standards for Satisfactory Academic Progress are met. All courses, including summer and transfer courses, are calculated toward Satisfactory Academic Progress whether they are taken at Salve or any other institution.

Re-Establishing Financial Aid Eligibility:

A student may regain financial aid eligibility by successfully meeting the college's SAP policy requirements or successfully meeting the requirements of an established academic plan.

FOOD SERVICES

Miley Hall x2926
The University provides five meal plans through Sodexo Dining Services. All resident hall students are required to participate in one of the minimum required plans based upon class standing. Freshman students must participate in the unlimited meal plan. Sophomore students must participate in the 14-meal plan at a minimum. Junior and Senior resident students must participate in the 7-meal plan at a minimum. In all instances, students may participate in a meal plan that is greater than the minimum plan. Lastly, the 5-meal plan is available for commuter students only. All changes in meal plans must be communicated with Residential Life by the end of drop/add. After drop/add, meal plans are fixed until the end of the semester.

A Plan for You!
Campus Dining Meal Plans
In order to meet your campus dining needs we have designed the following meal plans for 2026-2027. Pick the Perfect Plan.

UNLIMITED
Required plan for all freshmen
UNLIMITED Meals at Miley Hall (or one meal exchange per meal where offered)
5 Guest Passes per semester
$50 in Seahawk Bucks per semester

14 Meal Plan
Minimum required plan for sophomores
14 Meals per week at Miley Hall (or one meal exchange per meal where offered)
3 Guest Passes per semester

$75 in Seahawk Bucks per semester

11 Meal Plan
11 Meals per week at Miley Hall (or one meal exchange per meal where offered)
2 Guest Passes per semester
$125 in Seahawk Bucks per semester

7 Meal Plan
Minimum required plan for students residing in campus apartments and houses
7 Meals per week at Miley Hall (or one meal exchange per meal where offered)
2 Guest Passes per semester
$150 in Seahawk Bucks per semester

5 Meal Plan
(For off campus resident students only!)
5 Meals per week at Miley Hall (or one meal exchange per meal where offered)
$100 in Seahawk Bucks per semester

Guest Passes may only be used at Miley Hall. Seahawk Bucks may be used at Miley Hall, Jazzman's Café, Library Café, The Nest and Miley Mart.

Special Diets – Simple Zone!
A separate pantry to meet all special dietary needs: a gluten-free, peanut and tree-nut free area reserved for people with allergies and other special diet needs. Contact Registered Dietitian Christina Melancon to learn more about the accommodation process at: nutrition@salve.edu

Meal Plan Locations

Miley Café	All Plans- All Meals
Jazzman Café	All Plans- Breakfast
Library Café	All Plans – All Meals
Latitude 41	All Plans- All Meals

Miley Café
Meal Plan Hours

Monday - Friday	
Breakfast	7:00am – 10:00am
Continental Breakfast	10:00am - 11:00am
Lunch	11:00am – 2:00pm
Monday - Thursday	
Snack	2:00pm - 5:00pm
Dinner	5:00pm - 8:30pm
Friday	
Snack	2:00pm – 4:30pm
Dinner	4:30pm - 7:30pm
Saturday – Sunday	
Brunch	9:00am - 2:00pm
Snack	2:00pm - 4:30pm
Dinner	4:30pm - 7:00pm

Holidays follow Sunday Schedule

Jazzman's Café	Monday – Friday 7:30am – 10:30am Continental Breakfast
Library Café	Monday – Thursday 11:00am-11:30pm Friday 11:00am – 2:00pm Sunday 1:00pm-11:00pm
Latitude 41	Monday – Friday 11:00am-11:30pm Saturday – Sunday 8:30pm-11:30pm

Miley Cafeteria

Miley Hall, First Floor, x2926

Miley Cafeteria is the primary on-campus dining facility for resident students. Upon entering the cafeteria, students must present a current University ID with a valid meal number. Patrons may use cash, the Salve Card, credit and debit cards.

Hours of Operation:

Continuous Service	Monday – Thursday	7:00am – 8:30pm
Continuous Service	Friday	7:00am – 7:30pm
Continuous Service	Saturday – Sunday	9:00am – 7:00pm

Jazzman's Café

O'Hare Academic Center Lobby, x2428

The Jazzman's Café is a convenient location to have fresh brewed coffee, espresso drinks, and daily fresh baked goods. In addition, Jazzman's offers "Grab and Go" sandwiches and salads. Patrons may use cash, the Salve Card, credit and debit cards.

Hours of Operation:

Monday - Thursday	7:30am – 6:00pm
Friday	7:30am – 3:00pm

Sandella's Flat Bread Café

O'Hare Academic Center, x2428

Sandella's is the healthy alternative to fast food and sub shops offering delicious paninis, quesadillas, burritos and flatbreads that are low-fat, trans-fat free, and low calorie. Patrons may use cash, the Salve Card, credit and debit cards.

Hours of Operation:

Monday – Thursday	11:00am – 5:00pm
Friday	11:00am – 3:00pm

Miley Mart

Miley Hall Lower Level, x5790

Miley Mart is a retail convenience store located in the lower level of Miley Hall. It is open to students, faculty, and staff. Offerings include fresh brewed Starbucks hot and iced coffee, espresso, cappuccino, latte, macchiato, Tevana teas, assorted pastries and cookies, bottled beverages, snacks, candy, chips and ice cream novelties. Patrons may use cash, the Salve Card, credit and debit cards.

Hours of Operation:

Monday – Friday	7:30am – 11:00pm
Saturday & Sunday	11:00am – 11:00pm

McKillop Library Café
McKillop Library Lower Level, x2196
The McKillop Library Cafe features everything you need to keep you fueled while studying in the library! Perk up with your favorite Starbucks beverages including Frappuccino® blended beverages. Take a break and enjoy an assortment of freshly baked pastries and desserts.
Miss your meal at Miley? Meal Exchange is available for sandwiches and salads for lunch and dinner. Patrons may use cash, the Salve Card, credit and debit cards.
Hours of Operation:

Monday - Thursday	9:30am – 11:30pm
Friday	9:30am – 2:00pm
Sunday	1:00pm – 11:00pm

Latitude 41
Gerety Hall x6494

All-Day Eats and Late-Night Treats Right on Campus
From lunch through late night, Latitude 41 has you covered with crave-worthy favorites served daily from 11:30 a.m. to 11:30 p.m. Whether you're grabbing a midday bite, fueling up for dinner, or satisfying those late-night cravings, Latitude 41 offers something delicious for every appetite.

Enjoy made-to-order classics like:
• Chicken tenders and wings
• Burgers
• Personal size pizza
• Freshly grilled sandwiches
• Fries, onion rings, and other comfort food essentials
• Sweet treats and beverages to end your meal right
Starbucks Coffee
Botrista- Serving a variety of Boba Teas
• Gluten-Free and Vegan options
• And more!

Missed a Meal at Miley Café?
No worries—the Meal Exchange program has you covered! Choose from a to-go sandwich, to-go salad, or one of two rotating hot daily specials, all served with a fountain drink and your choice of chips or fruit. Gluten-free and vegan hot specials are also available on the Meal Exchange.

Looking for something extra? Our late-night Meal Exchange runs from 8:30 p.m. to 11:30 p.m., featuring an expanded variety of delicious options to keep you satisfied.

Patrons may use cash, the Salve Card, credit and debit cards.

Hours of Operation:

Monday – Friday	11:00am-11:30pm
Saturday-Sunday	8:30pm-11:30pm

IT TECHNOLOGY SERVICES CENTER (TSC)

McKillop Library, Garden Level, 341-7777

The Technology Services Center strives to create a positive and personal experience for the Salve community by delivering technical solutions for the betterment of the institutional goals and mission.

The Technology Services Center supports the technology needs of students, faculty and staff and seeks to provide assistance in a timely manner. Technology Services Center staff and student employees are skilled in troubleshooting various software and hardware technologies for Mac and HP users.

The Technology Services Center is located in the McKillop Library, Room 002 and 008 (garden level). In addition, the Office of Information Technology provides Salve Regina ID card support services in the McKillop Library, Room 002.

All technology questions should be submitted to the Technology Services Center by phone or email to receive the most timely response and resolution. **If you experience any issues, please call the Technology Services Center at (401) 341-7777 from off campus or Ext. 7777 from on campus. You may also email** tsc@salve.edu.

Source: https://salve.edu/our-mission/campus-offices-and-services/information-technology

Network Access

The Office of Information Technology acts to provide all electronic communications services for the University. This includes: • Telephone service • TV / Video • Voice mail • Internet access • E-mail.

Wi-Fi is available throughout the campus including the residence halls. If students encounter any problems connecting to the network, they should contact the Technology Services Center for further assistance as noted above.

E-MAIL ADDRESS POLICY

E-mail is the official method of communicating with students. All electronic communication initiated by Academic Affairs, Student Affairs, and the Office of the Registrar is sent to students' Salve Regina University e-mail accounts. This includes important announcements, individual notifications, and on-line course (Canvas) access notifications. The Salve Regina University e-mail account provides the University a means of communicating without being concerned that an e-mail account might become invalid. It is important to emphasize that Salve Regina University will not send information to students using any other e-mail account. It is important that students check their Salve Regina University e-mail accounts often.

The Office 365 login page can be found at https://outlook.office.com/salve.edu or as a link on the portal. Here, students can enter their e-mail username and password. It is highly recommended that students change their passwords frequently to ensure account security. This e-mail account will not change if the student remains enrolled. If students encounter any problems connecting to the network, they should contact the Technology Services Center for further assistance as noted above.

MAIL SERVICES

McKillop Library, Garden Level, x2235
Hours:
Package pickup: Monday – Friday 8:30 a.m. - 4:00 p.m. Closed weekends and holidays.

Postage and stamp sales: Monday – Friday 8:00 am – noon (closed for lunch) 1:00 – 4:00 pm. Closed weekends and holidays.

Mail Services receives all resident student mail and packages. Students are sent e-mail notification once a package or mail has been received and is ready for pick-up. All packages must be claimed promptly. Please be prepared to show your Student ID. **Non-resident students** must use their local address for mail and packages. Mail Services sells stamps and postage for packages. Prepaid packages can be dropped off for UPS, USPS, and Federal Express pick-up.

MCKILLOP LIBRARY

X2291

McKillop Library supports the Salve Regina University community in developing lifelong skills in research, critical thinking, and information literacy by providing distinctive collections, services, spaces, and programs. Library facilities provide the Salve Regina community with comfortable, technologically rich spaces to study, collaborate, and relax. The library is a lively learning space, fostering civic discussion by hosting dozens of events and displays each year.

McKillop Library is open 103 hours a week and for extended hours during the last week of classes and finals week. The building's first floor includes the library's borrowing and information desk and spaces for individual and collaborative work. The Allen Family Learning Commons includes the Compass Center for Advising, Career, and Life Design, the Academic Center for Excellence (Subject Tutoring, Writing Center, & Academic Progress Support), Student Accessibility Services, and McKillop Library Café with Starbucks drinks, snacks, and meals.

The library's second floor hosts the Janet L. Robinson Curriculum Resource Center for education research, the makerspace, two collaborative classroom spaces, a group study room, and open spaces for group or individual study. Students seeking quiet may visit the library's third floor, which is a silent study area with carrels for independent work and two additional group study rooms. Public computers are available throughout the library, providing access to licensed software and information resources. The Salve Regina community can make online reservations for any of the library's three study rooms up to three days in advance. Printers throughout the library's three floors provide black-and-white and color printing, scanning, copying, and faxing. Wireless printing is available to all students. The library provides various technology for checkout such as phone and laptop chargers and sewing machines. Students may also borrow board games, lawn games, cake pans, cookie cutters, and puzzles from the Library of Things.

Librarians offer research help Sunday through Friday and provide evening hours to accommodate the needs of students' busy schedules. The Salve Regina community can ask questions via our online chat reference service, phone, email, video conference, or in person, and can schedule personal tours or in-depth consultations with a subject specialist. Librarians provide research instruction to more than 150 classes each year, working with faculty to teach Salve Regina students the skills and concepts they need to find and think critically about information and prepare them to learn throughout their lives. The ability to contact librarians and access library resources is available through the library's homepage and Canvas courses, via the "Library Resources" tab.

<u>LIBRARY COLLECTIONS</u>:

Our diverse collections include over 134,000 printed volumes, 6,000 DVDs, 86,000 streaming films, and 939,000 e-book titles. We provide online access to 86 online databases with links to 108,000 full-text journals through the library's website at https://library.salve.edu. Additionally, our collection

may be supplemented through our academic library consortium, HELIN, and interlibrary loan services. Print materials requested through HELIN are usually available for pick-up at McKillop Library within one week; interlibrary loan print materials may take a little longer. Interlibrary loan requests made for electronic resources may be filled within 1-3 days.

The library also houses the University Archives and Special Collections, documenting the history and heritage of the institution through preservation of administrative and departmental records and materials related to the student experience at the University. The Special Collections include rare books, periodicals, pamphlets, ephemera, and manuscripts, including a focus on material related to Newport and local communities, University properties, and the Religious Sisters of Mercy, our founding order. A growing collection of digital scholarship is dedicated to preserving and promoting the work of faculty and students in our digital repository.

OFFICE OF MARKETING AND COMMUNICATIONS

Ochre Court, third floor, communications@salve.edu

Hometown Publicity

Through a partnership with Merit, the Office of Marketing and Communications publishes news about student achievements online (dean's list, graduation, awards, etc.) and shares with hometown news outlets. Every Salve Regina student has their own Merit page that they can personalize by adding photos, work and/or volunteer experiences, athletics achievements, organization memberships and more. Students can continue to add to their pages after they graduate. To access your personalized Merit page, visit salve.meritpages.com.

Report from Newport

The Office of Marketing and Communications produces Salve Regina's magazine, Report From Newport, which features articles of interest to alumni, families, students and friends of the University. To submit a story for consideration, send your news, photos and ideas to salvenews@salve.edu.

Marketing and Communications Requests

Project request forms, guidelines and self-service resources are available on the marketing and communications website. There are separate request forms by project type: Design projects (print and digital), digital signage and website edits/support. Be sure to check out the logos and templates available for download.

VETERANS' SERVICES

Office of the Registrar
Ochre Court, Second Floor, x2315
Salve Regina University is approved for veterans' benefits. Contact your local V.A. office or phone 1-888-GI-BILL (1-888-442-4551) for assistance.

APPENDICES

APPENDIX A
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The purpose of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is to afford certain rights to students concerning their education records. The primary rights afforded are the right of students to inspect and review their education records, to request amendments to their records, and to provide written consent before the disclosure of personally identifiable information (PII) from their records. Students will be notified of their FERPA rights annually.

Directory Information

Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed is known as Directory Information. Directory Information includes name, date of birth, home and university addresses, e-mail address, telephone number, major (program), enrollment status, class standing, dates of attendance, graduation dates, degrees and honors received, most recent previous educational institution attended, and class rosters. The University may disclose any of these items without prior written consent unless a written request to prevent disclosure is received by the Office of the Registrar.

Student directories are not intended for public distribution outside the University community. Their dissemination may be authorized only by the Provost. The University may respond to requests for directory information about a student. When feasible, students are notified of requests deemed unusual. Students have the right to refuse disclosure of directory information, except to the extent that FERPA authorizes disclosure without consent. This right may be exercised by notifying the Office of the Registrar in writing or by email to sruregistrar@salve.edu

Students should consider carefully the possible negative consequences of any decision to refuse disclosure of directory information. For example, in refusing disclosure the student may create unforeseen problems when potential employers, relatives, and friends make legitimate inquiries. The University will honor a student's request to withhold directory information but cannot assume responsibility for contacting the student about subsequent permission to release information. Regardless of the effect upon students who refuse disclosure, the University assumes no liability for honoring student instructions that information be withheld.

Students who choose to participate in officially recognized athletic activities sign an Athletics Communications Form releasing certain information for purposes of sports publicity and the requirements of intercollegiate athletic associations. Such information includes but is not limited to name, class standing, uniform number, position, hometown, high school and, where appropriate, height and weight. Preventing disclosure of information for student directories does not interfere with the release of sports information authorized by student athletes.

Parent/Guardian Rights

When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student. Parents/guardians may obtain directory information at the discretion of the institution. Parents/guardians may obtain non-directory information (grades, GPA, etc.) at the discretion of the institution ***and*** with the submission of the online FERPA Release form by their child. Online forms can be found at www.salve.edu/online-forms-for-students. Students may terminate their release of information to parents or guardians by providing written notice to the Office of the Registrar.

Record Maintenance

Student educational records are defined under FERPA as "records directly related to a student and maintained by the institution or by a party acting for the institution." This includes any information or data recorded in any medium, including handwriting, print, tapes, film, microform, and any form of electronic data storage. Student educational records are maintained in a number of University offices, such as Office of the Registrar, Office of the Dean of Students, Departmental Offices, Office of Financial Aid, Center for Advising, Career and Life Design, Office of Academic Affairs. Students are invited to consult the Registrar or the Office of Academic Affairs about other offices that may maintain student educational records.

Procedures governing the maintenance and ultimate disposition of student educational records differ from one area to another. The title of the person responsible for maintaining student educational records is listed below along with categories of individuals with legitimate access to student records as part of their professional responsibilities. Procedures for each area's review and disposition of records are sometimes indicated.

Office of the Registrar

Advisors, appropriate academic and administrative staff, faculty members on a need-to-know basis, auditors, and government officials legally authorized to review information.

Official University transcripts for all students are maintained permanently in the Office of the Registrar. Other records contain admission documents and basic student data, notices of transfer credit and previous university transcripts, and other appropriate documents, such as student-related correspondence. When a student graduates or withdraws from the University, dossiers are reviewed and merged with files from other appropriate offices and sent to the archives of the registrar.

Veterans' Benefit Records
University Registrar

Administrative staff and government officials legally authorized to review the information.

The Office of the Registrar maintains a separate dossier for matriculated students using V.A. benefits at the University. The files include forms and correspondence needed to verify enrollment for V.A. benefits, and are retained for a period of five years after the student graduates or withdraws from the University.

Office of the Dean of Students
Dean of Students

Appropriate academic and student affairs staff, faculty members on a need-to-know basis designated by the Provost or the Dean of Students.

The dean of students maintains files that concern extracurricular and non-academic correspondence along with confidential disciplinary files. Disciplinary actions are filed in the central file maintained by the dean of students. Files are periodically reviewed and, after seven years, minor reports are destroyed. Major confidential reports are retained indefinitely in the Office of the Dean of Students.

Department Files
Department Chair

Academic administrative staff, staff advisors and faculty members.

Various department chairs may maintain files of matriculated students majoring or minoring in the department. They generally contain basic information such as the date of awarding a degree, correspondence subsequent to the date of degree or withdrawal, records of registration, grades and departmental reports. The records are periodically reviewed and updated. Upon receipt of a University Withdrawal Form, the student files are sent to the Office of the Registrar. Materials to be archived are added to information that is forwarded to the archives of the registrar.

Office of Financial Aid
Director of Financial Aid
Administrative staff, auditors, and government officials legally authorized to review information for compliance reports.
The director of financial aid is responsible for maintaining financial aid files. Parents'/guardians' financial statements are kept confidential unless they indicate a willingness to share information with their student. Statements can then be made available to their student upon request. When students withdraw or graduate, their files are closed. Loan collectors' files are sent to the Bursar Office. When loans are repaid, files are closed. All recipients of financial aid have entrance and exit interviews so that obligations and responsibilities are made clear.

Center for Advising, Career and Life Design
Associate Director of Advising and Associate Director of Career Development
Administrative staff and faculty on a need-to-know basis.
Compass Advisors may maintain files of matriculated students. They generally contain basic information such as correspondence and individual degree plans.

University Health Services
Administrator of University Health Services
University Health Services staff and administrative staff on an emergency health basis.
Student medical records are maintained by University Health Services and are unavailable for non-medical uses within and outside of the University. They are not a part of students' educational records. Students wishing to obtain their health records may request them from the Director of University Health Services prior to leaving the University. Otherwise, records will be maintained in Health Services for five years and then destroyed.

AMENDMENT OF EDUCATIONAL RECORDS RIGHT TO A HEARING

The Family Educational Rights and Privacy Act (FERPA) affords students the right to request the amendment of the student's educational records that the student believes to be inaccurate or misleading.
A. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
B. As part of the review process, a meeting may be arranged with the student and appropriate University officials, such as the provost and the author of the challenged material, to attempt to resolve the concern.
C. An agreement may include the correction or deletion of challenged material or the inclusion of additional explanatory material by the student.
D. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

STUDENT CONSENT TO DISCLOSE EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory,

academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

As provided by FERPA, the University may also disclose education records or components thereof without written consent of students to designated persons and agencies including, but not limited to:

• authorized representatives of certain federal, state, and local agencies in connection with certain state or federally supported education programs;

• officials of other institutions in which a student seeks or intends to enroll, in which case a reasonable attempt will be made to inform the student of the disclosure;

• persons or organizations providing financial aid to students or determining financial aid decisions;

• state and local officials to whom disclosure is required by State statute adopted prior to November 19, 1974;

• organizations conducting certain studies for, or on behalf of, education agencies or institutions;

• accrediting organizations carrying out their accreditation functions;

• persons in compliance with a judicial order, lawfully issued subpoena, or IRS Summons in which case a reasonable attempt will be made to inform the student of the disclosure except as required by law or court order;

• persons in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons;

• a person of an alleged perpetrator of a crime of violence or a non-forcible sex offense (as defined in 34 CFR Part 99), the final results of the disciplinary proceeding conducted by the institution with respect to that alleged crime or offense;

• interested individuals, subject to the requirement of 34 CFR Part 99, the name, violation committed, and sanction imposed by the institution against a student who has committed a violation of the institution's rules or policies in connection with the alleged perpetration of a crime of violence or a non- forcible sex offense;

• parents/guardians regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to that use or possession, and the student is under the age of 21 at the time of the disclosure to the parent/guardian.

FILING OFFICIAL COMPLAINTS

The Family Educational Rights and Privacy Act affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

VETERANS' SERVICES

Office of the Registrar
Ochre Court, Second Floor, x2943

Salve Regina University is approved for veterans' benefits. Contact your local V.A. office or phone 1-888-GI-BILL (1-888-442-4551) for assistance.

APPENDIX B

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

(Title II of PL 101-542, as amended)

The Crime Awareness and Campus Security Act of 1990 (Title II of PL 101-542, as amended) requires compilation of statistics by the OPS about murder, manslaughter, sex offenses, aggravated assault, burglary, motor vehicle theft, arson, drug violations, liquor violations, weapon violations, and hate crimes that occur on campus or on city streets adjacent to the University. These statistics are available at the OPS and on the University website as well. See the following link to find entitled Crime Statistics here:

http://www.salve.edu/document/security-fire-safety-report

APPENDIX C
STUDENT GRIEVANCES AGAINST FACULTY
Process for Student Complaints

a. Consultation Process. A student's complaint against a member of the Instructional Staff about a grade or other academic matter must go through the following consultation process:

(1) the student, as soon as possible, meets with the teacher and seeks a resolution of the complaint (in the case of a disagreement about a grade calculation, the Grade Review policy, as outlined in the *Undergraduate Catalog*, or *Graduate and Professional Studies Catalog,* should be followed);

(2) if the result of the student's meeting with the teacher is unsatisfactory, then, within ten working days of this meeting, the student may request a meeting with the department Chair about the complaint. (If the teacher is the department Chair, this second meeting is not necessary.);

(3) if the result of the student's meeting with the department Chair is unsatisfactory, then, within ten working days of this meeting, the student submits a written complaint to the appropriate undergraduate or graduate dean and asks for a meeting with this administrator. This complaint, in the form of a letter to the administrator, explains the nature of the academic dispute.

b. Grievance initiated by a student.

(1) If the student is not satisfied with the result of the consultation process described above, s/he may initiate a grievance. If the instructor is not satisfied with the result of the consultation process, s/he may not file a grievance against a student.

The timetable and process for filing this grievance are found in the General Grievance Process as described in Chapter IX, C. The student is the Complainant. The student may be accompanied by an advisor who is a student.

(2) A student is advised that a grievance is not an automatic appeal system. It is a serious matter concerning the academic integrity of the University. A grievance must be about an alleged injustice. The student will be asked to show specifically what this alleged injustice is (e.g., bias). The student is also advised that the Faculty Grievance Committee may not change a grade. It may only recommend a course of action.

(3) A student who has been suspended or dismissed from the University may not use these faculty grievance procedures to appeal the dismissal or suspension.

Source: Salve Regina University Faculty Manual 2024

APPENDIX D
CONSENSUAL AMOROUS RELATIONSHIPS & EMPLOYEE ALCOHOL POLICY (from Staff Handbook)

Consensual Amorous Relationships with Students
The University prohibits consensual romantic and/or sexual relationships between employees and undergraduate students, as well as between employees and those graduate students for whom they have a direct professional responsibility. The term "direct professional responsibility" refers to many different roles, both within and outside of the classroom, including but not limited to teaching, academic advising, coaching (athletics, dance, etc.), and service on evaluation committees (awards, prizes, etc.), and thesis committees. In effect, "direct professional responsibility for students" includes the supervision of all college-sponsored academic, co-curricular, and extra-curricular activities.
The President or Provost may grant exemptions from this policy in exceptional circumstances. Members of the university community who believe that violations of this policy have occurred may initiate a complaint with the appropriate administrator. A complaint alleging an administrator has violated this policy may be filed with the Provost or President. Complaints must be filed no more than two years after an alleged violation.
Violations of this policy will be considered misconduct on the part of an employee and will be subject to institutional sanctions, including possible termination. Treatment of allegations, imposition of sanctions and grounds for termination will be governed by procedures specified in the *Faculty Manual* and/or *Staff Handbook*.
Adopted from the College of William and Mary, policy on "Consensual Amorous Relationships."

Employee Alcohol Use: A policy and guideline for Salve Regina University Faculty and Staff

Purpose: The purpose of this document is to outline the University's policy related to alcohol use by faculty and staff and to offer guidance on expected behavior and best practices.
1. Use of alcohol by faculty and staff in their relationships with students
The guiding principle is that all University employees must model to students how responsible, mature members of society can either abstain from the use of alcohol or use alcohol in ways that contribute to the quality of their lives without falling into the trap of excess or addiction.
The following guidelines and policies apply to all University faculty and staff:
A. Employees may not use personal funds to purchase alcohol for students.
B. Employees may not promote or condone, either directly or indirectly, the excessive use of alcohol by students.
C. When inviting students to their homes, employees are engaging in a University related event. Therefore, when inviting students to their homes, employees must not offer alcoholic beverages to undergraduate students without prior approval of the appropriate supervising vice president or provost. Employees may serve students (undergraduate and graduate) and recently graduated students who are of age but will see to it that these students are served an appropriate amount of food and drink moderately, just as they observe host(ess) doing (see 1D).
D. Employees should not accompany students to restaurants, bars, lounges, private residences, etc., where the purpose, or perceived purpose, of social activity is focused on drinking.
E. Faculty and staff advisers of student organizations must encourage their student groups to be faithful to University policy and civil law concerning the use of alcohol and should help them to understand how to use alcohol in a responsible manner.
F. During University related events, University funds should not be used to purchase alcohol for students, except in pre-approved events on campus or in the official program itinerary such as a vineyard wine tasting or group cultural dinner where purchased alcohol is provided in limited

quantities and served with an appropriate amount of food and only to students who are of legal drinking age.
G. During University related trips (e.g., study abroad, service trips, conferences) employees should keep their own alcohol consumption to a minimum, even during what is considered free time, so that their judgment is neither compromised nor impaired.

APPENDIX E
LEGAL DEFINITIONS OF SEXUAL VIOLENCE

Sexual Assault is legally defined in Rhode Island

Sexual assault is a felony crime in Rhode Island which we strongly encourage students to report to local police authorities. State law defines sexual assault as three degrees:

First degree Sexual Assault, also called rape, has two major components:

1. Any forced, coerced penetration of the vagina, anus or mouth by any part of another's body or an object; and,
2. Legally, lack of consent does not necessarily require physical resistance or verbal refusal. For instance, someone who is incapacitated or asleep is, by definition of the law, unable to give consent.

Second Degree Sexual Assault is non-consenting sexual contact with another person. This includes any forced or coerced contact with a person's genital area, inner thigh, buttocks, or the breast of a female.

Third Degree Sexual Assault is consensual sexual penetration by a person 18 years of age or older of a person over 14 years of age, but under the age of consent (16 years old).

Domestic Violence and Relationship Violence

Rhode Island General Law 12-29.2 defines domestic violence as crimes when committed by one family member or household member against another. Family or household member is defined as:

- Spouses
- Former spouses
- Adult persons related by blood or marriage and persons who have a child in common regardless of whether they have been married or have lived together
- Adult persons who are currently residing together or who have resided together during the past three years. **PLEASE NOTE: Students in the same residence hall may be considered under this definition. In addition, this may apply to students sharing an off-campus residence.**
- Persons who have a child in common regardless of whether they have been married or have lived together
- Persons who are or have been in a substantive dating or engagement relationship within the past 6 months which shall be determined by the court's consideration of the length of time of the relationship, the type of relationship and the frequency of the interaction between parties.

Domestic violence includes but is not limited to any of the following crimes when committed by one family or household member against another: simple and felony assaults, vandalism, disorderly conduct, trespassing, kidnapping, child snatching, sexual assault, homicide, violations of court orders, stalking, refusal to relinquish or to damage or to obstruct a telephone, burglary and unlawful entry, arson, cyberstalking and cyber harassment, and domestic assault by strangulation.

Rhode Island Law defines domestic abuse as "attempting to cause or causing physical harm, placing another person in fear of immediate physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress, stalking via harassment or following a person, and cyberstalking."

There are many forms of physical, verbal, emotional, and sexual abuse that may be used between roommates, friends or couples.

Examples of verbal and emotional abuse include using threatening gestures or language, stalking or harassing, shouting, swearing, blocking the doorway or using body size to intimidate, claiming to be the authority, blaming or accusing, insulting, mocking, driving recklessly to scare the person, isolating the person from friends or family, or refusing to listen or respond. All forms of domestic violence, domestic abuse and relationship violence are in violation of the Student Code of Conduct.

These crimes carry sentences up to 1 year in prison and may result in the serving of a restraining order against the assailant and the requiring of the assailant to attend a recognized treatment program for batterers.

APPENDIX F

Policy Owner:	Dean of Students and Human Resources Office
Applicability:	Students, Faculty and Staff
Effective Date:	August 14, 2020
Revision Date:	July 20, 2026

Salve Regina University Title IX Sexual and Gender-Based Harassment Policy

I. Purpose of Policy

This policy prohibits Sexual Harassment, Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, in addition to retaliation against an individual for making a report of conduct prohibited under this policy or for participating in an investigation and/or hearing proceeding of an alleged violation of this policy.

This policy is in accordance with Title IX of the Education Amendments of 1972, relevant provisions of the Violence Against Women Reauthorization Act of 2013; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; their implementing regulations; and other applicable federal and Rhode Island state laws and regulations.

Concerns about Salve Regina University's (hereinafter "University") application of this policy may also be addressed to the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481 or the Rhode Island Commission for Human Rights.

II. Policy Statement

The purpose of this policy is to define prohibited conduct and explain the University's Title IX grievance procedures and processes, including, but not limited to, how to report or file a complaint and how the University will respond.

III. Applicability and Scope of Title IX Policy

This policy applies to all University community members, including faculty, adjunct faculty, staff, and students. To be adjudicated under this policy and grievance procedures as a Title IX Complaint, the alleged behavior must constitute sexual and gender-based harassment as defined by Title IX and must have occurred within the University's education programs or activities in the United States. For purposes of this policy, an education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the sexual and gender-based harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University. If the alleged behavior would not constitute Title IX sexual and gender-based harassment, even if proven, or if it falls outside the jurisdiction and scope of Title IX, it will be adjudicated under the University's Anti-Discrimination Policy and Grievance procedures, if applicable; however, as required by law, it will be dismissed under Title IX. If a complaint is dismissed under Title IX, the parties will be notified accordingly and the parties will have the right to appeal the dismissal.[1]

1

[1] See "Appeals" section.

IV. Prohibited Conduct

a. Title IX Sexual Harassment[2]

i. **Title IX Sexual Harassment** means conduct *on the basis of sex* that satisfies one or more of the following three categories: (1) Quid Pro Quo Sexual Harassment; (2) Hostile Environment Sexual Harassment; and/or (3) Sex-Based Crimes.

1. **Quid Pro Quo Sexual Harassment** occurs when an employee of Salve Regina conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

2. **Hostile Environment Sexual Harassment** occurs when unwelcome conduct is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

3. **Sex-Based Crimes** occur when conduct constitutes "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

   a. **Sexual Assault** includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

      i. **Rape** is the carnal knowledge of a person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

      ii. **Sodomy** is oral or anal sexual intercourse with another person, without the consent of that person, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

[2] 34 C.F.R. § 106.30 requires that allegations which constitute sexual harassment under Title IX and fall

within the jurisdiction and scope of Title IX must be adjudicated using the Title IX definitions of sexual harassment defined here.

iii. **Sexual Assault with An Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

iv. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

v. **Incest** is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

vi. **Statutory Rape** is nonforcible sexual intercourse with a person who is under the statutory age of consent.

b. **Dating Violence** means violence committed by a person—

i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.

2. The type of relationship.

3. The frequency of interaction between the persons involved in the relationship.

c. **Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, **or** by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

d. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

   i. fear for his or her safety or the safety of others; or

   ii. suffer substantial emotional distress.

V. Retaliation

The following conduct is specifically prohibited in Title IX sexual and gender-based harassment cases and may constitute an additional violation under Title IX: Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual and gender-based harassment, for the purpose of interfering with any right or privilege secured by Title IX.

VI. Relevant Definitions

a. **Consent** is a clear, informed, and voluntary agreement to engage in specific sexual activity. Consent to one type of sexual activity does not equal consent to other types of sexual activity. Consent can be withdrawn at any point during sexual activity and the sexual activity must stop immediately. A verbal "no" establishes lack of consent. Silence, without clear actions demonstrating permission, cannot be assumed to indicate consent—the absence of "no" does not equal "yes." Consent cannot be obtained by coercion, force, or threat. Consent cannot be given by someone if they are mentally or physically incapacitated.

b. **Incapacitation** is a state where an individual is temporarily or permanently impaired to the extent where that person can no longer make a rational and informed decision to consent to sexual activity. Incapacitation may be caused by mental or physical disability, or when a person has consumed alcohol or other

drugs, including prescribed medication. Individuals who are asleep or unconscious are incapacitated. A person who does not comprehend the "who, what, when, where, why or how" of a sexual interaction may be incapacitated.

Evidence of incapacitation may include, but is not limited to stumbling or shaky equilibrium, vomiting, slurred speech, bloodshot eyes, smell of alcohol, outrageous or unusual behavior, or unconsciousness (for short or long periods of time).

c. **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force can include intimidation or implied threats to overcome an individual's resistance or produce consent. There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

d. **Coercion** is unreasonable or sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

e. **Intimidation** is defined as overt or implied threats or acts that would cause reasonable fear of harm in another.

f. **Preponderance of the Evidence** standard is met if the greater weight of the evidence demonstrates that it is 'more likely than not" that a violation has occurred.

g. **Complainant** is any individual who is alleged to be the victim of conduct that is prohibited under this policy.

h. **Respondent** is any individual who has been reported to be the perpetrator of conduct that is prohibited under this policy.

VII. **Academic Freedom** This policy is not meant to restrict or prohibit academic discussion or the sharing of information that is germane to the subject matter of a particular course curriculum even if such discussion or information involves controversial or sensitive subject matters.

VIII. Confidentiality

a. The University will make all reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual and gender-based harassment under this policy, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, or any witness. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

b. The University may reveal confidential information as permitted or required by law,[3] to carry out the purposes of this policy, including conducting any investigation, live hearing, or proceeding arising thereunder.

c. Although the University will make all reasonable efforts to maintain privacy and confidentiality, the University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. However, the prohibition of retaliation continues to apply. Dissemination to third parties, electronically or otherwise, of investigation reports prepared by assigned investigators and audio/video recordings of hearings is prohibited by this policy.

d. Certain types of Sexual Harassment are considered crimes for which the University must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. In these instances, the University will continue to complete publicly available recordkeeping in accordance with relevant laws, including the Clery Act reporting and disclosures, without the inclusion of personally identifying information about the Complainant.

IX. Amnesty for Students

a. The health and safety of every student at the University is of utmost importance. The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of sexual harassment occurs, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The University strongly encourages students to report incidents of sexual harassment to university officials. A bystander acting in good faith, or a reporting individual acting in good faith [including a Complainant], who discloses any incident of sexual harassment to university officials or law enforcement will not be subject to a University code of conduct action for violations of alcohol - and/or drug-use policies occurring at or near the time of the commission of the incident of sexual harassment.

[3] If the University becomes aware of a serious and continuing threat to the campus community, the University may issue a timely warning in accordance with federal regulation to protect the health or safety of the community and may publish a reported incident in the daily crime log or annual security report. In addition, the University may also share non-identifying information, including data about outcomes and sanctions. The University will not disclose the name or other personally identifiable information of the Complainant unless it has received the express consent of the Complainant or unless the release of such information is consistent with legal requirements or mandated by law.

X. Options for Reporting Prohibited Conduct

a. Reporting Procedure

i. All persons, including employees, are strongly encouraged to report incidents of sexual and gender-based harassment to the Title IX Coordinator. The Title IX Coordinator is available to offer supportive measures and resources and to answer questions about the University's policy and grievance procedures.

ii. Any person (whether or not the person reporting is the person alleged to be the Complainant) may report sexual and gender-based harassment at any time using the University's online reporting form found at https://salve-advocate.symplicity.com/titleix_report/index.php/pid851717, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator in Appendix A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. For purposes of this policy, The University will be deemed to have actual notice of allegations only when notice of said allegations are made to the Title IX Coordinator or to a university official who has authority to institute corrective measures on behalf of the University.

iii. A Complainant may request that the University not investigate and/or adjudicate the report under the formal complaint procedures described herein. The University will make all reasonable efforts to honor the request. However, in certain circumstances, the University may have to pursue a formal complaint. These circumstances include, but are not limited to, instances when the University has received multiple reports of misconduct by the same individual or when the conduct reported poses a compelling risk to the health and safety of members of the University community, which includes the complainant.

iv. Upon receiving a report of sexual and gender-based harassment, if the

Title IX Coordinator is made aware of the identity of a Complainant, the Title IX Coordinator will make all reasonable efforts to promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures,[4] inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the Complainant the process for filing a formal complaint.[5]

v. Upon receiving a report of sexual and gender-based harassment, if the Respondent is unknown or is not a faculty, staff, or student member of the University, the Title IX Coordinator will make all reasonable efforts to provide the Complainant with supportive measures, as well as information and options regarding potential criminal processes. The Title IX Coordinator may also take appropriate actions to protect the Complainant, such as providing assistance in obtaining no-trespass and restraining orders. If requested, the University will assist in filing/applying for orders of protection, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

b. Option of Confidential Reporting

i. Individuals may speak confidentially with Health and Counseling Services employees, University chaplains, and other off-campus resources in accordance with law.[6]

c. Option of Reporting to Law Enforcement

i. Individuals who have experienced criminal violations are encouraged to report the incident to local law enforcement and have the option to do so. Formal reporting options include contacting the police department in the jurisdiction in which the incident occurred. If a Complainant chooses to report to law enforcement or pursue a criminal process, the Complainant may simultaneously pursue a complaint under this policy. Individuals are advised that if there is concurrent law enforcement activity, the University may temporarily delay its investigative or adjudicative process.

ii. The University can provide Complainants with information and support in the process of reporting criminal conduct to law enforcement.

iii. Regarding the involvement of law enforcement, the Complainant has several options, including: (1) to notify law enforcement authorities; (2) to be assisted by campus authorities in notifying law enforcement authorities if the Complainant chooses; or (3) to decline to notify such authorities. The University will comply with the Complainant's request for assistance

[4] See "Supportive Measures" section below.
[5] See "Formal Complaint Grievance Process" section below.
[6] See Appendix A.

in notifying law enforcement to the extent it is consistent with law. The Complainant's choice to report to law enforcement will not impact the provision of supportive measures.

d. Anonymous Reporting

i. Any individual may submit an anonymous report any time using the online reporting form found on the University's online form located at https://salve-advocate.symplicity.com/titleix_report/index.php/pid851717. You may choose to make an anonymous report if you want the University to be aware of your experience or someone else's experience, but do not want to be involved in an administrative investigation. An individual may report an incident without disclosing their name or identifying the alleged perpetrator (the "respondent"). Depending on the extent of information provided by the reporter, the University's ability to respond to an anonymous report may be limited. For example, if a third party or anonymous report does not identify the alleged victim and/or respondent, the University may not be able to initiate a grievance process or provide supportive measures.

e. Student and Employee Reporting Procedures related to Health Service Professionals and Athletic Trainers.

i. Section 1557 of the Affordable Care Act (ACA) prohibits sex discrimination in applicable health programs and activities, including Salve Regina's Health Service Professionals and Athletic Trainers. We strongly encourage any student, employee, Health Service patient, or other individual who feels they have been subjected to sexual discrimination (including but not limited to sexual harassment, sexual abuse and/or sexual assault) to immediately contact Jonathan Cook, Assistant Dean of Students, Title IX and Anti-Discrimination Coordinator or Nancy Escher, Associate Vice President and Chief Human Resources Officer, and/or the Newport Police. Complaints related to Salve Regina's Health Services Professionals or Athletic Trainers will be processed and resolved according to the procedures listed in this policy. Salve Regina's Health Service Professionals and Athletic Trainers will follow appropriate procedures to maximize physical security. Patients may request a chaperone or support person at any time for any examination with Health Services Professionals or Athletic trainers.

XI. Interim Actions

a. Emergency Removal and Administrative Leave

i. Upon receiving a report that a Respondent engaged in prohibited conduct described in this policy, Salve Regina reserves the right to remove the Respondent on an emergency basis,[7] if it conducts an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual arising from the allegations justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

b. Supportive Measures

i. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter discrimination or harassment (including sexual harassment).

ii. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

iii. Salve Regina will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

iv. Both the Complainant and Respondent involved in either an informal or a formal resolution process have a right to receive supportive measures from the University.

v. Supportive measures include, but are not limited to:

1. Academic Accommodations, such as:

a. Exam, paper, or assignment rescheduling;

b. Taking an incomplete in a class;

[7] When the Respondent is a non-student employee, Salve Regina reserves the right to place the non-student employee on an emergency paid or unpaid administrative leave.

c. Transferring class sections for the Complainant and/or Respondent when feasible;

d. Taking a leave of absence from the University;

e. Assistance with alternative course completion options;

2. Assistance with Transportation;

3. Assistance with On-Campus Working Environments;

4. Assistance with Questions Regarding Visa & Immigration Status;

5. Assistance with Student Financial Aid;

6. Counseling Services;

7. Housing Accommodations, such as:

   a. Temporary housing/emergency room change for the Complainant and/or Respondent;

   b. Assistance from the University support staff in completing a permanent room relocation;

   c. Arranging to dissolve a housing contract and pro-rating a refund;

8. Protective Orders, such as:

   a. An institutional no-contact order (two way);

   b. An institutional no-trespassing order;

vi. Additional resources may be found in Appendix A and on the University Title IX website.

XII. Training Required for Title IX Cases

a. The Title IX Coordinator(s), Investigator(s), Decision-Maker(s)[8], and Facilitator(s) of Informal Resolution Processes receive training on:

i. Prohibited behaviors as defined in this policy, including Title IX Sexual Harassment;

ii. The scope of the University's education program or activity as it relates to Title IX complaints;

iii. How to conduct the informal resolution process and formal complaint grievance processes under this policy, including investigations, live hearings, appeals, and informal resolution processes as applicable; and

iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

b. The Decision-Maker(s) will receive additional training on:

i. Any technology to be used at a live hearing; and

c. Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

XIII. The Investigator(s) will receive additional training on:

i. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

XIV. Any materials used to train will not rely on sex or other stereotypes and will promote impartial investigations and adjudications of formal complaints.

XV. All Title IX training materials will be posted on the Salve Regina website as a part of its recordkeeping in accordance with law.[9]

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[8] For purposes of this policy, the Appeal Officer is a Decision-Maker.

[9] See "Recordkeeping" section below.

f. In addition to the aforementioned trainings, Salve Regina also offers primary prevention and awareness programs, as well as educational programs and campaigns for students and employees to promote the awareness of discrimination and harassment, including dating violence, domestic violence, sexual assault and stalking. More information can be found in the University's Annual Security Report.

g. As required by the Clery Act, the Grievance Process will also be implemented by officials who, at a minimum, receive annual training on relevant issues related to sexual assault, dating and domestic violence and stalking and on how to conduct the Grievance Process.

XIII. Resolution Processes

a. Conflicts of interest, Bias, and Impartiality

1. The Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Facilitator(s) of Informal Resolution Processes will make all reasonable efforts to ensure the formal complaint grievance process is facilitated in an impartial manner.

2. The Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Facilitator(s) of informal resolution processes may not have a conflict of interest for or against Complainants or Respondents generally or an individual Complainant or Respondent.

3. The parties are expected to promptly report concern(s) regarding conflict of interest or bias regarding the above listed personnel to the Title IX Coordinator as soon as reasonably possible once they become aware of the conflict of interest or bias. Upon receiving a report of conflict of interest or bias, the University will evaluate the report, and if it is determined that a conflict of interest or bias exists, the University will appoint another individual to serve in the role.

b. Option of Informal Resolution Process

i. Informal resolution does not involve a full investigation and adjudication like the formal complaint grievance process. Rather, the informal resolution process uses mediation or other forms of dispute resolution with the goal that the parties will arrive at a mutually agreed-upon

outcome. The informal resolution process cannot be used for Title IX cases involving allegations that an employee sexually harassed a student.

ii. In order to engage in an informal resolution process to resolve Title IX allegations, the Complainant must first file a formal complaint[10] with the Title IX Coordinator and then, as described above, all parties must voluntarily consent in writing to participate in the process and the process must be deemed appropriate for informal resolution by the Title IX Coordinator.

iii. **Written Notice to the Parties**

1. Prior to initiating an informal resolution process, the Title IX Coordinator will provide written notice to the parties that includes:

   a. The allegations alleged by the Complainant;

   b. The requirements of the informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and move forward with a formal complaint grievance process; and

   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

iv. To complete the informal resolution process, both parties must voluntarily agree to the outcome with the understanding that the outcome is final and will not be subject to further procedures under this policy, unless there is material evidence to show that a party engaged in misrepresentation or fraudulent conduct which impacted the resolution.

v. As mentioned above, both parties reserve the right to terminate the informal resolution process and may move forward with the formal complaint grievance process any time prior to resolution. Such termination must be provided to the Title IX Coordinator in writing.

[10] See "Formal Complaint" described below.

c. **Formal Complaint Grievance Process**

i. **Formal Complaint:** A formal complaint is a document signed by a Complainant or signed by the Title IX Coordinator, alleging sexual harassment against a Respondent and requesting that the University investigate.[11] At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University. For purposes of this policy, employment by the University constitutes participation in the education program or activity.

ii. A Formal Complaint may be filed with the Title IX Coordinator using the University's online reporting form found at https://salve-advocate.symplicity.com/titleix_report/index.php/pid851717, in person, by mail, or by electronic mail.[12] For purposes of this definition, "document signed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

iii. **Overview of Formal Complaint Grievance Process**

1. Once a formal complaint (as defined above) is filed, the grievance process will commence.[13] The grievance process will include written notice of allegations, investigation with interviews of all parties and relevant witnesses, a live hearing that includes all parties and relevant witnesses led by a Decision-Maker(s), a written determination of responsibility, and the option for appeal.

2. The University will make all reasonable efforts to provide a prompt, equitable, fair and impartial resolution of student and employee complaints,[14] including providing a grievance process that treats Complainants and Respondents equitably by providing

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[11] In Title IX complaints, the Complainant who files a formal complaint will have the option to request that the University initiate an informal resolution process, rather than a formal investigation. If all parties voluntarily consent, the Title IX Coordinator deems the process as appropriate for informal resolution, and the other requirements described in the "Option of Informal Resolution Process" section herein are met, then the parties may proceed with the informal resolution process rather than a formal investigation. However, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and move forward with a formal investigation.

[12] See Appendix A for contact information.

[13] Unless it is a Title IX complaint and the parties have met the requirements and chosen to proceed with an informal resolution process as described herein.

[14] As defined under Title IX and in the Clery Act.

remedies to a Complainant where a determination of responsibility has been made against the Respondent, and by following its grievance process before imposition of any disciplinary sanctions or other actions that are not supportive measures. Remedies will be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services offered as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

iv. **Written Notice of Allegations**

1. Upon receiving a formal complaint, the Title IX Coordinator will provide written notice to all known parties that includes:

   a. The University's grievance process, including any informal resolution process;

   b. The allegations alleged by the Complainant, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved, if known; the conduct allegedly constituting the discrimination or harassment (including sexual harassment), if known; and the date and location of the alleged incident(s), if known.

   c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

   d. Information regarding the parties' right to have an advisor of their choice, who may be, but is not required to be an attorney.

   e. A statement that the parties may inspect and review evidence as described in the investigation section of this policy;[15] and

   f. A statement that the University prohibits knowingly making false statements or knowingly submitting false information

[15] See "Investigation" section below.

in bad faith at any point in the grievance process. Individuals who engage in this misconduct may be subject to disciplinary actions. Disciplinary action pursued against a party for knowingly making false statements or submitting false information in bad faith does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement or provided materially false information in bad faith.

2. If in the course of an investigation, Salve Regina decides to investigate allegations about the Complainant or Respondent that are not included in the written notice of allegations described above, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

v. **Advisors**

1. The Complainant and the Respondent are entitled to the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney; and the University may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding, notwithstanding, the advisor must comply with the restrictions established by the University regarding the extent to which the advisor may participate in the proceedings. The restrictions are set forth below:

   a. *Meetings and Investigation Interviews*: Advisors may not speak for or on behalf of any Complainant or Respondent during any meetings and/or investigation interviews. While an advisor cannot speak for or on behalf of the Complainant or Respondent during any meetings and/or investigation interviews, time will be granted for the advisor and the party to confer, if deemed appropriate, by the Investigator or University personnel facilitating any meeting. The Investigator and University personnel reserve the right to exclude an advisor from any meeting or investigation interview for failure to abide by these restrictions.

   b. *Title IX Live Hearings*: Each party must have an advisor present at the Title IX live hearing. If a Complainant or Respondent does not have an advisor present at the Title

IX live hearing, the University will provide one. The University reserves sole discretion to select the advisor provided. The advisor selected will be provided without cost to the Complainant or Respondent. The role of the advisor during the Title IX live hearing is solely to conduct questioning on the Complainant's or Respondent's behalf. At the Title IX live hearing, the Decision-Maker(s) will permit each party's advisor to ask the other party and any witnesses relevant questions and follow-up questions, including those challenging credibility. It is the expectation of the University that the advisor will at all times act in a respectful and non-aggressive manner. The Decision-Maker(s) reserves the right to exclude an advisor from the Title IX live hearing for failure to abide by these restrictions. Should an advisor be excluded from the Title IX live hearing, the party will be able to choose a new advisor, or one will be provided by the University.

vi. **Consolidation of a Formal Complaint**

1. The University may consolidate formal complaints under this policy when allegations arise out of the same facts or circumstances. In addition, a formal complaint of Title IX retaliation may be consolidated with a formal complaint of sexual harassment under Title IX. Where the formal resolution process involves more than one Complainant or more than one Respondent, references made to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

2. Alleged violations of other University policies, which are related to the formal complaint, may be adjudicated and resolved under this policy.

vii. **Termination of a Formal Complaint or Acknowledgment of Responsibility**

1. The University may terminate a formal complaint if:

   a. At any time during the investigation or live hearing a Complainant notifies the Title IX and Anti-Discrimination Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;

   b. The Respondent is no longer enrolled in or employed by the University; or

c. There are specific circumstances that prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

2. At any point during the grievance process, a Respondent may choose to voluntarily admit responsibility for the alleged violation(s) and execute a written waiver, at which point the Respondent will be assigned a sanction(s) and the grievance process will be terminated.

viii. **Privileged Information**

1. The University will not require, allow, rely upon, or otherwise permit questions or use of evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege. Notwithstanding the foregoing, if a person holding such a privilege has waived the privilege, then the information may be used during an investigation or live hearing.

2. In gathering evidence, the University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

ix. **Evidence Pertaining to Sexual History**

1. Questions about or evidence of a Complainant's sexual predisposition is never considered relevant for the purposes of an investigative report or questioning in a live hearing.

2. Questions about or evidence of a Complainant's sexual history is only considered relevant for the purposes of an investigative report or questioning in a live hearing if:

a. Such questions and evidence about the Complainant's prior sexual history are offered to prove that someone other than the Respondent committed the conduct alleged by the complainant; or

b. Such questions and evidence concern specific incidents of the Complainant's prior sexual history with respect to the Respondent and are offered to prove consent.

Questions or evidence about a Complainant's sexual history that do not meet the two exceptions described above are excluded from investigative reports and live hearings, and are to be deemed irrelevant.

x. **Investigation**

1. **Overview of the Investigative Process**

   a. Once a formal complaint is filed, the Title IX Coordinator will appoint an Investigator to conduct a formal investigation into the allegations.[16]

   b. Parties whose participation is invited or expected for an investigative interview will be contacted by the Investigator and provided written notice of the date, time, location, participants, and purpose of the meeting. Parties will be given reasonably sufficient time to prepare to participate.

   c. The Investigator will make all reasonable efforts to complete the investigative report within 60 business days. This timeline may vary depending on the size of the formal complaint, the amount of evidence to be considered, the number of persons to be interviewed, and additional factors. If the investigative report is going to take longer than 60 business days to complete, the parties and their advisors will be given notice.

   d. The parties and their advisors are not authorized to disseminate any portion of the investigative report sent to them through electronic or hardcopy means.

   e. Unauthorized video or audio recordings of investigative interviews are not permitted by the parties or their advisors.

2. **Equal Opportunity Given to the Parties**

   a. All parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

      i. Both the Complainant and Respondent are permitted to provide names of potential witnesses to the Investigator. The Investigator will determine

[16] The appointed Investigator will meet standards set out in the "Roles of Professionals Involved in the Informal and Formal Resolution Processes for Sexual Harassment" section above.

which of those potential witnesses, or other persons, may have relevant information about the alleged conduct; and the Investigator may request statements, either orally or in writing.

ii. Both the Complainant and the Respondent are permitted to provide other relevant evidence to the Investigator. For instance, evidence may include any facts or information presented in support of or opposition to an allegation, text messages, email exchanges, timelines, receipts, photographs, etc. The Investigator may also consider additional documents, items, or other relevant information.

b. All parties will be given an equal opportunity to inspect and review any evidence obtained as a part of the investigation that is directly related to the allegations raised in the formal complaint. This includes evidence which the University does not intend to rely on in reaching a determination regarding responsibility; and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

3. **Review of Evidence**

a. All parties must submit to the Investigator any evidence that they would like the Investigator to consider prior to the completion of the investigative report.

b. Prior to the completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic or hardcopy format. (Note: All evidence that was subject to the parties' inspection and review will be made available at the live hearing to give each party equal opportunity to refer to such evidence during the live hearing, including for purposes of questioning).

c. Each party will be given 10 days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

4. **Completion of the Investigative Report**

a. Either after the Investigator receives the parties' written responses or after the 10-day time limit has expired, the Investigator will create an investigative report that fairly summarizes the relevant evidence.

b. At least 10 days prior to the live hearing, the Investigator will send a copy of the investigative report in an electronic or hard copy format to each party; their advisors, if applicable; and the Title IX Coordinator. The parties will be given the opportunity to review the investigative report and provide a written response. Evidence submitted by parties following the dissemination of the investigative report may warrant additional time for the non-submitting party's review and response.

xi. **Assessment After the Investigative Report is Complete**

1. Upon receiving the final investigative report, the Title IX Coordinator will evaluate whether the alleged conduct, if proven, would constitute a Title IX violation because it meets or could meet the definition of Title IX sexual harassment[17] and occurred within the jurisdiction and scope required by Title IX as described herein.[18] If the Title IX Coordinator determines that the conduct alleged in the investigative report, if proven, constitutes Title IX Sexual Harassment, then the complaint will be adjudicated in accordance with any and all specific procedures outlined in the Title IX Live Hearing Procedures section below. If the Title IX Coordinator determines that the conduct alleged in the investigative report, if proven, would not constitute Title IX Sexual Harassment, then the complaint will be adjudicated in accordance with any and all specific procedures outlined in the Other Live Hearings Procedures section below.

xii. **Live Hearing Procedures**

1. **Decision-Maker(s)**

a. Shortly after receiving the final investigative report, the Title IX Coordinator will appoint a Decision-Maker(s).[19] The Decision-Maker(s) will be assigned to preside over the live hearing.

[17] See "Prohibited Conduct" section above.
[18] See "Applicability and Scope of Policy" section above.
[19] The appointed Decision-Maker(s) will meet standards set out in the "Roles of Professionals Involved in the Informal and Formal Resolution Processes for Sexual Harassment" section above.

2. **Written Response to the Final Investigative Report**

   a. Prior to scheduling the live hearing, the Decision-Maker(s) will contact each party to provide a deadline for which they can submit their written responses to the final investigative report.

3. **Live Hearing Schedule**

   a. Promptly after receiving the parties' written responses, the Dean of Students Office's designee will provide the parties, their advisors, and witnesses with written notice of the live hearing date, time, and location. In this notice, the designee will request the individuals inform the designee right away if there is a scheduling conflict that would make it impossible for them to attend the live hearing.

4. **Overview of the Live Hearing Process**

   a. At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms. Live hearings may be conducted with all parties physically present in the same geographic location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. In either of the aforementioned situations, the University will provide technology that enables the participants to simultaneously see and hear each other.

   b. At the live hearing, the Decision-Maker(s) will permit questions by the parties' advisors, as described in the Questioning sections of this policy below.

   c. The University will create an audio or audiovisual recording, or transcript of any live hearing. The choice of whether it is an audio or audiovisual recording, or transcript is made in the sole discretion of the University. The audio or audiovisual recording, or transcript will be made available to both parties for inspection and review in the Dean of Students Office. In compliance with disability laws, the University will ensure that all parties are properly accommodated with respect to use of technology and reliance on visual, audio, or written communication.

d. The only persons permitted to attend the live hearing are the parties, their advisors, the witnesses, and designated University personnel. The witnesses are only to be in attendance at the live hearing during the time in which they are offering information or answering questions. Otherwise, the witnesses are to be waiting in a designated room (or virtual room) until called upon.

5. **Standard of Evidence**

a. Preponderance of the evidence is the standard of evidence to be used to determine whether a Respondent is responsible for the prohibited conduct alleged in the formal complaint.[20] This is the standard of evidence that will be applied to all formal complaints of prohibited conduct described in this policy, regardless of whether the Respondent is a student or employee of the institution.

6. **Questioning During Live Hearings**

a. At the Title IX live hearing, the Decision-Maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

b. Before a party or witness answers a question, the Decision-Maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker(s) has complete discretion to make relevancy determinations.

c. Advisors are required to engage with parties, witnesses, and the Decision-Maker(s) in a respectful and non-aggressive manner.

d. Questions will be asked directly, orally, and in real time from the advisors of the parties, not from the parties themselves. Advisors are permitted to ask the other party and witnesses relevant questions and follow-up questions, including questions which challenge credibility.

[20] See "Relevant Definitions" section above.

e. The advisor may only ask relevant questions to each party and witness. Repetitive questions asked at the Title IX live hearing may be deemed irrelevant.

xiii. **Written Determination of Responsibility**

1. At the conclusion of the live hearing, the Decision-Maker(s) will undertake an objective evaluation of all relevant evidence (including both inculpatory and exculpatory evidence). In addition, the Decision-Maker(s) will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness. Upon a determination of responsibility using the preponderance of the evidence standard described herein, the Decision-Maker(s) will make their best effort to simultaneously issue a written determination regarding responsibility to both parties.

2. The written determination regarding responsibility will include:

   a. Identification of the allegations potentially constituting prohibited conduct;

   b. Findings of fact supporting the determination;

   c. Conclusions regarding the application of relevant policies to the facts;

   d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and

   e. The University's procedures and permissible bases for the Complainant or Respondent to appeal.

   f. The written determination of responsibility will also include the following information — A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings

held.

3. The determination of responsibility will be deemed final on either of the following dates:

   a. If an appeal is filed, the date that the Appeal Officer provides the parties with the written determination of the result of the appeal; or

   b. If an appeal is not filed, the date on which an appeal would no longer be considered timely.

XIV. Remedies and/or Disciplinary Sanctions

Remedies will be designed to restore or preserve the Complainant's equal access to the University's education program or activity. Disciplinary actions may range from warnings to University dismissal or termination, depending on the magnitude and specifics of the violation. The types of prohibited conduct described in this policy are all serious offenses, and such violations are subject to any combination of conduct remedies or sanctions. The range of possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility are listed in Appendix B.

XV. Determining the Appropriate Discipline

a. A. In considering the appropriate sanction, the decision makers shall consider the circumstances, including but not limited to the following factors:

i. The nature and violence of the conduct at issue;
ii. The impact of the conduct on the complainant;
iii. The impact of the conduct on the community, its members, or its property;
iv. Whether the respondent has accepted responsibility;
v. Whether the respondent is reasonably likely to engage in the conduct in the future;
vi. The respondent's prior discipline history;
vii. How the College has sanctioned similar incidents in the past;
viii. The severity of the sanction necessary to ensure that the conduct does not recur; and
ix. Any other mitigating or aggravating circumstances, including the College's values.

b. Most Serious Offenses, Termination/Expulsion

The Decision Maker(s) must impose sanctions that reflect the seriousness of the incident and the harm caused to the Complainant and, as relevant, the University community. While any violation of the Title IX Sexual and Gender-Based Harassment Policy Sexual and Gender-Based Harassment, Sexual Assault, Intimate Partner is of concern and while any violation may lead to separation/termination or expulsion depending on the individual circumstances of the case, the University considers

the following offenses to be particularly egregious and likely warrant expulsion/termination unless there are significant mitigating circumstances that overcome the presumption:

i. Rape, Sodomy, Sexual Assault with an Object
ii. Domestic or Dating Violence with a serious injury

c. The Title IX Coordinator is responsible for effective implementation of any remedies.

d. The range of possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility are listed in Appendix B.

XVI. Appeals

a. Appeals for Dismissal of a Formal Complaint or Determination of Responsibility

i. Both parties have the option to appeal a dismissal of a formal complaint and/or the determination regarding responsibility and sanction on the following bases:

1. A procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. If it is found that a party was aware of a potential bias or conflict of interest prior to the determination regarding responsibility and the party knowingly withheld that information from the University, the party will not be permitted to raise that allegation of bias or conflict of interest on appeal.

4. The imposed sanction(s) is disproportionate to the violation(s) for which the Respondent was found responsible.

ii. All appeals must be submitted in writing to the Appeal Officer (Vice President for Student Affairs or designee) within 5 business days of receiving the written determination of responsibility. Parties may contact the Title IX Coordinator to arrange a time(s) to review video/audio of any hearing In preparation for an appeal.

iii. Within 3 days of receiving the written appeal, the Appeal Officer will review the appeal to determine whether it falls within one of the three bases for appeal as described above. If it does, the University will promptly notify the other party when a valid appeal is filed and will implement appeal procedures equally for both parties. If it does not, the appealing party will be notified in writing.

iv. The other party will be given 5 business days from the date of notification of the appeal to submit a written response to the appeal to the Appeal Officer.

v. Either after receiving the other party's written response to the appeal, or after the 5-day time limit has expired, the Appeal Officer will make a determination regarding the outcome of the appeal within 7 business days.

vi. Upon a determination of the outcome of the appeal, the Appeal Officer will provide written notice of the decision to both parties and will make all reasonable efforts to simultaneously notify said parties. This written notice will describe the rationale for the result of the appeal.

vii. The University will ensure that the Appeal Officer is not the Investigator, Title IX Coordinator, or the Decision-Maker(s).[21]

XVII. Potential Delays in the Informal or Formal Resolution Processes

a. The University will make all reasonable efforts to abide by the timelines described throughout this policy. If the timeline for any stage of the informal resolution process or the formal complaint grievance process must be changed, the Complainant and Respondent will receive written notice of the temporary delay or limited extension of timeframes and the reasons for the change. Possible reasons for temporary delays or extensions of timeframes include, but are not limited to, the size of the formal complaint, the amount of evidence to be considered, the number of persons to be interviewed, and additional factors including the absence of a party or a party's advisor, concurrent law enforcement activity, the need for language assistance or accommodation of disabilities, etc.

[21] The Appeal Officer will abide by the procedures described in the "Roles of Professionals Involved in the Informal and Formal Resolution Processes for Sexual Harassment" section above.

XVIII. Request for Extensions of Timelines from the Parties

a. If a party has good cause and needs an extension during the formal complaint grievance process, they can contact the Title IX Coordinator to request such extension. It is within the Title IX Coordinator's discretion to grant such a request. In the case that an extension is granted, the same extension will be given to the other party.

XIX. Time Limits

a. There is no time limit on reporting violations of this Policy, although the University's ability to respond fully may be limited with the passage of time.

XX. Graduation or Withdrawal

a. If a Respondent is in the final semester of their program, the University shall withhold that student's University degree pending conclusion of the Title IX complaint resolution process.

b. If a Respondent voluntarily withdraws or takes a leave of absence from the University while a Title IX conduct matter is pending, the University shall make a transcript notation which will read, "Withdrawal with Title IX charges pending," and the student shall not be allowed to re-enroll until the matter has been satisfactorily resolved.

XXI. Written Explanation of Rights and Options

a. When an individual reports allegations of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the University will provide the individual with a written explanation of rights and options.

XXII. Record Keeping for Title IX Complaints

a. The Title IX regulations require specific records to be retained. As such, for Title IX complaints specifically, Salve Regina will document and maintain in University records for a period of seven years the following:

i. All materials used to train Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Facilitator(s) of Informal Resolution Processes. The University will make these training materials publicly available on its website;

ii. Any informal resolution and the results therefrom;

iii. Any actions, including any supportive measures, taken in response to a

report or formal complaint of sexual harassment. In each instance of actions taken in response to Title IX reports or formal complaints, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity. If the University does not provide a Complainant in Title IX cases with supportive measures, then the University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances;

iv. Each Title IX formal investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript of the live hearing;

v. Any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity; and

vi. Any appeal and the result therefrom.

XXIII. Additional Information

a. Bystander Intervention refers to safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of discrimination or sexual harassment, including sexual assault, dating and domestic violence, or stalking, against a person(s) other than the individual. Safe and positive options for bystander intervention include: recognizing prohibited conduct and situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; and identifying effective ways to intervene and take action, provided that the intervention or action can be undertaken in a way that ensures the safety of the bystander. A description of the University's educational and primary prevention and awareness programs, including bystander intervention, can be found in the University's most recent Annual Security Report.

b. Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment in order to promote safety, and help individuals and communities address conditions that facilitate violence. A description of the University's educational and primary prevention and awareness programs, including risk reductions, can be found in the University's most recent Annual Security Report.

c. Preserving Evidence: In cases of sexual violence, including sexual assault, dating and domestic violence, and stalking, as defined herein, it is critical that the Complainant preserve evidence because doing so may assist in proving that the alleged behavior occurred and/or may be helpful in obtaining a protective order.

d. Resources: The University will provide written notification about existing

resources and services, which may include counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, student financial aid, and other resources and services that may be available at the University and in the community. The written information may include options for, available assistance in, and how to request changes to academic, living, transportation, and working situations; or protective measures. The University will make requested accommodations and protective measures if they are reasonably available, regardless of whether a report is made to Public Safety or local law enforcement.

e. **Violations of Rhode Island State Law:** Individuals may also wish to pursue criminal charges through local law enforcement. Below are relevant violations under Rhode Island General Law:

   i. First Degree Sexual Assault (RIGL § 11-37-2): A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist: (1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless. (2) The accused uses force or coercion. (3) The accused, through concealment or by the element of surprise, is able to overcome the victim. (4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

   ii. Second Degree Sexual Assault (RIGL § 11-37-4): A person is guilty of second degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist: (1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless. (2) The accused uses force, element of surprise, or coercion. (3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

   iii. Third Degree Sexual Assault (RIGL § 11-37-6): A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

   iv. Stalking (RIGL § 11-59-2): Any person who: (1) harasses another person; or (2) willfully, maliciously, and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking. "Harasses" means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. "Course of conduct" means a pattern of conduct composed of a series of acts over

a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

v. Cyberstalking and Cyber harassment (RIGL § 11-52-4.2): Whoever transmits any communication by computer or other electronic device to any person or causes any person to be contacted for the sole purpose of harassing that person or his or her family is guilty of a misdemeanor.

vi. Dating Violence (R.I.G.L. §16-22-24) "Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. "Dating partner" means any person involved in an intimate association with another primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

vii. Domestic Violence (RIGL § 12-29-2): (a) "Domestic violence" includes, but is not limited to, any of the following crimes when committed by one family or household member against another: (1) Simple assault (§ 11-5-3); (2) Felony assaults (chapter 5 of title 11); (3) Vandalism (§ 11-44-1); (4) Disorderly conduct (§ 11-45-1); (5) Trespass (§ 11-44-26); (6) Kidnapping (§ 11-26-1); (7) Child-snatching (§ 11-26-1.1); 13 (8) Sexual assault (§§ 11-37-2, 11-37-4); (9) Homicide (§§ 11-23-1 and 11-23-3); (10) Violation of the provisions of a protective order entered pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8 where the respondent has knowledge of the order and the penalty for its violation, or a violation of a no contact order issued pursuant to § 12-29-4; (11) Stalking (chapter 59 of title 11); (12) Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14); (13) Burglary and Unlawful Entry (chapter 8 of title 11); (14) Arson (chapter 4 of title 11); (15) Cyberstalking and cyberharassment (§ 11-52-4.2); (16) Domestic assault by strangulation § 11-5-2.3; (b) "Family or household member" means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past three (3) years, and persons who have a child in common regardless of whether they have been married or have lived together, or persons who are, or have been, in a substantive dating or engagement relationship within the past one year which shall be determined by the court's consideration of the following factors: (1) The length of time of the relationship; (2) The type of the relationship; (3) The frequency of the interaction between the parties. (c) "Protective order" means an order issued pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8. (d) "Victim" means a family or household member who has been subjected to domestic violence.

f. Complaints and Inquiries regarding the application or enforcement of this Policy should be made to the University's Title IX Coordinator. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or designee,

or to the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481. This Policy is in compliance with applicable legal requirements, including Title IX of the Education Amendments of 1972, relevant provisions of the Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and other applicable federal and Rhode Island state laws.

XXIV. Policy Revision

a. The University reserves the right to revise this policy in its sole discretion at any time. Any such revisions will be posted on the University's website.

Appendix A: Contact Information for Title IX Coordinator and Additional Resources

Title IX Coordinator

Name:	Jonathan Cook, Assistant Dean of Students
Office Address:	Gerety Hall 306
Phone:	(401) 341-2640
Email:	Jonathan.Cook@salve.edu
Mailing Address:	100 Ochre Point Ave., Newport, RI 02840

Confidential On-Campus Resources
Health Services
Miley Lower Level
(401) 341-2904

Counseling Services
Miley Lower Level
(401) 341-2919

University Chaplain
(401) 341-2368

Confidential Off-Campus Resources
Day One Resource Center
(401) 421-4100
Women's Resource Center
(401) 846-5263

Rhode Island Coalition Against Domestic Violence
(800) 494-8100

Newport Hospital
(401) 846-6400

Women & Infants Hospital
(401) 274-1100

Assistant Secretary for Civil Rights

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012; TDD: (800) 877-8339
Email: OCR@ed.gov

Rhode Island Commission for Human Rights
180 Westminster St #201,
Providence, RI 02903
(401) 222-2661

Appendix B: Disciplinary Sanctions and Remedies[22]

Students

Students who are found responsible for violating this policy may be subject to one or more of the following disciplinary actions. Action may range from warning to expulsion, depending on the magnitude and specifics of the infraction.

• Warning – a warning (either verbal or written), is an official notice to the student that their behavior has violated the Student Code of Conduct. A letter of warning serves as notification to the student that further misconduct/violations may result in additional disciplinary action.

• Developmental sanction – an assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Developmental sanctions of this type include, but are not limited to: alcohol education workshop, reflection paper, educational project, My Student Body Conduct Course, and/or involvement with an established university program or committee.

• Community Restitution – uncompensated work/service on campus or off campus at a non-profit community service agency. Students assigned community restitution may also be assigned a reflection paper about their experience.

• Restitution – compensation for loss, damage, repair, replacement or injury. This may take the form of appropriate service, monetary or material replacement.

• Fine – a monetary fee/financial sanction imposed for specific infractions and/or cost associated with participation in a required program.

• Loss of Privileges – denial of specific privileges for a designated period of time.

• Parental/Guardian Notification – notification of parents/guardians when a student has violated the University's alcohol or drug policy, when there is a serious health or safety issue regarding a student, or if a student's residency or student status is in jeopardy.

• Counseling/Health Services Referral – a referral to the Counseling Center or Health Services or another appropriate office for consultation or assessment. The number of counseling sessions in which the student participates is at the discretion of the student's counselor.

• No Contact Order – imposed in instances where it is determined that a student may pose a threat to another student. This order, specific to a person and/or location, prohibits the subject from having direct or indirect contact with the person requesting the No Contact Order. The No Contact Order specifically includes communication through email, mail, phone, instant message, text, social media, face to face, or any contact through a third party. A No Contact Order may be imposed prior to a hearing, as a result of a hearing, or in lieu of a hearing. Violation of a No Contact Order may result in further adjudication, up to and including interim suspension from the university.

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[22] For additional information see the Salve Regina Student Handbook: https://salve.edu/sites/default/files/filesfield/documents/student_handbook.pdf

• Residence Hall Relocation – required assignment to another residence area.

• Residence Hall Probation – a written reprimand for violation of the Student Code of Conduct. This sanction is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional violations during the probationary period.

• Residence Hall Suspension – separation of the student from their residence hall for a definite period of time, after which the student is eligible to return. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.

• Residence Hall Dismissal – permanent separation of the student from the residence halls.

• Disciplinary Probation – a sanction indicating that a student's behavior has placed themselves on a disciplinary status that is close to suspension. It is imposed for a specific period of time. Any further violations while on University Probation may result in suspension and/or dismissal from the University.

• Deferred Suspension – a warning that a student may be immediately separated from the University if found responsible for any further violations of the Student Code of Conduct during a specific period of time.

• Suspension – separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. During a period of suspension the student is not allowed on campus or at university sponsored events.

• University Dismissal – permanent separation of the student from the University. Student is not eligible to reapply.

• Interim Action – In certain situations, the Vice President for Student Affairs, Associate Vice President and Dean of Students, or designee, may take interim action against a student. This interim action may include but is not limited to: removal or ban from a residence hall (s) or University suspension, pending a hearing. Such actions will only occur if, in the Vice President for Student Affairs', Associate Vice President and Dean of Students', or designee's judgment, the student is a danger to themselves or other members or parts of the University community, or if the student is a disruptive/disorderly community member who is infringing on the rights of others. In such instances, the hearing officer will meet with the student as soon as practical to hear the case. As soon as practical after the interim action, the hearing officer shall prepare and deliver to the removed student a notice of charges and other information in conformance with the student conduct hearing process.

Employees

Employees who are found responsible for violating this policy may be subject to one or more of the following disciplinary actions. Action may range from warning to termination, depending on the magnitude and specifics of the infraction.

• Verbal warning – an official verbal notice to the employee that their behavior is not acceptable and may have violated this University policy. Documentation of the delivery of a verbal warning should always be placed in the supervisors file on the employee.

• Written warning – an official written notice to the employee that their behavior is not acceptable and may have violated this University policy. This written notice is signed by the employee and the employee's supervisor and is placed in both supervisor's file on the employee and the employee's file in the Office of Human Resources.

• Developmental sanction – an assigned task or tasks intended to involve the employee in a positive learning experience appropriate to the violation. Developmental sanctions of this could include, but are not limited to training, mediation, coaching or a performance improvement plan.

• Change in responsibilities or supervisory role – a modification of the employee's job duties or a change in a supervisory role.

• Suspension with pay – a separation of the employee from the University for a definitive period of time with pay.

• Suspension without pay – a separation of the employee from the University for a definitive period of time without pay.

• Termination – a permanent separation of the employee from the University.

Policy Owner:	Dean of Students and Human Resources Office
Applicability:	Students, Faculty and Staff
Effective Date:	August 14, 2020
Revision Date:	July 20, 2026

Salve Regina University Anti-Discrimination Policy and Grievance Procedures

I. **Purpose of Policy:** The purpose of this policy is to define prohibited conduct and explain Salve Regina University's (hereinafter "University") Anti-Discrimination Policy and Grievance Procedures (hereinafter "Policy") including, but not limited to, how to report or file a complaint and how the University will respond.

II. **Applicability and Scope:** This policy applies to all University community members, including faculty, adjunct faculty, staff, students, and participants in University programs or activities, both on campus and in other locations, including Study Abroad locations and at University sponsored events within and outside the United States. In certain situations this policy may also apply to other individuals, such as vendors, independent contractors, visitors, volunteers, and/or other third parties. This Policy does not apply to gender discrimination including sexual harassment and sexual violence deemed to be within the scope of Title IX.[1]

III. **Prohibition Against Discrimination**

a. It is the policy of the University to prohibit all forms of discrimination and harassment based on an individual's actual or perceived membership in a protected class.

i. **Notice of Non-Discrimination:** the University strives to provide equal opportunity in employment and education to all employees, students and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender identity or expression, religion, disability, age, marital or parental status, military or veteran status, genetic information or any other basis protected by applicable federal or state law, in the administration of the University's employment policies, education policies, admission policies, scholarship and loan programs, athletic and other University

[1] **Title IX Sexual Harassment Exception:** To be adjudicated under this Policy, the alleged conduct must be determined by the Title IX and Anti-Discrimination Coordinator to fall outside of the scope of Title IX. To fall within the scope of Title IX, the alleged conduct must constitute sexual harassment as defined by Title IX and must have occurred within the University's property, education programs or activities in the United States. If a complaint is dismissed under Title IX, the parties will be notified accordingly and the parties will have the right to appeal the dismissal. You may find more information about the University's Title IX Sexual Harassment Policy and Grievance Procedures, HERE.

administered programs. The University is also committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

ii. Relevant Definitions

1. **Bias-Motivated or Hate-Motivated Misconduct**—that can violate the University's policies may include, as an example, use of written or verbal slurs; derogatory language, derogatory writings or images, symbols, flyers, effigies and/or characterizations intended to demean, embarrass or harm another based on the other's disability, age, ancestry, color, gender, national, origin, race, religion, religious practice, or sexual orientation; or other misconduct that a reasonable person would conclude is designed to denigrate, embarrass another and that is motivated, in whole or in substantial part, because of a belief or perception regarding the disability, age, ancestry, color, gender, national, origin, race, religion, religious practice, or sexual orientation.

2. **Micro-Aggressive Behaviors**- are verbal, behavioral and environmental indignities, whether intentional or unintentional that communicate hostile, derogatory, or negative slights and insults to a target person or a group. Micro-aggressive behaviors, particularly those which are deemed unintentional in nature, ordinarily will provide opportunity for education and training in tolerance, understanding and mutual respect for the involved parties.

3. **Racially Motivated Incidents-** Racially motivated incidents are incidents motivated, in whole or in part, by the offender's bias against the actual or perceived race of the targeted individual or group.

4. **Intimidation** is defined as overt or implied threats or acts that would cause reasonable fear of harm in another.

5. **Preponderance of the Evidence** standard is met if the greater weight of the evidence demonstrates that it is 'more likely than not" that a violation has occurred.

6. **Complainant** is any individual who is alleged to be the victim of conduct that is prohibited under this policy.

7. **Respondent** is any individual who has been reported to be the perpetrator of conduct that is prohibited under this policy.

8. **Retaliation** is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by federal or state law, or because an individual has made a report or complaint, testified, assisted,

participated or refused to participate in any manner in an investigation, proceeding, or live hearing under this policy. Both parties are prohibited from engaging in intimidating actions directly or through support people that reasonably could deter either a party or a witness from participating in an informal resolution process or formal complaint proceeding.

9. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following three categories: (a) Quid Pro Quo Sexual Harassment; (b) Hostile Environment Sexual Harassment; and/or (c) Sex-Based Crimes.

    a. Quid Pro Quo Sexual Harassment occurs when an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

    b. Hostile Environment Sexual Harassment occurs when unwelcome conduct is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

    c. Sex-Based Crimes occur when conduct constitutes "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Sexual Assault includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

        i. **Rape** is the carnal knowledge of a person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

        ii. **Sodomy** is oral or anal sexual intercourse with another person, without the consent of that person, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

        iii. **Sexual Assault with An Object** is the use of an object or instrument to unlawfully penetrate,

however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

iv. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

v. **Incest** is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

vi. **Statutory Rape** is nonforcible sexual intercourse with a person who is under the statutory age of consent.

d. **Dating Violence** means violence committed by a person—

i. who is or has been in a social relationship of a romantic or intimate nature with the victim;

ii. where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

e. **Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the

domestic or family violence laws of the jurisdiction.

f. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for his or her safety or the safety of others; or suffer substantial emotional distress.

IV. Confidentiality

a. The University will make all reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of discrimination under this policy, any individual who has been reported to be the perpetrator of discrimination, any Respondent, or any witness. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

b. The University may reveal confidential information as permitted or required by law, [2] to carry out the purposes of this policy, including conducting any investigation, live hearing, or proceeding arising thereunder.

c. Although the University will make all reasonable efforts to maintain privacy and confidentiality, the University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. However, the prohibition of retaliation continues to apply.

VI. **Amnesty for Students:** The health and safety of every student at the University is of utmost importance. The University recognizes that students may have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of discrimination occurs. The University strongly encourages students to report incidents of discrimination to University officials. A bystander acting in good faith, or a reporting individual acting in good faith [including a Complainant], who discloses any incident of discrimination to the University's officials will not be subject to the University's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the alleged incident of violence.

VII. **Options for Reporting Prohibited Conduct**

[2] If the University becomes aware of a serious and continuing threat to the campus community, the University may issue a timely warning in accordance with federal regulation to protect the health or safety of the community and may publish a reported incident in the daily crime log or annual security report. In addition, the University may also share non-identifying information, including data about outcomes and sanctions. The University will not disclose the name or other personally identifiable information of the Complainant unless it has received the express consent of the Complainant or unless the release of such information is consistent with legal requirements or mandated by law.

a. Reporting Procedure

i. All persons, including employees, are strongly encouraged to report incidents of discrimination to the Anti-Discrimination Coordinator. The Anti-Discrimination Coordinator is available to offer supportive measures and resources and to answer questions about the University's policy and grievance procedures.

ii. Any person (whether or not the person reporting is the person alleged to be the Complainant) may report discrimination in person, on the Salve Regina University Website Bias Misconduct Report Form at https://salveadvocate.symplicity.com/public_report/index.php/pid095259 , by mail, by telephone, or by electronic mail, using the contact information listed for the Anti-Discrimination Coordinator in Appendix A, or by any other means that results in the Anti-Discrimination Coordinator receiving the person's verbal or written report. Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Anti-Discrimination Coordinator.[3]

iii. A Complainant may request that the University not investigate and/or adjudicate the report under the formal complaint procedures described herein. The University will make all reasonable efforts to honor the request. However, in certain circumstances, the University may have to pursue a complaint. These circumstances include, but are not limited to, instances when the University has received multiple reports of misconduct by the same individual or when the conduct reported poses a compelling risk to the health and safety of members of the University community, which includes the Complainant.

iv. Upon receiving a report of discrimination, the Anti-Discrimination Coordinator is made aware of the identity of a Complainant, the Anti-Discrimination Coordinator will make all reasonable efforts to promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures,[4] inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.[5]

v. Upon receiving a report of discrimination, if the Respondent is unknown or is not a faculty, staff, or student member of the University, the Anti-Discrimination Coordinator will make all reasonable efforts to provide the Complainant with supportive measures, as well as information and options regarding potential criminal processes. The Anti-Discrimination Coordinator may also take appropriate actions to protect the

[3] See Appendix A.

[4] See "Supportive Measures" section below.

[5] See "Formal Complaint Grievance Process" section below.

Complainant, such as providing assistance in obtaining no-trespass and no contact orders.

b. Option of Confidential Reporting: Individuals may speak confidentially with Health Services and Counseling Services employees, University Chaplains, and other off-campus resources in accordance with law.[6]

c. Option of Reporting to Law Enforcement

i. Individuals who have experienced criminal violations are encouraged to report the incident to local law enforcement and have the option to do so. Formal reporting options include contacting the police department in the jurisdiction in which the incident occurred. If a Complainant chooses to report to law enforcement or pursue a criminal process, the Complainant may simultaneously pursue a complaint under this policy. Individuals are advised that if there is concurrent law enforcement activity, the University may temporarily delay its investigative or adjudicative process.

ii. The University can provide Complainants with information and support in the process of reporting criminal conduct to law enforcement.

iii. Regarding the involvement of law enforcement, the Complainant has several options, including: (1) to notify law enforcement authorities; (2) to be assisted by campus authorities in notifying law enforcement authorities if the Complainant chooses; or (3) to decline to notify such authorities. The University will comply with the Complainant's request for assistance in notifying law enforcement to the extent it is consistent with the law. The Complainant's choice to report to law enforcement will not impact the provision of supportive measures.

VIII. Interim Actions

a. Emergency Removal and Administrative Leave: Upon receiving a report that a Respondent engaged in prohibited conduct described in this policy, the University reserves the right to remove the Respondent on an emergency basis,[7] provided that it conducts an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual arising from the allegations justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

b. Supportive Measures

i. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the

[6] See Appendix A.

[7] When the Respondent is a non-student employee, the University reserves the right to place the non-student employee on an emergency paid or unpaid administrative leave.

Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter discrimination.

ii. The Anti-Discrimination Coordinator is responsible for coordinating the effective implementation of supportive measures.

iii. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

iv. Both the Complainant and Respondent involved in either an informal or a formal resolution process have a right to receive supportive measures from the University.

v. Supportive measures include, but are not limited to:

1. Academic Accommodations, such as:
    a. Exam, paper, or assignment rescheduling;
    b. Taking an incomplete in a class;
    c. Transferring class sections for the Complainant;
    d. Taking a leave of absence from the University;
2. Assistance with alternative course completion options;
3. Assistance with Transportation;
4. Assistance with On-Campus Working Environments;
5. Assistance with Questions Regarding Visa & Immigration Status;
6. Assistance with Student Financial Aid;
7. Counseling Services;
8. Housing Accommodations, such as:
    a. Temporary housing/emergency room change for the Complainant and/or Respondent;
    b. Assistance from the University support staff in completing a permanent room relocation;

c. Arranging to dissolve a housing contract and pro-rating a refund;

9. Protective Orders, such as:

a. An institutional mutual no-contact order (two way);

b. An institutional no-trespassing order;

IX. Resolution Processes

a. Conflicts of interest, Bias, and Impartiality

i. The Anti-Discrimination Coordinator, Investigator(s), and Facilitator(s) of Informal Resolution Processes will make all reasonable efforts to ensure the formal complaint grievance process is facilitated in an impartial manner.

ii. The Anti-Discrimination Coordinator(s), Investigator(s), and Facilitator(s) of informal

resolution processes may not have a conflict of interest for or against Complainants or Respondents generally or an individual Complainant or Respondent.

iii. The parties are expected to promptly report concern(s) regarding conflict of interest or bias regarding the above listed personnel to the Anti-Discrimination Coordinator as soon as reasonably possible once they become aware of the conflict of interest or bias. Upon receiving a report of conflict of interest or bias, the University will evaluate the report, and if it is determined that a conflict of interest or bias exists, the University will appoint another individual to serve in the role.

b. Option of Informal Resolution Process

i. Informal resolution does not involve a full investigation and adjudication like the formal complaint grievance process. Rather, the informal resolution process uses mediation or other forms of dispute resolution with the goal that the parties will arrive at a mutually agreed-upon outcome.

ii. In order to engage in an informal resolution process, the Complainant and Respondent must voluntarily consent in writing to participate in the process, and the process must be deemed appropriate for informal resolution by the Anti-Discrimination Coordinator.

iii. Written Notice to the Parties

1. Prior to initiating an informal resolution process, the Anti-Discrimination Coordinator will provide written notice to the parties that includes:

    a. The policy violations alleged by the Complainant.

    b. The requirements of the informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and move forward with a formal complaint grievance process; and

    c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

iv. To complete the informal resolution process, both parties must voluntarily agree to the outcome with the understanding that the outcome is final and will not be subject to further procedures under this policy, unless there is material evidence to show that a party engaged in misrepresentation or fraudulent conduct which impacted the resolution.

v. As mentioned above, both parties reserve the right to terminate the informal resolution process and may move forward with the formal complaint grievance process any time prior to resolution. Such termination must be provided to the Anti-Discrimination Coordinator in writing.

c. Formal Complaint Grievance Process

i. **Formal Complaint:** A formal complaint is a document signed by a Complainant or signed by the Anti-Discrimination Coordinator, alleging discrimination against a Respondent and requesting that the University investigate.

A formal complaint may be filed with the Anti-Discrimination Coordinator in person, by mail, or by electronic mail.[8] For purposes of this definition, "document signed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Anti-Discrimination

[8] See Appendix A for contact information.

Coordinator signs a formal complaint, the Anti-Discrimination Coordinator is not a Complainant or otherwise a party.

ii. Overview of Grievance Process: Investigation with Determination

1. Once a formal complaint (as defined above) is filed, the grievance process will commence. The grievance process will include written notice of allegations, investigation with interviews of all parties and relevant witnesses, a written determination of responsibility, a recommendation for sanction(s) if applicable, and the option for appeal.

2. The University will make all reasonable efforts to provide a prompt, equitable, fair and impartial resolution of student and employee complaints, including providing a grievance process that treats Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility has been made against the Respondent, and by following its grievance process before imposition of any disciplinary sanctions or other actions that are not supportive measures. Remedies will be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services offered as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

iii. Written Notice of Allegations

1. Upon receiving a complaint, the Anti-Discrimination Coordinator will provide written notice to all known parties that includes:

    a. The University's grievance process, including any informal resolution process.

    b. The allegations alleged by the Complainant, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved, if known; the conduct allegedly constituting the discrimination, if known; and the date and location of the alleged incident(s), if known.

    c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

d. Information regarding the parties' right to have an advisor of their choice, who may be, but is not required to be an attorney.

e. A statement that the parties may inspect and review evidence as described in the investigation section of this policy;[9] and,

f. A statement that the University prohibits knowingly making false statements or knowingly submitting false information in bad faith at any point in the grievance process. Individuals who engage in this misconduct may be subject to disciplinary actions. Disciplinary action pursued against a party for knowingly making false statements or submitting false information in bad faith does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement or provided materially false information in bad faith.

2. If in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the written notice of allegations described above, the Anti-Discrimination Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

iv. Advisors

1. The Complainant and the Respondent are entitled to the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney; and the University may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding, notwithstanding, the advisor must comply with the restrictions established by the University regarding the extent to which the advisor may participate in the proceedings. The restrictions are set forth below:

   a. Meetings and Investigation Interviews: Advisors may not speak for or on behalf of any Complainant or Respondent during any meetings and/or investigation interviews. While an advisor cannot speak for or on behalf of the Complainant or Respondent during any meetings and/or investigation interviews, time will be granted for the advisor and the party to confer, if deemed appropriate, by the

[9] See "Investigation" section below.

Investigator or University personnel facilitating any meeting. The Investigator and University personnel reserve the right to exclude an advisor from any meeting or investigation interview for failure to abide by these restrictions.

2. Advisors are required to follow all procedures described in this policy. In a situation where an advisor engages in a material violation of this policy or does not abide by reasonable instruction from the Anti-Discrimination Coordinator, Investigator(s), or other University personnel, Salve Regina reserves the right to either limit or preclude the advisor from participation in the formal complaint grievance process. In the circumstance that an advisor is precluded from future participation, the party may select a new advisor.

v. Consolidation of a Formal Complaint

1. The University may consolidate formal complaints under this policy when allegations arise out of the same facts or circumstances. Where the formal resolution process involves more than one Complainant or more than one Respondent, references made to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

2. Alleged violations of other University policies, which are related to the formal complaint, may be adjudicated and resolved under this policy.

vi. Termination of a Formal Complaint or Acknowledgment of Responsibility

1. The University may terminate a formal complaint if:

    a. At any time during the investigation a Complainant notifies the Anti-Discrimination Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;

    b. The Respondent is no longer enrolled in or employed by the University; or

    c. There are specific circumstances that prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

2. At any point during the grievance process, a Respondent may choose to voluntarily admit responsibility for the alleged violation(s) and execute a written waiver, at which point the

Respondent will be assigned a sanction(s) and the grievance process will be terminated.

vii. Privileged Information

1. The University will not require, allow, rely upon, or otherwise permit questions or use of evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege. Notwithstanding the foregoing, if a person holding such a privilege has waived the privilege, then the information may be used during an investigation or live hearing.

2. In gathering evidence, the University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

viii. Investigation and Determination

1. Once a formal complaint is filed, the Anti-Discrimination Coordinator will appoint an Investigator to conduct a formal investigation into the allegations.

2. Parties whose participation is invited or expected for an investigative interview will be contacted by the Investigator and provided written notice of the date, time, location, participants, and purpose of the meeting. Parties will be given reasonably sufficient time to prepare to participate.

3. All parties have an equal opportunity to present witnesses and other inculpatory and exculpatory evidence.

4. The Investigator may ask relevant and not otherwise impermissible questions of parties and witnesses, including questions challenging credibility.

5. The Investigator will make all reasonable efforts to complete the investigative report within 60 business days. This timeline may vary depending on the size of the formal complaint, the amount of evidence to be considered, the number of persons to be interviewed, the number of follow up interviews based on questions posed by the parties, and additional factors. If the investigative report is going to take longer than 90 business days to complete, the parties and their advisors will be given notice.

6. The parties and their advisors are not authorized to disseminate any portion of the investigative report sent to them through electronic or hardcopy means.

7. Unauthorized video or audio recordings of investigative interviews are not permitted by the parties or their advisors.

ix. Witnesses and Evidence

1. Parties are expected to submit all evidence and witnesses that relate to the matter prior to their review of the draft report and evidence so that the Investigator can prepare a meaningful draft report that includes all relevant information. Additional information may be submitted after the review of the draft report and evidence, and Parties are not required to participate in the process. However, the Investigator and Decision-maker may consider the timing of participation and submissions of evidence and witnesses in their credibility assessments, and parties may be provided the opportunity to explain the timing of any participation or submission of information.

2. Both the Complainant and Respondent are expected to provide the names of potential witnesses to the Investigator and an explanation of what relevant information they expect the witness to provide. The Investigator will determine which of those potential witnesses, or other persons, may have relevant information about the alleged conduct; and the Investigator may request statements, either orally or in writing.

3. Complainants and Respondents are expected to provide other relevant evidence to the Investigator. For instance, evidence may include any facts or information presented in support of or opposition to an allegation, text messages, email exchanges, timelines, receipts, photographs, etc. The Investigator may also consider additional documents, items, or other relevant information.

4. Witnesses and evidence not provided prior to the completion of the Final Investigative Report may not be accepted or considered for decision-making unless there are extenuating circumstances, such as the witness and evidence were not reasonably known to the party during the investigation phase.

x. Draft Report and Evidence Review Period

1. All parties will be given an equal opportunity to inspect and review any evidence obtained as a part of the investigation that is directly related to the allegations raised in the formal complaint. This includes inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

2. Prior to the completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic or hardcopy format and a Draft Report that fairly summarizes the relevant evidence.

3. Each party will be given 10 days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

xi. Completion of the Investigative Report

Either after the Investigator receives the parties' written responses or after the 10-day time limit has expired, the Investigator will create a final investigative report that fairly summarizes the relevant evidence.

xii. Assessment After the Investigative Report is Complete

1. Upon receiving the Final Investigative Report, the Anti-Discrimination Coordinator will evaluate whether the alleged conduct, if proven, sufficiently implicates the definition of discrimination and this Policy. The parties will receive written notice of the decision within 5 business days of the Anti-Discrimination Coordinator's receipt of the Final Investigative Report. The time period may be extended due to several factors, including the complexity of the case, the length of the report, and addressing any questions for the Investigator.

xiii. Continuation Under this Policy

1. If the Anti-Discrimination Coordinator determines that the conduct alleged in the investigative report, if proven, sufficiently implicates the definition of Discrimination and this Policy, then the complaint will be referred to the Investigator to make findings. Allegations involving physical violence, including sexual violence, will be referred to a hearing panel.

2. *Dismissal*. If the Anti-Discrimination Coordinator determines that the conduct alleged in the investigative report, if proven, does not sufficiently implicate the definition of Discrimination and this Policy, then the complaint will be dismissed by written notice to the parties.

xiv. Determination by Investigator

1. If the matter is continued for the determination stage, the Investigator will review the Investigative Report and evidence, including the parties' responses, make findings of fact, decide whether the Respondent violated the Policy, and recommend appropriate sanctions where responsibility is found.

2. The Investigator will prepare a written determination of responsibility detailing the Investigator's determinations and recommended sanction(s) if applicable. Parties and the Anti-Discrimination Coordinator will be sent the written determination of responsibility

within 14 business days after the Investigator was notified by the Anti-Discrimination Coordinator to make findings.

xv. Investigation, Hearing, and Determination

A live hearing will be used in the following instances:

Complaints of Sexual Harassment where the alleged conduct implicates Clery Act crimes (Sexual Violence, Relationship Violence, or Stalking)

1. Complaints that the Anti-Discrimination Coordinator determines necessitate a hearing, which may, but not always, include: cases that involve multiple policies, multiple Complaints, or multiple parties, cases that implicate criminal laws, or matters implicating the health and safety of an individual or the community. Such determinations are made on a case-by-case basis, and the Anti-Discrimination Coordinator will provide written notice of the reason for their decision.

2. **Live Hearing Procedures**

    a. Shortly after receiving the final investigative report, the Anti-Discrimination Coordinator will appoint a panel of three Decision-Makers. The panel will be assigned to preside over the live hearing.
    b. Prior to scheduling the live hearing, the DecisionMaker will contact each party to provide a deadline for which they can submit their written responses to the final investigative report

3. **Overview of the Live Hearing Process**

a. At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms. Live hearings may be conducted with all parties physically present in the same geographic location or, at the Ant-Discrimination Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. In either of the aforementioned situations, the University will provide technology that enables the participants to simultaneously see and hear each other.

b. At the live hearing, the panel will permit questions by the parties, as described in the Questioning sections of this policy below. The University will create an audio or audiovisual recording, or transcript of any live hearing. The choice of whether it is an audio or audiovisual recording, or transcript is made in the sole discretion of the University. The audio or audiovisual recording, or transcript will be made available to both parties for inspection and review. In compliance with disability laws, the University will ensure that all parties are properly accommodated with respect to use of technology and reliance on visual, audio, or written communication.

c. The only persons permitted to attend the live hearing are the parties, their advisors, the witnesses, and designated University personnel. The witnesses are only to be in attendance at the live hearing during the time in which they are offering information or answering questions. Otherwise, the witnesses are to be waiting in a designated room (or virtual room) until called upon.

4. **Questioning During Live Hearings**

   a. Advisors are not permitted to ask questions in live hearings. Rather, the parties will be given the opportunity to ask questions of the other parties by presenting those questions directly to the Hearing Panel. The Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If the Hearing Officer determines the question is relevant, the Hearing Officer will pose the question to the Complainant, Respondent, or witness.

5. **Written Determination of Responsibility**

   a. At the conclusion of the live hearing, the Hearing Panel will undertake an objective evaluation of all relevant evidence (including both inculpatory and exculpatory evidence). A majority vote is required for a final determination.

   b. In addition, the Hearing Panel will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness. Upon a determination of responsibility using the preponderance of the evidence standard described herein, the Hearing Panel will make their best effort to simultaneously issue a written determination regarding responsibility to both parties.

   c. The written determination regarding responsibility will include:

      1. Identification of the allegations potentially constituting prohibited conduct;

      2. Findings of fact supporting the determination;

      3. Conclusions regarding the application of relevant policies to the facts;

      4. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and

5. The University's procedures and permissible bases for the Complainant or Respondent to appeal. The determination of responsibility will be deemed final on either of the following dates: a. If an appeal is filed, the date that the Appeal Officer provides the parties with the written determination of the result of the appeal; or b. If an appeal is not filed, the date on which an appeal would no longer be considered timely.

xvi. Sanctions

Within 5 business days of receipt of the written determination of responsibility, the Anti-Discrimination Coordinator or Hearing Officer will provide written notice to the parties of the sanction(s) to be imposed. The Anti-Discrimination Coordinator will provide written rationale in the event the sanction(s) differs from the sanction(s) recommended by the Investigator.

xvii. Appeals

1. Appeals must be submitted to the Anti-discrimination Coordinator within 10 calendar days of receipt of the final sanction from the Anti-Discrimination Coordinator. Appeals must clearly state one or more of the following:

    a. A procedural irregularity that affected the outcome of the matter;

    b. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; and

    c. The Anti-Discrimination Coordinator or Investigator(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. If it is found that a party was aware of a potential bias or conflict of interest prior to the determination regarding responsibility and the party knowingly withheld that information from the University, the party will not be permitted to raise that allegation of bias or conflict of interest on appeal.

    d. The imposed sanction(s) is disproportionate to the violation(s) for which the Respondent was found responsible.

xviii. Appellate Review

1. Within 3 business days of receiving the written appeal, the Appeal Officer will review the appeal to determine whether it falls within one of the three bases for appeal as described

above. If it does, the University will promptly notify the other party when a valid appeal is filed and will implement appeal procedures equally for both parties. If it does not, the appealing party will be notified in writing.

2. The other party will be given 5 business days from the date of notification of the appeal to submit a written response to the appeal to the Appeal Officer.

3. Either after receiving the other party's written response to the appeal, or after the 5-day time limit has expired, the Appeal Officer will make a determination regarding the outcome of the appeal within 7 business days.

4. Upon a determination of the outcome of the appeal, the Appeal Officer will provide written notice of the decision to both parties and will make all reasonable efforts to simultaneously notify said parties. This written notice will describe the rationale for the result of the appeal.

X. **Potential Delays in the Informal or Formal Resolution Processes:** The University will make all reasonable efforts to abide by the timelines described throughout this policy. If the timeline for any stage of the informal resolution process or the formal complaint grievance process must be changed, the Complainant and Respondent will receive written notice of the temporary delay or limited extension of timeframes and the reasons for the change. Possible reasons for temporary delays or extensions of timeframes include, but are not limited to, the size of the formal complaint, the amount of evidence to be considered, the number of persons to be interviewed, and additional factors including the absence of a party or a party's advisor, concurrent law enforcement activity, the need for language assistance or accommodation of disabilities, etc.

XI. **Request for Extensions of Timelines from the Parties:** If a party has good cause and needs an extension during the formal complaint grievance process, they can contact the Anti-Discrimination Coordinator to request such extension. It is within the Anti-Discrimination Coordinator's discretion to grant such a request. In the case that an extension is granted, the same extension will be given to the other party.

XII. **Time Limits:** There is no time limit on reporting violations of this Policy, although the University's ability to respond fully may be limited with the passage of time.

XIII. **Graduation or Withdrawal:**

(a) If a Respondent is in the final semester of their program, the University shall withhold that student's University degree pending conclusion of the complaint resolution process.

(b) If a Respondent voluntarily withdraws or takes a leave of absence from the University while the conduct matter is pending, the University shall make a transcript notation which will read, "Withdrawal with Anti-Discrimination charges pending,"and the student shall not be allowed to re-enroll until the matter has been satisfactorily resolved.

XIV. **Policy Revision:** The University reserves the right to revise this policy in its sole discretion at any time. Any such revisions will be posted on the University's website.

Appendix A: Contact Information for Title IX and Anti-Discrimination Coordinator and Additional Resources

Title IX and Anti-Discrimination Coordinator

Name:	Jonathan Cook, Assistant Dean of Students
Office Address:	Gerety Hall 306
Phone:	(401) 341-2640
Email:	Jonathan.Cook@salve.edu
Mailing Address:	100 Ochre Point Ave., Newport, RI 02840

Confidential On-Campus Resources

Health Services
Miley Lower Level
(401) 341-2904

Counseling Services
Miley Lower Level
(401) 341-2919

University Chaplain
(401) 341-2368

Assistant Secretary for Civil Rights
U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012; TDD: (800) 877-8339
Email: OCR@ed.gov

Rhode Island Commission for Human Rights
180 Westminster St #201, Providence, RI 02903
(401) 222-2661

Appendix B: Disciplinary Sanctions and Remedies[10]

Students

Students who are found responsible for violating this policy may be subject to one or more of the following disciplinary actions. Action may range from warning to expulsion, depending on the magnitude and specifics of the infraction.

[10] For additional information see the Salve Regina Student Handbook:

- Warning – a warning (either verbal or written), is an official notice to the student that their behavior has violated the Student Code of Conduct. A letter of warning serves as notification to the student that further misconduct/violations may result in additional disciplinary action.

- Developmental sanction – an assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Developmental sanctions of this type include, but are not limited to: alcohol education workshop (i.e. BASICS, etc.), reflection paper, educational project, My Student Body Conduct Course, and/or involvement with an established university program or committee.

- Community Restitution – uncompensated work/service on campus or off campus at a non- profit community service agency. Students assigned community restitution may also be assigned a reflection paper about their experience.

- Restitution – compensation for loss, damage, repair, replacement or injury. This may take the form of appropriate service, monetary or material replacement.

- Fine – a monetary fee/financial sanction imposed for specific infractions and/or cost associated with participation in a required program.

- Loss of Privileges – denial of specific privileges for a designated period of time.

- Parental/Guardian Notification – notification of parents/guardians when a student has violated the University's alcohol or drug policy, when there is a serious health or safety issue regarding a student, or if a student's residency or student status is in jeopardy.

- Counseling/Health Services Referral – a referral to the Counseling Center or Health Services or another appropriate office for consultation or assessment. The number of counseling sessions in which the student participates is at the discretion of the student's counselor.

- No Contact Order – imposed in instances where it is determined that a student may pose a threat to another student. This order, specific to a person and/or location, prohibits the subject from having direct or indirect contact with the person requesting the No Contact Order. The No Contact Order specifically includes communication through email, mail, phone, instant message, text, social media, face to face, or any contact through a third party. A No Contact Order may be imposed prior to a hearing, as a result of a hearing, or in lieu of a hearing. Violation of a No Contact Order may result in further adjudication, up to and including interim suspension from the University.

- Residence Hall Relocation – required assignment to another residence area.

- Residence Hall Probation – a written reprimand for violation of the Student Code of Conduct. This sanction is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for any additional violations during the probationary period.

- Residence Hall Suspension – separation of the student from their residence hall for a definite period of time, after which the student is eligible to return. Reapplication for housing does not

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https://salve.edu/sites/default/files/filesfield/documents/student_handbook.pdf

guarantee immediate placement. Conditions for returning to the residence halls may be specified.

- Residence Hall Dismissal – permanent separation of the student from the residence halls.

- Disciplinary Probation – a sanction indicating that a student's behavior has placed themselves on a disciplinary status that is close to suspension. It is imposed for a specific period of time. Any further violations while on University Probation may result in suspension and/or dismissal from the University.

- Deferred Suspension – a warning that a student may be immediately separated from the University if found responsible for any further violations of the Student Code of Conduct during a specific period of time.

- Suspension – separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. During a period of suspension the student is not allowed on campus or at university sponsored events.

- University Dismissal – permanent separation of the student from the University. Student is not eligible to reapply.

- Interim Action – In certain situations, the Vice President for Student Affairs, Dean of Students or designee, may take interim action against a student. This interim action may include but is not limited to: removal or ban from a residence hall (s) or University suspension, pending a hearing. Such actions will only occur if, in the Vice President for Student Affairs', Dean of Students' or designee's judgment, the student is a danger to themselves or other members or parts of the University community, or if the student is a disruptive/disorderly community member who is infringing on the rights of others. In such instances, the hearing officer will meet with the student as soon as practical to hear the case. As soon as practical after the interim action, the hearing officer shall prepare and deliver to the removed student a notice of charges and other information in conformance with the student conduct hearing process.

Employees

Employees who are found responsible for violating this policy may be subject to one or more of the following disciplinary actions. Action may range from warning to termination, depending on the magnitude and specifics of the infraction.

- Verbal warning – an official verbal notice to the employee that their behavior is not acceptable and may have violated this University policy. Documentation of the delivery of a verbal warning should always be placed in the supervisors file on the employee.
- Written warning – an official written notice to the employee that their behavior is not acceptable and may have violated this University policy. This written notice is signed by the employee and the employee's supervisor and is placed in both supervisor's file on the employee and the employee's file in the Office of Human Resources.

- Developmental sanction – an assigned task or tasks intended to involve the employee in a positive learning experience appropriate to the violation. Developmental sanctions of this could include, but are not limited to training, mediation, coaching or a performance improvement plan.

- Change in responsibilities or supervisory role – a modification of the employee's job duties or a change in a supervisory role.
- Suspension with pay – a separation of the employee from the University for a definitive period of time with pay.
- Suspension without pay – a separation of the employee from the University for a definitive period of time without pay.
- Termination – a permanent separation of the employee from the University.

Salve Regina University
Policy on Pregnancy and Parental Status

I. Policy Summary

The University prohibits discrimination on the basis of sex in employment and in educational programs and activities, including discrimination based on a student or employee's parental status or current, potential, or past pregnancy or related conditions. Students and employees who are pregnant or experiencing pregnancy-related conditions are able to access accommodations, as appropriate.

This Policy applies to all students, faculty, and staff at the University, as well as all aspects of the University's programs, including, but not limited to, employment, admission, educational programs, and extracurricular activities.

II. Offices Affected by this Policy

The University's Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator oversees the implementation of this Policy and is available to address any questions about this Policy. Office of the Dean of Students/Title IX and Anti-Discrimination partners with the Office of Student Accessibility Services and the Office of Human Resources to implement accommodations related to pregnancy and pregnancy-related conditions.

III. Definitions

Parental Status: Means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: 1) a biological parent, 2) an adoptive parent, 3) a foster parent, 4) a stepparent, 5) a legal custodian or guardian, 6) in loco parentis with respect to such person, or 7) actively seeking legal custody, guardianship, visitation, or adoption of such person.

Pregnancy and Pregnancy-Related Conditions: May include, but are not limited to: 1) pregnancy, childbirth, termination of pregnancy, or lactation, 2) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation,[1] or 3) recovery from pregnancy, childbirth, termination of pregnancy,

[1] Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation include, but are not limited to: pregnancy-related fatigue; dehydration (or the need for increased water intake); nausea (or morning sickness); increased body temperature; anemia; and bladder dysfunction; gestational diabetes; preeclampsia; hyperemesis gravidarum (severe nausea and vomiting); pregnancy induced hypertension (high blood pressure); infertility; recovery from childbirth, miscarriage, or abortion; ectopic pregnancy; prenatal or postpartum depression; and lactation

lactation, or related medical conditions. The prohibition against discrimination based on pregnancy or related conditions includes current, potential, or past pregnancy or related conditions.

Reasonable Accommodations: Changes in the academic environment, work environment, or other University operations (i.e., athletics and extra-curricular activities) that enable pregnant individuals and individuals with pregnancy-related conditions, to continue to pursue their employment, their studies, and enjoy the benefits and opportunities of the University. Accommodations are designed to address the impact of pregnancy-related medical conditions on the individual's access to programs and activities at the University; they are not designed to address routine needs of parents such as childcare, housing, or travel.

IV. Policy

a. Prohibition of Discrimination, Harassment, and Retaliation Based on Pregnancy and Parenting Status; Filing Complaints

1) Discrimination

The University prohibits discrimination based on sex, including discrimination because of parental status or current, potential, or past pregnancy or related conditions. Discrimination includes, but is not limited to: a failure to comply with the employee responsibilities set forth herein; a failure provide the reasonable accommodation or modification issued by the University; denying an individual a benefit or opportunity of the University or treating an individual differently based on their pregnancy or parenting status (unless such treatment is pursuant to this Policy, such as a reasonable accommodation); or a refusal to cooperate with the office determining and implementing reasonable accommodations. The University shall not apply any rule related to an individual's pregnancy or pregnancy related conditions that treats individuals differently solely based on their pregnancy or pregnancy related conditions, except as permitted by law or necessary to effectuate the purpose of this Policy (For example, the University may allow a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity which is comparable to that offered to students who are not pregnant and do not have related conditions.).

2) Harassment

The University prohibits harassment based on sex, including harassment because of parental status, pregnancy, or pregnancy-related conditions.

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conditions, such as swelling or leaking of breast tissue or mastitis. The Department of Education interprets "termination of pregnancy" to include, for example, abortion, miscarriage, or stillbirth. Additionally, the prohibition against discrimination based on pregnancy or related conditions includes current, potential, or past pregnancy or related conditions.

Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, and other conduct that may be humiliating or physically threatening or harmful. Actions that could constitute prohibited harassment include making derogatory or sexual comments or jokes about an individual's pregnancy, calling a pregnant student sexually charged names, spreading rumors about the pregnant student's sexual activity, and making sexual propositions or gestures.

3) Retaliation

Retaliation against an individual for exercising the rights articulated by this Policy is prohibited. Retaliation includes, but is not limited to, imposing or threatening to impose negative educational outcomes because a student or employee requests leave or accommodation, files a complaint, or otherwise exercises their rights under the Policy.

4) Reports and Complaints

Discrimination, harassment, and retaliation based on parental status, pregnancy, or pregnancy-related conditions implicate the University's prohibition against sex discrimination and the University's Title IX Sexual and Gender-Based Harassment Policy & Grievance Procedures ("Title IX Policy"). Individuals who believe they have experienced discrimination, harassment, or retaliation based on their parental status, pregnancy, or pregnancy-related condition, should report such actions or submit a complaint to the Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator, as set forth in Section VI below. Complaints and reports related to this Policy will be evaluated and processed according to the Title IX Policy.

b. Employee Responsibilities

1) Accommodations

- Employees must cooperate with any requests by the appropriate office (Office of the Dean of Students/Title IX and Anti-Discrimination), Office of Student Accessibility Services, or Office of Human Resources) to assist with determining and providing accommodations for a student or employee.
- When an employee is provided with written notification of an accommodation for another individual that relates to the employee's class, office, or program, the employee must comply with the notice and provide the accommodations. Employees must keep such information confidential.
- Employees may not provide any reasonable accommodations to a student or employee unless such accommodation has been determined by the appropriate office and provided to the employee in writing.

c. Reasonable Accommodations for Pregnancy and Pregnancy-Related Conditions

The University may make reasonable accommodations to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the University's education program or activity. Reasonable accommodations will be based on the student or employee's individualized needs. An accommodation that would fundamentally alter the nature of the University's program or activity is not a reasonable accommodation. The student or employee has the discretion to accept or decline each reasonable accommodation offered.

Reasonable accommodations may include, but are not limited to:

- Breaks during class or work to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom.
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Extensions of time for coursework and rescheduling of tests and examinations
- Allowing the individual to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (e.g., a larger desk or footrest)
- Elevator access
- Temporary mobility supports (e.g., wheelchair, cane) to ensure physical accessibility to campus;
- Telework;
- Temporary reassignment of job duties;
- Temporary suspension of one or more essential functions of a job;
- Light duty or help with lifting or other manual labor;
- Leave to recover from childbirth or other medical conditions related to pregnancy or childbirth, or
- Granting medically necessary leave or implementing incomplete grades for classes that will be resumed at a future date.

Due to inherent differences between positions, activities, and academic learning objectives, accommodations may vary. For example, what may be possible in one class (e.g., multiple absences from class, online education) may not be feasible in another class because such accommodation would fundamentally alter the nature of the course or activity (e.g., laboratory work).

Assistance for students is provided by the Office of the Dean of Students/ Title IX and Anti-Discrimination the Office of Student Accessibility Services. Assistance for employees is provided by the Office of Human Resources.

Individuals should make a request for assistance as soon as they are aware they are pregnant, have pregnancy-related conditions, or may need an accommodation. The University is limited in its ability to impact or implement accommodations retroactively.

1) Students

Students will be allowed to voluntarily access any separate and comparable portion of the University's education program or activity. In addition, students will be allowed to voluntarily take a leave of absence to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the University that allows a greater period of time than the medically necessary period, the University will permit the student to take voluntary leave under that policy instead of the student so chooses. When the student returns to the University, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began. Students are still obligated to complete any required coursework and demonstrate they have met the learning objectives.

2) Employees

Employees must be able to perform the essential functions of the job with or without accommodations. However, if an employee is unable to perform the essential functions of the job with or without a reasonable accommodation, an employee will still be deemed qualified for the position and offered a reasonable accommodation provided:

- The inability is "temporary;"
- The employee could perform the functions "in the near future;" and
- The inability to perform the essential functions can be reasonably accommodated.

For example, an employee who is temporarily unable to perform one or more essential functions of their job, and who needs light duty or a change in their work assignments, may be offered such a change as a temporary reasonable accommodation.

Employees can request leave as an accommodation. Employees may take a voluntary leave of absence without pay for a reasonable period of time. Such leave is possible whether the employee has leave pursuant to University policy or if the employee has insufficient leave or accrued employment time to qualify for leave under applicable policy. At the end of a voluntary leave of absence because of pregnancy or related conditions, the University will reinstate the employee to the status held when the leave began or to a comparable position without a decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

V. Accommodation Process for Pregnancy-Related Conditions

Students and employees should contact the appropriate office to begin the accommodation process as soon as possible so that accommodations can be determined and in place in a timely manner. Due to the nature of employment positions, course work, programs, or other institutional opportunities and benefits, the University may not be able to provide certain accommodations retroactively or in time to effectuate the assistance the accommodation would have provided had the accommodation been in place in a timely manner. Thus, the University encourages individuals to seek accommodations in a timely manner and fully engage in the interactive process with the University so that any accommodations can be put in place.

Each reasonable accommodation will be based on the employee or student's individualized needs and include their input. An individual may accept or decline any accommodation the University offers. If there is more than one reasonable accommodation that would address an individual's specific needs, then the University will choose whether to offer just one or multiple reasonable accommodations to the individual. If the individual declines an offered accommodation, the University is not required to offer other accommodations for that need. The University will, however, offer reasonable accommodations to meet new or additional needs.

1) Students

- A student who would like to request pregnancy-related accommodations should contact the Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator in writing: Jonathan Cook, Jonathan.cook@salve.edu, (401) 341-2640.
- The Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator will obtain initial information from the student.
- Based on the information obtained, the Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator will address the request directly or transfer the request to the Office of Student Accessibility Services.
- The University will work with the student in an interactive process to provide appropriate accommodations.
- The student will provide documentation of the pregnancy or related medical condition to the extent that the University determines it is necessary and reasonable for the University to determine it is necessary to determine the reasonable modifications to make or whether to take other actions. The University will not request documentation if it determines that documentation is not necessary because the student's need for a specific action is obvious, such as where the student has already provided documentation, or the student needs to carry water, use a bigger desk, sit or stand, or take breaks to eat, drink or use the restroom, when the student has lactation needs.

- The Office of Student Accessibility Services Coordinator and/or Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator will work with the student, with input when necessary from the appropriate staff or faculty member, to determine if accommodations are necessary and appropriate. The student may request accommodations.
- The Office of Student Accessibility Services Coordinator and/or Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator will inform the student what accommodations the University can provide. The student does not need to accept the accommodations; however, no accommodations will be permitted unless they have been determined and accepted through this process.
- At the conclusion of the interactive process, the student will receive an "Accommodations Notice" which details the accommodations the University has identified and the student has accepted. No accommodations are permitted except for those identified in the Accommodations Notice.
- Information about a pregnant student's request for accommodations will be shared with administrators and faculty on a limited need-to-know basis and only as necessary to implement the accommodation(s).

2) Employees

- Faculty and staff seeking pregnancy-related accommodations should contact the Office of Human Resources at humanresources@salve.edu.
- The Office of Human Resources will work with the employee in an interactive process to provide appropriate accommodations.
- The employee will provide documentation of the pregnancy or related medical condition to the extent that the University determines it is necessary and reasonable for the University to determine the reasonable modifications to make or whether to take other actions. The University will not request documentation if it determines that documentation is not necessary because the employee's need for a specific action is obvious, such as where the employee has already provided documentation, or needs to carry water, use a bigger desk, sit or stand, or take breaks to eat, drink or use the restroom, when the employee has lactation needs.
- The Office of Human Resources will work with the employee, with input when necessary from the appropriate supervisor or employee, to determine if accommodations are necessary and appropriate. The employee may request accommodations.
- The Office of Human Resources will inform the employee what accommodations the University can provide. The employee does not need to accept the accommodations; however, no accommodations will be permitted unless they have been determined and accepted through this process.
- At the conclusion of the interactive process, the employee will receive an "Accommodations Notice" which details the accommodations the

University has identified and the employee has accepted. No accommodations are permitted except for those identified in the Accommodations Notice.

- Information about a pregnant employee's request for accommodations will be shared with others on a limited need-to-know basis and only as necessary to implement the accommodation(s).

VI. Complaints and Questions

Any member of the University community may report questions, concerns, or possible violations of this Policy to the Office of the Dean of Students/ Title IX and Anti-Discrimination. The Assistant Dean of Students/Title IX and Anti-Discrimination Coordinator is responsible for overseeing complaints of discrimination related to this Policy.

ASSISTANT DEAN OF STUDENTS/TITLE IX AND ANTI-DISCRIMINATION COORDINATOR:
Jonathan Cook, Jonathan.cook@salve.edu, (401) 341-2640

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