

# 2019-20

## Student Handbook

### **SALVE REGINA UNIVERSITY NONDISCRIMINATION POLICY**

In accordance with the University's Mission, as well as state and federal regulations under Title IX, Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, veteran status, sexual orientation, disability, or any other basis protected under applicable federal or state law, in the administration of its employment policies, educational policies, or financial aid programs.

Salve Regina University neither condones nor tolerates discriminatory conduct and expects all faculty, staff, and students to promote an environment that is free of discrimination and supportive of this policy. Inquiries with regard to the application of this policy may be referred to the Title IX coordinator or the Office of Civil Rights. Contact information for both is in the Policies and Procedures section of this handbook.

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.

# 2019-20

## 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 academic programs are based on the liberal arts with concentrations in the arts and sciences and in pre-professional and professional programs. The University offers Associate, Baccalaureate, and Master's degrees, the Certificate of Advanced Graduate Study, the Ph.D. in Humanities, Ph.D. in International Relations, and the Doctorate of Nursing Practice (DNP).

Salve Regina University enrolls 2,800 undergraduate and graduate students from 40 states and 26 foreign countries, and boasts over 15,000 alumni and alumnae.

## **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: DISABILITY 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.

The Office of Disability Services: The Disability Services Office at the Academic Center for Excellence (ACE) 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 the Office of Disability Services at the Academic Center for Excellence. Students may bring documentation in person to the Disability Services Coordinator, or may mail documentation to: Disability Services c/o Academic Center for Excellence 100 Ochre Point Ave. Newport, RI 02840-4192 Fax: 401-341-2912

2. Make an appointment with the Learning Services Specialist 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 <http://salve.edu/disability-services>.

Please see Disability Service's web pages (<http://salve.edu/disability-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 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.

### **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, 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 hearing regarding 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.

## **CENTER FOR STUDENT DEVELOPMENT**

*Miley Hall, Lower Level x. 3288*

The Center for Student Development (CSD) promotes student success and engagement by focusing on three areas: co-curricular learning, leadership, and student development. In addition, the CSD serves as a nexus between Student and Academic Affairs by enhancing student learning through co-curricular mapping and programming.

### **First Year Experience**

The Center for Student Development provides holistic guidance and transitional mentoring to all new students through the First Year Experience Program and specifically through the First Year Transitions Course (FYT100) and Transfer Transitions Course (FYT200). Through this one-credit course, all new students learn about Salve Regina University, gain the skills necessary for college success and transition, and explore their personal interests and strengths. FYT courses are instructed by staff and faculty of the University and are co-taught by Peer Mentors who are current

Salve Regina students. All students taking a FYT course are also enrolled in the same UNV101 course in the fall semester.

### **Navigator Leadership Development Program**

The Navigator Leadership Development Program is a four-year leadership program which promotes individual, group, and community core values drawn from the Social Change Model of Leadership Development. The purpose of the Navigator program is to help students develop as leaders through social responsibility at the individual, group, and societal levels. Through the Navigator program, students attend a required number of co-curricular programs each year that promote the exploration and development of core values necessary for leadership development and apply these core values to a social change project – the Navigator Impact Plan.

### **Portfolio**

The Center for Student Development works with various offices and departments across the campus to integrate and facilitate Portfolio. Salve Regina students are provided with an account on Portfolio, a cloud-based electronic portfolio that helps students document their academic, co-curricular experience and extracurricular work completed at Salve Regina. By developing their Portfolio profiles throughout their years at Salve Regina, students are able to showcase and demonstrate skills and competencies achieved as a result of the work completed.

## **STUDENT ENGAGEMENT**

*Gerety Hall, Room 206 x2915*

The Office of Student Engagement enhances the educational experience by offering a variety of involvement opportunities to 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.

## **ATHLETICS**

*Rodgers Recreation Center, x2269*

The Athletic Department encourages 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 – not a swipe/tap.

### **Intercollegiate Athletics**

Salve Regina University is a Division III member of the NCAA, and competes in the CCC, the IHSA, ICSA, and NEHC conferences. Competitive opportunities are available in the following sports: Baseball, Basketball (M/W), Cross Country (M/W), Equestrian, 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).

### **Intramurals**

The philosophy of the Salve Regina intramurals program is to provide quality recreational opportunities for the members of the community by creating a safe environment that fosters development of the mind, body, and soul through athletic activities that can positively teach and

enrich the intellectual, spiritual, and physical lives of all those who participate. Some activity offerings throughout the academic year are: soccer, flag football, basketball, tennis and volleyball. Contact the Coordinator of Intramurals at x2498 for additional information.

### **Club Sports**

Salve Regina Club Sports consist of cheerleading, karate, men's and women's rugby, and swimming. The club sports offered at Salve Regina fall in between varsity sports and intramurals. The clubs compete on an intercollegiate level, but they do not compete under the NCAA guidelines. Each club sport obtains a head coach and is completely student run. Club presidents, vice presidents, secretaries, and treasurers are elected on an annual basis and are responsible for the scheduling of all practices and games, the ordering of all equipment and uniforms, and all other organizational tasks that are necessary for a club sport team to function on an intercollegiate level

### **Recreation**

Recreational opportunities are available in the Rodgers Recreation Center, including the Sullivan Fitness Center. The Sullivan Fitness Center offers a number of fitness activities. Call the Fitness Center at x2606 for additional information.

### **MERCY CENTER FOR SPIRITUAL LIFE**

The Mercy 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 Mercy Center 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 Mercy Center, 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 enjoy to opportunity for leadership training in the Mercy tradition.

The **Mercy Center's** community room, located in the lower level of the chapel, is open to the entire campus. It is furnished with comfortable chairs and couches, a large screen TV, a kitchen and plenty of space to relax study and be with friends.

**Our Lady of Mercy Chapel** Mass schedule:

Sunday: 11:00 a.m. (except Christmas, New Year, Easter and commencement weekend)

7:00 p.m. during the academic year: September to May

Weekday at 12:15 p.m. (check the SalveToday calendar)

## **COMMUNITY SERVICE**

*Gerety Hall 201, Community Service Director, x2440*

The Office of Community Service encourages the development of leadership skills and personal growth within students. Many volunteer opportunities exist for Salve Regina University students such as the Dr. Martin Luther King Center, Boys' & Girls' Club, Child and Family, Clean Ocean Access and The Potter League. Throughout the year, students have participated in weeklong trips to New Orleans and Nicaragua in where students go to help the local communities in desperate need. Salve Regina volunteers are the backbones of service experiences such as Rebuilding Together, 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

## **COUNSELING SERVICES**

*Counseling Center, Miley Hall, x2919*

The Counseling Center is available to full-time undergraduate students and provides a safe and welcoming atmosphere conducive to the discussion of personal concerns. These interactions are confidential and are performed in accordance with the legal and professional guidelines of the State of Rhode Island. They include individual counseling, crisis intervention, community referral, special programs, and consultations.

Specifically, the Counseling Center addresses mental health and developmental issues from a therapeutic, educational, and preventative perspective. It is designed to assist students with emotional, social, academic, and psychological issues so that they retain their student status and benefit from their educational opportunities to the fullest extent possible. The staff includes three licensed social workers, one licensed mental health counselor, an office coordinator and graduate interns.

## **HEALTH SERVICES**

*Miley Hall, x2904*

The Office of Health Services (OHS) provides student-centered, confidential, evidence-based medical care to all full-time undergraduate students during the academic year. Services are provided through a team approach of nurse practitioners and family practice physicians. In addition to offering treatment of illnesses and injuries, OHS provides women's health care, men's health evaluations, nutritional counseling, minor procedures, STI screening, and laboratory services. OHS will refer to Newport Hospital for emergency care and medical specialists in the community in order to address specific health care needs.

Guided by the University's Catholic and Mercy Tradition, OHS provides education, and supports self-advocacy toward achieving both physical and emotional well-being. The OHS staff adhere to established ethical principles and codes of professional practice that respect the confidentiality, dignity and informed consent of all students.

## **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 Office of International Programs (p.85) and English for Academic Purposes Program (p. 85).

## **OFFICE OF MULTICULTURAL PROGRAMS AND RETENTION**

*Walgreen Hall, room 085, Ext. 2412*

### **Mission Statement**

The Office of Multicultural Programs and Retention strives to create an educational enterprise that values multiculturalism, 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 recognized, 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.

## **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 five-member executive board is elected in the spring semester.

### **Executive Board 2019-2020**

President	Jennifer Page
Vice President	Bryce Sholtes
Secretary	Alexandra Kenney
Treasurer	Alexsys M. Sohada
Public Relations	Priscilla Gaspard
Chief Justice	Izabella Mangual-Solivan

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 one hundred matriculated students, one student government 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 206.

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, Room 206, or visit the Student Engagement website. A complete list can be found online.

## **STUDENT CONDUCT MISSION**

The University is committed to maintaining high standards of behavior. The student conduct process 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 student conduct program within the Dean of Students' office is committed to an educational and developmental process that balances the interest of individual students with the interests of the University community.

While enrolled at the University, students are expected to 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 Catalog, 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 have the obligation 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 <http://salve.edu/dean-of-students> for the updated versions of all policies and procedures.

### **Jurisdictions**

The Salve Regina University Student Code of Conduct shall apply to conduct that occurs on the University premises or at University-sponsored activities. 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, etc.). Students living on campus are also governed by the Residence Life policies. This Student Code of Conduct shall apply at all locations of the University, including off-site programs, study abroad locations, and other instructional sites. The University reserves the right to determine whether or not the student conduct process is engaged for reported behavior.

The Student Code of Conduct and conduct procedures apply to a student even if the student withdraws from the University while a complaint is pending. Information regarding a student's withdrawal is detailed in the Academic Course Catalogue. In the event a student voluntarily withdraws or takes a leave of absence from the University while an investigation/hearing/sanction is pending, the student shall not be allowed to re-enroll until the matter has been satisfactorily resolved. However, the student may be conditionally readmitted with re-enrollment while awaiting the outcome of the investigation, hearing, or sanctioning process.

### **Definitions**

The following definitions shall apply:

- Student – In the Student Code of Conduct and conduct process, the term ‘student’ includes persons taking courses at Salve Regina University, either full time or part time, or pursuing undergraduate (traditional or continuing education) or graduate degrees. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students,” although not currently enrolled in this institution. In regards to 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 which violate this policy arise while the person has status as a continuing student as defined by SRU admissions, but is not registered.
- Days – For this document, days refers to calendar days, unless otherwise noted.
- Incident reporting form– a document that can be completed by a member of the university community in regards to an alleged student violation of the university’s Student Code of Conduct
- 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,’ a member of the surrounding community, or visitor to the campus, or an official at another educational institution. In addition to filing an incident report with supporting evidence, the complainant may be asked to provide information during the hearing and/or to arrange for appearance of any persons who witnessed the incident or who can provide information relevant to the incident.
- Respondent – a member of the university community who has been charged with violating the Student Code of Conduct
- 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.
- Hearing officer – a member of the dean of students’ staff or residence life staff will serve as a hearing officer for procedural interviews and administrative hearings
- Student conduct hearing board member– a student who has been selected and trained to participate in the student conduct hearing board process
- Hearing Chair – a student member of the student government association executive board, the Chief Justice, who oversees student conduct hearing board hearings
- 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 email, local address or hand delivered. The notification will outline alleged code of conduct violation(s) or incident(s), date of incident and date/time/place of procedural interview and/or hearing.
- Advisor – a member of the university community that may accompany a student as a support and for guidance through the 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 policy can be found under the Sexual Misconduct Policy.
- Preponderance of the evidence – more likely than not standard of proof that a violation of the Student Code of Conduct has occurred. See expanded definition on [page 21](#).
- Quorum – A quorum consists of 3 voting members of the student conduct hearing board, plus the hearing chair. (Full board is 5 voting member plus the hearing chair)

### **Student Code of Conduct**

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

violations of the Student Code of Conduct. 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, 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 the dissemination of such a recording, 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 – Violation of the Sexual Misconduct Policy**

Including but not limited to, sexual harassment, sexual assault sexual exploitation, gender-based harassment, stalking, dating violence, domestic violence and retaliation.

Note: If a student is charged with this violation, the adjudication process will follow the procedure listed in the Sexual Misconduct Policy which begins on [page 39](#).

### **3– 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 identity theft; the sale, receipt, or possession of stolen goods; theft of services; unauthorized possession of public/private property; unauthorized possession, duplication or use of keys 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 and/or building/residence.

### **4– 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 regarding allegations of misconduct.

### **5 - Withholding Information or Giving False Information**

Withholding information or giving false, fraudulent, misleading, or inaccurate information 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 driver's license, regardless of whether there have been attempts to utilize it.

#### **6 – 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, and policies on sexual misconduct, smoking, parking and off campus living policy.

#### **7– Violation of Local, State or Federal Law**

All actions occurring on or off campus that would constitute a violation of any local, state, or federal law (this also includes town ordinances).

#### **8A– Offenses Involving Alcohol, Substances, and/or Products**

Including but not limited to use, possession, manufacturing, 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. Alcoholic beverages may not, in any circumstance, be used by, possessed by, be in the presence of, or distributed to any person under twenty-one (21) years of age. This includes but is not limited to empty alcohol containers and packaging (even if intended as decoration) and common source containers, whether empty or full (i.e. kegs, beer balls, pony keg, etc.), as well as, drinking games and/or possession of a drinking game or the use or possession of board games, game tables (including water pong), ice luge, funnel, beer tap or other device that promotes or encourages abusive drinking. These items will be confiscated and not returned. Alcohol is not permitted in common spaces (i.e. dining facilities, academic/administrative buildings, lounges, library, etc. unless approved as part of a University sanctioned event. For more information, see “Alcohol and Other Drug Policy”, in Policies and Procedures [page 38](#), also “Residence Life Alcohol Policy” in Residence Life [page 36](#).

#### **8B – 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, drug-related paraphernalia (e.g., rolling papers, vaporizers, grinders, bong or pipe), 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. All chemicals, substances, prescriptions, or other products that have mood-altering capabilities are prohibited, except by their intended user and directed by their medical provider.

#### **9 – 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 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.

## **10 – 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.

## **11 – Actions That Adversely Affect the University’s Community Interests**

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or encouraging 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 for 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.

## **12– Misuse or Unauthorized use of University 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 Computer and Network Use Policy. For more information see “University Computer and Network Use Policy” in Policies and Procedures, [page 58](#).

## **13- Abuse of the Student Conduct System**

Including but not limited to: failure to comply with the notice from a University official to appear for a meeting or hearing as part of the Student Conduct System; falsification, distortion, or misrepresentation of information before a hearing officer/student conduct hearing board; 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 student conduct board member prior to, during, and/or after a student conduct proceeding; failure to comply with the sanction(s) imposed under the Student Code of Conduct; influencing or attempting to influence another person to violate the Student Code of Conduct; disclosure of information regarding any student obtained during the course of the proceeding including but not limited to names and materials; failure to disclose conflicts of interest or relationships between student conduct hearing board members and students appearing whether as the respondent, complainant or witness.

## **14–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 on [page 61](#).

### **Overview of the Conduct Process**

This overview gives a general idea of how the University’s campus conduct proceedings work, 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.

Once notice is received from any source (via complainant, office of safety and security, residence life or dean of students’ incident report, 3rd party, online, etc.) the University may proceed with a preliminary investigation and/or schedule a procedural interview with the responding student to explain the conduct process to the respondent and gather information.

### **Notification** (charge letter)

Any student charged with violating the Student Code of Conduct will first be scheduled for a Procedural Interview with a hearing 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 Procedural Interview. The written notification will include:

- 1 – Alleged code of conduct violations or incidents
- 2 – Date of incident
- 3 – Date/time/place of the procedural interview

### **Procedural Interview**

The purpose of the procedural interview is to provide the respondent with the opportunity to discuss the allegation that led to the procedural interview. The hearing officer will clarify the rights and options available, as well as describe a range of potential sanctions for the violation(s) in question. The respondent will have the opportunity to accept responsibility or deny the charge(s) during the procedural interview and to provide information establishing that the student was not involved in or responsible for the incident. There may be cases, especially in group procedural interviews, in which a second meeting may be necessary to determine appropriate outcomes and sanctions. Students are allowed to have an advisor from within the university community attend their procedural interview.

If the respondent accepts responsibility for the charge(s), then sanctions will be imposed. The outcome of a procedural interview cannot be appealed.

The respondent must attend the procedural interview. If a student willfully misses the procedural interview, the case may proceed, and a determination may be made in the student’s absence.

If the respondent denies the charges, the student will either have an administrative hearing or have the case referred to the student conduct hearing board. Based on the severity of the potential outcome or circumstances of alleged violation, the hearing officer will determine whether a student will have an administrative hearing or a student conduct board hearing. NOTE: If it appears the outcome could result in a respondent being suspended and/or expelled, the student will be referred

to an administrative hearing. All procedural interviews are closed to the public. The recording of any procedural interview is not permitted.

### **Group procedural interviews and hearing process participation**

At times students who are charged with conduct violations based on the same incident will be asked to participate in a group procedural interview and/or student conduct hearing. If more than one student is involved in the same incident then one procedural interview/hearing body may be convened 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 a designee. All students 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. This happens when a group of students have alleged violations stemming from the same incident or a similar set of evidence and circumstances. In those cases, all responding students will be present for the reading of the charges, opening remarks of the responding students and otherwise as the hearing officer/board may determine. When it is time for individual students to present their case, the other student(s) and advisors and witnesses may be excluded from the proceedings unless otherwise agreed upon by the responding students and hearing body. Students may request to opt out of the group procedural interview/conduct hearing and meet individually with the hearing officer/conduct board.

### **Hearing types**

Conduct hearings are non-adversarial, fact finding proceedings. A hearing is an opportunity for the respondent and complainant to further explore the circumstances regarding the alleged violation. It is the responsibility of the hearing officer/conduct board to ask relevant questions, to determine the admissibility, weight, and relevance of all materials, 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 student 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.

There are two types of hearings.

#### **1 - Administrative hearing**

When a case is referred to an administrative hearing, the case is heard before a single staff member, who is a member of the residence life staff, dean of students' staff or designee. If a student's sanction appears that it could result in suspension or expulsion, the respondent will be referred to an administrative hearing. The hearing officer 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.

#### **2 - Student conduct hearing board hearing**

If a student has allegedly committed a low level code of conduct violation (alcohol, theft, drug use, etc.), the case may be referred to the student conduct hearing board. The hearing board is composed of 5 students, plus the hearing chair. A quorum necessary to convene is 3 students, plus the hearing chair. The hearing board will determine who may be present at any time during or throughout the hearing and the order in which the student and/or witness, complainant, administrator, and/or investigator will appear. All applicable materials and information may be considered. All such materials will be turned in at the conclusion of the hearing and will be maintained in the strictest confidence throughout the hearing and after the hearing.

If a student believes there is a bias or conflict with a member of the student conduct hearing board, they will have the opportunity to express their concern at the beginning of the hearing. The hearing

board member may or may not be replaced depending on the type of alleged bias/conflict. A rescheduling of the hearing may take place if necessary.

The student conduct hearing board will be advised of the University's policies and procedures during the hearing by the dean of students or designee.

The role of the hearing officer and student conduct hearing board in each instance is to consider information provided from the investigation, from the respondent and to the extent necessary, from any complainants or witnesses, in order to make a finding of "responsible" or "not responsible." There is no requirement in any particular proceeding that the complainant be present during all or a portion of the proceeding (while recognizing that such presence is likely beneficial) or to be confronted or questioned by the respondent, the hearing board, or other witnesses. The respondent and complainant will be afforded the opportunity to make statements and provide materials and witnesses.

### **Hearing guidelines**

Hearing shall follow these guidelines -

- Review the charge(s) with the student
- Give the responding student an opportunity to respond to the charges and answer questions
- Hear or review the statements or written testimony of witnesses the student or others may have brought who have relevant and personal knowledge of the incident
- Hear or review statements or testimony of any complainants, administrator, and/or investigators and other information from the investigation. Information may be provided in summary form with all pertinent information.
- Either defer the decision or render a decision that the student is responsible or not responsible and define the appropriate sanctions.

All hearings are closed except for the following individuals: members of the hearing committee, the complainant, the responding student(s), advisors, and witnesses, none of whom who is entitled to be present throughout the entire hearing.

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

Hearings will 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 body, changes may be made to the hearing format to accommodate special circumstances.

1. Reading of charges: Charge(s) will be read and all persons present state their identity.
2. Presentation of materials:
  - Sequence of presentation – The complainant will first present relevant materials, followed by the respondent.
  - Materials – Materials may include, but are not limited to: witness statements, documents, photos, written reports or other object related to the incident(s).
  - Questioning - After each participant/witness has presented their statement, members of the hearing body 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 in the sole discretion of the hearing officer/body.

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 body will then excuse all participants and enter into executive session. The executive session will begin with the hearing body reviewing the materials and statements presented in the hearing. The hearing board will render a decision regarding the alleged conduct based on the preponderance of the evidence and determine sanctions. For a board hearing, 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 be only be shared with the hearing body once they have found a student responsible and are in the process of determining a sanction.
5. After the executive session, the hearing body will deliver the outcome and sanction(s), if any, to the respondent. This may happen immediately after the hearing or be deferred to another time based on circumstances.
6. The hearing chair will submit a recommended outcome in writing to the dean of students or designee.

The recording of any student conduct hearing is not permitted.

### **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. Conduct procedures will be adhered to as faithfully as possible, but variation dictated by circumstances may occur and will not invalidate the process. Upon determining that a student has violated the Student Code of Conduct, the hearing officer/body may review the responding student’s history and impose one or more of the sanctions as defined under “Disciplinary Actions.” Hearings are conducted according to the guidelines listed under the conduct process. Information and evidence which is redundant or immaterial may be excluded from student conduct proceedings. The decision shall be based upon information and testimony presented at the hearing as set forth above, including any material received during the investigation.

### **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. This also allows the university to share with those who are the person/complainant of an act of violence the outcome and sanction of the charged student. 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.

### **Disclosure of Results of Disciplinary Procedures**

Salve Regina University will 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 a non-forcible sex offense (statutory rape, incest) to the alleged person or next of kin, if the person is deceased.

### **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/director 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.

### **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 procedural interview 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.

### **Departmental Notifications**

Certain academic departments (i.e. Nursing, Education, Administration of Justice, Business, etc.) as well as other university offices (i.e. Athletics) are routinely notified of conduct violations and outcomes.

### **Transcript Notations**

If a student is suspended or dismissed, 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. A student's Salve credentials and email/account access will also be suspended during the time of the suspension or be permanently disconnected if dismissed.

## 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 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 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.

- **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.

### **Return from Suspension**

Once a student's suspension period is over, the student must meet with a member of the Dean of Students' Office to discuss readiness to return. At the time of the meeting, any previously assigned sanctions must be completed. A determination will be made regarding the privilege to live on campus.

### **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.

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

### **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 appropriate grounds for filing an appeal are followed. For the duration of an appeals process, any and all imposed disciplinary sanctions remain in place pending the outcome of the appeal.

To initiate this process, the student must write and submit, on their own behalf, this form and supporting documentation to the Dean of Students' Office within 5 days after receiving (written) notification of the initial decision. The appeal must be accompanied by this 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 university 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. They are then able to provide a written response, within 2 days, and submit it 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 regarding the appeal is final and binding.

### Third Parties

Attorneys may not attend procedural interviews, conduct hearings or meetings. Parents or legal guardians of a student, regardless of their relationship with the University, are not permitted to be present at any procedural interview, conduct hearing, or meeting. All questions or concerns (written or verbal) will be referred directly to the Dean of Students or 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 and be signed by the student(s) involved. The only exception to this definition can be found under the [Sexual Misconduct Policy](#).

## **RESIDENCE LIFE**

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 Residence Life Department 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.
8. Redress of grievances. Residence hall staff members are available for assistance in conflict resolution.
9. Be free from intimidation, physical and/or emotional harm.
10. Expect reasonable cooperation in the use of shared equipment and appliances (refrigerator, etc.).
11. Bring forward in an appropriate and timely manner to staff concerns about violations of community living standards as described in this publication.

### **Residence Life Policies**

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.

### **Campus Residency Requirement**

As a campus institution, 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 freshmen, 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.

### **Family Housing**

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

### **Junior and Senior Resident Room Reservation and Occupancy**

All rising juniors and 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. Special accommodations are made for graduating seniors.

### **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, 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. Also, taking occupancy of an assigned residence hall assignment equals acceptance of the housing contract.

### **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 the Director of 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 commutes 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 the Director of 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 Business 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 Residence Life staff 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 him/herself, 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.***

### **Room Assignments**

The assignment process, including roommate selection and room changes, is made under the supervision of the Office of Residence Life. The only students authorized to be living 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 assigned student to that space may also be subject to disciplinary action.

All room changes require formal documentation, available in the Office of Residence Life. Room changes made without formal documentation are considered policy violations, and may result in disciplinary action.

### **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 has three basic options:

- invite someone to move into the space
- request to move to a different space
- 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.

### **Room Selection**

Room selection for the next academic year is conducted in the spring semester. Only currently enrolled and registered students may participate in room selection. Rising junior and senior students 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.

### **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 Academic Center for Excellence and the Office of Disability Services, located in the McKillop Library, Room 206 and the Office of Residence Life in Walgreen Admin Wing 075. To request housing accommodations, both the student and a medical professional must submit the required documentation, which can be located on the Office of Disability Services section of the Salve Regina website. If you have any questions please contact [disabilityservices@salve.edu](mailto:disabilityservices@salve.edu) or [residencelife@salve.edu](mailto:residencelife@salve.edu).

### **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. 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 will be assess a \$50.00 fee for lost keys. Students who lose a key must file a lost key report within the Office of Safety and Security located in Tobin Hall prior to receiving a replacement key.

### **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.

### **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. Only 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 into 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, no later than 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. Special accommodations are made for graduating seniors.

### **Early Arrivals**

All students are expected to arrive at the residence halls on the dates predetermined by the University. These dates are set for specific reasons and apply to contracted room and board rates. Academic calendars are made available one year in advance, therefore students are required to be familiar with University opening dates and plan accordingly. Academic calendars are accessible under the Academics section of the university website.

To arrive on campus prior to a scheduled arrival date, students are required to fill out an Early Arrival Request form. Only pre-approved students are allowed to arrive to campus early. We require

students to apply and receive permission to arrive early for a number of reasons, including safety and security of our halls and residents.

Students are eligible to arrive to campus early for the following reasons:

- A student has an exceptional travel distance (outside the northeast) from home to campus. Local residents are not eligible for early arrival.
- A student is required to return early in order to participate in a University sanctioned event, sport, or activity. A group advisor/coach is required to provide the Residence Life Office with a list of students pre-approved for early arrival.

Any student found to be occupying campus housing without authorization prior to the scheduled arrival date may be held accountable through the Student Code of Conduct. Meal plans are only available during normal academic semester dates. Early arrivals will need to make their own arrangements for meals on dates outside normal academic calendar dates. Resident students are not permitted to stay with an approved early arrival as a guest. Each resident student who wishes to arrive on campus early must be approved individually and then would reside in his/her own assigned room or arrive on the designated move-in date if the request is not approved.

### **Late Departures**

All students are expected to depart the residence halls on the dates predetermined by the University. These dates are set for specific reasons and apply to contracted room and board rates. Academic calendars are made available one year in advance, therefore students are required to be familiar with University closing dates and plan accordingly. Academic calendars are accessible under the Academics section of the university website.

To depart the residence halls after a scheduled closing date, students are required to fill out a Late Departure Request Form. Only pre-approved students are allowed to depart the campus late. We require students to apply and receive permission to depart late for a number of reasons, including safety and security of our halls and residents.

Students are eligible to depart campus after a schedule closing date for the following reasons:

- A student has an exceptional travel distance (outside the northeast) from campus to home. Local residents are not eligible for late departure.
- A student is required to stay on campus in order to participate in a University sanctioned event, sport, activity, or scheduled class. A group advisor/coach is required to provide the Residence Life Office with a list of students pre-approved for late departure.

Any student found to be occupying campus housing without authorization beyond the scheduled departure date will may be held accountable through the Student Code of Conduct. Meal plans are only available during normal academic semester dates. Late stay students will need to make their own arrangements for meals on dates outside normal academic calendar dates. Resident students are not permitted to stay with an approved late stay as a guest. Each resident student who wishes to stay on campus late must be approved individually and then would reside in his/her own assigned room or depart on the designated move-out date if the request is not approved.

### **Noise and Quiet Hours**

Students are expected to consider other residents as well as neighbors at all times 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 9:00pm to 9:00am during the week, and 11:00pm 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.*

### **Residence Life Guest Policy**

Salve Regina University’s policies regarding guests and visitors emanate from the University’s Catholic and Mercy identity. Judeo-Christian values form the framework for these policies and establish standards by which to evaluate behavior. These values are:

- Practice of the virtue of hospitality;
- Respect for the dignity of each person;
- Consideration of the common good;

The Christian virtue of hospitality calls for the visitor or guest to be welcomed and treated with respect. Demonstrated hospitality is always balanced by a concern for the common good of all who reside in a room or residential area. Hospitality, respect for the individual, and concern for the common good are values that must remain in balance for the good and benefit of all.

### **Visitation/Guests of the Opposite Sex**

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. Sharing a room with a member of the opposite sex is a violation of University policy. 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 accompany the guest at all times 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.
- Opposite sex guests may not remain overnight in residence facilities and must conform to the visitation policy.

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 Salve property.

### **Room and Common Area Responsibilities**

Students are responsible for the condition of their rooms or apartments and all of the 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. 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. 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.

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.

Beds should not be lofted without proper lofting materials (which only are approved through Residence Life and provided by Facilities). 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 (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.

### **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 convey disagreement with any of the charges by the last Friday in July at 5pm.

### **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 financial and conduct fines will be redirected to those individuals.

### **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 renters 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.

### **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 Safety and Security staff have the right to enter a student room in the event of an emergency to protect life or property. Residence Life and/or Safety and Security 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.

### **Fire Safety Regulations**

In the event of a fire, the nearest fire alarm pull station should be pulled. If possible, telephone the Office of Safety and Security using the emergency telephone number 401-341-2325. The Office of Safety and Security 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 Safety and Security at 401-341-2325.

Fire safety regulations are established and maintained by the Director of Safety and Security. 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 warmers, incense, string lights, decorative lights and/or Christmas lights (only battery powered are permitted), paper lanterns, ceiling decorations, 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, electronic cigarettes, vapes 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 apartment style housing and small houses as listed below:

cooking appliances\*

hot plates/griddles\*

rice cookers/crock pots\*

toasters\*

toaster ovens\*

panini press\*

George Foreman grills\*

\*Apartments: 134 Webster, Graystone, Stoneacre, Fairlawn, Narragansett 1, Narragansett 2, Nethercliffe, Nethercliffe Carriage Houses.

\*Small houses: 26 Lawrence, 74 Victoria, 80 Victoria, 87 Victoria, 204 Ruggles, Carnlough Cottage

- Clothes irons are permitted, but **MUST** be equipped with an Auto Shut-Off feature.
- All extension cords, with the exception of a single socket heavy duty cord, are prohibited. This cord should be used to extend the reach of a surge protector.
- 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.
- 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.

Students who do not immediately vacate a building during fire alarms or drills 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.

### **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 September. 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 copy of a report noting any violations will be left in the room or will be emailed to a 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. 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 procedural interview 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.

### **Refrigerators and Microwaves**

Each residential 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.

### **Bunk Beds and Lofts**

Students are not permitted to tamper with or remove any university furniture. Bunking, debunking or removal of beds or any other university furniture is prohibited. 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 School Dude facilities request, or if you have questions regarding furniture in your room, please contact your Area Coordinator.

## **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.

## **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, 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.

## **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, etc. is prohibited within residence halls and apartments.

## **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 regulations regarding physical, mental, and psychological disabilities. ESA and service animal policies can be located on the disability services section of the Salve Regina University website.

## **Miley Dining Hall**

All regulations governing food services will be coordinated by the Director of Food Services and promulgated in an appropriate manner. Appropriate behavior and dress in the dining hall is expected.

## **Residence Life 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 Main, Nethercliffe Carriage House, Graystone Apartments, Fairlawn Apartments, Hedges, Stoneacre Apartments, 204 Ruggles, 134 Webster (unit 2 and 3 only), 80 Victoria, 26 Lawrence, 74 Victoria, 87 Victoria, French Cottage, Narragansett I, and Narragansett II.

**Note: *Please keep in mind, that 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.
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 Safety and Security ([401-341-2325](tel: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.
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.

## **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 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.

## **SEXUAL MISCONDUCT POLICY**

Salve Regina University strives to promote an environment that is free from sexual violence and discrimination. Members of the Salve Regina community are responsible for familiarizing themselves with and abiding by the Salve Regina sexual misconduct policy.

All members of the of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University's sexual misconduct policy has been developed to reaffirm this expectation. The University does not condone sexual misconduct, regardless of the sexual orientation or gender identity of the individuals engaging in the alleged misconduct. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegation under this policy. Use of alcohol or other drugs (being intoxicated or drunk) will never function as a defense for any behavior that violates this policy.

The University encourages the reporting of all sexual misconduct to the Title IX Coordinator.

### **Title IX Coordinators and their Role**

The US Department of Education and the Office of Civil Rights have issued specific requirements for educational institutions regarding sexual misconduct. The sexual harassment of students, staff, or faculty, which includes sexual violence, is a form of sex discrimination prohibited by federal law under Title IX of the Education Amendments of 1972, and therefore is a civil rights violation. In compliance with Title IX requirements, the University has named **Emily Diomandes**, Assistant Dean of Students, as its **Title IX Coordinator**.

#### **Title IX Coordinator**

Emily Diomandes  
Center for Student Development, lower level Miley Hall  
401-341-2640  
[emily.diomandes@salve.edu](mailto:emily.diomandes@salve.edu)

#### **Deputy Title IX Coordinator for Employees**

Nancy Escher  
Walgreen Hall, 2<sup>nd</sup> floor  
401-341-2157  
[nancy.escher@salve.edu](mailto:nancy.escher@salve.edu)

### **Violations of the University Sexual Misconduct Policy**

Violations of the University's sexual misconduct policy include, but are not limited to:

1. **Sexual Harassment** is defined as unwelcomed conduct of a sexual nature. For purposes of this policy, sexual harassment occurs when the behavior creates a hostile environment or when the harassment constitutes quid pro quo harassment as defined below:
  - a. **Hostile Environment** includes situations where harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's programs or activities. The determination of whether an environment is "hostile" may be based on a multitude of circumstances including, but are not limited to:
    - i. The frequency of the speech or conduct;
    - ii. The nature and severity of the speech or conduct;
    - iii. Whether the speech or conduct was physically threatening;
    - iv. Whether the speech or conduct was humiliating;
    - v. The effect of the speech or conduct on alleged person's mental and/or emotional state;
    - vi. Whether the speech or conduct arose in the context of other discriminatory conduct;
    - vii. Whether the speech or conduct unreasonably interfered with the alleged person's educational or work performance;
    - viii. When a statement is a mere utterance of an epithet, which engenders offense in a person or offends by mere discourtesy or rudeness.
  - b. **Quid Pro Quo Sexual Harassment** exists when there are unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

Examples of sexual harassment may include but are not limited to- unwelcomed sexual

advances; requests for sexual favors; verbal contact of sexual nature; situations in which the University environment is sexually hostile or oppressive to members of the University because of community members; written contact, such as sexually suggestive, harassing, or obscene letters, texts, faxes, emails, notes, invitations, etc.; verbal contact, such as sexually suggestive or obscene comments, phone calls, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions; physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault; coercing intercourse; visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines

**2. Sexual Assault** – is defined as any sexual act directed against another person, without consent, including instances where the person is incapable of giving consent. The following behavior will constitute sexual assault under this policy:

a. **Nonconsensual Sexual Penetration** (or attempts to commit the same) often referred to as rape:

- i. Any sexual intercourse (anal, oral or vaginal),
- ii. however slight,
- iii. with or without an object,
- iv. by a person upon another person,
- v. that is without consent, by physical force and/or abusive sexual contact.

Sexual penetration is defined as any contact, however slight, of the vagina or anus of a person by any body part (penis, tongue, finger) of another person or an object; and/or any contact, however slight, of the mouth of a person by a sex organ of another person. Evidence of emission of semen is not required to prove sexual penetration.

b. **Nonconsensual Sexual Contact** (or attempts to commit the same) often referred to as fondling:

- i. Any intentional sexual touching, including but not limited to breast, buttocks, inner thigh, groin, genitalia or surrounding area in a sexual way,
- ii. however slight,
- iii. with or without an object,
- iv. by person upon another person,
- v. that is without consent, by physical force and/or abusive sexual contact

Sexual contact includes intentional contact with the breast, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breast, buttocks, groin, genitals, mouth or other orifice.

c. **Incest:** Sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law

d. **Nonconsensual sex with a minor:** –is defined as sexual intercourse with a person who is under the statutory age of consent. This 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). Consent cannot be given by a person under the age of 16. This is often referred to as statutory rape.

- i. Any sexual intercourse (anal, oral or vaginal),
- ii. however slight,
- iii. with or without an object,
- iv. by a person upon another person,
- v. that may include physical force and/or abusive sexual contact.

Sexual penetration is defined as any contact, however slight, of the vagina or anus of a person by any body part (penis, tongue, finger) of another person or an object; and/or any contact, however slight, of the mouth of a person by a sex organ of another

person. Evidence of emission of semen is not required to prove sexual penetration.

**3. Sexual Exploitation:** is defined as taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- a. Prostituting another student;
- b. Non-consensual video or audio recording of sexual activity; including dissemination of an audio or video recording;
- c. Exceeding the boundaries of explicit consent, such as allowing a person to hide in a closet to be witness to one's consensual sexual activity, or to witness through electronic means;
- d. Engaging in voyeurism;
- e. Knowingly transmitting or exposing another student to sexually transmitted infections or virus without their knowledge;
- f. Invasion of sexual privacy;
- g. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and/or
- h. Sexually-based stalking and/or bullying.

**4. Gender Based Harassment** - is defined as unwelcome conduct of a nonsexual nature based on a person's perceived sex, including conduct based on sexual orientation, gender identity, gender expression, and nonconformity with gender stereotypes, which may include acts of aggression, intimidation, or hostility, whether verbal, nonverbal, graphic, physical, or otherwise, that is persistent, pervasive and/or severe. Examples of gender-based harassment may include, but are not limited to: using derogatory comments and terms toward a male or female who does not act in ways that align with gender stereotypes, telling someone to use a restroom that does not align with that person's gender identity, making generalized derogatory comments about one's gender, and exclusion from an activity, employment opportunity, or academic program based on sexual orientation or gender identity.

Gender-based harassment is prohibited when:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or
- ii. Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions; and/or
- iii. Such conduct substantially interferes with an individual's academic or professional performance, or creates an intimidating, hostile, or offensive employment, educational, or living environment based on gender.

While gender-based harassment, which is based on non-sexual factors, may be distinguished from sexual harassment, these types of behaviors may contribute to the creation of a hostile environment. The definition of hostile environment provided under the sexual harassment section also applies in the context of gender-based harassment.

**5. Stalking** – is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

For the definition in this policy, **course of conduct** means two or more acts, including, but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. **Reasonable person** means a reasonable

person under similar circumstances and with similar identities to the person experiencing stalking. **Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

*Examples* of stalking behaviors include, but are not limited to:

- repeated unwanted or unsolicited contact or leaving unwanted gifts or items;
- posting disturbing messages or threats online;
- creating, attempting to create, or disseminating unauthorized recordings of another;
- gathering information about an individual from family, friends, co-workers, and/or classmates, or by electronic means by installing spy-ware on a computer or using GPS;
- threats in any form about an individual or their loved ones or threats to harm oneself;
- damaging, stealing, borrowing, or relocating property, trespassing and vandalism;
- pursuing, waiting, or showing up uninvited at a workplace, residence, classroom, or other locations frequented by an individual; and
- directing a third party to take any of the above acts.

**6. Dating Violence:** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person affected. The existence of such a relationship shall be determined based upon the complainant's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. The nature of dating violence includes, but is not limited to physical, psychological, sexual abuse and/or the threat of violence. As an example, dating violence is a type of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Examples of dating violence include, but are not limited to:

- a. Hitting, slapping, punching, kicking, pulling hair or other physical misconduct;
- b. isolating a partner from family and friends;
- c. coercing a partner to have sex without protection or pursuing sexual activity when a partner is afraid to say no;
- d. Threatening to reveal a person's sexual orientation without the person's permission;
- e. Exhibiting excessive possessiveness and jealousy;
- f. constantly belittling or insulting a partner;
- g. Checking a partner's cell phone or email account without permission;
- h. Demanding that a partner dress or act in a certain way; and/or
- i. Threatening violence against the person's acquaintances, friends, or family members.

**7. Domestic Violence:** This can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person who is a household or family member. This includes any behaviors that intimidate, manipulate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. See broader definition on page 56.

If during the process of a sexual misconduct investigation ancillary violations of the Student Code of Conduct are reported or discovered, then those alleged violations will be addressed simultaneously with the original charge(s) through the sexual misconduct adjudication process.

## Other Definitions

**Consent** is defined as words or actions that show an informed and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by ignoring or acting in

spite of the objections of another or by taking advantage of the incapacitation of another, where the other person(s) knows or reasonably should have known of such incapacitation. Sexual activity with someone whom one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated constitutes a violation of the sexual misconduct policy. Consent is also absent when the activity in question exceeds the scope of consent previously given.

Under this policy, “No” always means “No” and “Yes” may not always mean “Yes.” For example, when alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of the sexual interaction (who, what, where, when, why, or how) because they lack the capacity to reasonably understand what they are doing. Consent cannot be given by an individual who is incapacitated or asleep. In addition, silence – without clear actions demonstrating permission – cannot be assumed to indicate consent. Anything but a clear, informed and voluntary consent to any sexual activity is equivalent to a “no.”

***Consent:***

- Requires Communication
  - Words or actions must be used to establish consent. The absence of “no” does not equal “yes.”
- Must entail an uninfluenced “yes”
  - Consent cannot be established if one person is pressuring the other – this can be physical or emotional. Pressuring another person by saying things like “If you love me you’ll do this” or “I’ll find it elsewhere if I don’t get it from you” does not lead to consent and is not respectful of the other person’s wishes.
  - Happens one step at a time, every time. Just because your partner agrees to one thing that does not mean they agree to everything. Oral sex does not give consent for intercourse and vice versa. Also, hooking up one time, does not give permission for every other time – even if you are in a relationship, even if it has happened many times before.
  - Is free to be taken back at any time. At any point during a sexual encounter each partner should feel free to change his or her mind and the other partner must respect that person’s decision.
  - In order to give consent, one must be of legal age.

**Incapacitation** - is defined as a state where an individual is temporarily or permanently impaired to the extent they do not have command over their own decisions. Incapacitation may be caused by mental or physical disability, illness, sleep or when a person has used alcohol or other drugs, including prescribed medication, to an extent where that person can no longer make rational, informed decisions. A person who does not comprehend the “who, what, when, where, why or how” of a sexual interaction may be incapacitated. Sign of incapacitation includes, but are not limited to:

- Amount of alcohol/drugs consumed
- Stumbling or shaky equilibrium
- Vomiting
- Slurred speech
- Bloodshot eyes
- Smell of alcohol
- Outrageous or unusual behavior
- Unconsciousness (short or long periods of time)

If a person may be incapacitated then all potential sexual activity should cease until consent can be clearly given. If a person knows or should reasonably know that someone is incapacitated, then all potential sexual activity must cease until consent can again be freely given.

Remember, a person being intoxicated or impaired by drugs or alcohol is NEVER an excuse for sexual misconduct, stalking, dating or domestic violence, and does not diminish that person's responsibility to obtain consent or recognize incapacitation. A person who wants to engage in a specific sexual activity is responsible for obtaining consent for that activity. The lack of negative response or protest does not constitute consent. Lack of resistance does not constitute consent. Silence and/or passivity does not constitute consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this Policy. It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

In evaluating consent in cases of alleged incapacitation, the University asks two questions: (1) did the person initiating sexual activity know the other person was incapacitated? And if not, (2) should a sober, reasonable person in the same situation have known the other party was incapacitated? If the answer to either of these questions is "YES", then consent was absent and the conduct is likely a violation our policy(s).

**Days** for this document, is defined as calendar days. This does exclude national and religious holidays/observances.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent for example, "Have sex with me or I'll hit you." "Okay, don't hit me, I'll do what you want" NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual activity is not by definition forced.

**Coercion** is defined as unreasonable 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.

**Intimidation** is defined as implied threats or acts that cause a reasonable fear of harm in another.

**Preponderance of the Evidence** standard is defined as the greater weight of the evidence/information or 'more likely than not' that the violation has occurred. 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. See broader definition on [page 21](#).

**Complainant** is the individual who has reported an incident of sexual misconduct.

**Respondent** is the individual who allegedly violated the sexual misconduct policy.

**Retaliation** is defined as when an individual harasses, intimidates, or takes other adverse action(s) against a person because of the person's participation in any code of conduct investigation (including

but not limited to cases of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct). This includes anyone who willfully makes false allegations of harassment or sexual harassment. Retaliatory actions include, but are not limited to, threats or actual violence against a person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism.

### **Campus Reporting Procedures**

Students are encouraged to report any incidents of abuse, assault, or harassment to the Office of Safety and Security, to the Title IX Coordinator, the Office of Residence Life, Counseling Services, Health Services, and the Dean of Students' Office, and/or local law enforcement. Staff is available 24 hours a day to provide immediate support and make arrangements for emergencies and/or counseling services. It is important to remember that prompt reporting is vital to the preservation of evidence that may substantiate charges. The University maintains the right to investigate and apply its regulations in off campus situations that bear on the Salve Regina University community.

When a report is received by the University, the University will follow the investigational and adjudication procedure that is in place at the time of the report, not the procedure that was in effect during the time in which the incident occurred.

In certain circumstances, the "University" may be listed as the complainant for investigation purposes (due to the receipt of 3<sup>rd</sup> party reports and/or when there is a reluctant complainant/witness).

University personnel are only informed on a "need to know" basis. If you choose to report an assault to either Health Services or Counseling Services, that information, including the identities of the complainant and respondent, is bound by the confidentiality laws of the state of Rhode Island.

The University will provide medical and counseling assistance to individuals experiencing sexual misconduct and assault. The Office of Safety and Security is available 24 hours a day, seven days a week. Counseling Services is available from 9 a.m. to 5 p.m. Monday through Friday but can be reached after hours, on an emergency basis by calling the Office of Safety and Security or through the residence life area coordinator. Health Services is available from 9 a.m. to 5 p.m. Monday through Friday. Students are also encouraged to use Newport Hospital.

Students who are dissatisfied with the handling of cases involving sexual assault/sexual misconduct or harassment may notify the Title IX Coordinator or the Office of Civil Rights (Boston Office), U.S. Department of Education, 5 Post Office Square, eighth floor, Boston, MA 02109-3921, phone 617-289-0111, fax 617-289-0150, [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).

### **Confidentially: Disclosing Sexual Violence/Sexual Misconduct**

The University encourages individuals who experience sexual violence to talk to somebody about what happened – so that they can get the support they need, and so the University can respond appropriately. Some are required to maintain near complete **confidentiality (counseling services, health services, university chaplain)**. They can talk with a person in confidence and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident.

### **Confidential On Campus Resources**

- Health Services  
Miley lower level  
401-341-2904

- Counseling Services  
Miley lower level  
401-341-2919

These offices will submit an Anonymous Sexual Misconduct reporting form regarding the incident for the purposes of the Clery Act, but this Anonymous form does not include any personally identifiable information.

**Confidential Off Campus Resources**

- Day One Resource Center  
401-421-4100
- Women’s Resource Center  
401-846-5263
- Newport Hospital  
401-846-6400

**Formal Reporting Options- Reports to “Responsible Employees”**

A “responsible employee” is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. All University employees – including RAs, faculty, student organization advisors, and staff members, are the University’s “responsible employees” (other than counseling, health service staffs, and university chaplain, whose information is confidential when they are acting in the scope of that confidential position). Before an individual reveals any information to a responsible employee, the employee should notify the person of the employee’s reporting obligations – and, if the person wants to maintain confidentiality, direct the person to confidential resources.

When a person tells a responsible employee about an incident of sexual violence, the person has the right to expect the responsible employee to report the incident to the Title IX Coordinator. A responsible employee must report to the Title IX Coordinator all relevant details about the sexual misconduct shared by the complainant.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the consent of the individual who experienced the sexual misconduct.

If a person discloses an incident to a responsible employee and/or Title IX Coordinator but requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students, including the individual. If the University determines that an investigation and disciplinary proceedings will be taken, the University will inform the individual prior to the start of investigations and will, to the extent possible, only share information with people responsible for handling the University’s response. The University will not require a person to actively participate in any investigation or disciplinary proceeding.

**Formal Reporting Options (Non-Confidential) On and Off Campus Resources**

- Safety and Security  
Tobin Hall  
401-341-2325
- Office of Residence Life  
Walgreen Hall

- 401-341-2210
- Title IX Coordinator  
Miley 013  
401-341-2640
- Newport Police  
401-847-1306

### **Reporting to Police**

Individuals who have experienced sexual misconduct are also encouraged to report the incident to local law enforcement. Formal reporting options include contacting the police department in the jurisdiction in which the incident occurred. Reporting to police is not mandatory and the University may investigate a case even if not reported to the police.

### **Federal Timely Warning Obligations**

Individuals who have experienced sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a person's name and other personally identifiable information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### **Accommodations/Interim Measures:**

Accommodations and interim measures are available to complainant, respondent and other involved students and may include:

- Temporary housing/emergency room change. The University reserves the right to relocate students when deemed necessary.
- Assistance from the University support staff in completing a permanent room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam, paper or assignment rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Taking a leave of absence from the University;
- A no-contact order; protective orders
- Counseling assistance;
- Transportation assistance or support;
- Assistance with working situations
- Help with finding an off-campus residential alternative;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary, including working with local authorities to obtain a no trespassing order or restraining order
- Assistance with questions regarding Visa & immigration
- Assistance with student financial aid

### **Sexual Misconduct Investigation & Adjudication procedure**

To initiate a formal student conduct process, a complainant may file a report with the Office of Safety & Security, with the Title IX Coordinator, Dean of Students' Office, and/or Office of Residence Life. The report should include: the respondent's name; the date, time and place, circumstances surrounding the alleged sexual misconduct, the names of any witnesses to the

incident(s), and any other information believed to be relevant. This report will be shared with the responding student in order for them to be aware of what allegations initiated the investigation.

All reports will be taken seriously and will be investigated and addressed in a timely fashion. Every reasonable effort will be made to preserve the privacy of all parties to the extent that the investigation allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation. The case will be assigned to an investigator(s). The investigation may include, but is not limited to:

- All parties are notified in writing when the investigation/adjudication processes have been initiated.
- The investigative process may include interviews with the complainant, the respondent, any witnesses, and review of any documents or materials deemed potentially relevant.
- Both the complainant and respondent have the right to be interviewed separately.
- Both the complainant and respondent are permitted to provide names of potential witnesses to the investigator. The investigator will determine which of those potential witnesses, or other persons, may have relevant information about the alleged conduct and may request statements, either orally or in writing.
- Both the complainant and the respondent are permitted to provide other relevant evidence to the investigator. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. Any documentation shared by the complainant or the respondent with the investigator will be provided to the other party. The investigator may also consider additional documents, items or other relevant information.
- ***Pattern Evidence:*** Evidence of an occurrence or occurrences of prohibited conduct so distinctive and so closely resembling either party's version of the alleged encounter as to tend to prove a material fact may be considered. Where there is evidence of a pattern of similar prohibited conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.
- ***Prior Sexual History of the Parties:*** An individual's character or reputation with respect to other sexual activity is not relevant and will not be considered as evidence. Similarly, an individual's prior or subsequent sexual activity is typically not relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.
- ***Prior Sexual History between the Parties:*** Even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. Where the parties have a prior sexual relationship, and the existence of consent is at issue, the sexual history between the parties *may* be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, this does not assume that the prior sexual history was consensual, and this should be a factor in considering relevance.
- ***Character evidence is not permitted,*** as all parties will be presumed to have good character. In addition, how individuals present themselves in other contexts (*e.g.*, friendly, kind, and well-liked) has little value in evaluating whether particular conduct occurred.

Reputation, personality, qualities, or habits of an individual is character evidence and is not relevant to the determination of whether there is a policy violation.

- The use of alcohol or other drugs (being intoxicated or drunk) will never function as a defense for any behavior that violates the sexual misconduct policy and/or student code of conduct.
- There is no right for any student to confront the complainant or the respondent or to be present at the same time.
- The investigator(s) determine the relevancy of what information is included in the report.
- The complainant and the respondent will have the opportunity to read/review/respond and ask clarifying questions of/to the investigative report. This review will take place in person, with the Title IX Coordinator or designee. The complainant/respondent will then have 3 **days** to provide a response/rebuttal to the report in writing, which can be submitted directly to the investigator(s).
- Witnesses do not have the right to review the investigative report.
- Copies of the final investigative report are not given to the complainant or respondent; they can view it and take notes, but copies or photographs are not allowed. The final report can also be viewed by the advisor of their choice (of the respondent/complainant)
- When the investigation is completed, the investigators will determine, based on the preponderance of the evidence, if a violation of the sexual misconduct policy and/or student code of conduct has occurred.
- The investigative report and the finding will be given to the Associate Dean of Students or designee who will in cases of a finding of responsibility, determine the sanction(s), and will inform both the complainant and the respondent, simultaneously, of the outcome in writing.
- The University will not require the respondent or complainant to abide by a nondisclosure agreement that would prevent them from sharing information related to the outcome.

### **Informal Resolution**

A complainant and respondent may voluntarily agree to participate in an informal resolution. Informal resolution does not involve a full investigation and adjudication and must be deemed appropriate by the Title IX Coordinator. Prior to entering an informal resolution, both parties must be informed of all options available to them, including the formal investigation process. Before an outcome is finalized, either party may change their mind at any time and decide to discontinue the informal resolution process. To complete the informal resolution process, both parties must voluntarily agree to the outcome with the understanding that the outcome is final and cannot be reversed in the future. Reports that are resolved using informal resolution, and therefore closed, cannot be re-opened or re-investigated using the formal investigation process.

### **Acknowledgement of Responsibility**

Once a respondent has reviewed the report regarding allegations against them, as well as having been informed of the university's policy and procedures, including the right to participate in an investigation, a respondent can choose to voluntarily admit responsibility for violating a university policy. When voluntarily admitting responsibility, a respondent waives the right to participate in an investigation, including the appeal process. Before signing an acknowledgement of responsibility, a respondent will be notified of the potential sanction(s) that will be imposed. At the time of signing, a respondent may provide a written statement that will be considered during the sanctioning phase.

### **Disciplinary Actions**

Sexual misconduct is serious offense and such violations are subject to any combination of conduct sanctions as described in the Code of Student Conduct, with individuals found responsible for violations of nonconsensual sexual penetration facing a sanction of University suspension or

University expulsion. Deviations from suspension or expulsion are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, may be based on satisfying conditions during the suspension rather than solely on a period of time. The other forms of sexual misconduct cover a range of behaviors, and therefore a range of sanctions from warnings to expulsion can be applied, depending on the nature of the misconduct. For the full list of possible disciplinary actions, please refer to page 23.

### **Advisors**

The complainant and the respondent are entitled to the same opportunity to have one advisor of their choice present during any phase of the investigational process. Advisors may not speak for or on behalf of any student during the conduct process. While an advisor cannot speak on behalf of student, time will be granted for the advisor and student to confer, if deemed appropriate, by the investigator or the university personnel overseeing the proceedings. A student is not required to use an advisor.

The role of the advisor will be restricted to supporting the respective parties. No advisor may speak at any time in place of the student. The investigator or university personnel overseeing the proceedings reserves the right to exclude an advisor from the proceedings for failure to abide by these guidelines.

### **Appeal Process**

Both the complainant and the respondent have the right to appeal the outcome. This appeal must be received in writing within 5 days of the date of the outcome letter.

To initiate this process, the student must write and submit, on their own behalf, this form and supporting documentation to the Dean of Students' Office within 5 days after receiving (written) notification of the initial decision. The appeal must be accompanied by this 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. For the duration of an appeals process, any and all imposed disciplinary sanctions remain in place pending the outcome of the appeal.

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 a complainant or respondent files an appeal, the other person involved in the investigation will be notified that a request for appeal has been submitted and is able to read the appeal. They will also have the opportunity to rebut the appeal, in a written response, within 2 days and submit it to the Dean of Students' Office.
- 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 investigation, then the original investigating body will reconvene to consider the new

- information. This is not a re-investigation but an opportunity for the new information to be presented by the appealing party and reviewed by the other person.
- 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 investigation is remanded back to the original investigating body, or if a new investigation 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 regarding the appeal is final and binding.
  - The complainant and respondent will be notified in writing, simultaneously, of the outcome of the appeal.

### **Resources for Persons who have experienced Sexual Harassment and/or Violence**

On campus resources are:

- Title IX Coordinator for Students, Emily Diomandes, 401-341-2640, Center for Student Development, Miley Hall garden level, 8:30am – 4:30pm
- Dean of Students' Office, 401-341-2145, Miley Hall 118, 8:30am – 5pm; on call 24 hours a day/7 days a week
- Office of Residence Life, 401-341-2210, Walgreen Hall, 8:30am – 4:30pm; after 4:30pm contact RA on duty or Area Coordinator on call
- Office of Safety & Security, 401-341-2325, Tobin Hall, 24 hours a day, 7 days a week
- Health Services, 401-341-2904, Miley Hall, Garden level, 9am-5pm
- Counseling Services, 401-341-2919, Miley Hall, Garden level, 9am – 5pm; on call 24 hours a day/7 day a week
- University Chaplin, Mercy Center for Spiritual Life, Mercy Chapel, 401-341-2368, 8:30am-4:30pm

Off Campus Resources:

- Emergency 911
- Newport Police Department, 120 Broadway, Newport – 401-847-1306 (non-emergency); 401-847-1212 (emergency)
- Newport Hospital, 11 Friendship St, Newport- 401-846-6400
- Day One: Sexual Assault & Trauma Resource Center, 100 Medway, Providence, RI - 401-421-4100
- Women's Resource Center, 114 Touro St, Newport – 401-846-5263

### **Risk Reduction Tips**

Salve Regina University believes it is never the fault of the person who has experienced sexual violence. However, recognizing patterns can help a person reduce both the risk of victimization and the risk of perpetrating.

Generally, sexual assault by a known offender follows a pattern:

#### **Steps in the Sexual Assault Sequence:**

1. Target and gain the person's trust
2. Isolate the person
3. Sexual exploitation/assault
4. Maintaining control

### **Helpful Safety Tips**

1. Be aware of your surroundings. Knowing where you are and who is around you may help in finding a way out of an uncomfortable or unsafe situation.
2. When you go out, go with a group of friends. Take care of your friends and ask them to take care of you.
3. When you hang out with someone new, let one of your friends know—give them a heads up about who you are with and where you are going. Ask them to check in with you.
4. Trust your instincts. If you feel uncomfortable or unsafe in any situation, trust your gut.
5. Don't accept drinks from people you do not know or trust. Avoid large common sources of alcohol (such as punch bowls, large containers of mixed drinks).

### **Tips for Consent**

If you find yourself in a position of being the initiator of sexual behavior, you owe sexual respect to your partner.

1. Do not make assumptions about:
  - a. Consent;
  - b. Someone's sexual availability;
  - c. Whether a person is attracted to you;
  - d. How far you can go; or
  - e. Whether a person is physically or mentally able to consent to you.

(If there are any questions or confusion, then you do NOT have consent)

2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
3. Mixed, confusing, or unclear messages from your partner should be a clear indication that you should stop. Perhaps you are misreading your partner, or perhaps your partner has not figured out how far they want to go with you yet. You must respect the timeline for sexual behavior which your partner is comfortable.
4. Do not take advantage of someone's intoxication or drugged state. Know the signs of incapacitation.
5. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
6. Silence and passivity cannot be interpreted as consent. Pay attention to verbal as well as non-verbal communication and body language.
7. Never force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

**For information regarding amorous relationships between employees and students and the employee alcohol policy see full policy on page 110 in the appendix.**

### **Frequently Asked Questions**

The following are some of the most commonly asked questions regarding the University's sexual misconduct policy and procedures.

*Does a report remain confidential or private?*

Reports made to counselors in the counseling center and to health service providers will be kept confidential. All other reports are considered private. The privacy of all parties with regard to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved is not permitted.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. Certain University administrators are informed privately (e.g. University President, Vice President for Student Affairs, Dean of Students, Title IX Coordinator, etc.) of the outcome and any change to a student's status, as necessary. The University must statistically report the occurrence of major violent crimes on and adjacent to campus, including certain sex offenses, and hate crimes in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

*Will my parents/guardians be told?*

No, not unless you tell them or in a case that the complainant is a minor. In some instances, the University reserves the right to contact parents/guardians. These instances may include 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. Whether you are the complainant or the respondent, the University's primary relationship is to the student and not to the parent/guardian; however, in the event of a major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents/guardians.

*Do I have to name the respondent?*

Yes, if you want formal conduct action to be taken against the respondent. No, if you choose not to file a formal complaint, (but you should consult the complete confidentiality and reporting procedures policy above to better understand the university's obligations depending on what information you share with different university officials). You can report the incident without the identity of the respondent, but doing so may limit the institution's ability to respond comprehensively. You may also make an anonymous report of the incident using this anonymous reporting form which can be found here: <http://www.salve.edu/sexual-misconduct-anonymous-reporting-form>

*Will the respondent know my identity?*

Yes, if the university determines there is reasonable cause to believe a violation has occurred and investigates the matter. Sexual misconduct is a serious offense and the respondent has the right to know the identity of the complainant.

*Will I have to confront the respondent?*

No (refer to sexual misconduct adjudication procedures)

*What should I do if I am accused of sexual misconduct?*

First, do not contact the complainant. You may want to contact the Dean of Students' office who can explain the University's procedures for dealing with sexual misconduct complaints. You may also want to contact the Title IX Coordinator for resources including counseling services and other outside resources.

*What about changing residence hall rooms and other ways the University can help remedy the effects of discrimination?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is the University's practice that in emergency room changes, the student is moved to the first available and suitable temporary room. The University reserves the right to relocate students when deemed necessary. Other accommodations that the Dean of Students' staff will advocate for, if available, include:

- Assistance from the University support staff in completing a permanent room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam, paper or assignment rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;

- Taking a leave of absence from the University;
- A no-contact order; protective orders
- Counseling assistance;
- Transportation assistance or support;
- Assistance with working situations
- Help with finding an off-campus residential alternative;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.
- Assistance with questions regarding Visa & immigration
- Assistance with student financial aid

*What should I do to preserve evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a sexual assault must be collected from the alleged victim's person within about 96 hours of the assault, though evidence can be often obtained from towels, sheets, clothes, etc. for much longer periods of time. . If you believe you have been a victim of a sexual assault, you should go to a hospital emergency room before washing yourself or your clothing. The Office of Safety & Security can provide you with transportation. Typically, a sexual assault health professional (a specifically trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called at your request. The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you were wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene – leave all sheets, towels, etc. that may bear information for the police to collect. If a person believes they have been drugged, then they have 12-24 hours for medical professionals to determine if drugs are still present in the body.

*Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?*

No. The University offers amnesty in such situations. The seriousness of the sexual misconduct is a major concern and the University does not want any circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

*Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the alleged respondent's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that the policy was violated. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by the respondent.

*Will either party's prior use of drugs and/or alcohol be considered when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

*What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the University's sexual misconduct policy, you should contact the Title IX Coordinator, Dean of Students' office, Office of Residence Life or Safety & Security office (not confidential). You could also meet with a member of the counseling services office (confidential) who can help to define and clarify the event(s), and advise you of your options.

Disclosure: Portions of Salve Regina University's Student Code of Conduct and policies are adapted from the NCHERM Group Model Development Code of Student Conduct and are used here with permission

### **Reporting Procedure- Child Abuse/Neglect**

Rhode Island law requires that all persons report known or suspected cases of child abuse and/or neglect, meaning the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen (18). If an employee (faculty or staff member) suspects or witnesses child sexual and/or neglect abuse on campus, the employee must report it to the Rhode Island Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect. Call the DCYF hotline at 1-800-RI-CHILD (1-800-742-4453). **In emergency situations, call 911 first.**

**Michael Caruolo, Director of the Office of Safety and Security**, has been designated as the person responsible for reviewing reports of sexual abuse of minors for trends, patterns, or repeat offenders on campus. Michael Caruolo can be contacted at [michael.caruolo@salve.edu](mailto:michael.caruolo@salve.edu) or 401-341-2334.

### **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.

### **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 Safety and Security staff are specifically trained to respond to these situations. In-service training is available for staff and faculty.

### **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 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 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 Engagement. 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 CO<sub>2</sub> 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**

Persons 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 person 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/guardian, 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/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.

## **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 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 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. 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 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. The University will respond promptly to complaints from neighbors, law enforcement, and community members, and if necessary, follow with appropriate disciplinary action.

## **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. 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 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 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 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 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 Engagement 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 Engagement will serve as a conduit for campus wide communication regarding event. The Office of Safety & Security, University Relations, Student Engagement 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 Engagement.

### **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.

# **SAFETY AND SECURITY**

## **Office of Safety and Security**

*Tobin Hall*

X-5500 (campus telephone - routine)

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

The Office 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 Office maintains strong working relationships with other University offices as well as with local police and fire departments. Through training materials and presentations, the Office emphasized the importance of education as the key element in crime prevention. The Office 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. Security 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 Safety and Security. 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 Office of Safety and Security. 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 Office of Safety & Security 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 Office of Safety & Security using the emergency telephone extension X-5555 (campus telephone) or (401) 341-2325 (cell phone). The Safety & Security Office, 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 Salve Safety & Security at the number listed above.

- A student is required to comply fully when a University staff member requests that the student obtains 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.

### **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 Department of Safety & Security, 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 "SafeStop" 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 Office of Safety and Security.

Freshman resident students are not permitted to have vehicles, motor scooters or other motor driven cycles 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 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.

No freshman vehicles are allowed on campus unless approved by the Director of Safety and Security.

### **One Car/One Space Policy (Resident Policy)**

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 – Thursday 7:00 a.m. to 7:00 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 (see below for additional information).

Only the Office of Safety and Security 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
- Webster Street
- Victoria Avenue
- Wetmore Avenue

Students parked at these locations are subject to policy violations issued by Salve Regina Safety and Security 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 one hundred-twenty five dollars (\$125.00) per school year will be assessed for undergraduate parking permits and a fee of sixty-two dollars (\$62.00) per school year for graduate students. For the loss of any parking permits there will be an additional charge of one hundred-twenty five dollars (\$125.00).

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 Office of Safety and Security 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 under these regulations. 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 Office of Safety and Security 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 Office of Safety & Security. A fee of \$125 per school year will be assessed for motorcycles and \$75 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 50cc's or more, may utilize a standard, lined parking space. Motor scooters and motor driven cycles with engines less than 50cc's 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:

Designated Resident 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

Designated Commuter 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

Required Equipment:

- 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 Office of Safety and Security. Failure to comply with the directions of Security personnel acting in the performance of their duties is a serious violation of University regulations. A University Security 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
26 Lawrence:	Private driveway
134 Webster:	North Hall/Rodgers Recreation Center - no parking on Webster Street
Carnlough Cottage:	East side of building - residents only
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
Conley Hall:	West and North side of building - permitted to drive and park at Antone Center
74 Victoria Ave:	Private driveway
80 Victoria Ave:	Lot in rear of building
Resident Students:	If at any time you are not able to find a space in your assigned building parking lot, telephone Safety and Security 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 Safety and Security for instructions as to where to park.
- All faculty/staff parking may be utilized Monday-Friday, 7:00 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.
- Resident student automobiles may not be used for on campus transportation for any reason Monday-Thursday, 7:00 a.m. to 7:00 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 required: (commuter students are not permitted to use resident lots)**

Drexel Hall:	South side
Stonor Hall:	North side
Library/Munroe	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, 7:00 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 Safety and Security, 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 Safety and Security are deemed part of these regulations. Parking ban information will be broadcast via University e-mail 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)

#### **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.

### **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 at the Office of Safety and Security. The Parking Violations Appeal Form must be submitted to the Office of Safety and Security 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.

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.

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 Office of Safety and Security (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. All guests are authorized to park in the Rodgers Recreation Center 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 departmental and discovery faculty advisors that many students begin to synthesize their academic and personal goals, explore the linkages between the core curriculum and their chosen field(s) of study, and learn valuable skills in planning, time management, and making the best use of the many academic support and social services available to them at Salve Regina University.

Developmental advising strategies provide important scaffolding for each student's intellectual and social growth. As classroom teaching methods have become more learner-centered and intentionally geared toward helping students integrate conceptual and practical knowledge, so has the academic advising relationship become identified as one that involves both student learning and acquisition of transferable problem-solving skills. Salve Regina University is committed to the academic success and development of its students. As freshmen, students are assigned an advisor who is in their major of choice or is a staff member trained to work with undecided students. When a student has chosen a major, a faculty advisor in that program area is assigned to the student. The faculty advisor can assist the student with program-specific issues, including course selection, preparation for graduate study or career, and achieving a greater understanding of the field of study. Students are encouraged to develop a relationship with their faculty advisor characterized by frequent and open communication to increase their opportunities for academic success, intellectual growth, and achievement of academic and personal goals.

### **ACADEMIC CENTER FOR EXCELLENCE (ACE)**

*McKillop Library, Second Floor x. 2226*

The Academic Center for Excellence (ACE) offers support to students in four key areas: Subject Tutoring, Disability Services, English for Academic Purposes (EAP), and study skills support. Services are appropriate for students at all levels of ability and academic performance. There is no additional cost for services to matriculated students. Subject tutoring is provided by high-achieving and well-trained peer tutors who have excelled in the courses they tutor. Tutoring takes the form of individual or pair sessions, or study groups. Tutoring is available for most first and second year courses, and some upper division courses as needed. Students may schedule appointments for subject tutoring through the ACE reception desk.

Disability services at the ACE 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.

The English for Academic Purposes 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. Students interested in any of the above services can inquire at the ACE front desk in McKillop Library 2nd floor, or via e-mail or by calling (401) 341-2226.

For more information about ACE services, including hours of operation, please visit <http://salve.edu/office-service/academic-center-excellence>.

## **OFFICE OF INTERNATIONAL PROGRAMS**

*Drexel Hall, ext. 2372*

Mission: In support of the Mission of Salve Regina University the Office of International Programs 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, as well as a range of related on campus programming supporting campus internationalization and global awareness. For more information, go to [www.salve.edu/international-programs](http://www.salve.edu/international-programs).

### **International Student Services:**

The OIP and International Student Advisor are here to support international students throughout their stay at Salve Regina. We coordinate a special week-long 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: <http://www.salve.edu/office-service/international-student-services>

### **Study Abroad Programs**

The Office of International Programs 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 <http://www.salve.edu/office-service/study-abroad> or Drexel Hall for daily general information sessions led by study abroad alumni at 4 p.m. any weekday when school is in session.

## **ACCESSIBILITY OF PROGRAMS AND SERVICES: DISABILITY 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.

The Office of Disability Services: The Disability Services Office at the Academic Center for Excellence (ACE) 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 the Office of Disability Services at the Academic Center for Excellence. Students may bring documentation in person to the Disability Services Coordinator, or may mail documentation to: Disability Services c/o Academic Center for Excellence 100 Ochre Point Ave. Newport, RI 02840-4192 Fax: 401-341-2912
2. Make an appointment with the Learning Services Specialist 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 <http://salve.edu/disability-services>.

Please see Disability Service's web pages (<http://salve.edu/disability-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.

## **ACADEMIC POLICIES AND CONDUCT**

Academic policies and degree requirements are printed in their entirety in the Undergraduate Catalog. Students should refer to the catalog on all academic matters.

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 HONOR CODE**

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating, range from failure for the work involved to failure in the course. A record of violations and sanctions is maintained in the student's file. Any violation may result in dismissal from the University. Appeal is to the provost or the provost's designee.

## **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.

## **PLAGIARISM**

Plagiarism occurs when a person uses someone else's creative or scholarly work but fails to give that person credit. It also occurs when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations; or when a person uses words so close to those in the source, that if the person placed his/her work next to the source, one would see that it could not have been written without the source "at the elbow." The *MLA Handbook for Writers of Research Paper* (2009) refers to plagiarism as "intellectual theft" and suggests penalties for infractions ranging from failure of the course to expulsion from school.

The widespread availability of online sources for research and information requires particular attention to proper use and citation of electronic sources. Students seeking guidance in the use of proper citations should consult the *"MLA Handbook for Writers of Research Papers"* (7th Edition, 2009), *"A Manual for Writers of Term Papers, Theses and Dissertations,"* by Kate L. Turabian, et al (8th Edition, 2013), or *"Publication Manual of the American Psychological Association"* (6th Edition, 2010). Be sure to check with your instructor regarding the preferred style of citation.

## **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.

### **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).

### **LEAVE OF ABSENCE**

#### **General Leave of Absence Policy**

Students in good academic and judicial standing 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. 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 will consult the dean of undergraduate studies 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 who will then inform the Office of the Registrar. Leaves of absence are not granted retroactively and should be requested no later than one month prior 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 to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis.

#### **Emergency and Medical Leaves of Absence**

In emergency or medical situations where a student in good academic and judicial standing 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.

#### **Return to Campus after Leave of Absence**

Students who intend to return to their studies after a general 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 the dean of undergraduate studies.

## **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 through the Office of the Registrar. An official withdrawal form is required, available in the Office of the Registrar or by e-mailing [srueregistrar@salve.edu](mailto:srueregistrar@salve.edu) to request the form. The student must meet with Residence Life, Financial Aid and the Business Office and return the signed form 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.

## **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 "MySalve." 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) of at least 2.00 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 the Undergraduate Catalog or the department for the specific requirement.

## **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. The standards of Satisfactory Academic Progress apply to all Title IV, state and some institutional funding. You must meet both the qualitative and quantitative standards below.

#### **Qualitative Standards**

Satisfactory academic progress requires a cumulative GPA of 2.0 or better by the end of each academic year (after Spring is completed).

#### **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. Once the appeal is received, the Office of Financial Aid will notify student of 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 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. Students are also encouraged to meet with Academics, to develop an academic plan, outlining the steps required to meet Satisfactory Academic Progress standards.

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.

### **OFFICE OF CAREER DEVELOPMENT**

*Stonor Hall, x2913*

The Office of Career Development offers extensive resources on a variety of topics such as choosing a major, finding internships, selecting a graduate school, and of course, landing that first job. Some of the services that you might find most useful during your time at Salve Regina include:

- Individual career advising sessions
- Student Employment Program
- Workshops and resources for resume writing, interviewing skills, and job search strategies
- "Achieveworks" online career assessment
- Career Connections networking events
- Handshake, our comprehensive online career site offering full/part-time job opportunities, internships, and student employment options.

For detailed information, visit us online at <http://salve.edu/office-service/career-development>.

### **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 University recognizes that higher education represents a major financial investment. While the institution maintains that the primary responsibility for financing post-secondary education rests with students and their families, the Office of Financial Aid works with them to resolve issues within the limits of University resources.

Our office helps students and their families make the advantages of a Salve Regina education accessible and affordable by offering need-based financial aid awards, along with financial planning services, flexible payment plans, private loan options and debt management counseling. Additionally, all students are assigned their own financial aid counselor to assist them throughout their time at the University.

Students applying for financial aid must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) each year, and any other applicable documentation. The application opens Oct. 1 for the following academic year. 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](http://www.salve.edu/office-service/financial-aid).

## 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. Freshmen 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 five 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 2019-2020. Pick the Perfect Plan.

#### **UNLIMITED**

Required plan for all freshman

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)

\$75 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 and Miley Mart.

**Special Diets – My Zone!**

A separate pantry to meet all special dietary needs: Celiac (Gluten Free), Lactose (Dairy), Eggs, Nuts, Soy and Wheat. Please contact the main office for further information at 401-341-2926.

**Meal Plan Locations**

Miley Café	All Plans- All Meals
Jazzman Café	All Plans- Breakfast
Library Café	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 - 1:30pm

**Monday - Thursday**

Snack	1:30pm - 5:00pm
Dinner	5:00pm - 8:30pm

**Friday**

Snack	1:30pm – 4:30pm
Dinner	4:30pm - 7:30pm

**Saturday – Sunday**

Continental Breakfast	9:00am - 10:00am
Brunch	10:00am - 1:30pm
Snack	1:30pm - 4:30pm
Dinner	4:30pm - 7:00pm

Holidays follow Sunday Schedule

**Jazzman's Café -** Monday – Friday 7:30am – 10:30am  
Continental Breakfast

### **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.

Hours of Operation:

Continuous Service	Monday – Thursday	7:00am – 8:30pm
Continuous Service	Friday	7:00am – 7:30pm
Continuous Service	Saturday – Sunday	8:30am – 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 cards, and debit cards.

**Hours of Operation:**

Monday - Thursday	7:30am – 6:00pm
Friday	7:30am – 4:00pm

### **Sandella's Flat Bread Café**

*O'Hare Academic Center, x228*

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, Seahawk Bucks, credit cards, and debit cards.

**Hours of Operation:**

Monday – Thursday	11:00am – 6:00pm
Friday	11:00am – 4:00pm

### **Miley Mart**

*Miley Hall Lower level*

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 the Salve Card, cash, credit and debit cards.

**Hours of Operation:**

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

### **IT NETWORK SERVICES**

*Munroe Center, First Floor, Room 106, x7777*

In collaboration with Cox Communications and the OSHEAN consortium, the (IT) Network Services Department of the Information Technologies Office acts to provide all electronic communications services for the University. This includes:

- Telephone service
- Voice mail
- Cable TV
- Internet access
- E-mail

Residence hall students are requested to contact Cox Communications for initial inquiries regarding their electronic communications services.

## **IT USER SUPPORT SERVICES**

*McKillop Library, Garden Level, 341-2985*

*Classroom Helpdesk Hotline, 341-7777, option 1*

The User Support Services department of Information Technologies provides technology and support for computer classrooms from our office in room 002 of the McKillop Library. There are six computer classroom/labs across campus, including a Microsoft Testing Center and staff services in the McKillop Library garden level. Computer classrooms located in Antone Center and McKillop house over 110 workstations in two PC labs, the Testing Center, two Mac labs, and a Mac digital photo lab. All machines have Internet access and printing capabilities. User Support Services assists with printing, scanning, multimedia services, media services, classroom technology, projector and laptops loans, and the ID Card Office. In the Center for Adult Education location in Warwick, RI we support a PC computer lab with Internet access and printing, and technology in nine classrooms. For assistance in any lab or technology classroom, call our Help Desk Extension at 341-7777 option 1 for quick classroom support.

The labs in McKillop Library are open seven days for 82 hours per week throughout the semester. Students are required to have a valid SRU ID card, to follow a code of ethics for computing, and to login with their Salve issued network ID. Professional staff and student lab assistants are available during all User Support Services operating hours to assist you. Software assistance is available throughout the year in Microsoft Office and other applications.

Schedules indicating availability will be posted outside of each lab. Labs are used for formal teaching, supporting curricula, and individual learning assignments. Utmost attention is paid to making the labs and their resources available for student needs. Questions relating to the schedules are to be addressed to the staff (room 002).

The following base software is now present in each of these labs. For additional information on software applications please contact the USS staff at x2985. Please note that base software is regularly updated and subject to change.

### **PCs**

Windows 10  
Microsoft Office 2016  
Portal access

### **Macs**

Mac OS 10.X  
Microsoft Office Mac  
Portal access

Office 365 is currently available to students as are downloads of the Office suite.

## **Computer Lab Policies**

- All users are responsible for ensuring that the facilities are used in an ethical, legal, efficient and effective manner. It is expected that every user of the computer lab facilities will show respect for others. Food and beverages may be consumed in the labs and may be regulated by faculty and staff.

- Any user wanting to listen to music while using the lab should use headphones or similar devices.
- All materials are to be signed out by the individual through the USS staff. At the end of each session, please return all material directly to the USS staff.
- Each user is responsible for saving their own work either via appropriate media and/or external storage. The USS staff will hold media (drives, etc.) found in the lab for 7 days. Media not claimed after 7 days will be sent to Safety and Security.
- Each user upon completing a session is expected to leave the area clean and neat for the next user.
- It is prohibited to load any software.
- Large print jobs, such as graduate theses, may interrupt printing services of others and may be completed at the Copy Center - McKillop Room 022. Consideration of others in the lab is necessary when printing large jobs.
- Do not tamper with or attempt to fix any mechanical, electrical, or hardware devices including computers and printers.
- Please contact the User Support Services Office in room 002, or at ext. 2985, to report any problems or to ask any questions.

## Media Services

User Support Services department of Information Technologies

*McKillop Library, Garden Level, 341-2221*

Media Services provides students, faculty and staff with assistance as it relates to the equipment available. These services include but are not limited to:

- Hardware distribution (portable sound systems, laptops, projectors, screens, cameras, etc.)
- Videotaping of University events
- Editing videos

**Editing Policy:** Media Services will assist any student or faculty member wishing to transfer their digital media onto a DVD.

**Duplicating Policy:** Media Services will not knowingly duplicate any copyrighted material unless written permission from the copyright holder, or authorized representative, is obtained and submitted to Media Services along with the material to be copied. Media Services loans out equipment to students, faculty and staff. A valid Salve Regina University identification card must be shown for loans.

All Media Services equipment is available for instructional purposes only. Some of the equipment is listed here. Please inquire for a full listing.

- Audio recorders
- Digital video cameras
- Tripods
- Projectors, laptops, screens

Media Services sets up equipment within the University for student presentations and guest speakers. Forty-eight hour notice is required before setups. One week's notice is required for videotaping lectures or student presentations. Appointments are needed for editing videos. Media Services can be reached at ext. 2221 or via e-mail at [uss@salve.edu](mailto:uss@salve.edu). We are located in the McKillop Library garden level room 002.

**Office hours:**

Monday - Thursday      8:00 a.m. to 10:00 p.m.  
 Friday                      8:00 a.m. to 5:00 p.m.

Saturday                    10:00 a.m. to 5:00 p.m.  
Sunday                     12:00 p.m. to 10:00 p.m.

### **HELP DESK**

The Help Desk is located in the McKillop Library, Room 008 (garden level). Technicians provide comprehensive hardware and software repair services to students enrolled in the recommended laptop program.

### **NETWORK SERVICES**

*Munroe Center, First Floor, Room 106, x7777*

In collaboration with Cox Communications, the Network Services Department of the Information Technologies Office acts to provide all electronic communications services for the University. This includes:

- Telephone service            • Cable TV
- Voice mail                     • Internet access
- E-mail

Residence hall students are requested to contact Cox Communications for initial inquiries regarding their electronic communications services.

### **Accessing the Internet**

All students are provided a Salve Regina logon ID, initial password and e-mail account through the Information Technologies Office in the Munroe Center. Please refer questions about logging in and e-mail access to the campus Helpdesk at x7777. Wireless access to the University network and the Internet is available on campus in University buildings and residence halls

### **E-mail Address Policy**

All electronic communication initiated by Academic Affairs and the Office of the Registrar is sent to students' Salve Regina University e-mail accounts. This includes important announcements, individual notifications, and My Web Courses (CANVAS) course 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 <http://outlook.office365.com/salve.edu> or as a link on the "MySalve" portal. Here students can enter their e-mail user name and password. Every new student attending Salve Regina is given an e-mail address and username under the [firstname.lastname@salve.edu](mailto:firstname.lastname@salve.edu) format. By default, the password for this account is the student's identification number preceded by two leading zeros, and the student must use his or her ID number as the password when first logging into Office 365 mail. It is highly recommended that students change their passwords frequently to ensure account security. This e-mail account will not change as long as the student remains enrolled.

### **MAIL SERVICES**

*McKillop Library, Garden Level, x2235*

Hours: Monday – Friday 8:30 a.m. – 4:30 p.m. Closed weekends and holidays.

Mail Services receives all student mail and packages. Students are sent e-mail notification once a package or mail has been received and is ready for pick-up. Please be prepared to show your Student Id. Postage is available as well as UPS, USPS, and Federal Express parcel shipping. Prepaid packages can be dropped off for UPS, USPS, and Federal Express pick-up.

## **MCKILLOP LIBRARY**

X2291

The 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 more than 100 hours a week and for extended hours during the last two weeks of each semester. Each of its three floors includes open spaces for individual and collaborative work, a multipurpose classroom equipped with an instructional station and laptops for hands-on work, enclosed study rooms, and a Makerspace for creating buttons, posters, etc. Visitors can enjoy a snack and drink at the Library Café.

Ninety-six public computers (PCs and Macs) are available throughout the library, providing access to licensed software and information resources. The Salve Regina community may make online reservations for 4 technology-equipped study rooms. Five networked printers throughout the library's three floors provide black and white and color printing, scanning, and copying, including wireless printing through student laptops. The library also provides technology available for checkout such as iPads, a record turntable, and sewing machines.

### LIBRARY COLLECTIONS:

Our diverse collections include over 160,000 printed volumes, 50,000 DVDs and other streaming media, and 330,000 e-book titles. We provide 24-hour online access to over 100 online databases with links to 70,000 full-text journals through the library's website—Through our online catalog, students may also request books from other libraries through interlibrary loan (worldwide) or from local academic libraries through membership in our academic library consortium, HELIN, which supplements our on-site collection with access to more than 6 million items. Books requested through HELIN usually arrive within two days through our daily delivery service and is free of charge.

Librarians staff our information desk 62 hours per week, Sunday through Friday. The Salve Regina community can ask questions via our chat/text reference service, phone, 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 100 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.

For more information and to connect to library resources remotely, please visit the library website at <http://library.salve.edu> .

### **LIBRARY HOURS:**

Monday –Thursday 8:00 a.m. – 1:00 a.m.

Friday 8:00 a.m. – 8:00 p.m.

Saturday 10:00 a.m. – 6:00 p.m.

Sunday 10:00 a.m. - 1:00 a.m.

## **OFFICE OF UNIVERSITY RELATIONS**

*Ochre Court, Third Floor, x2183*

### **Hometown Publicity**

The Office of University Relations serves the University through news releases about student, faculty and staff achievements. Send information about your achievement to [salvenews@salve.edu](mailto:salvenews@salve.edu) or via

campus mail. Sports information should be directed to the Sports Information Director, Rodgers Recreation Center x2271.

### **SALVEtoday**

The University's news and information website, SALVEtoday, is the first stop for campus information such as event listings and feature stories. The site is integrated with Facebook, Twitter and Flickr, and the YouTube playlist includes a series of student-reported videos that connect visitors to select features of the week. Visit SALVEtoday at <http://today.salve.edu/>.

### **Report from Newport**

The Office of University Relations produces Salve's magazine, Report from Newport, which features articles of interest to alumni, parents/guardians, students, foundations and friends of the University. News highlights offer readers the opportunity to stay up-to-date on student, staff and faculty achievements, as well as campus initiatives and noteworthy alumni accomplishments. To submit a story for consideration, send your news, photos and ideas to [salvenews@salve.edu](mailto:salvenews@salve.edu).

### **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 have some control over the disclosure of personally identifiable information from their records. Students will be notified of their FERPA rights annually.

#### Directory Information

Most student information is confidential, including Social Security Number and records of academic progress such as grades and grade point average. However, in accordance with FERPA, certain data are considered “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. A class roster may be released only to students enrolled in that class while it is in session. 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. This right may be exercised by notifying the Office of the Registrar.

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 a Sports Information 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* by obtaining a signed consent from their child by filling out the FERPA Release Form that can be found in the Registrar’s Office or online at [www.salve.edu/registrar](http://www.salve.edu/registrar). 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, Center for Student Development, Office of the Dean of Students, Departmental Offices, Office of Financial Aid, Office of Career Development (if the student has initiated a file for placement purposes), 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**

*Faculty 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 document 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’ 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 veterans at the University. The files include forms and correspondence needed to verify enrollment for V.A. benefits, and are retained for a period of seven years after the student graduates or withdraws from the University.

### **Office of 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 on matriculated students majoring or minoring in the department. They usually 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 son or daughter. 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 Business 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.

**Office of Career Development**

*Director of the Office of Career Development*

Administrative staff and faculty on a need-to-know basis.  
Students create their own files in the Office of Career Development. They are maintained by the director of the center and kept for a period not to exceed seven (7) years after graduation. Letters of recommendation are collected by student request and approval. By law, individuals may review or waive the right to review each letter of recommendation added to their file.

**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 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 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 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 in order 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

## **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 Office of Safety and Security 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 Office of Safety and Security and on the University website as well. See the following link to find entitled Crime Stats here:

<http://www.salve.edu/safety-and-security/campus-crime-statistics>

**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*, 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 2014

## 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.

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