

# **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 regards 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 30 days in jail.
2. Procurement of alcohol for a minor is a misdemeanor/arrestable offense and is punishable with a fine of \$500 and/or a jail term of up to 1 year.
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 and/or 30 days in jail.
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 and a considerable fine.

### **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

Mercy Center for Spiritual Life: 401-341-2326 – Mercy Chapel

Off-campus:

Alcohol Abuse and Drug Help Line: 1-800-622-7422

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 dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need.

When a student aids an intoxicated or impaired individual by contacting University student or professional staff, the intoxicated individual or the individual or student reporting the emergency may be subject to educational action. 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.

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 Dean of Students' office 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.

If an intoxicated or impaired student is found in need of medical attention by University or Residence Life staff (professional staff or para professional 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.

## **ASSAULT POLICY**

Assault in any form violates human rights and dignity and the laws of the State of Rhode Island and will not be tolerated. Assault is any willful attempt or threat to inflict injury upon a person when coupled with a perceived ability to do so, and any intentional display of force that gives the person reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, striking, or doing bodily harm. Anyone involved in any type of assault may be subject to disciplinary action, such as probation, suspension or expulsion from the University.

## **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.

## **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](http://www.salve.edu), particularly in the case of inclement weather.

## **COMPUTER AND NETWORK USE POLICY**

### **Introduction**

Salve Regina University is dedicated to the mission of "seeking wisdom, promoting universal justice and through teaching, research and community service to work for a world that is harmonious, just and merciful." In support of this mission, the University provides access to information technology resources (including computer networks and computer equipment) to its faculty, student, staff and other members of the University community. The Computer and Network Use Policy contains the University's philosophy and

requirements governing faculty, students, staff and other members of the 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 the wellbeing of the University.

By adopting this Policy the University recognizes that all its faculty, students, staff and other members of the University community are bound not only by the Policy but also by local state and federal laws related to electronic media, copyrights, privacy and security. Each member of the University community is expected to be familiar with the foregoing laws.

### **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 system may be revoked temporarily or permanently if one's information technology related behavior falls within one or more of the following circumstances:

1. Involvement in criminal activity
2. Behavior that constitutes a violation of a University policy or code, including this policy
3. The 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

### **Freedom of Expression and Misconduct**

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.

Furthermore, public postings or displays of information pertaining to and/or in violation of University policy are subject to disciplinary action. This includes, but is not limited to, websites, Facebook, Twitter, blogs, online messaging, and other similar sources on or off line. Please note that the University is not responsible for any activity or incidents resulting from material published by students on these sites.

## **Privacy**

Members of the University community are entitled to privacy in their use of information resources. Each user number, login name, account name, or any other username and associated password belongs to an individual or a department. No one should use a user number, login name, any username or account name and password without explicit permission from the owner. No one should use aliases, nicknames, pointers, or other electronic means to attempt to impersonate, redirect, or confuse those who use the information resources. Each member of the University community shall accept the burden for the responsible use and dissemination of his or her user number, login name, username and account name and password, and is further responsible for any authorized use of one's account.

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.

## **Intellectual Property**

The University expects all members of its community to respect the property of others and to be aware of how intellectual laws, regulations and policies that apply to the electronic environment. In this regard, all personnel should be familiar with the University's copyright policy, the *Faculty Manual* and the *Student Handbook*.

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.

## **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 Safety & Security) in regards 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 Safety and Security or his designee in a timely manner and in advance of the activity.

## **FUNDRAISING POLICY**

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

## **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 Safety and Security 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 Safety and Security.
- 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 Safety and Security 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 Safety and Security 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 Safety and Security 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.

## **Security Contact Information**

SRU Office of Safety and Security

401-341- 2325

[Safety.security@salve.edu](mailto:Safety.security@salve.edu)

Director, Safety and Security – Michael Caruolo

401-341-2334

[Michael.caruolo@salve.edu](mailto:Michael.caruolo@salve.edu)

Assistant Director, Safety and Security – Richard Piaseczynski

401-341-2323

[Richard.piaseczynski@salve.edu](mailto:Richard.piaseczynski@salve.edu)

## **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.

### **Reporting**

Members of the Salve Regina Community are encouraged to report hate/bias-related incidents to the Office of Safety and Security 401-341-2325, the Office of the Dean of Students 401-341-2145, or the Office of Residence Life 401-341-2210. Reports will be investigated immediately and thoroughly. Depending on the severity of the incident, the campus community will be notified and the identity of the individual(s) reporting will be kept confidential.

### **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 are not necessarily dependent on 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.

### **Support Services**

Victims of 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 Multicultural Programs 401-341-3480, or the Office of Safety and Security 401-341-2325.

### **HAZING POLICY**

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy. Hazing is also defined as any action or situation, which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

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).

### **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.

### **MEDICAL LEAVE OF ABSENCE**

In accordance with the University's Mission, faculty and staff strive to maximize our students' potential to learn and grow. Toward that end, certain procedures are in place to ensure that students are offered every

opportunity to achieve both in and out of the classroom. Consequently, those students in good academic or conduct standing who feel that medical or mental health issues are interfering with their academic success may request a meeting with the Dean of Students or designee in order 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) based upon information which may be received. All medical information as well as reports received shall remain confidential.

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 LEAVE OF ABSENCE**

The University understands that students may encounter times during their enrollment, 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. 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 professionals. 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.

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, as well as 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 as a student, 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. 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 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 professionals, 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, if applicable, is not impacted, the student should consult with the Official 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.

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

During a medical leave of absence, the same academic policies outlined in the Academic Catalog's Leave of Absence policy remain in effect.

### **INVOLUNTARY MEDICAL LEAVE OF ABSENCE**

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 encourage the student to provide any other additional information that the student believes is relevant to the determination.

Based on the results of the individualized assessment, the University will determine whether there are reasonable modifications that can be made to University policies, 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.

If the student is placed on an involuntary medical leave of absence, the student will be provided with 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. 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 as a student, 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. 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 professionals, 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. Susan Pratt; 401-341-2228; susan.pratt@salve.edu (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, roommate/friend, faculty/staff, Residence Life staff, a dean, Safety and Security 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 Safety & Security Department, the Newport Police, or the Newport Fire Department Rescue Squad. A University staff member will meet the student at the hospital. Parental 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. The procedure for returning to full time status will then apply.

## **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, Safety & Security and/or Residence Life will enter the student’s room. If it is an off-campus student, the Dean of Students 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 family 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 are encouraged to contact Residence Life or Dean of Students regarding a missing student, and have the option to report it to Safety & Security 24/7. Residence Life informs resident students that they have an option to register a 'confidential contact person' to be notified in the case that the student is determined to be missing (see below). This form also 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.

### **Residence Life 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 Safety & Security, 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 is located with the Emergency Contact Form which is available on the My Salve portal and can be updated at any time throughout a student's time here at Salve.

## **OFF CAMPUS LIVING POLICY**

Students are expected to represent the University in a positive manner at all times. In keeping with its mission and sense of civic responsibility, the University strives to address the concerns of citizens regarding Salve Regina University students; therefore, one’s living off campus does not circumvent one’s responsibility as a member of the Salve Regina University community with the obligation to abide by the Student Code of Conduct. Those whose behavior is inconsistent with University and community standards are subject to disciplinary action through the Student Code of Conduct process. The state of Rhode Island, the city of Newport, and the towns of Middletown and Portsmouth have laws and ordinances which promote good order in the community. As residents of these local communities, students living off-campus are bound by these local ordinances and their conduct is to be compatible with those neighborhood ordinances. Consequences for violations may be costly and may result in a permanent criminal record.

## **Responsibility and the Social Host**

Living off campus does not allow students to forfeit 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. The University will respond promptly to complaints from neighbors and, if necessary, follow with appropriate disciplinary action. 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**

### **Statement of Student Responsibility**

1. Students are obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with your specific courses or course of study.
2. Students must ensure timely completion of registration for proper billing and awarding of financial aid.
3. All payments are due by the published due dates for the registered semester. All unpaid balances may be assessed a late fee, 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.
4. Students are 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.
5. Students are 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.
6. Students 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. Collection costs will significantly increase the student's financial obligation.
7. 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.
8. Students are responsible for maintaining all contact information, including, but not limited to, billing information. If a student has not received a statement by mid-August for fall and mid-December for spring, the student is responsible for accessing the statement through the online student portal or obtaining a statement from the Business Office. Address change forms are available in the Registrar's Office and online.
9. 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.
10. Students are obligated to read and understand the policies and procedures set out in the Graduate and Undergraduate Catalog and agree to abide by the same.

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

### **POSTING POLICY**

Students are allowed to post information on campus for university related activities only. All posters and fliers must be approved and stamped by the Office of Student Activities 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 sign posts, or natural vegetation. No more than one poster or flier per event should be posted on a single bulletin board. For more specific posting guidelines see the Office of Student Activities, Wakehurst Student Center.

### **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 Dean of Students' Office 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 Dean of Students' Office, Office of Student Activities or designee 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.

## 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 Safety and Security 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 Dean of Students' Office and the Office of Safety and Security 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 Dean of Students' Office/Student Activities will serve as a conduit for campus wide communication regarding event. The Office of Safety & Security, University Relations, Student Activities and other offices or departments may be notified of any proposed activity.

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

### **REVIEW & STANDARDS COMMITTEE**

This committee will advise the Dean of Students on the student conduct system and Code of Conduct. The review and standards committee is comprised of faculty, staff and students who review and update the student code of conduct and other policies affecting students in accordance with best practices. The composition of this committee is at the discretion of the Dean of Students or designee. Any member of the Salve Regina University community may propose changes to the student code of conduct for review by the committee.

### **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 Office of Safety and Security at 401-341-2325 or dial 911.

### **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.

### **ZIP-CARS**

Zip-Cars can only be parked at the designated parking spaces at Miley Hall. They are not to be parked in any other Salve Regina parking lot, or on any Newport city street adjacent to the University. Students who do receive parking tickets cannot appeal these tickets before the Student Parking Appeals Board.