

2017-18

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.

2017-18

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, and the Ph.D. in Humanities.

Salve Regina University enrolls 2,800 men and women 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 in accordance with federal and state laws. Such accommodations may include, but are not limited to: extended time for exams, exams in a distraction-reduced setting; note-taking assistance, text-to-speech software, screen readers, audio texts, and others. Housing accommodations are also available to those in need of them for equal access to campus housing and require a separate application (<http://salve.edu/disability-services/non-academic-accommodations>).

To arrange for disability accommodations students must:

1. Provide documentation of their disability to the Office of Disability Services at the Academic Center for Excellence. Students may hand-deliver, mail or fax documentation to:

Disability Services at the
Academic Center for Excellence
McKillop Library rm. 209
100 Ochre Point Ave. Newport, RI 02840-4192

Fax: 401-341-2912
Phone: 401-341-3150; 401-341-2226
Email: disabilityservices@salve.edu

2. Make an appointment with the Disability Services Coordinator Laura Kcira by calling 401-341-2226 or 341-3150, to discuss accommodation needs and to receive accommodation letters for faculty;

3. Meet with and provide professors with accommodation notification letters and discuss the implementation of accommodations in each class.

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. Navigators who participate in the program and demonstrate accomplishment of learning outcomes at the end of each year will receive certificates of completion.

Portfolium

The Center for Student Development works with various offices and departments across the campus to integrate and facilitate Portfolium. Salve Regina students are provided with an account on Portfolium, a cloud-based electronic portfolio that helps students document their academic, co-curricular experience and extracurricular work completed at Salve Regina. By developing their Portfolium 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 ACTIVITIES

Wakehurst Student Center, Room 012 x2915

The Office of Student Activities 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 ECAC, NEFC 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 fosters and encourages religious and spiritual life on the Salve Regina campus. Informed by our Catholic heritage and the traditions of the Sisters of Mercy, and in keeping with the mission of the university, the Mercy Center warmly welcomes peoples of all beliefs to engage in a lively and respectful practice of their faith, to seek wisdom and to promote universal justice. Through friendship, service, study and prayer, members of the Salve Regina community encourage and help one another to enter into a sincere, intelligent and loving relationship with God, to live the works of Mercy in service to one another, and to form a community that honors the dignity of each person.

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 the opportunity for servant leadership development and training. Our community room, located in the lower level of Our Lady of Mercy Chapel, is open to the whole campus. It is well furnished with comfortable chairs and couches, a large screen TV, a kitchen and plenty of space to relax study and be with friends. Everyone is welcome.

Catholic Mass is celebrated in Our Lady of Mercy Chapel.

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

7:00 p.m. student Mass when classes are in session

Monday through Thursday at 12:15 p.m.

COMMUNITY SERVICE

Wakehurst Student Center 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 week-long 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 and group 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 clinical social workers and one licensed mental health counselor.

HEALTH SERVICES

Miley Hall, x2904

The nurse practitioners and physicians in University Health Services provide medical care to the student community during the academic year.

Health Services offers acute, chronic and urgent care on site and refer to Newport Hospital Emergency Department for emergency care. We will provide follow-up care after discharge in order to facilitate your recovery. We also offer comprehensive women's health evaluations and follow-up as well as consultation to students as requested.

Health Services staff will refer to medical specialists in the community in order to address your specific health care need. We are able to have laboratory testing done here and will forward to Newport Hospital for processing. An orthopedic physician is on site for limited hours every week.

University Health Services 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 week long 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, Second Floor, room 183, Ext. 3480

Mission Statement

The Office of Multicultural Programs and Retention at Salve Regina University works to support the advancement of the Mercy vision of the University as well as its strategic direction. The Office's main goal is to facilitate the engagement of differences in a manner that allows students to learn from the diversity of perspectives, experiences, and traditions that exist within the University Community. In this, culturally diverse groups are not just acknowledged but accepted, respected, and appreciated throughout our University.

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 2017-2018

President	David Fairchild
Vice President	Lauren Healy
Secretary	Karina Raposa
Treasurer	Olivia Papi
Public Relations	Katie Gillespie
Chief Justice	Gracie Rodgers

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 Activities or visit Wakehurst 012.

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 Activities in the Wakehurst Student Center, Room 012, or visit the Student Activities 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/current-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 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.
- 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 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, 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; tampering with fire equipment; failure to follow fire drill or other emergency procedures; unauthorized or uninvited entry/access to a room and/or building.

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, 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, and parking.

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, 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 breach the peace 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 61](#).

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 65](#).

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.

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 Notification

The University believes that clear, effective lines of communication between the University, parents, 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 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, 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 victim/complainant of an act of violence the outcome and sanction of the charged student. Parental 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 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 victim or next of kin, if the victim 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, residence life policies, and/or the student code of conduct (including but not limited to alcohol and empty alcohol containers), the occupants of the room will each be documented and assessed a \$50 fine unless the responsible individual(s) claim ownership and/or responsibility for the item(s).

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 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 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.
- **University Dismissal** - permanent separation of the student from the University.
- **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.

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.

Appeals

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 appeal to determine if appropriate grounds for filing an appeal are followed.

To initiate this process, the student must write and submit, on his or her own behalf, a request to the Dean of Students' Office within 5 business days after receiving notification of the initial decision. The request for an appeal must be accompanied by the Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and must include a statement explaining the grounds for the appeal, all relevant supporting information and documentation and the desired outcome of the appeal request.

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

1. **Procedural Error:** A procedural error(s) occurred during the original conduct process that significantly impacted the outcome of the hearing.
2. **New Information:** Specification 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 hearing or voluntarily withheld information during the original hearing.

If the Dean of Students or designee determines within 5 business days that the request satisfies one or more of the aforementioned grounds, they will convene the Appeals Committee, thus the student's request for an appeal will be reviewed by the Committee. The purpose of the appeal is not to provide a second hearing of the case. The Appeals Committee will not meet with the student or re-hear the case.

Appeal Procedure

1. The Dean of Students or designee will select, by lottery, an Appeals Committee comprised of five representatives from three pools (student, faculty, staff) with at least one representative but no more than two from each pool.
2. Copies of all pertinent documentation will be made available to the Appeals Committee at the time of the review. All materials received shall be returned at the conclusion of the final committee decision.
3. Once the Appeals Committee convenes, all will review the documentation as a group.
4. The Appeals Committee will meet to make a recommendation to uphold or modify the original disciplinary action within ten business days of the procedure being initiated when the University is in session. When there is an appeal on the grounds of new information and the appeals committee finds

that the new information may have significantly affected the outcome of the original hearing, the original hearing body will be reconvened to consider the new information. This is not a re-hearing but an opportunity for the new information to be presented by the respondent and examined by the complainant. The Appeals Committee will only review the grounds in which the student has appealed.

5. The Appeals Committee's recommendation is forwarded to the Vice President for Student Affairs. If the Vice President for Student Affairs is party to the review, the recommendation is sent to the Provost. The Vice President for Student Affairs (or Provost) will have up to 10 business days to review all material and make a determination.

6. The decision of the Vice President for Student Affairs or Provost to uphold, modify or dismiss the initial outcome is final and binding.

Appeals committee members

For the Academic Year 2017-2018, the faculty, staff and student pools for the appeals committee are:

Staff	Faculty	Students
Mrs. Kelly Powers	Dr. Bert Emerson	Mr. David Fairchild
Dr. Sami Nassim	Dr. Nadia Abgrab	Ms. Lauren Healy
Ms. Aida Neary	Dr. Michael Brady	Ms. Karina Raposa
Dr. Susan Pratt	Dr. Arlene Nicholas	Ms. Olivia Papi
Ms Colleen Emerson	Dr. Arthur Frankel	Ms. Katherine Gillespie

Staff members and faculty members are selected by their respective supervisors in conjunction with the Dean of Students.

Third Parties

Attorneys may not attend 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 hearing. 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. 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 other 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 or require family housing

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, a student who requires family housing. Students who fail to move into the residence halls or whom 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. Typically, students are given one week from the date the space becomes vacant, but this could be shorter due to an emergency situation or beginning of a term.

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 obstruct 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.

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 175. To request housing accommodations, both the student and a medical professional must submit the required documentation. If you have any questions please contact disabilityservices@salve.edu or the 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 \$25.00 fee for lost keys.

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. Academic calendars are made available one year in advance, therefore students are required to be familiar with University vacation periods and plan accordingly.

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 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 fee. 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.

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 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.

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.

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 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.

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.

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. Five 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 are to notify the RA of an overnight same sex guest.
- 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) and RA 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. 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, beds, 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 know 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 than 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, 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 if the iron tips over
- 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 Pro 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. 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. After evacuating the building, resident students should gather in the designated area and listen to a fire safety speech from Residence Life Staff.

Candles

Candles will be confiscated when found during inspections. A second occurrence will lead to an automatic fine of \$25.00.

Health and Safety Inspections

At least three 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, residence life policies, and/or the student code of conduct (including but not limited to alcohol and empty alcohol containers), the occupants of the room will each be documented and assessed a \$50 fine unless the responsible individual(s) claim ownership and/or responsibility for the item(s).

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.

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

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.

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.

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, 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.

Missing Student Protocols

Students are encouraged to contact Residence Life or Dean of Students regarding a missing student, and have the option to report it to Safety & Security 24/7. Residence Life informs resident students that they have an option to register a 'confidential contact person' to be notified in the case that the student is determined to be missing (see below). This form also authorizes campus officials and law enforcement officers in furtherance of a missing person investigation to have access to this information. The parents or legal guardian of a student less than eighteen years of age (and not emancipated) will be notified.

Residence Life Contact for Missing Person Form

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

POLICIES AND PROCEDURES

ALCOHOL AND OTHER DRUG POLICY

Alcohol and other drug use and guidelines apply to all members of the University community including their visitors and guests. No person under 21 years of age is allowed to drink alcoholic beverages in the State of Rhode Island. The use of illegal drugs by persons of any age is a violation of State law.

No person may purchase, procure, sell, deliver, serve, or give alcoholic or intoxicating beverages to a person under 21 years of age. Behavior from excessive drinking, drugs or other substances that infringes upon the rights of others will not be tolerated. Use, possession, being in the presence of or distribution of illegal drugs or paraphernalia by students, roommates and guests is prohibited both on University property and in off- campus settings.

State Law

Students in violation of Salve Regina University's Student Code of Conduct in regards to alcohol, substances, products and drugs may be referred to the State of Rhode Island for prosecution. The General Laws of Rhode Island and/or The City of Newport Municipal ordinances include penalties (which are subject to change) as follows:

1. A minor possessing an alcoholic beverage faces a fine of up to \$1,000 and/or 30 days in jail.
2. Procurement of alcohol for a minor is a misdemeanor/arrestable offense and is punishable with a fine of \$500 and/or a jail term of up to 1 year.
3. The use of false identification (misstatement/misrepresentation of age) or of another's driver's license (misuse of license) to obtain alcohol may result in a \$1,000 fine and/or 30 days in jail.
4. Possession of practically any controlled substance may be considered a felony with an accompanying fine of over \$1000. The possibility of a one-year jail term and a permanent criminal record also exists.
5. Possession of any controlled substance with intent to sell is an automatic felony and invariably results in a prison term and a fine exceeding \$1,000. A lifelong criminal record is assured.
6. Operating a motor vehicle under the influence of drugs or alcohol can lead to suspension of one's driver's license and a considerable fine.

The Risks

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

Resources

On-campus:

Health Services Office: 401-341-2904 – Lower level of Miley Hall

Counseling Office: 401-341-2919 – Lower level of Miley Hall

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

Off-campus:

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

Alcoholics Anonymous: Providence, 401-438-8860

Child and Family Services: 31 John Clarke Rd, Middletown, 401-849-2300

CODAC Behavioral Health Care: 93 Thames St, Newport, 401-846-4150

AMNESTY POLICY

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

When a student aids an intoxicated or impaired individual by contacting University student or professional staff, the intoxicated individual or the individual or student reporting the emergency may be subject to educational action. In rare circumstances such as cases where other violations occur, students may be referred for disciplinary adjudication. Examples include, but are not limited to: fights, verbal or physical harassment, disorderly conduct, property damage or vandalism; failure to comply with directives.

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or other drug use:

1. Will be required to have a follow up meeting with a member of the Dean of Students' office or a member of the Residence Life staff.
2. Will be required to complete an alcohol and/or drug educational program.
3. May also be referred to an outside program or counselor for substance abuse evaluation and/or appropriate treatment.

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

ASSAULT POLICY

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

SEXUAL MISCONDUCT POLICY

Salve Regina University's policies emanate from the University's Catholic identity and Mercy Mission. Salve Regina is committed to promoting an environment which supports its educational mission and which preserves the safety and dignity of its members. A university is a place where learning to make wise choices is a constant concern for students, faculty, and staff. At Salve Regina University, choices are framed by a moral commitment to justice and mercy, the dignity of the individual, and responsibility to others.

Salve Regina University is "an academic community that welcomes people of all beliefs" and backgrounds, and appreciates the benefit that diversity brings to our community while remaining steadfast to our Catholic identity. And the Catholic Church believes that the proper context for sexual union, as stated by Vatican II, is the "union of life and love" epitomized in the covenant of marriage.

All forms of sexual misconduct, including dating violence, domestic violence, stalking, and sexual assault will not be tolerated, is often a crime, and is always a violation of a person's rights, dignity, and integrity. In the Salve Regina University community, everyone should be free from all forms of

abuse, assault, harassment, and coercive conduct, which constitutes sexual misconduct as defined by this policy. Any violation of this policy will be regarded as a serious violation of the Student Code of Conduct. Members of the University community are responsible for familiarizing themselves with and abiding by the Salve Regina University policy on sexual misconduct.

Members of Salve Regina University community, guests and visitors have the right to be free from sexual violence and discrimination. All members 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 and to provide recourse for those individuals whose rights may have been violated. The University does not condone sexual misconduct; regardless of the sexual orientation or gender identity of individuals engaging in the sexual misconduct. The University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the victim and the community.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations.

Finally, there is a difference between seduction and coercion. Coercion is defined in this policy as pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity. Violations of the University Sexual Misconduct Policy include coercion and using force, which can be physical or emotional (for example, but not limited to, threats, intimidation, pressure).

Use of alcohol or other drugs (being intoxicated or drunk) will never function as a defense for any behavior that violates this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegation under this policy.

The University encourages the reporting of all sexual misconduct to the Office of Safety & Security, Title IX Coordinator, Office of Residence Life and/or the Dean of Students' office. The University will promptly and effectively remedy all instances of reported sexual misconduct by providing resources to the victim and addressing the effects on the victim and the community.

Violations of the University Sexual Misconduct Policy

Sexual misconduct is a 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 the nonconsensual sexual intercourse policy 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 university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' right and personal safety. Such measures include, but are not limited to, modification of living arrangements and interim action pending a hearing. Predatory, pattern and/or repeat offenders face expulsion, which is also available for any serious offense whether pattern, predatory or repeat offending is evidence or not.

The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion can be applied, depending on the nature of the misconduct.

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. Examples of sexual harassment may include but are not limited to – unwelcomed sexual advances; requests for sexual favors; verbal or physical contact of sexual nature; situations in which benefits are granted or withheld based on submission to or rejection of unwelcomed requests or conduct based on statutorily-protected characteristic, such as sex; situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of students, co-workers, supervisors or other members of the University community; written contact, such as sexually suggestive, harassing or obscene letters, texts, faxes, emails, notes, invitations, etc.; verbal contact, such 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 sexual intercourse; visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.
 - 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 academic programs, student employment program, Residence Life program or university activities. Sanctions can be imposed for the creation of a hostile environment. 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 victim'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 victim'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.

2. Sexual Assault – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Nonconsensual Sexual Intercourse** (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.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- 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,
- 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. **Non consensual sex with a minor:** (often referred to as statutory rape) – 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).
 - 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.

Intercourse includes sexual penetration which 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: 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;
- c. Exceeding the boundaries of explicit consent, such as allowing friend to hide in a closet to be witness to one's consensual sexual activity or 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 - 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 – Any behavior or activities occurring typically on more than on occasion that collectively instill fear and/or threaten a person's safety, mental health or physical health. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video/audio recording.

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: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based upon the reporting party'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 victim'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 60](#).

8. 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). It shall be a violation of this policy for anyone to willfully make false allegations of harassment or sexual harassment. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism.

If during the process of a sexual misconduct investigation further alleged violations 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 (by alcohol or other drug use, unconsciousness), constitutes a violation of the sexual misconduct policy. Consent is also absent when the activity in question exceeds the scope of consent previously given.

What is consent? Consent, as noted above, means words or actions that show an informed and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. 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.

Other guidance on consent and assessing 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.

Consent to one form of sexual activity does not, but itself, constitute consent to another form of sexual activity. For example, one should not presume that consent to oral-genital contact constitutes consent to vaginal or anal penetration. Consent to sexual activity on a prior occasion does not, by itself, constitute consent to future sexual activity. In case of prior relationships, the manner and nature of prior communications (verbal and/or non-verbal) confirming consent between the parties and the context of the relationship may have bearing on the presence of consent at the time of the reported incident.

Once consent has been given, it may be withdrawn at any time. Once consent is withdrawn, the sexual activity must cease immediately.

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.

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”.

- Coercion is 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 clear to you 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.
- 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.

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](#).

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.

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, which includes acts of 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 the Title IX requirements, the University has named **J. Malcolm Smith**, Associate Vice President/Dean of Students, as its **Title IX Coordinator**.

Emily Diomandes, Assistant Dean of Students, has been named as its **Title IX Deputy Coordinator for Students**. The role of the deputy coordinator is to:

1. Oversee University compliance with Title IX regulations. The Deputy Coordinator will meet with students as needed to and serve as a resource for students wishing to report any acts of sexual violence or sexual harassment, i.e. violations of Title IX.
2. Provide oversight for all Title IX complaints and identify patterns, issues or problems re: those same complaints. The Deputy Coordinator does not have a role in the sexual misconduct adjudication process, which is the purview of the Dean of Students' Office.
3. Coordinate and develop programming and informational initiatives enabling students to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate students re: University procedures and policies that address those issues.

Emily Diomandes' office is located in the Center for Student Development, lower level Miley Hall. Her phone number is 401-341-2640 and her email is Emily.diomandes@salve.edu

J. Malcolm Smith, Associate Vice President/Dean of Students, is located on the in 118 Miley Hall. His phone number is 401-341-2145 and his email is Malcolm.Smith@salve.edu

Nancy Escher, Human Resources Generalist, has also been named as **Deputy Title IX Coordinator for Employees**. Her office is located in Stonor Hall. Her phone number is 401-341-2157 and her email is Nancy.escher@salve.edu.

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).

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.

Many individuals who experience sexual assault or abuse don't report it at the time of the incident. If you were assaulted weeks ago – or even years ago – assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sex abuse, incest or sexual harassment. When a report is received by the University, the University will follow the policy that is in place at the time of the report, not the policy 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 3rd party reports and/or when there is a reluctant victim/witness).

If you decide to report an assault, every effort will be made to keep the identity of the victim protected. 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 victim and perpetrator, is bound by the confidentiality laws of the state of Rhode Island. When a report is received by the Dean of Students, they are responsible for taking appropriate action. An investigation will take place and, if there is a preponderance of evidence that a violation has occurred, then University sanctions will be imposed.

The University will provide medical and counseling assistance to victims of 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 Dean of Students at 401-341-2145, the Vice President for Student Affairs at 401-341-2145, 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.

Confidentially Disclosing Sexual Violence and Formal Reporting Know the Options!

The University encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately.

Different employees on campus have different responsibilities.

- Some are required to maintain near complete **confidentiality (counseling services and health services)**. They can talk with a victim 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 against the victim's wishes.
- All other employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The University encourages victims to talk to someone identified in one or more of these groups.

The following describes more about the two reporting options at Salve Regina University:

Confidentiality and Reporting Sexual Misconduct

University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources (counseling services and health services) may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. These offices will submit an Anonymous Sexual Misconduct reporting form regarding the incident for purposes of the Clery Act, but this Anonymous Sexual Misconduct reporting form does not include any personally identifiable information.

If you would like the details of an incident to be kept confidential, you may speak with a member of Salve Regina's Health Services office or Counseling Services office, or an off campus rape crisis center counselor who will maintain confidentiality. Members of Salve Regina's health and counseling services will only submit the Anonymous Sexual Misconduct form which does not include any personally identifiable information. The purpose of an anonymous report is to maintain your confidentiality while taking steps to ensure future safety for yourself and others. This service is also made available so that victims have access to counseling and health services at any time. With this information, the University can maintain accurate records about the number of assaults involving students; determine whether there is a pattern of assaults with regard to particular location, method, or assailant; and alert the campus community to potential danger.

Reports to "Responsible Employees" and Formal Reporting Options:

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 and health service staffs, whose information is confidential). Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources (counseling services and health services).

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

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 victim’s consent or unless the victim has also reported the incident to law enforcement.

If the victim wants to tell the responsible employee what happened but desires confidentiality, then the responsible employee should refer the student to the confidential reporting options.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or 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 victim. If the University determines that an investigation and disciplinary proceedings will be taken, the University will inform the victim 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 remain mindful of the victim’s well-being and take steps necessary to protect and assist the victim. The University may not require a victim to participate in any investigation or disciplinary proceeding.

Formal Reporting: You are encouraged to speak to University officials, including the Office of Safety & Security, Title IX Coordinator, and the Dean of Students’ Office to make formal reports of incidents of sexual misconduct. The University also considers these people to be “responsible employees.” You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through adjudication procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

Reporting to police: You 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

Victims of 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 victim’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.

Victim’s Bill of Rights

The University will take interim steps to protect victims of sexual misconduct and maintain a positive learning environment by minimizing or eliminating contact with the accused student and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX.

1. The victim has the right to have any and all incidents of sexual misconduct treated seriously and the right to be treated with dignity.
2. The victim will be informed in a timely manner of available options including the necessary steps and potential consequences of each option.
3. The victim has the right to be free from undue coercion from any members of the university community to pursue or not pursue any course of action.
4. The victim has the right to be notified of her/his option to notify appropriate law enforcement authorities, including local police and to be informed about how to notify the appropriate law enforcement agency and receive assistance from University personnel in notifying these authorities, if requested.
5. The victim will receive information on how to make a confidential report for the purposes of tracking campus crime (Sexual Misconduct Anonymous Reporting form).
6. The victim has the right to be informed of the student conduct process and procedures.
7. The victim has the same right as the accused to have others present throughout the student conduct process.
8. The victim has the right to be informed of the outcome, in writing, of any Salve Regina student conduct proceeding involving an alleged sexual misconduct offense and the right to appeal the outcome.
9. The victim has the right to request a change in academic and living situations after an alleged sexual misconduct offense and be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and community resources for counseling, medical services, advocacy, and other student services for victims of sexual misconduct.

Orders of Protection and Accommodations:

The University will have the respondent relocated, unless the complainant chooses to relocate. Every case will be evaluated depending on the circumstances of the incident. 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. Other accommodations that the Title IX Coordinator and/or 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;
- Escorts or other campus safety protections;
- 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

Respondent's Bill of Rights

The Respondent has the right to:

- Be treated with respect by all University officials;
- Be informed of the policy (or policies) alleged to have been violated;
- Be notified of available counseling, mental health, and medical services both on campus and in the community;
- Be free from any form of retaliation and to be able to report any forms of retaliation against them;
- Bring an advisor of their choice to any investigational interview or meeting;
- Receive updates and be informed of the status of the investigation;
- Identify witnesses or third parties who may have relevant information;
- Present relevant evidence;
- Be informed of the outcome of the investigation in writing;
- A timely investigation, not to exceed 60 business days;
- Request orders of protection or accommodation;
- Decide not to answer questions;
- Decline participation in an investigation*
- Initiate the appeals process, under the standards for appeal

*If a respondent chooses not to participate in an investigation, the investigation will still move forward. A decision, including sanctioning, may be rendered without participation or input from the respondent.

Sexual Misconduct Investigation & Adjudication procedure

To initiate a formal student conduct process, a complainant (victim) 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 responding student'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.

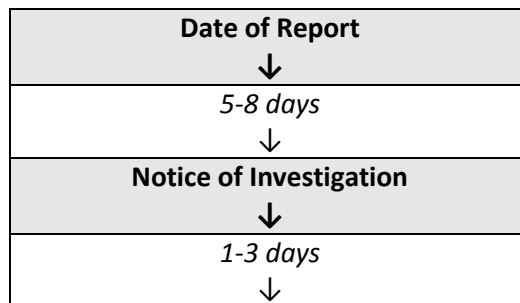
All reports will be taken seriously and will be investigated and addressed expeditiously. The University has 60 calendar days to complete the investigation and determine whether the alleged sexual misconduct occurred. Every reasonable effort will be made to preserve the privacy of all parties to the extent that the investigation allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation. Mediation is never appropriate in sexual misconduct cases.

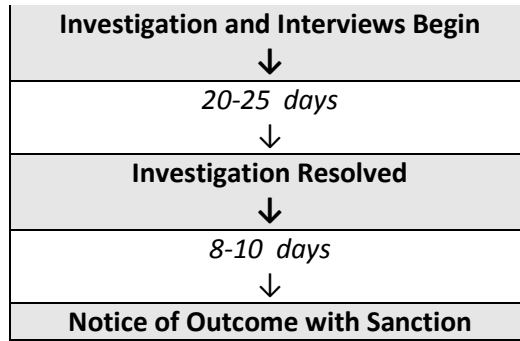
The case will be assigned to 2 investigators. The investigation may include, but is not limited to:

- 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, other appropriate individuals, and review of any documents or materials deemed potentially relevant.
- Both the complainant and respondent have the right to be interviewed separately and to present any information relevant to the charge and to provide names of witnesses and/or evidence helpful to them. Questioning or information about the complainant's prior sexual history with anyone other than the respondent is not permitted. Information of a prior consensual dating or sexual relationship between the parties does not imply consent or preclude a finding of sexual misconduct.
- There is no right for any student to confront the complainant or the respondent or to be present at the same time.
- The complainant and the respondent will have the opportunity to read/review/respond to the investigative report.
- 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 outcome will be given to the Associate Dean of Students or designee who, within 10 business day of its receipt, will define the corrective and/or disciplinary action to be taken 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.
- In certain cases and circumstances, the University reserves the right to use external investigators.

Sexual Misconduct Investigation Timeline

Below please find an average timeline for a sexual misconduct investigation. Please keep in mind that this timeline is based on averages from past investigations--however, each investigation is handled on a case by case basis and time can vary depending on the report. Salve Regina University takes every report of sexual misconduct, dating violence, domestic violence, and stalking very seriously and therefore will dedicate the appropriate time to investigate. Title IX guidelines encourage that an investigation is completed within 60 calendar days, unless there are documented extenuating circumstances.





Disciplinary Actions

Sexual misconduct is a 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 the nonconsensual sexual intercourse policy 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.

For the full list of possible disciplinary actions, please refer to [page 21](#).

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 investigation. 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 advising 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 business days of the date of the outcome letter.

To initiate this process, the student must write and submit, on his or her own behalf, a request to the Dean of Students' Office within 5 business days after receiving (written) notification of the initial decision. The request for an appeal must be accompanied by the Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and must include a statement explaining the grounds for the appeal, all relevant supporting information and documentation and the desired outcome of the appeal request.

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

1. **Procedural Error:** A procedural error(s) occurred during the original conduct process that significantly impacted the outcome.
2. **New Information:** Specification 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 or voluntarily withheld information during the original meeting.

If the Vice President for Student Affairs or designee determines within 5 business days that the request satisfies one or more of the aforementioned grounds, they will convene the Appeals Committee, thus the student's request for an appeal will be reviewed by the Committee. Before convening the appeals committee, the VPSA or designee will notify all parties that the VPSA has approved the appeal to move forward to the appeals committee and be given the opportunity to read and rebut the appeal by submitting a written response within 2 business days. The purpose of the appeal is not to provide a second investigation of the case. The Appeals Committee will not meet with the student or re-investigate the case.

Appeal Procedure

1. The Dean of Students or designee will select, by lottery, an Appeals Committee comprised of five representatives from three pools (student, faculty, staff) with at least one representative but no more than two from each pool.
2. Copies of all pertinent documentation will be made available to the Appeals Committee at the time of the review. All materials received shall be returned at the conclusion of the final committee decision.
3. Once the Appeals Committee convenes, all will review the documentation as a group.
4. The Appeals Committee will meet to make a recommendation to uphold or modify the original disciplinary action within ten days of the procedure being initiated when the University is in session. When there is an appeal on the grounds of new information and the appeals committee finds that the new information may have significantly affected the outcome of the original investigation, then the original investigating body will be reconvened to consider the new information. This is not a re-investigation but an opportunity for the new information to be presented by the respondent and examined by the complainant. The Appeals Committee's will only review the grounds in which the student has appealed.
5. The Appeals Committee's recommendation is forwarded to the Vice President for Student Affairs. If the Vice President for Student Affairs is party to the review, then the recommendation is sent to the Provost. The Vice President for Student Affairs (or Provost) will have up to 10 business day to review all material and make a determination.
6. The decision of the Vice President for Student Affairs or Provost to uphold, modify or dismiss the initial outcome is final and binding.

The complainant and the respondent will be notified in writing, simultaneously, of the outcome of the appeal.

(See Appeals procedure section of the Student Handbook on [page 24](#) for those who serve on the Appeals Committee.)

Information Supplementing the University's Sexual Misconduct Policy

Based on research, one in five women is sexually assaulted while in college. In the great majority of cases (75-80%), she knows her attacker, whether as an acquaintance, classmate, friend or (ex) boyfriend. Many are victims of what is called "incapacitated assault": they are sexually abused while drugged, drunk, passed out, or otherwise incapacitated. Men are also victims of sexual assault.

Resources for Victims of Sexual Harassment and Assault

On campus resources for victims are:

- Deputy Title IX Coordinator for Students, Emily Diomandes, 401-341-2640, Center for Student Development, Miley Hall garden level, 8:30am – 4:30pm
- Title IX Coordinator J. Malcolm Smith, 401-341-2145, Miley Hall, 9am – 5pm
- 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 days 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 The 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 victim’s fault when a sexual assault occurs. However, recognizing patterns can help students 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 victim’s trust
2. Isolate the victim
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 responding party?

Yes, if you want formal conduct action to be taken against the responding party. 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 responding party, 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 responding party 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 responding party has the right to know the identity of the complainant.

Will I have to confront the responding party?

No (refer to sexual misconduct adjudication procedures)

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

First, do not contact the reporting party. 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 will have the respondent relocated, unless the complainant choose to relocation. Every case will be evaluated depending on the circumstances of the incident.

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;
- Escorts or other campus safety protections;
- 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 responding party'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.

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 victim, isolating the victim 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, particularly in the case of inclement weather.

COMPUTER AND NETWORK USE POLICY

Introduction

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

General Principles

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

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

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

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

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

Computer Account and Revocation Procedures

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

1. Involvement in criminal activity
2. Behavior that constitutes a violation of a University policy or code, including this policy
3. The use of the Internet or the University's computer network and associated resources for one's own commercial gain, or for commercial purposes not officially sanctioned by the University

Freedom of Expression and Misconduct

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

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

Privacy

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

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

Intellectual Property

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

No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

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

DISCLOSURE OF RECORDS POLICY/DISCIPLINARY CHECKS

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

DRONE POLICY

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

FUNDRAISING POLICY

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

FIREARMS AND WEAPONS POLICY

Policy Statement

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

Policy

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

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

EXCEPTIONS

1. Sworn - Federal, State and Local law enforcement officers to the extent they are legally permitted to possess weapons in the jurisdiction in which the University premises are located may do so on the premises of the University in such jurisdiction.
2. Persons authorized by their employer, and duly licensed and legally permitted under the laws of the jurisdiction in which they are located to possess weapons, (such as employees of armored car services that collect or transport cash, checks, valuables, etc.) may do so on the premises of the University in such jurisdiction while performing their duties with respect to the University in an official capacity. Such persons performing these duties will be identified by the University as vendors and a list of those vendors will be provided to the Director of Safety and Security.
3. Persons in the military while in performance of their official duties to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction. Written notification must be made by the individual carrying the firearm to the Director of Safety and Security or his designee in a timely manner.
4. Faculty or staff legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction if they are part of an approved academic or research activity only. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of Safety and Security or his designee in a timely manner and in advance of the activity.
5. University sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, for example, martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of Safety and Security or his designee in a timely manner prior to the event, which authorization may be denied or approval may be subject to conditions.

Definitions

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

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

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

Security Contact Information

SRU Office of Safety and Security
401-341- 2325

Safety.security@salve.edu

Director, Safety and Security – Michael Caruolo
401-341-2334

Michael.caruolo@salve.edu

Assistant Director, Safety and Security – Richard Piaseczynski
401-341-2323

Richard.piaseczynski@salve.edu

HATE CRIMES/BIAS RELATED INCIDENTS POSITION

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

Reporting

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

Penalties

Rhode Island State law and the University recognize hate crimes as serious offenses. The University views any hate/bias-related incident as unacceptable and will make every effort to eliminate both through educational programming and disciplinary action. A student charged with committing a hate crime or bias-related incident may face disciplinary sanctions from both the Rhode Island legal system and the University, whose sanctions may include suspension or expulsion. Such sanctions may be separate and are not necessarily dependent on each other. The University maintains the right to investigate and apply its regulations in off-campus situations that bear on the Salve Regina University community.

Support Services

Victims of hate crimes or bias-related incidents may seek support through the Counseling Center 401-341-2919, the Mercy Center 401-341-2326, and the Office of Multicultural Programs 401-341-3480, or the Office of Safety and Security 401-341-2325.

HARASSMENT POLICY

Telephone/E-Mail/Text/Internet/Social Networking Harassment

Anyone using the University network system or internet to harass or invade one's privacy is subject to a revocation of network system privileges and/or other disciplinary action such as probation, suspension or expulsion. Of specific concern is harassment which inflicts psychological and/or emotional harm upon any member of the University community through any means, including but

not limited to email, text, social media, and other technological forms of communication. This may include making unauthorized video/voice recording or photographic images of a person in a location or situation in which that person has a reasonable expectation of privacy including, but not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms. The storing, sharing and/or other distribution of such unauthorized images by any means is also prohibited.

A student who receives a harassing telephone call or e-mail should report it to the Office of Safety and Security or, if appropriate, to the Title IX Coordinator. A report may also be filed with the local law enforcement agency and Cox Communications. The Office of Safety and Security will document a call report and contact the (IT) Network Services Department, Office of the Dean of Students, and the Office of Residence Life.

The Office of Safety and Security may investigate all calls, e-mails or threats unless the report is filed as a "Matter of Record." Students found to be responsible for harassing or crank phone calls will be referred to the Office of the Dean of Students or the Office of Residence Life. If additional harassment is reported, representatives from the Office of Safety and Security and the (IT) Network Services Department will meet with the complainant, implement the chosen option, and inform the offices of Safety and Security and Residence Life about the course of action.

HAZING POLICY

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

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

§ 11-21-1 Penalty for hazing.(a) Any organizer of, or participant in, an activity constituting hazing, as defined in subsection (b) of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred dollars (\$500), or punished by imprisonment for not less than thirty (30) days nor more than one year, or both. (b) "Hazing" as used in this chapter, means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

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

HEALTH AND WELLNESS POLICY

The University reserves the right to require an assessment by a licensed health professional whose expertise is relevant to the student's problem, any time it is deemed by the University to be reasonably

appropriate in order to protect the student, other students, members of the University community, or the interests of the University itself.

MEDICAL LEAVE OF ABSENCE

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

Requests to return from a Medical Leave of Absence must be made to the Office of the Dean of Students as well. In both cases, consultation may take place with medical providers and University Health or Counseling Services before a determination is made regarding the student's status. For spring semester returns, students should submit their requests by December 1st; for fall semester returns, students should submit requests by July 1st.

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

All requests for a Medical Leave of Absence must be made to the Office of the Dean of Students. In consultation with the student's medical care provider(s) and/or University Health and/or Counseling Services, and/or licensed health care professionals, the Dean of Students or designee will meet with the student. If the Medical Leave of Absence is approved, the student must complete and submit a University Leave of Absence form, after which a course of action will be determined including, but not limited to, a Leave of Absence for medical or mental health reasons for that particular semester. Extensions of Medical Leaves of Absence are granted on a semester by semester basis by the Dean of Students or designee. As stated previously, requests to return from a Voluntary Medical Leave of Absence will be evaluated by the Dean of Students office, again in consultation with Health or Counseling Services. Please see the following section "Procedures for Returning to Full-Time Student Status after a Medical Leave of Absence" for more details

INVOLUNTARY MEDICAL LEAVE OF ABSENCE

In order to protect any student or the University community, the University reserves the right to require a student's assessment by a licensed health care professional whose field of practice is relevant to the particular concerns. Students whose behavior fits the following categories and who do not request a Voluntary Medical Leave of Absence may be required to leave the University on an involuntary basis. The conditions for an Involuntary Medical Leave of Absence are:

1. A student is a danger to others because of threats or actions that could cause harm to themselves or others.

2. A student acts or threatens to act or has acted or threatened to act in a manner that would interfere with or disrupt the normal activities of the University or others.
3. A student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration, (e.g. substance abuse issues, disordered eating, etc.)
4. A student needs, or is thought to need, treatment services or other services which are beyond those normally available at the University, or there is danger of significant further physical or psychological impairment.
5. A student refuses to undergo a recommended evaluation or refuses to comply with a course of treatment including failure to attend or actively participate in medical appointments.
6. A student refuses to cooperate in the process, including referral to provide a medical release or the names of treating medical professionals.

PROCEDURES FOR RETURNING TO FULL-TIME STUDENT STATUS AFTER A VOLUNTARY OR INVOLUNTARY MEDICAL LEAVE OF ABSENCE

1. Documentation will be sent to the student soon after the student's departure to specify the terms of the Medical Leave of Absence.
2. When the student requests a return to full-time student status, a medical check list must be completed by the student's medical provider (s) whose practice is relevant to the student's concerns. Such checklist(s) and any other information submitted will be forwarded to the Dean of Students' office. Please note that the rendition of this document is a step in the assignment of the student's future status and may not be the only factor in the determination made.
3. With the request to return to full-time status, the student must provide a written medical release enabling the student's treatment providers to discuss the assessment and treatment plans with the Dean of Students or designee and University Health or Counseling Services and/or licensed health care professionals.
4. Upon receipt of the check list(s) and medical release, the Dean of Students or designee, in consultation with Health and/or Counseling Services and/or licensed health care professionals, will determine whether or not a student is eligible to return. An interview may be required by Health Services or Counseling Services staff, and/or licensed health care professionals. A condition of return will be cooperation with any recommended course of treatment and any requested on-going medical reports, updates, or evaluations.

When appropriate, students should consult with the Business and Financial Aid offices prior to applying for or returning from a Medical Leave of Absence. The University strongly encourages all students to consider purchasing tuition insurance.

Psychological Crisis Intervention

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

Transportation to Newport Hospital ER will be provided by the Salve Regina University Safety & Security Department, the Newport Police, or the Newport Fire Department Rescue Squad. A University staff member will meet the student at the hospital. Parental notification about the student in crisis will be made by a University staff member. Confidentiality will be maintained by the Counseling and Health Services staff in keeping with the Confidentiality Regulations of the R.I. Statutes. If the student in crisis exhibits threatening behavior and is uncooperative about pursuing appropriate help, or if they are endangering self or others, the Newport Police may be called to intervene. The procedure for returning to full time status will then apply. (See Procedures listed above.)

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 of the family is made within 24 hours of receiving the initial report to determine if they know of the whereabouts of the student. If the student is an off- campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Salve Regina University will cooperate with and assist the primary investigative agency.”

Students are encouraged to contact Residence Life or Dean of Students regarding a missing student, and have the option to report it to Safety & Security 24/7. Residence Life informs resident students that they have an option to register a ‘confidential contact person’ to be notified in the case that the student is determined to be missing (see below). This form also authorizes campus officials and law enforcement officers in furtherance of a missing person investigation to have access to this information. The parents or legal guardian of a student less than eighteen years of age (and not emancipated) will be notified.

Residence Life Contact for Missing Person Form

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

OFF CAMPUS LIVING POLICY

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

conduct is to be compatible with those neighborhood ordinances. Consequences for violations may be costly and may result in a permanent criminal record.

Responsibility and the Social Host

Living off campus does not allow students to forfeit their responsibilities as members of the Salve Regina University community. As a social host, one assumes all the risks and liabilities associated with state and local laws regarding drinking, age, noise, and public safety when guests are hosted in one's home. The University will respond promptly to complaints from neighbors and, if necessary, follow with appropriate disciplinary action. Court decisions may hold a host liable for personal injury or property damage caused to a third party as the result of irresponsible service of alcoholic beverages to guests, and that liability is compounded when minors are involved. The University expects its students to take the responsibilities of off-campus living seriously as part of their educational experience.

OUTSTANDING FINANCIAL OBLIGATIONS

Statement of Student Responsibility

1. Students are obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with your specific courses or course of study.
2. 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.
3. 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.
4. 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.
5. 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.
6. Failure to attend classes does not constitute an official drop or withdrawal. Official paperwork must be completed and submitted to the appropriate office. Pro-rations will be subject to the University's current published refund schedule. The date used to determine the refund, if applicable, is the date completed paperwork is received at the University.
7. 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.
8. 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.
9. Students understand that these policies apply to the initial registration and all subsequent changes in registration throughout the semester.

POSTING POLICY

Students are allowed to post information on campus for university related activities only. All posters and fliers must be approved and stamped by the Office of Student Activities before they are copied and posted. Materials that do not bear a stamp mark may be removed and discarded. Each university department, office and/or building may have its own posting policy. It is the responsibility of the person posting information to know and abide by the regulations that pertain to that office or

building. In order to comply with Rhode Island state fire code, printed materials such as posters and fliers must be posted on approved bulletin boards. Once approved for posting, materials may not be posted on any of the following: walls, ceilings, counter tops, exit or fire doors, windows, tables, chairs, trash receptacles, light poles and sign posts, or natural vegetation. No more than one poster or flier per event should be posted on a single bulletin board. For more specific posting guidelines see the Office of Student Activities, Wakehurst Student Center.

PROTEST & DEMONSTRATION REGISTRATION POLICY

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

The history and tradition of the United States also honors and protects every individual's right to free expression and peaceable assembly as outlined in the Bill of Rights and encoded as the First Amendment to the U.S. Constitution. To assist students in maximizing the effectiveness of their protests, the university has established guidelines, which will offer guidance, particularly with regard to time, place and manner of protest or demonstration.

1. Prior Approval

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

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

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

If the Organizer is planning the event on behalf of a recognized student organization, the advisor to the organization is strongly encouraged to attend this meeting as well. Student organization should reference student organization policies before planning your event. Organizers should plan accordingly and submit the protest and demonstration registration form as early as possible before the anticipated deadline.

Individual students, not affiliated with a recognized student organization, may plan demonstrations on campus. These students must adhere to all of the university policies to plan, promote and execute the event.

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

2. Ensuring Safety and Security.

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

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

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

3. Guidelines

- a. No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.
- b. Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the fire department. Clear and unimpeded passageways must be maintained at all times.
- c. The Student Code of Conduct and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. Accordingly, expression that is indecent, grossly obscene or grossly offensive is inconsistent with accepted norms of conduct at the university and will not be tolerated.
- d. Organizers are expected to communicate the guidelines that have been set for the event by the Dean of Students' Office and the Office of Safety and Security to all participants, organization members, and guests prior to the event. The responsibility of maintaining peace and order rests at all times with the individual(s) or student organization(s) who organized the event. Guests are expected to follow the Student Code of Conduct. Individual(s) or student organization(s) who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violation of university policy incurred by their guests.
- e. At the conclusion of any protest or demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to a University administrator immediately. Property damage related to the protest or demonstration may result in the assessment of fees to the organization or individuals involved.

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

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

REVIEW & STANDARDS COMMITTEE

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

SMOKING POLICY

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

THREATS OF VIOLENCE

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

USE OF UNIVERSITY NAME/LOGO/SYMBOL/MASCOT

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

ZIP-CARS

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

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, Wakehurst, 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. 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 \$50.00 fine and loss of sophomore privilege for 30 days.
- 2nd Violation \$50.00 fine, tow, and loss of sophomore privilege for first semester.
- 3 or more violations \$50.00 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.

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
- Wakehurst: 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
Wakehurst Center:	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 a 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
Wakehurst:	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 faculty 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 highly-trained and talented peer tutors who have excelled in the courses they tutor. Tutoring takes the form of individual or pair sessions, and study groups. Individual or weekly sessions are available. Tutoring is available for most first and second year courses, and upper division courses as needed. Students may schedule appointments for subject tutoring through the ACE reception desk or by visiting ACE on the second floor of McKillop Library.

Disability services at the ACE ensures 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 catalog.

The English for Academic Purposes program offers assistance to students whose first language is other than English. The EAP programs 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 email 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.

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 in accordance with federal and state laws. Such accommodations may include, but are not limited to: extended time for exams, exams in a distraction-reduced setting; note-taking assistance, text-to-speech software, screen readers, audio texts, and others. Housing accommodations are also available to those in need of them for equal access to campus housing and require a separate application (<http://salve.edu/disability-services/non-academic-accommodations>).

To arrange for disability accommodations students must:

1. Provide documentation of their disability to the Office of Disability Services at the Academic Center for Excellence. Students may hand-deliver, mail or fax documentation to:

Disability Services at the
Academic Center for Excellence
McKillop Library rm. 209
100 Ochre Point Ave. Newport, RI 02840-4192

Fax: 401-341-2912
Phone: 401-341-3150; 401-341-2226
Email: disabilityservices@salve.edu

2. Make an appointment with the Disability Services Coordinator Laura Kcira by calling 401-341-2226 or 341-3150, to discuss accommodation needs and to receive accommodation letters for faculty;
3. Meet with and provide professors with accommodation notification letters and discuss the implementation of accommodations in each class.

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 norms for attendance as well as all other requirements for the course. Once the norms are announced 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 of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. 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).

Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with extenuating circumstances, to an administrative leave of absence. In such cases, a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.

Students who have attended no class sessions of a course or courses for which they are registered by the end of the drop/add period will be withdrawn from the course(s). If a student never attended any courses during the drop/add period, the student will be withdrawn from his/her full schedule of courses.

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 student's academic dean 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 typically 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 maintains active status at the University and must have permission from the dean of students to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis. The University may initiate a student's withdrawal when the student has not registered for the semester following the leave of absence.

Emergency and Medical Leaves of Absence

In emergency or medical situations where a student in good academic and conduct standing cannot continue to attend classes after the start of a term, but intends to return to the University, a 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 July 1. Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with the dean of academics.

Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with Health Services and/or Counseling Services. When a medical leave of absence is granted the student will be provided a medical checklist. The terms of that checklist must be met at the time the student petitions to return to the University.

Where appropriate, students should consult with the Office of Financial Aid prior to applying for or returning from a leave of absence. The University strongly encourages all students to consider purchasing tuition insurance.

Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester do so through the Office of the Registrar. An official withdrawal form is required, available in the Office of the Registrar. The student must meet with key members of Student Affairs, Financial Aid, and the Business Office. The University may initiate a student's withdrawal when the student has not registered without securing a leave of absence.

It is important that students who wish to withdraw complete the form as soon as the decision is made. The date of an official withdrawal determines the amount of pro-rated tuition. Students who are recipients of financial aid must arrange for an exit interview with the Director of Financial Aid. Awards are adjusted accordingly for the withdrawing student.

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 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

In order to receive or continue to receive financial aid funded by the government and/or Salve Regina - including student or parent education loans, grants, scholarships and employment - you must maintain satisfactory academic progress.

Requirements

- You must pass a specific number of the credits you attempt each academic year. The number of credits attempted equals the number of credits in which you are officially enrolled at the end of each add/drop period. Credits that are graded "incomplete," as well as credits from which you withdraw after the add/drop period, are considered credits attempted but not satisfactorily completed. If an incomplete grade is subsequently changed to a passing grade, satisfactory academic progress can be recalculated based on receipt of a passing grade.
- Your cumulative GPA at the end of your first academic year of study must be at least 2.00, and your record must continue to meet this standard at each review.

Students are reviewed annually for compliance with satisfactory academic progress requirements, at the end of each spring semester. In addition to the cumulative GPA noted above, this review covers all coursework attempted since the end of the previous spring semester, beginning with any credits taken in the first summer session of the preceding calendar year.

To regain eligibility for financial aid after unsatisfactory progress has been declared, you must complete the number of credits not passed within the period which resulted in the loss of aid and achieve the required cumulative GPA.

To maintain eligibility for federal Title IV funding, you must meet the criteria outlined in the chart below. This ensures that no student takes longer than 150 percent of the normal time for completing your degree, based upon enrollment status. For example, in a program requiring 120 credits for graduation, 150 percent of the normal time equals 180 credits attempted. The time to degree completion includes all courses attempted, including courses from which you have withdrawn after the add/drop period, courses that are incomplete, and courses which have been accepted by the University in transfer.

General Provisions

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.

Appeals

If you are denied financial aid because of failure to meet satisfactory academic progress requirements, you may appeal if you believe there are special circumstances that should be considered. The appeal must include an explanation of why you believe you failed to achieve satisfactory academic progress and what has changed that will allow you to achieve progress by the end of the next financial aid payment period.

A written appeal, sent within 15 days of notification of ineligibility, should be addressed to the director of financial aid. Appeals will be reviewed and a response will be mailed within 15 days of receipt. Appeals may be approved if the justification presented is acceptable and it has been determined that you are able to meet satisfactory academic progress standards by the end of the next financial aid payment period, or are placed on an academic plan that will ensure you are able to meet satisfactory academic progress standards by a specific point in time.

Federal Title IV Funding Criteria

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

Time Period	GPA	Credits
First Year		
Fall Semester	2.00	12
Spring Semester	2.00	24
Second Year		
Fall Semester	2.00	36
Spring Semester	2.00	48
Third Year		
Fall Semester	2.00	60
Spring Semester	2.00	72
Fourth Year		
Fall Semester	2.00	84
Spring Semester	2.00	96
Remaining Semesters		
First	2.00	108

Academic Probation

Students whose cumulative GPA falls below 2.00 are placed on academic probation. The purpose of academic probation is to alert the student that serious problems exist in his/her academic

performance which require carefully planned corrective measures in order to improve the GPA and return to good academic standing. If unresolved, these problems will prevent further studies and achievement of the student's educational objectives. Written notice is provided by the Office of the Registrar both to the student and to faculty advisor(s) shortly after semester grades are processed.

Students on academic probation must work with staff in the Academic Center for Excellence to develop a plan to return to good academic standing. Probationary students who are allowed to continue at the University will remain on probation as long as their cumulative GPA remains below 2.00.

Academic Dismissal

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

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

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 Wakehurst Student Center.

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

Walgreen Hall, Administration Wing, 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 on resume writing, interviewing skills, and job search strategies
- 'Do What You Are' online career assessment
- Career Connections networking events
- Career Hub@Salve Regina, our comprehensive online career services 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

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each year, and other applicable documentation. 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.

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 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 2017-2018. 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, Global 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
Global Café All Plans – Lunch and Dinner

Miley Café

Meal Plan Hours

Monday - Friday

Breakfast	7:00am - 9:30am
Continental Breakfast	9:30am - 11:00am
Lunch	11:00am - 1:30pm
Snack	1:30pm - 4:00pm
Dinner	4:00pm - 7:30pm

Saturday – Sunday

Continental Breakfast	8:30am - 11:00
Brunch	11:00am - 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

Global Café - Monday – Friday 11:00am – 1:30pm
Monday – Friday 4:00pm – 11:30pm
Saturday – Sunday 8:00pm – 11:30pm

Miley Cafeteria

Miley Hall, First Floor, x2926

Miley Cafeteria is the primary on-campus dining facility for resident students. Upon entering the cafeteria, students must present a current University ID with a valid meal number.

Hours of Operation:

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

Global Café

Wakehurst Student Center, x 2196

This dining area is open to students, faculty, and staff. Menu items include soup, pizzas, “Simply to Go” sandwiches and salads, specialty Panini sandwiches, and a late night menu. Patrons may use cash, the Salve Card, credit cards, and debit cards.

Hours of Operation:

Monday – Friday 10:00am – 11:30pm
Saturday – Sunday 2:00pm – 11:30pm

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, Tazo 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, technology in nine classrooms, and a PC laptop open area. 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 7 or 10
Microsoft Office 2016
Portal access

Macs

Mac OS 10.11
Microsoft Office Mac 2011
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.
- Special paper and envelopes should be loaded with assistance from the USS staff in room 002. 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. 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 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

Wakehurst Student Mailroom, Garden Level, x2235

Campus mailboxes are available to full-time resident students upon request. The mailroom lobby is open for mailbox access during the following times:

Monday – Friday 8:00 a.m. – midnight
Saturday & Sunday 12:00 p.m. – midnight

The service window hours for package pick-up are posted in the mailroom lobby. Stamps and postage for letters, packages, express mail and all special services are available at Mail Services located on the Garden Level of McKillop Library. Mail Services is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and is closed on weekends and holidays.

MCKILLOP LIBRARY

X2330

The McKillop Library supports the Salve Regina University community in developing lifelong skills in critical thinking, research, 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 24 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 laptops and an instructional station for hands-on work, enclosed study rooms, and a Makerspace for creating buttons, posters, etc., and the “Bookends Café” for a quick snack.

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, 20,000 DVDs and other streaming media, and 290,000 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 5 million books. Books requested through HELIN usually arrive within two days through our daily delivery service and is free of charge.

Librarians staff our information desk 70 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 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, 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.

VETERANS' SERVICES

Office of the Registrar

Ochre Court, Second Floor, x2118

Salve Regina University is approved for veterans' benefits. Contact your local V.A. office or phone 1-888-GI-BILL (1-888-442-4551) for assistance.

APPENDIX 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.

Reports of Academic Progress, Status and Disciplinary Action to Parents

It is University policy to send academic progress and status reports directly to students. If parents or guardians wish to receive correspondence about academic progress, status and disciplinary actions (usually grade reports, letters relating to dean’s list, probation), requests can be made to the Office of the Registrar. If the student completes the Parental Release Form in the Office of the Registrar, requested reports may be sent to parents or legal guardians;

- parents or guardians who make a written request to the Office of the Registrar indicating that the student is a dependent and providing evidence that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax form.

Release of confidential information to parents and disclosure of directory information to others are separate issues. The student may allow one and deny the other. For example, students may release confidential information to parents and at the same time prevent disclosure of directory information to others. Parental Release Forms are available in the Office of the Registrar. When access is granted to one parent the University must grant equal access to the other parent upon request, unless presented with a court order or other legally binding document which states otherwise. Students may terminate their release of information to parents by providing written notice to the University registrar and online on [salve.edu/Academics/Office of the Registrar/online forms](http://salve.edu/Academics/Office%20of%20the%20Registrar/online%20forms).

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 the Dean of Academics. 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. After five years, the dossier is destroyed, unless a review indicates that material should be retained for a longer period.

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 three 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' 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.

INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students the right to inspect and review their educational records within 45 days of the date the University receives a request for access.

A. All students who are or have been in attendance at Salve Regina University shall have the right to inspect and review their educational records, subject to the limitations provided under applicable regulations of FERPA. Students should submit to the Registrar, Provost, Dean of Students, Academic Department Chair, or other appropriate official, written requests that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. Under FERPA, certain records are not part of the student's educational record, such as:

- notes about students by individual staff or faculty members which are retained in the sole possession of the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- records maintained by University Health Services which are used only for treatment of a student and made available only to those persons providing the treatment;
- employment records of individuals whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
- alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

C. Under FERPA, the University is not required to permit students to inspect and review:

- financial information submitted by parents;
- confidential letters and statements of recommendation concerning which the student has waived his or her right to inspect and review.

D. In cases where a student is not within commuting distance of campus, and is therefore physically unable to be present to view the record on campus, the student may request copies of the records for a fee (currently \$0.25 per page plus postage). To obtain copies of transcripts and source documents such as test scores from other institutions, students must contact the originator of those records. The University does not copy transcripts of other schools for student use. For students who have unpaid financial obligations to the University, alternative arrangements may be made at the student's expense to view his or her records. For this service, students need to send a written request addressed to the University registrar.

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;
- parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152;
- 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 victim 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 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.

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-ATHLETE ALCOHOL POLICY

The Department of Athletics alcohol policy states that the consumption of alcohol by student-athletes, team managers, coaches and all other University athletics personnel is prohibited in connection with any official intercollegiate team function or department activity. The University abides by the laws of the State of Rhode Island and the laws of those states under which jurisdiction it finds itself. No person under the age of 21 is allowed to consume alcoholic beverages in the state of Rhode Island.

An official team function for the purpose of this policy is defined as any activity held at the direction of, or under the supervision of, athletics department personnel, or team captains. Students are subject to suspension or expulsion for a violation of this regulation or any involvement in an alcohol related incident by themselves or by their guest(s).

****Student-athletes are required to follow all rules and regulations put forth by Salve Regina University, Department of Athletics and Federal, State and Local laws.**

Alcohol related incidents include but are not limited to:

1. Any alcohol related incident report filed by Residence Life, Campus Security or any law enforcement agency.
2. Use of alcohol while on an athletics department sponsored trip.

Please note that the athletic administration will determine the appropriate level of any given offense based on the student-athlete's history and the seriousness of the offense in question. Sanctions will be determined on a case-to-case basis, with the aforementioned factors taken into consideration.

The following sanctions will be imposed for any alcohol related incident:

1. Level I - student-athlete will notify his/her head coach immediately to any and all incidents that occur. The director of athletics (or designee) will alert head coach of any/all incidents and keep them on file within the department.
2. Level II - student athlete will meet with the director of athletics (or designee) and head coach. Director of athletics (or designee) will issue a written warning to student-athlete and give copy to head coach. Depending on nature of violation, the director of athletics may additionally issue a suspension and other sanctions.
3. Level III – in addition to level I and II, the student-athlete may be dismissed or suspended from the team.

STUDENT-ATHLETE DRUG POLICY

In the interest of health, safety and fair play, the athletics department does not condone the use of drugs, including recreational (street) drugs, the misuse of prescription drugs, nor the use of banned performance enhancement drugs.

The university abides by the laws of the State of Rhode Island and the laws of those states under whose jurisdiction it finds itself. The use, possession, or distribution of illicit drugs by students is prohibited both on University property and in off-campus settings. The use of drugs by any constituents of the Salve Regina University athletics program in conjunction with any intercollegiate event or official departmental function is prohibited.

A student-athlete, who uses, possesses or distributes drugs, while in or out of season, is accountable for any incident in which he or she is involved. Regardless of the legal implications, if it is determined that a student-athlete is in violation of the drug policy, the following minimum sanctions will be enforced:

First Offense-The student may be suspended from all games and practices for a period of one week. A meeting will be held with the director of athletics and head coach to determine if further sanctions are appropriate ranging from additional game suspension(s) to dismissal from the team.

Second Offense-The student-athlete may be dismissed from the team. However, if the student-athlete agrees to participate in an approved drug counseling program, upon successful completion of the program, the student-athlete can apply for reinstatement no sooner than one year from the date of dismissal. The reinstatement decision will be made by the director of athletics and the head coach.

NCAA Drug Testing Policy

All student-athletes are annually required to sign the Drug Testing Consent Form issued by the NCAA before they are allowed to participate in any competition. The Department of Athletics, in conjunction with the NCAA, strictly prohibits the use of banned drugs, such as performance enhancers (i.e. steroids, stimulants, etc.) and any illegal "street" drug.

In an advisory memorandum, issued by the NCAA Drug-Education and Drug-Testing Subcommittees (DEDT), there have been a significant number of positive drug tests of student-athletes using over-the-counter nutritional supplements. The DEDT has reemphasized the risks involved due to the use of nutritional supplements. Many over-the-counter supplements contain banned substances by the NCAA. If you have any questions or concerns, you should consult a member of the Athletic Training Staff, a Coach or an Athletics Administrator.

APPENDIX D
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 E

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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