
SALVE

2006-2007

Student Handbook and Planner



Salve Regina UNIVERSITY

NONDISCRIMINATION POLICY

Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, or disability 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.

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.

2006-2007 Student Handbook and Planner

Table of Contents

| | |
|-----------------------------------|----|
| Introduction | 1 |
| Student Life | 3 |
| Residential Life | 13 |
| Academic Affairs | 28 |
| Facilities and Services | 34 |
| Policies and Procedures | 42 |
| Safety and Security | 57 |
| Appendices | 66 |

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 is also found in University catalogs, news bulletins, department manuals, and official memos from the offices of the Administration. Students should be familiar with the latest policies and procedures so promulgated. They supersede all others.

The practical guidelines of the *Student Handbook* result from prudent decisions by the Board, the Administration, and, in some instances, the students themselves. The aim is increased efficiency, and the University will continue to urge revision of the *Student Handbook* as often as better procedures are suggested. Such textual revisions are first prepared and approved by those groups directly involved or concerned. They are then presented for approval of the authorizing body according to the governance of the University.

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 judgement, negative consequences of standard procedures would inhibit, impede, or work contrary to the best interests of the institution.

INTRODUCTION

HISTORY AND DESCRIPTION

Salve Regina College was chartered by the State of Rhode Island in 1934. By a 1991 amendment to the Charter the name was changed to Salve Regina University. Founded by the Religious Sisters of Mercy, Salve Regina 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 enrolls 2,300 men and women from 38 states and 15 foreign countries and boasts over 14,000 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*

INTRODUCTION

ACCESSIBILITY OF PROGRAMS AND SERVICES

In compliance with the Americans With Disabilities Act, Salve Regina University is committed to making its services and programs accessible to all students.

Two offices coordinate assistance to students requesting special accommodations. Students who need physical accommodations should contact the Dean of Students' Office in Miley Hall and provide current documentation of their needs well in advance of their arrival on campus so that appropriate measures may be taken to provide access to necessary programs and housing: Dean of Students, Salve Regina University, 100 Ochre Point Avenue, Newport, Rhode Island 02840, (401) 847-6650, extension 2206. If a student's needs change, the Dean of Students should be notified immediately.

The Office of Disability Services is located in the McAuley Hall, Room 109, Salve Regina University, 100 Ochre Point Avenue, Newport, Rhode Island 02840, (401) 341-3159. The Coordinator of Disability Services is an advocate for students with disabilities on campus. In addition, the coordinator reviews disability documentation, advises students, manages academic accommodations, and liaises with faculty and staff.

Students in need of academic accommodations for a disability should submit appropriate documentation of their disability to the Coordinator of Disability Services. To receive accommodations, students are required to present professors with a Disability Notification Form at the start of each semester. The forms are available through the Disability Services Office.



Student Life

The Student Life 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, 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;

STUDENT LIFE

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. In the case of disciplinary procedures, the right to appeal decisions beginning at the probationary level exercised through administrative hearings conducted either by the Dean of Students and/or designee which includes members of the Residential Life staff.

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 which adversely affects Salve Regina University;
4. cooperate 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 the campus or off. These regulations and laws include, but are not limited to, assaults, theft, damage to personal or University property, sexual assault, sexual harassment, rape, alcohol offenses, drug-related offenses, gambling, or motor vehicle violations.

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

STUDENT LIFE

STUDENT ACTIVITIES

Wakeburst Student Center, x2225, x2215

The Office of Student Activities involves students in meaningful co-curricular experiences that promote learning, personal growth and development, leadership, social responsibility, an appreciation for diversity, and a sense of belonging to the campus community. Student Activities actively seeks opportunities to collaborate with other University entities in order to meet the educational and co-curricular needs of students and to enrich the quality of campus life. Staff advise the Campus Activities Board, provide oversight for recognized student organizations, offer leadership development programs, and design and implement a wide range of programs and special events for Salve students, faculty, and staff.

ATHLETICS

Rodgers Recreation Center, x2269

The athletic department encourages the pursuit of an active and healthy lifestyle through involvement in the Intercollegiate program, Intramurals, or recreational opportunities.

INTERCOLLEGIATE ATHLETICS

Salve Regina University is a Division III member of the NCAA, and competes in the ECAC, CCC, and NEFC conferences. Competitive opportunities are available in the following sports: Baseball (M), Basketball (M/W), Cross Country (M/W), Field Hockey (W), Football (M), Ice Hockey (M/W), Lacrosse (M/W), Sailing (M/W), Soccer (M/W), Softball (W), Tennis (M/W), Track & Field (W), and Volleyball (W). *(See Appendix G for Student-Athlete Alcohol Policy)*

Intramurals

A comprehensive intramural program is available to students in areas such as: Basketball, Flag Football, Golf, Soccer, Softball, Tennis, and Volleyball. Contact the Director of Intramurals at x2273 for additional information.

Recreation

Recreational opportunities are available in a number of activities that include: Aerobics, Yoga, Swimming, and Cardio Boxing. Call x2427 for additional information.

CAMPUS MINISTRY

Miley Hall, x2326

“In keeping with the Mission of the University, Campus Ministry seeks to serve the University community by fostering spiritual growth and development. We encourage the practice of mercy and offer opportunities of prayer, service, retreat time, catachesis, and the celebration of the Sacraments.” *(Campus Ministry Mission Statement)*

STUDENT LIFE

Campus Ministry Activities: fall and spring retreats, home-cooked meals, Bible studies, alternative spring break trips (Christian Appalachian Project/Kentucky and the Romero Center/Camden, NJ), meditation, Rosary Group, praise and worship nights, Interfaith Luncheon, weekly/monthly service opportunities.

Campus Ministry Club: ARISE (Affirm-Rejoice-Interact-Serve-Empower) Email SalveARISE@yahoo.com for more information.

Mass Schedule at Ochre Court Chapel:

Monday, Wednesday, Thursday, Friday: 12:30 p.m.

Sunday: 11:30 a.m., Student Mass 7:00 p.m.

Liturgical Opportunities: Liturgy Committee, Music Ministry, Eucharistic Minister, Lector, Sacristan. Training is provided for these roles.

Sacraments: The Sacrament of Reconciliation – seasonal services and individual appointments. If you are interested in becoming Catholic or receiving the Sacrament of Confirmation, please contact Campus Ministry.

Places to Worship: Please contact Campus Ministry for a listing of places to worship near Campus.

COMMUNITY SERVICE

Community Service Coordinator; x2440

Many volunteer opportunities exist for Salve Regina University students such as the Salvation Army, YMCA, Twice as Nice daycare, the Positive Role Model Program, and the Special Olympics. During spring break students have participated in the Christian Appalachian/Romero Center Project, a program sponsored by Campus Ministry in which students assist families with construction or community projects. Locally, Salve volunteers support the efforts of the Dr. Martin Luther King, Jr. Community Center and Rebuilding Together.

Feinstein Enriching America Program

The Feinstein Enriching America Program is integrated into each student's academic program as part of the New Student Seminar. This two credit course is designed to help new students develop the skills and attitudes that are crucial to success in college. A key part of the seminar is the community service learning experience offered through the Feinstein Enriching America Program. Students are introduced to community service during their first semester and participate in an individually-selected project during the year. Participation in the Feinstein Enriching America Program through the New Student Seminar is a requisite for graduation.

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

STUDENT LIFE

“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, x 2919

Professional counselors are available to discuss a student's social, academic or personal development, and issues such as transition to college, the establishment of healthy relationships, values clarification, self-esteem, and life after college.

Counseling programs address developmental and mental health issues from an educational, therapeutic, and preventative perspective. They are designed to assist students with social, emotional, academic, and psychological issues so that they retain their student status and benefit from their educational opportunities to the fullest extent possible. A psychiatrist is available to evaluate and monitor medications.

The services of the Counseling Department are available to all enrolled students and staff in an environment that is both conducive to discussion of any concern or problem and confidential in accordance with legal and professional guidelines of the State of Rhode Island. They include individual and group counseling, special programs, crisis intervention, community referral, and consultation services. The staff is fully licensed in their respective disciplines.

HEALTH SERVICES

Miley Hall, x2904

The physicians, nurse practitioners and support staff of University Health Services offer clinical care to the student community during the academic year. In addition to encouraging good health practices and providing disease prevention programs, University Health Services utilizes speakers, health-related videos and a website to promote good health practices among members of the University community.

Health and Counseling Services staff adhere to established ethical principles and codes of professional practice that respect the confidentiality, dignity and informed consent of all students.

Both Health and Counseling Services staff, in appropriate situations, make referrals to local providers. However, in certain instances, it may be necessary for students to receive these services at home.

STUDENT LIFE

INTERNATIONAL STUDENTS

McAuley Hall 226, x2165

International students should report to the International Student Advisor and the Registrar upon arriving at the University. The Advisor and Registrar are 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.

STUDENT CLUBS AND ORGANIZATIONS

Clubs and 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 the organizations listed below should contact the Office of Student Activities in the Wakehurst Student Center.

Campus Governance & Activities

Campus Activities Board (CAB)

Student Government Association (SGA)

Campus Media

Mosaic News

Willow Literary Journal

WSRU Radio

Cultural & Ethnic

Multicultural Student Organization (MSO)

Performing Arts

Dance Company

Film Club

Stagefright Theatre Company

Political, Social & Environmental

Gay, Straight, Lesbian & Bisexual Alliance (GSLBA)

Model United Nations

REAL Women

Respect Life Club

Students for a Democratic Society (SDS)

Religious & Spiritual

ARISE

Service

Best Buddies

Circle K

STUDENT LIFE

Council for Exceptional Children (CEC)
East Bay Special Olympics
Habitat for Humanity
Student Ambassadors
Volunteers Interested in Reaching and Guiding Others (VIRGO)

Sport & Recreation

Paint Ball Club
Surf Club

Academic & Professional

Accounting & Finance Club
Administration of Justice Club
American Marketing Association
Anthropology Club
Art Guild
Cultural & Historical Preservation Club
Endangered Species Club and Plant Evolution (ESCAPE)
Information Systems Management Club
Orpheus Musical Society
Philosophy Club
Pre-Med Club
Psychology Club
SIFE
Social Work Club
Student Association of Interdisciplinary Sciences (SAILS)
Student Nurse Organization

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 5 member Executive Board is elected in the Spring Semester while representatives are elected at the start of the Fall Semester.

Involvement of all students, particularly freshmen, is encouraged. SGA communicates with the administration, the faculty and the staff through elected representatives who serve on various SGA and University committees. (For every 100 matriculated students, 1 representative is elected. *(See Appendix C for the Student Government Constitution)*)

STUDENT LIFE

Executive Board 2006-2007

| | |
|------------------|--------------------|
| President | Christopher Hudson |
| Vice President | Justin Antall |
| Public Relations | Jason Lago |
| Treasurer | Meghan McFarland |
| Secretary | Gabriel Urso |

Activities Funding Board (AFB)

The AFB has primary responsibility for the allocation of funds collected through the Student Activity Fee. The AFB reviews funding requests submitted by officially recognized student organizations at Salve Regina University. Students wishing to start new organizations should request a copy of the University's Student Organization Recognition Policy from the Student Activities Office (SAO). Funding request forms are also available at the SAO.

The voting membership of the AFB is comprised of 6 student representatives selected by the Student Government Association (SGA) and 3 members of the professional staff. In addition, the SGA Treasurer serves as the student chairperson of the Activities Funding Board, voting only in the event of a tie. The AFB meets regularly and requires a quorum of 7 members (at least 5 students) in order to consider requests. The Vice President for Student Life has overall responsibility for the functioning of the AFB.

STUDENT CONDUCT

The University is committed to maintaining high standards of behavior. 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, *Student Handbook*, *Undergraduate Catalog*, and other University publications. (See *Appendix D for Off-Campus Living*)

STUDENT JUDICIAL PROCESS

The student judicial 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. However, the judicial process 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 judicial process when requested to do so by a University official.

STUDENT LIFE

Immediate Action

The University reserves the right to take immediate action outside the following outlined procedures, if and when it is believed that such action is necessary to preserve the safety and security of a student or students of the University community. Immediate action may include suspension from the University and/or suspension from University housing, depending on each situation. The immediate action notice will define the terms of the restrictions that will apply until a judicial hearing can be held.

Judicial Procedures

Any student who appears to be in violation of university behavioral standards, whether on- or off-campus, will be called to meet with a member of the Dean of Students' Office or the Office of Residential Life. Specifically, if a violation involves students who live off campus, a representative from the Dean of Students' Office may visit those students in their place of residence. Only the hearing officer(s) and the student will participate in this meeting at which the hearing officer will proceed to:

- a. outline the process;
- b. review the incident report and/or allegations;
- c. hear the student's statement relative to the incident;
- d. decide whether to review the statements of witnesses who have relevant and personal knowledge of the incident; and
- e. render a decision as to the student's responsibility and define the appropriate sanctions where necessary.

Sanctions

When a student is found in violation of University behavioral standards, one or a combination of the following sanctions may be imposed:

- Verbal and/or written warning
- Community restitution and/or monetary fine
- Revocation of certain privileges
- Educational and/or Counseling referral
- Behavioral Contract
- Probation
- Suspension
- Dismissal from Residence
- Dismissal from the University

Compliance with the above sanctions is a condition for continued enrollment at the University.

STUDENT LIFE

Parents who have signed and submitted Parental Release Forms are notified of all disciplinary actions. Students suspended or dismissed as a result of disciplinary action are not eligible for reimbursement of tuition or residential fees.

BEHAVIORAL REVIEW PROCESS

A student has the right to request a review of two types of behavioral sanctions imposed by a University official, namely, suspension of one semester or more or dismissal from the University.

To initiate this process, the student must write and submit on his or her own behalf a letter to the Office of the Dean of Students within 48 hours of the imposition of the sanction. Specifically, the letter must include demonstration of one or more of the following reasons for requesting a review:

- Specification of procedural errors alleged to have occurred during the original hearing, which would have affected the outcome of the original hearing.
- Specification of new information which would have affected the outcome of the original hearing. A detailed account of the new information must be clearly specified.
- Imposed sanction(s) is/are not appropriate for the violations committed.

The Dean or designee will then convene the Behavioral Review Committee. (*See Appendix E for Behavioral Review Procedure*)

Questions?

For further information about the review process, students should contact one of the following:

John Quinn, Dean of Students, x2206

Gerry Willis, Associate Dean, x2207

Jennifer Jensen, Assistant Dean, x2209

Residential Life

The Office of Residential 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 of 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 Residential Life Department is to provide 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 Residential Life in terms of their rights and responsibilities as a resident. The regulations described reflect a perspective toward citizenry through educationally based sanctions. The preferred approach to developing responsible behavior by and among residents is through advising, counseling, and positive role modeling. Where accountability for inappropriate behavior is necessary, the discipline and judicial processes described in the following pages are designed to enforce adherence to the rules and community standards, and protect the interests of individuals who are being injured or victimized as well as the community at large. Each disciplinary situation is handled on a case-by-case basis and follows a structured set of sanctions.

As a member of the residential 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.
7. 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 (telephone, refrigerator, etc.).
11. Bring forward in an appropriate and timely manner to staff or other residents concerns about violations of community living standards as described in this publication.

CAMPUS RESIDENCY REQUIREMENT

As a residential institution, Salve Regina University places great value on the contributions a quality residential experience can make to student development. Experience has shown that campus residency in the first two years of a student's college career is crucial to personal growth and the refinement of social skills. As a result, all full-time freshmen and sophomores who are not commuting to campus from their parents' permanent residence (legal domicile) are guaranteed housing and are required to live on-campus. Students who turn 21 years of age during a year of residency requirement may be exempt from that requirement. Requests for this exemption must be made prior to the year of residency requirement. All resident students are required to maintain full time academic status.

Room Reservation and Occupancy

All rising juniors and seniors interested in housing must place a Housing Deposit by the appropriate date prior to the year of desired residency. This deposit is non-refundable and obligates the student to a full academic year of housing. Upon the receipt of a room or apartment in the Room Draw, the student must sign a Student Housing Contract and agree to abide by all regulations found therein. 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.

Housing Contract Cancellation

All students, upon receipt of a housing assignment, 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. If for any reason this contract is broken or cancelled, a \$250.00 fee will be applied to that student's account. All requests for Student Housing cancellations must be made in writing to the Director of Residential Life.

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 or

RESIDENTIAL LIFE

commutes from a parent or guardian's permanent residence (legal domicile). A dependent student who wishes to change from resident to commuter status must submit for approval a notarized letter from a parent or guardian requesting the change to the Office of Residential Life. Resident students withdrawing from the University must report to the Office of Residential 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 Residential Life staff and complete a check-out inventory form. 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 Residential Life staff find 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 to him/herself, or if a student is a disruptive factor to the residence community. This provision applies even in situations when a behavioral 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 Residential Life. All room changes require formal documentation, available in the Office of Residential Life. Room changes made without formal documentation are considered policy violations, which may result in disciplinary action. The Room Draw for the next academic year is conducted in the Spring Semester. Only currently enrolled students may participate in the Room Draw.

Vacation Periods

All residence halls are closed during Thanksgiving, Christmas, Spring and Easter Break periods. All students are expected to vacate the residence halls by the specified time scheduled. Only those students who make a request through the Office of Residential Life will be considered for approval to stay during the break periods and may be charged a fee for that service.

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 the break.

RESIDENTIAL LIFE

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
- Unplugging all electrical equipment
- Locking windows
- Checking out with the RA

Early Arrivals and Late Departures

All students are expected to arrive and depart the residence facilities on the dates predetermined by the University. These dates are set for specific reasons and apply to contracted room and board rates. Therefore, students who need to extend this period may be charged a fee of \$25.00 per day for room services only.

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.

Refrigerators and Microwaves

Each residential hall room is allowed one mini fridge and microwave. Any questions regarding the size of these appliances should be made to the Office of Residential Life.

Community Living Standards

Residence hall rules and regulations are known as *community living standards*. All residents are expected to be familiar with and abide by these standards, the terms and conditions of the residence hall contract, and the Code of Student Conduct. The community living standards are categorized into specific areas of concern such as *Alcohol and other Drugs, Visitation/Guests, Noise & Quiet Hours, Compliance, Personal & Community Safety and Security*. Violations of these standards or policies are handled by disciplinary action under the Residence Hall Judicial System or through the Dean of Students' Office.

Any resident who commits, attempts to commit, and/or aids others in a violation of any of the following standards shall 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 Code. 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 Residential Life staff member.

RESIDENTIAL LIFE

ALCOHOL AND OTHER DRUGS

The University is strongly committed to achieving a living and learning environment that promotes the University's mission. University policy is intended to educate members of the University community about the health risks associated with the use and abuse of alcohol and other drugs and about the campus and community resources available for counseling and therapy.

Alcohol

Salve Regina University does not allow alcoholic beverages or related drinking paraphernalia of any kind in residence facilities. Students who are found in possession, in the presence of, or under the influence of alcohol are in violation of university policy and may be subject to disciplinary action. 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. Use of empty alcohol bottles in a student's room for decoration is prohibited.

Drugs

All federal, state, and local laws regarding illegal drugs will be strictly enforced. Specifically, the transport, possession, possession with intent to manufacture, purchase, sale, distribution, use, or being in the presence of illegal drugs or controlled substances is prohibited and may be punishable by suspension or dismissal from the University. Prescription drugs must be taken by patients only for the intended use and in the prescribed manner as directed by their doctor.

Possession of drug-related paraphernalia is prohibited (e.g., marijuana rolling papers, bong or pipe). All chemicals, substances or other products that have mood-altering capabilities are prohibited except for their intended use.

(See also p. 41)

Smoking

Salve Regina University promotes a smoke-free environment. Smoking is not permitted at any time in any University building.

Residential 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;
- Appreciation for the goodness and sanctity of human sexuality;
- Demonstration of responsible stewardship for all God's creation.

RESIDENTIAL LIFE

Guests and visitors are all persons who do not reside in a residence room on a permanent basis.

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. Residences are not hotels or private apartments but places where communities of students and staff live and strive to build genuine learning communities. 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.

Behavior in Salve residences must also demonstrate a respect for the sanctity of human sexuality and God's creation. Catholic tradition teaches that human sexuality is a gift from God. The university 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. Consequently, sexual intimacy is not permitted in university residences. In addition, responsible stewardship for creation is demonstrated in the care and respect shown for one's personal living space, personal and communal property, and all common living areas in residence.

Students, their visitors and guests, are held accountable for compliance with the Residential Life policies based on these Judeo-Christian values.

Visitation/Guests

Visitation by guests of the opposite gender 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 gender (cohabitation) 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 Residential 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 gender 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.

RESIDENTIAL LIFE

- If guests do not comply with residence policies they will be told to leave the campus.
- Opposite gender 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.

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 facility. 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, which 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 9:00 p.m. to 9:00 a.m.

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.

Quiet Floor

Students who choose a quiet floor option on their “New Student Housing Application” will be assigned to a section of a residence hall with other students who select that option. The expectations for quiet in those areas are:

1. Noise, including music and voices, from a room should not be heard outside a closed door.
2. Students in common areas are expected not to yell or cause unreasonable amounts of noise that would disturb students in their rooms.
3. Residential Life staff as well as residents of the quiet area will hold students accountable for these expectations.

Compliance

Individuals who refuse to accept a roommate, or who impede Residential Life’s effort to make an assignment into a vacant space, may be subject to disciplinary action.

RESIDENTIAL LIFE

Aiding and abetting others in violations of residence hall policies, rules and regulations, as well as city, state, or federal laws are prohibited.

All students must comply with verbal or written instruction by Residential Life staff, when such official is working within the appropriate performance of his/her duties. Abusive language or other behavior which is threatening and directed toward University staff is prohibited and subject to disciplinary action. Additionally, residents are required to present proper University identification to staff in a cooperative manner when requested.

All students must respond to a notification to schedule, and/or appear for an appointment with residence hall staff. Students are expected to contact residence staff and reschedule if a conflict occurs. Failure to meet with staff will not preclude the continuation of the judicial process. A decision about a student's responsibility may be made in absentia should the student not attend a scheduled meeting to address policy violations. Additionally, failure to meet constitutes a separate and additional violation, and may incur further sanctions.

Failure to comply with the sanction(s) imposed by a hearing officer is prohibited and may result in more severe disciplinary action, including, but not limited to, referral to the Dean of Students' Office for further adjudication.

It is a violation to knowingly supply staff with false or misleading information that is needed for an official purpose, including the misrepresentation of identity or misuse of identification cards.

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 or could reasonably cause life threatening physical injury or serious property damage is prohibited.

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 a 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 in when they arrived. This includes removing trash and repositioning furniture to its original location. Students are not allowed to drill holes, hammer nails, or cause any other kind of

RESIDENTIAL LIFE

damage to their room. Postings of any kind, other than a nametag and non-flammable message board, are prohibited on room doors. The Office of Residential Life reserves the right to inspect or inventory a room at any time. Cinder blocks are prohibited in all residence facilities because of the damage, maintenance and safety hazards they pose. Corridors are areas of egress and must be kept clear of all objects such as trash, bicycles, furniture, drying racks, athletic equipment, etc.

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 have been provided with loft units when needed 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 call x3499 and request assistance.

Trash

The disposal of trash or refuse anywhere on campus, including residential facilities, except in properly designated trash receptacles, is prohibited. This includes placing cigarette butts in the correct receptacles.

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 students' account after all buildings are closed and a full assessment is completed. Students must respond in writing to convey disagreement with any of the charges within six months of the reported damage bill.

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 the residents of that area. However, if, after a full investigation, the Residential Life staff is able to ascertain the parties responsible for damage, then all financial and judicial charges will be redirected to those individuals.

Vandalism

Destruction of University property violates the principle of commutative justice and is contradictory to the development of a campus living and learning

RESIDENTIAL LIFE

environment. Students identified as vandalizing property are subject to judicial sanctions in addition to financial restitution.

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 other than in a student room. Any theft or damage should be covered by parent's homeowners or renter's insurance policy. Please check to see if you have suitable coverage in the event of a loss. If there is not suitable coverage, please 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. You can get information on this plan from the Residential Life Office or the Business Office. **Insurance coverage is therefore advised** especially with the advent of the student laptop initiative. Please know that the University will not tolerate the theft of personal or university property at any time.

Fire Safety Inspection

At least three fire safety inspections of student rooms, corridors and common areas will be conducted during the academic year by a member of the Residential Life staff and, at times, a member of the Office of Safety and Security. One announced inspection will occur before the end of September. A notice with 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 passkey will be used to gain entrance and a copy of a report noting any violations will be left in the room. When a room has violations, the Area Coordinator will forward a written report to the student(s) involved. All violations are subject to fines. Prohibited items will be confiscated in the interest of safety and may not be returned.

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. Residential Life staff have the right to enter a student room in the event of an emergency to protect life or property. Residential Life staff also have the right to enter a student room if they have any reason to believe that an imminent hazard to the property and/or resident(s) exists and to remove or correct any hazard discovered. The University reserves the right to investigate and conduct a search throughout a student's room and personal contents, including backpacks, when there exists a clear indication or reasonable cause to believe that there is a

RESIDENTIAL LIFE

gross 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.

Keys

Upon arrival, residents are issued room keys by their RAs. Keys may not be duplicated. If lost, the Office of Residential Life should be notified and a lost key report filed with the Office of Safety and Security. Students will be charged for each key or for the cost to restore building safety. Students will be allowed two assisted lockouts free of charge per semester. All other lockouts will be charged a fee of \$25.00.

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.

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.

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 extension 5555. The Safety and Security Office has direct telephone lines to the Newport Fire Department. If you decide to telephone 9-911, be sure to provide your specific building/room location. If possible, after calling 9-911, telephone Salve Safety and Security at x5555.

Fire safety regulations are established and maintained by the Director of Safety and Security. All fire and safety hazards are prohibited in residence facilities. These include but are not limited to: open flames and objects that create them, and flammable material and decorations or furnishings that use them. Specific examples are: candles, incense, cooking appliances, hot plates, decorative lights, irons, ceiling decorations, wall coverage beyond 10%, space heaters, halogen lamps, neon signs, and multi-sockets. All extension cords, with the exception of a single socket heavy duty cord, are prohibited. This cord should be used to

RESIDENTIAL LIFE

extend the reach of a surge protector. Areas of ingress and egress, from both individual rooms and common areas of residence facilities must be kept unobstructed. Tampering with or misuse of fire safety equipment is prohibited and may result in dismissal from the Residential Life Program and the University, in addition to a fine of up to \$500. Students who do not immediately vacate a building during fire alarms or drills are subject to judicial proceedings. As a result of judicial proceedings, students are 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.

Candles

In addition to the regular judicial process, listed below are sanctions that may be implemented if a candle is found in a student's room:

- First Offense:** \$75.00 fine, attendance at a fire safety meeting which will include specific education requirements
- Second Offense:** Suspension from campus housing. Residence suspension is explained on page 25 of the *Student Handbook*

Fireworks, Explosives or Dangerous Chemicals

Transport, possession, manufacture, use, sale, or distribution of fireworks, ammunition, explosives, inflammable liquids, and all other hazardous materials are not permitted in the residence halls.

Weapons

Possession, manufacture, use, sale, or distribution of firearms, ammunition, BB and pellet, paint ball guns, knives, martial art weapons, and all other dangerous weapons are strictly prohibited in the residence halls.

Pets

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

RESIDENTIAL LIFE JUDICIAL SYSTEM

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 Residential Life to help provide that community environment which is supportive of and conducive to the maximum intellectual, psychological, spiritual and social growth of all of its members. Any violation of policies and procedures set forth in this student handbook or other residence documents demonstrates disregard

RESIDENTIAL LIFE

for the rights of others in the University community. These actions will result in the initiation of the judicial process to ensure resolution.

Judicial Process

The Director of Residential Life is responsible for upholding University policies and regulations within residential facilities. The Director delegates authority to staff members within the Residential Life Department, including the Resident Assistants, Area Coordinators, and the Associate Director of Residential Life. Moreover, incident reports from the Office of Safety and Security regarding residence violations will be considered and dealt with in a similar manner to those reports received from the Residential Life staff. The following structure has been developed to support these staff members in their efforts to maintain the standards of our campus residential community.

Level One: First violation: \$50.00 fine

Parental Notification (Written)

Substance Abuse or Anger Management Workshop (if applicable)

Second violation:\$100 fine

Parental Notification (Written)

Substance Abuse or Anger Management

Individual Counseling (If applicable)

Level Two: \$150 fine

Residence Hall probation

Dean of Students and Parental Notification (Written and Oral)

Substance Abuse or Anger Management or

Individual Counseling (if applicable)

Level Three: Suspension* from the Residence Halls

Referral to the Dean of Students' Office for further adjudication

Parental Notification (Written and Oral)

*SUSPENSION – Freshmen and sophomores are required to live on campus. Residence Hall Suspension means that a resident student may have housing privileges revoked for a period of time usually one to two weeks. It is the student's responsibility to find alternative accommodations and to arrange transportation to and from campus during this time.

Parents who have signed and submitted Parental Release Forms declaring students dependent are notified of disciplinary action. Depending on the severity

RESIDENTIAL LIFE

of the incident, any offense level may be bypassed and/or a referral may be made directly to the Dean of Students' Office. Fire and safety violations may exceed these sanction levels and may receive individual fines based on the severity of the incident. Monies collected from all fines are used to augment Residential Life Hall programming.

Responding to Violations of Community Living Standards

These standards and procedures have been established by the University to support the educational mission, to sustain a safe and secure residence hall environment, and to safeguard the interests of the residential community. The University has a responsibility to restrict any behavior that adversely affects others or impedes the academic success of its residents. A student alleged to have violated the community living standards, University policy or the terms and conditions of the Residence contract can expect to be involved in the disciplinary process described here.

The discipline process is initiated upon receipt of a written report of a violation of community living standards from staff, Safety and Security Officers or residents. Residential staff members use Incident Reports to address alleged misconduct. Students referenced in these reports will be given an opportunity to discuss the information with a residential life staff member, usually the Area Coordinator responsible for the area where the students reside. Once all information is obtained, the staff member will attempt to determine whether a student is responsible or not for a community living standard violation. If a resident is deemed responsible for violating any rules, standards, or terms and conditions of the residence contract, the staff member may impose a range of sanctions described in the previous section and/or the following.

Other forms of sanctions

A student found in violation of residence hall rules and regulations may be subject to additional sanctions commensurate with the offense. When appropriate, sanctions may also include:

- Behavioral Contract-a written agreement which gives an individual the opportunity to correct or change inappropriate behavior by meeting certain conditions for a specified period of time. Failure to adhere to the contract will result in additional sanctions.
- Educational Service Time-an individual is required to complete an assignment within a specified period of time that will provide an opportunity for education on a topic related to his/her misconduct.
- Restitution-Repayment for actual loss in the case of property damage or theft.
- Hall Transfer-Relocation to a different room or facility

RESIDENTIAL LIFE

- Restriction of Privileges-an individual's actions, participation in hall activities or use of services are limited or withheld (e.g. visitation).
- Combined Sanctions-a combination of the sanctions described above may be imposed.

BEHAVIORAL REVIEW PROCESS

A student has the right to request a review of two types of behavioral sanctions imposed by a University official, namely, suspension of one semester or more or dismissal from the University.

To initiate this process, the student must write and submit on his or her own behalf a letter to the Office of the Dean of Students within 48 hours of the imposition of the sanction. Specifically, the letter must include demonstration of one or more of the following reasons for requesting a review:

- Specification of procedural errors alleged to have occurred during the original hearing, which would have affected the outcome of the original hearing.
- Specification of new information which would have affected the outcome of the original hearing. A detailed account of the new information must be clearly specified.
- Imposed sanction(s) is/are not appropriate for the violations committed.

The Dean or designee will then convene the Behavioral Review Committee. (*See Appendix E for Behavioral Review Procedure*)

Records

Centralized records about formal actions undertaken by the Office of Residential Life will be maintained by Residential Life. Confidentiality of the records will be maintained to the extent required by law, including the federal Family Educational Rights and Privacy Act (FERPA). The 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.

Academic Affairs

ACADEMIC AFFAIRS

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

ACADEMIC ADVISING

McAuley Hall, Second Floor, x2906

Salve Regina University is committed to the academic success and development of students. Students are assisted through a two-tier advising system, consisting of departmental faculty advisors and academic advisors. Students have access to an advisor in the Office of Academic Advising who provides general academic assistance with registration, course selection, program development, and major/minor selection.

Upon entrance to the University, students are assigned a faculty or staff advisor who is also the facilitator for the New Student Seminar. Once a student has declared 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.

Frequent and open communication with the faculty and academic advisors greatly increases a student's opportunity for academic success and achievement of academic goals.

ACADEMIC DEVELOPMENT CENTER

McKillop Library, x2226

The staff of the Academic Development Center assists students who want to enhance their academic performance. Individual and group tutoring is available in a variety of subject areas at no cost to matriculated students. The Center works closely with the Faculty advisors, and is designed to assist and guide students experiencing difficulty with specific course content, general study skills, and time management. Appointments should be made in advance and group sessions can be arranged when requested.

In addition, the Academic Development Center assists students in their efforts to become independent writers with improved skills as part of the University's Writing Across the Curriculum Program. To accomplish this, the Center provides Peer Writing Tutors to work with students under faculty supervision. Tutors are available by appointment and during drop-in hours at the Center on a first-come, first-served basis. They work with students on all phases of the writing process: gathering ideas, locating sources, organizing, developing, revising, and editing.

ACADEMIC AFFAIRS

ACADEMIC CONDUCT

Students are expected to interact with faculty and fellow students with courtesy, respect, and integrity in all academic settings. Any behavior that hinders the ability of faculty to maintain an appropriate and effective learning environment is unacceptable and may be subject to discipline. 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, pagers, or beepers 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, are imposed by the course instructor and 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. Repeated violations may result in dismissal from the University. Appeal is to the Vice President for Academic Affairs or the Vice President's designee.

ACADEMIC DISHONESTY

Interpretations of academic dishonesty are left to the University. Violations include but are not limited to:

- Plagiarism, submitting the work or ideas of others and claiming ownership (i.e., paraphrasing or copying without proper citations, copying exams, etc.)
- Use of unauthorized examination aids
- Unauthorized alteration of graded work followed by resubmission for regrading
- Stealing examination or course materials
- Unauthorized submission of work prepared for one course to fulfill the requirements of another
- Falsifying data
- Taking an exam for another student

ACADEMIC AFFAIRS

Dealing with Academic Dishonesty

An instructor who believes that a student performed an act of academic dishonesty should present the charge and all evidence to the student in private. The charge must be presented within one month of the submission date of the work. When presented, the student may accept or deny the charge. If the instructor and student can resolve the situation, a letter documenting both complaint and resolution shall be sent to the Vice President for Academic Affairs and filed in that office. If a resolution is not reached, the dispute will be referred to the Vice President for Academic Affairs. A student who believes that another student has committed an act of academic dishonesty should inform the instructor and the Vice President for Academic Affairs.

Reporting Academic Dishonesty

Individuals who want to report academic dishonesty should prepare a written statement for the Vice President for Academic Affairs that includes:

- the name of the individual alleged to have committed the act
- the date, time, and place of the act
- the nature of the charge and any substantiating information
- the name of the individual making the charge and the date of submission.

Possible Disciplinary Action

The following disciplinary actions may be imposed by the instructor:

- a failing grade for the assignment
- a failing grade for the course

Confidentiality

Proceedings involving academic dishonesty are to be carried forward in a confidential manner. Each case shall be considered individually and care shall be taken to preserve the dignity of all persons at all times.

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.

Should illness prevent attendance at class, students are responsible to contact their instructors directly to notify them and to arrange how missed work may be completed. 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.

ACADEMIC AFFAIRS

Students who miss a class session due to representing the University at an official function are obliged to notify the instructor and to be guided by the course policy and the instructor's advice.

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

HABITUAL NON-ATTENDANCE

Habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual non-attendance is defined as a consecutive absence in any course equating to three full weeks of missed class sessions (3 absences for a course meeting once a week, 6 absences for a course meeting twice a week, 9 absences for a course meeting three times a week.)

It is the responsibility of the student to notify the university of any intention to withdraw from a course, or withdraw from the university. However, after attempting to resolve the issue of habitual non-attendance with the student, the university reserves the right to withdraw students who are no longer attending courses. Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. When a student is habitually absent from most or all classes, the student may be subject to 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 were registered by the end of the drop/add period will be dropped from each class not attended. If a student never attended any courses during the drop/add period, the student will be withdrawn from his/her full schedule of courses.

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 professor's evaluation 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 by the student to the instructor of the course no later than thirty days after the

ACADEMIC AFFAIRS

receipt of the official grade report from the Office of the Registrar. The student sends a copy of this request to the chairperson of the department which offered the course and to the Dean of Undergraduate Studies.

2. Within ten working days of the receipt of this request, the instructor shall forward to the student and 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 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.
3. A student who finds the review unsatisfactory (i.e., there are still questions remaining regarding the calculation) may present the case to the chairperson of the department in which the course was offered within ten working days of the receipt of the review, or, if the instructor is also the chair, directly to the Dean. The chairperson or dean will have ten working days in which to respond. If necessary, a final appeal may be made to the undergraduate dean within ten working days of the chairperson's response, and the dean will have ten working days in which to determine the matter.

ACADEMIC APPEAL PROCESS

A student has the right to appeal an academic sanction imposed by a University official, namely, a student's

- 1) placement on probationary status or
- 2) suspension/dismissal from an academic department and/or the University

To initiate this process, the student must submit a letter of appeal within 24 hours of the imposition of this sanction. This letter must be presented to the Department Chair or the Dean of Undergraduate Studies, as appropriate, and must include the rationale upon which the appeal is based and all the relevant information the student desires to be reviewed. The Department Chair or the Dean will then review the entire situation and may uphold, modify, or dismiss the original sanction. A student who remains dissatisfied with a decision to dismiss from an academic department or the University may file a grievance. (*See Appendix F for Academic Grievance Procedure*)

ACADEMIC HONOR SOCIETIES

The University recognizes the academic achievements of students through the following national and international honor societies:

Alpha Mu Alpha – The National Honor Society of the American Marketing Association

ACADEMIC AFFAIRS

Alpha Phi Sigma – The National Honor Society for Criminal Justice Sciences
Delta Epsilon Sigma - The National Honor Society for students and graduates of Catholic Universities and Colleges
Kappa Gamma Pi – Academic Excellence and Service
Lambda Tau - The National Medical Technology Honor Society
Phi Alpha Theta – The National History Honor Society
Pi Delta Phi - The National French Honor Society
Pi Sigma Alpha - The National Political Science Honor Society
Psi Chi - The National Psychology Honor Society
Sigma Beta Delta - National Business Administration Honor Society
Sigma Delta Pi - The National Spanish Honor Society
Sigma Phi Sigma - The National Mercy Honor Society
Sigma Tau Delta – The International English Honor Society
Theta Alpha Kappa - The National Honor Society for Religious Studies
Veritas - The Honor Society of Philosophical Inquiry

FIRST YEAR EXPERIENCE COORDINATOR

x2383

The First Year Experience Coordinator reports to the Dean of Undergraduate Studies and is responsible for the collaborative planning and execution of various academic events and learning experiences for first year students. Along with other staff and faculty involved in the First Year Experience, the Coordinator works to enhance student performance and persistence at Salve Regina University.



Facilities and Services

BANKING

There are several banks along the campus shuttle route as well as within walking distance of campus. A 24-hour Bank of Newport ATM is located in the Wakehurst Student Center and a 24-hour Bank of America ATM is located in Miley Hall.

BOOKSTORE

Miley Hall, Lower Level, 2933

The University Bookstore carries academic and general interest books as well as a full line of school supplies. It provides health-related items, Salve-imprinted clothing and gifts, greeting cards, room accessories, and snacks and beverages. The store accepts Master Card, Visa, Discover, American Express and personal checks. Charges may be made on the Salve universal card.

BULLETIN BOARDS

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

CAREER DEVELOPMENT CENTER

Miley Hall, x2913

The Career Development Center helps students make informed decisions about their professional lives. The CDC empowers students by providing the skills necessary to act as their own advocate in the areas of career development and job search planning. Students and alumni are encouraged to register at the Center to participate in the following services:

- annual job/career fair, March 28, 2007
- annual RICE education job fair in April 2007
- monthly Miller Analogies Test for admission to Graduate School
- four one-credit career/life planning workshops in the fall and spring
- career resource library
- career counseling
- workshops and individual assistance in resume writing, cover letters, interviewing and job search skills
- on-campus job interviews and employment information presentations
- trips to off-campus career fairs
- CSO – Career Services Online

Comprehensive career services tool that manages full/part-time employment opportunities, internships, student employment, federal work-study and more, from a web-based system. Students have the ability to upload resumes and cover letters for employer viewing.

- FOCUS – career and educational planning solutions on-line
- Work-Study Program
- visit www.salve.edu/office_careerdev/ for detailed information and career links

FACILITIES AND SERVICES

COPY CENTER

McKillop Library, Lower Level, x2232

Hours: Monday - Friday 7:30 a.m.- 4:30 p.m.

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

FACILITIES USE

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

Academic, credit-bearing class: *Conference Center, x2197*

Athletic Event: *Athletics Department, x 2272*

Member of a student organization, planning an activity or meeting:
Activities Office, x 2225

Salve Community member planning any other type of event:
Conference Center, x2197

FINANCIAL AID OFFICE

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 Financial Aid Office works with them to resolve issues within the limits of University resources. Procedures are explained in a separate brochure available in the Financial Aid Office.

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA), and other applicable documentation. Students may contact the Financial Aid Office or call the Federal Student Information Line at 1-800-4-FED-AID for assistance. **The priority deadline 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 financial aid.

FOOD SERVICES

Miley Hall x2926

The University provides three meal plans through Sodexo Campus Services. Resident students are required to participate in a 19 or 14 meal plan. Apartment

FACILITIES AND SERVICES

residents may choose one of three meal plan options or may opt to withdraw from the meal plan.

Meal Plan Options: 19 Meals, 14 Meals, 100 Meal Plan

19 Meals – This plan allows for access to the Dining Hall for all meals available (M-F breakfast, lunch, and dinner, and weekends brunch and dinner). Meal times are available on the dining service web site. During any one meal period the participant may enter the Dining Hall as many as five times, essentially making this a 95 meal plan. Participants in this plan may also use their card as a meal equivalence in the Sky Ranch Grill Monday-Friday 11:00 a.m. – 1:30 p.m., Monday-Thursday 4:30 p.m. – 9:00 p.m. and Friday 4:00 p.m. – 6:15 p.m. as a meal deal program. Upper Classmen have the same flexibility on the 19 plan as the 14 plan.

14 Meals – This plan allows access to the Dining Hall any time the Dining Hall is open for service up to 14 meals in any week. If 14 meals are exceeded, cash or Salve Dollars may be used. This plan also allows the participant access to the Dining Hall up to five times during any one meal period, essentially making this a 70 meal plan. Participants in this plan may use the following venues as a meal equivalence:

Jazzman's Café – Monday - Friday 8:00 a.m. – 10:30 a.m.

Continental breakfast

Global Café – Monday – Friday 11:00 a.m. – 1:30 p.m.

Monday – Thursday 4:30 p.m. – 8:00 p.m.

Meal Deal Program

Sky Ranch Grill – Monday – Friday 11:00 a.m. – 1:30 p.m.

Monday – Thursday 4:30 p.m. – 9:00 p.m.

Friday 4:30 p.m. – 6:30 p.m.

Meal Deal Program

100 Meal Plan – A block of 100 meals can only be used within a semester, yet has the same flexibility as the 14 Plan. An accompanying person or persons can also use the 100 meals.

The 100 Meal Plan is the only plan available in which the student may swipe an additional meal for a guest. The 19 and 14 Meal Plans meal participants may only swipe a meal for themselves. If they have a guest they may use their Salve Bonus Dollars or pay cash.

The Salve Card

This dining option was created for resident and nonresident students, staff, faculty and other members of the University community. Guests use a card that tracks purchases and facilitates dining without cash during the academic year. Minimum start-up is \$25.00.

Special Diets

Those with special dietary concerns may contact the Food Services office.

FACILITIES AND SERVICES

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.

Dial-In Menu - extension MENU

Global Cafe

Wakeburst Student Center, x2196

This dining area is open to students, faculty and staff, as well as the public.

Menu items include soup, individual pizzas, smart market sandwiches and salads, and specialty panini sandwiches. Patrons may use cash or the Salve Card.

Jazzman's Cafe

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 or the Salve Card.

Sky Ranch Grill

Miley Hall Lower Level

The Sky Ranch Grill is a retail operation open to students, faculty and staff, as well as the public. Menu items include fresh grilled hamburgers, chicken, fries, and assorted appetizers. Other offerings include a complete line of bottled and fountain beverages, grab and go sandwiches and salads, and fresh fruit smoothies.

Miley Mart

Miley Hall Lower Level

The Miley Mart is a retail convenience store located in the lower level of Miley Hall. It is open to students, faculty, and staff as well as the public. Offerings include a complete line of snacks, candy, bottled beverages, frozen entrees, ice cream, canned and paper goods, and health and beauty products. Patrons may use cash or their Salve card.

For days and times of operation, please visit our website which is linked to the University's website.

LAPTOP PROGRAM

Salve Regina University will commence its laptop initiative program with the class of new students entering in the Fall 2006 semester. First year students will be provided with an HP (Hewlett Packard) nc6230 wireless laptop computer

FACILITIES AND SERVICES

upon arrival in the fall. This is a one-time distribution for the students' four-year stay at the university.

The cost for the laptops will be \$2,100. This amount will be billed to the student once during the Fall 2006 semester. Those students with significant financial need may be eligible for grant assistance.

The University has created a website to help answer any questions you may have about the laptop program. The website can be found at www.salve.edu/laptops. If you would rather use a telephone contact, you can dial (401) 341-7873.

MAIL SERVICES

Wakehurst Student Mailroom, Garden Level, x2235

Campus Mailboxes are issued to full-time resident students. 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 the Copy Center located on the Garden Level of McKillop Library. The Copy Center is open Monday through Friday from 7:30 a.m. to 4:30 p.m. and is closed on weekends and holidays. The Universal Card System is accepted at this location.

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, facilities and programs. In addition to a conventional book and periodical collection of over 150,000 volumes, the library's state-of-the-art information system provides access to more than 20,000 electronic books, 21,000 full-text journals, and over 100 online databases. The library's electronic resources are available from any location via the Internet. In addition, speedy access to over 4 million volumes held by ten academic libraries in the HELIN consortium is available to users with Salve Regina IDs with just a click of the "request" button.

The library has wireless connection capability throughout the building and even laptops that can be checked out and used in the library. There is an electronic classroom for instructional purposes, study rooms for group study and the "Bookends Café" for a quick snack.

FACILITIES AND SERVICES

Library collections

In addition to supporting the University's curriculum, the Library contains special collections that include rare books, books on Newport history, a Holocaust Collection, a Hugh Auchincloss Middle East Collection and a Sinclair Lewis Collection. There is also a browsing area of current magazines and new books and DVDs on the main floor.

The Reference collection contains print and electronic resources. Computers in the Reference area provide access to online databases to meet research needs. The Janet L. Robinson Curriculum Resource Center on the second floor provides a growing collection of materials to support the needs of Education students.

Hours:

| | |
|-------------------|------------------------|
| Monday – Thursday | 8:30 a.m. – 1:00 a.m. |
| Friday | 8:30 a.m. – 6:00 p.m. |
| Saturday | 11:00 a.m. – 6:00 p.m. |
| Sunday | Noon – 1:00 a.m. |

NETWORK SERVICES

Munroe Center, Second Floor; x7873

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
- Voice Mail
- E-mail
- Cable TV
- Internet Access

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

OFFICE OF PUBLIC AFFAIRS

Ochre Court, Third Floor; x2183

Hometown Publicity

The Office of Public Affairs serves the university through news releases about student, faculty and staff achievements. Items for publication may be placed in campus mail. Only students who have completed the correct *Hometown Publicity Form* will have releases sent. Forms are given to students and parents during Orientation, and may also be obtained from the Office of Public Affairs at any point during the academic year or online at:

www.salve.edu/news/HometownPublicityForm.pdf

Sports information should be directed to the Sports Information Director, *Rodgers Recreation Center; x2271*.

FACILITIES AND SERVICES

SALVE Today

The office publishes the electronic news page SALVE Today on the university's web site and Intranet system. With daily updates during the academic year, SALVE Today includes a calendar of athletic, cultural and recreational events, as well as an arts and entertainment guide, student profiles, university news and other items of interest to the Salve Regina community. Students are encouraged to submit ideas for online publication.

Report from Newport

The Office of Public Affairs produces the university's quarterly magazine Report from Newport. The magazine features full-length articles of interest to a wide readership including alumni, parents, students, foundations and friends of Salve Regina. News highlights pertaining to student, staff and faculty achievements are also included.

UNIVERSITY COMPUTER LABS

McKillop Library, Lower Level, x2985

The University has five computer laboratories and multi-media services. All users are responsible for ensuring that facilities are used in an ethical, legal, efficient, and effective manner. The area houses over 125 workstations in four PC labs and two Apple labs, with Internet, laser printing, and scanners in each lab. The labs are open seven days / 92 hours per week throughout the semester. Professional staff and student lab monitors are available during all UCL operating hours. 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. Current hardware and software configurations allow students the advantage of technology that will be useful in their studies and the future job market.

Lab Policies:

- Users are expected to show respect for one another both in the lab and online
- Smoking, eating and drinking are not permitted
- Conversations are to be brief and nondisruptive
- Music is permitted only through the use of headphones
- Users are to provide their own storage media (CD-Rs, CD-RWs or flash drives) and may save data on the University supported network storage (myData)
- Upon completing a session, work areas are to be left clean and neat
- Software installation is not permitted

FACILITIES AND SERVICES

Accessing the Internet

All students are provided a Salve logon ID and email account through the Information Technologies Office in Munroe Center. Refer questions about logging in and email access to ext. SURF (7873). Wireless access to the University network and the Internet is available on campus with primary activity in academic buildings, including the library and computer labs. (*See p. 50 for information on Computer and Network Use.*)

Email Address Policy

All electronic communication initiated by Undergraduate Studies, Academic Advising, and the Registrar's Office is sent to students' Salve Regina University email accounts. This includes important announcements, individual notifications, and eSalve WebCT course access notifications. The Salve email account provides the University a means of communicating without being concerned that an email account might become invalid. It is important to emphasize that Salve Regina will not send information to students using any other email account.

It is important that students check their Salve web mail often. At

<http://webmail.salve.edu>, enter the student email username and password. Then click on 'Postal' for server. The Salve Regina email account is accessible from any computer through the Internet. Every new student attending Salve is given an email address under the **firstname.lastname@salve.edu** format. By default, the password for this account is the student's identification number, and the student must use his or her ID number as the password when first logging in to web mail. This email account will not change as long as the student remains enrolled.

VETERANS' SERVICES

Student Services Center – Office of the Registrar
McAuley Hall, Second Floor, x2128

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.

Policies and Procedures

ALCOHOL AND OTHER DRUGS

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 illicit drugs by persons of any age is a violation of State law.

- Private or individual use of alcoholic beverages by students is not permitted in buildings or on grounds owned or operated by the University.
- Ordering alcohol for delivery to a University residence is forbidden.
- No person may purchase, procure, sell, deliver, serve, or give alcoholic or intoxicating beverages to a person under twenty-one years of age.
- Discordant behavior from excessive drinking, drugs or other substances that infringes upon the rights of others will not be tolerated.
- Use, possession, or distribution of illicit drugs or paraphernalia by students, roommates and guests is prohibited both on University property and in off-campus settings, and may be punishable by suspension or dismissal from the University.

State Law

Students in violation of Salve Regina University's Alcohol and Other Drugs Policy may be referred to the State of Rhode Island for prosecution. The General Laws of Rhode Island have included penalties (which are subject to change) as follows:

1. A minor possessing alcoholic beverages faces a fine of up to \$500.
2. Procurement of alcohol for a minor is a felony and is punishable with a fine of \$1000 and/or a jail term of up to six months.
3. The use of false identification (misstatement of age) or of another's drivers license (misuse of license) to obtain alcohol may result in a \$250 fine for the former violation and a suspended driver's license for the latter.
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.

POLICIES AND PROCEDURES

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 ruinous physical and psychological effects. Alcoholism and drug addiction cause irreparable damage to vital organs, including the brain, and severe emotional disorders that can destroy lives and future careers.

Violations

Persons violating the above regulations are subject to a variety of University-imposed sanctions which include verbal and/or written warning, community restitution and/or monetary fine, educational and/or counseling referral, probation, suspension or dismissal from the University. Parents who have submitted a Parental Release Form declaring the student a dependent shall receive notice of any University-imposed disciplinary action relating to substance abuse.

Counseling and Referral

Referrals to a counselor from University staff members may be made for a variety of reasons and a student's participation in these sessions must continue at the counselor's discretion. Help may be sought at the following locations:

On-campus:

- Health Services Office x2904
- Counseling Office: x2455, x2454, x2266
- Campus Ministry: x2326

Off-campus:

- Alcohol Abuse and Drug Help Line: 1-800-622-7422
- Alcoholics Anonymous: Providence, 438-8860
- Child and Family Services: Newport, 849-2300
- CODAC III: Newport, 846-4150 or 1-800-238-8585
- STAR Program: Newport, 846-6683

ASSAULT POLICY

Assault in any form violates human rights and dignity and the laws of the State of Rhode Island. It is not tolerated at Salve Regina University.

Definitions of Assault

Assault is any willful attempt or threat to inflict injury upon a person when coupled with an apparent ability to do so, and any intentional display of force that gives the victim 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 dismissal from the University.

POLICIES AND PROCEDURES

Sexual Assault

College and university students are more vulnerable to sexual assault than any other group. Nationally, the majority of reported victims and offenders are of college and university age with the rate of rape victimization highest among 16-19 year olds. The second highest rate is experienced by women between 20 and 24 years old. The offender population shows a similar age distribution.

Sexual assault is a broad term covering any unlawful sexual contact ranging from sexual harassment to rape. Sexual assault is nonconsensual contact that may be forced, manipulated or coerced. A common form of sexual assault is date rape which is rape by a boyfriend, girlfriend, casual friend or acquaintance. Regardless of the relationship between perpetrator and victim, rape is as much a serious crime as stranger rape and the same penalties apply to both. Date rape often follows some level of mutually acceptable sexual activity. At some point the victim has stopped consenting and is overpowered.

Salve Regina University will not tolerate sexual assault, stalking, or sexual harassment in any form within our community. We will work collaboratively to create and ensure a safe and comfortable environment for all, free from all forms of harassment, exploitation or intimidation.

Sex without **consent** is a crime. **Consent** is an informed agreement to participate, either communicated implicitly or explicitly. Lack of consent does not require verbal refusal or other forms of resistance. Consent cannot be given if one's mental or physical ability has been impaired. An individual who is intoxicated or asleep is unable to give consent. Alcohol or drug use by the perpetrator is not an excuse. Although alcohol and drugs do not cause sexual assaults, they are often used prior to the attack. In fact, current literature suggests that in sexual assaults on college campuses, 50% of victims and 70% of offenders had used drugs or alcohol prior to the assault.

All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses and are prohibited by both federal and state law. Such behaviors are likely to result in suspension, required withdrawal, or expulsion. Under R.I. criminal law, prosecution may take place independently of charges under University regulations. Sexual assault laws do not differentiate between offenders. They may be strangers, family members, spouses, acquaintances, or even friends. Assault may occur to members of either sex, of any age, and of any sexual orientation.

POLICIES AND PROCEDURES

Rhode Island Law

Rhode Island State Law defines First, Second, or Third degree sexual assault as felonies that are punishable by imprisonment of up to 15 years. Rhode Island State Law defines:

First Degree Sexual Assault as the forced or coerced penetration of the vagina, mouth or anus by any part of another's body or by an object.

Second Degree Sexual Assault as nonconsensual sexual contact with another person. This includes any forced or coerced contact with a person's genitals or the area surrounding one's genitals, buttocks, or the breast of a female.

Third Degree Sexual Assault as sexual penetration by a person 18 years or older of a person over 13 years of age but under 16 years, which is the legal age of consent.

Sexual Assault is defined on a continuum of behavior including **sexual harassment** and **stalking** and any unwelcome and unsolicited verbal and physical behaviors that may occur in person or through any other communication mode including electronic means. (See *Sexual Harassment Policy*) It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary discipline behavior that violates this policy. (See *Reporting Procedures on p. 48*)

Harassment

It is the goal of Salve Regina University to provide an educational environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Sexual harassment or harassment by any member of the University community is a violation of state and federal laws and university policy. It will NOT be tolerated in the University community.

What is sexual harassment?

Sexual harassment includes continued expression of sexual or social interest after being informed that the interest is unwelcome; using sexual behavior to control, influence, or affect studies, career, salary or University environment of another member of the Salve community. Examples of conduct that may constitute sexual harassment include:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical contact of a sexual nature
- Situations in which benefits are granted or withheld based on submission to or rejection of unwelcome requests or conduct based on a 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,

POLICIES AND PROCEDURES

co-workers, supervisors or other members of the University community

- Written contact, such as sexually suggestive, harassing or obscene letters, faxes, e-mail, notes, invitations, etc.
- Verbal contact, such as sexually suggestive or obscene comments, 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

Suggestions, threats, or implications that failure to accept a request for a date or sexual intimacy will affect one's prospects for advancement are not permitted. It is unacceptable to suggest that a poor performance report or grade will be given because a student has declined a personal proposition. It is not acceptable to offer benefits, such as better grades, recommendations or reclassifications in exchange for sexual favors.

Reporting Harassment or Sexual Harassment

Because of the private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues, speaking with another person can be an important step in determining an appropriate response. Students are encouraged to report alleged incidents of harassment or sexual harassment to a Vice President, Dean or advisor of their choice.

Retaliation against any individual who reports harassment or cooperates in an investigation of a sexual harassment complaint will not be tolerated and will result in disciplinary action. It shall be a violation of this policy for anyone willfully to make any false allegations of harassment or sexual harassment

Telephone/E-Mail Harassment

Anyone using the University telecommunications system or internet to harass or invade one's privacy is subject to a revocation of telecommunications system privileges and/or other disciplinary action such as probation, suspension or dismissal.

Since people outside the University may dial the University's main telephone number and four-digit extension directly, it is possible for students to receive harassing calls. One's e-mail address may be accessed for a similar purpose. *Rhode Island General Law 11-35-17, Crank, Obscene Telephone Calls, states: "Whoever shall telephone any person repeatedly or cause any person to be telephoned repeatedly for the sole purpose of harassing, annoying, or molesting such other*

POLICIES AND PROCEDURES

person or his family, whether or not conversation ensues; or whoever shall telephone any person for the purpose of using threatening, vulgar, indecent, obscene or immoral language over the telephone, shall be guilty of a misdemeanor.”

A student who receives a harassing telephone call or e-mail should report it to the Office of Safety and Security. A report may also be filed with the local law enforcement agency and Bell Atlantic. The Office of Safety and Security will document a call report and contact the Network Services Department, Dean of Students' Office, and the Office of Residential Life.

The Office of Safety and Security will 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 Dean of Students' Office or the Office of Residential Life. If additional harassment is reported, representatives from the Office of Safety and Security and the Network Services Department will meet with the complainant, implement the chosen option, and inform the offices of Safety and Security and Residential Life about the course of action.

Domestic Violence and Relationship Violence

Any person engaging in physical violence, verbal abuse, harassment, stalking, threat or coercion of any kind is subject to suspension and/or dismissal from the University as well as additional disciplinary and/or legal proceedings. Rhode Island General Law 12-29.2 defines relationship violence among family or household members as:

- Spouses, former spouses, adult persons related by blood or marriage;
- 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 are or have been in a substantive dating or engagement relationship within the past six 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.

Rhode Island Law defines **domestic abuse** as “*attempting to cause or causing physical harm, placing another person in fear of eminent physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress.*” There are many forms of physical, verbal, emotional, and sexual abuse that may be used between roommates, friends or couples. Domestic violence includes simple and felony assaults, vandalism, disorderly conduct, trespassing, kidnapping, child snatching, sexual assault, homicide, and violations of court orders.

POLICIES AND PROCEDURES

Examples of physical violence include slapping, punching, kicking, choking, pushing, restraining, pinching, hair pulling, glaring, throwing the victim or things, abusing furniture or other objects in the residence, keeping weapons around that frighten or intimidate the victim, and using weapons or other objects against the victim. 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.

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.

Disciplinary Procedures

Rhode Island State Law and the University recognizes abuse, assault and harassment as serious offenses and will make every effort to eliminate incidents on campus through educational programming and swift disciplinary action. A student charged with abuse, assault or harassment may face disciplinary sanctions from both the Rhode Island legal system and the University, whose sanctions may include suspension or dismissal. Such sanctions may be separate and are not necessarily dependent on each other.

University penalties may include verbal and/or written warnings, community restitution and/or monetary fines, probation, suspension, or dismissal from the University. ***The University maintains the right to investigate and apply its regulations in off-campus situations that bear on the Salve Regina University community.***

REPORTING PROCEDURES

Students are encouraged to report any incidence of abuse, assault or harassment to the Office of Residential Life, the Office of Safety and Security, the Dean's Office, or to local law enforcement. However, it is clearly the choice of the victim to make this decision. Staff are available 24 hours a day to provide immediate support and arrangements for emergency and/or counseling services. It is important to remember that prompt reporting is vital to the preservation of evidence that can substantiate charges.

If a student chooses to report an assault to Residential Life, Security, or the Dean's Office, every effort is made to keep identities of the victim and the perpetrator protected. University personnel are only informed on a "need to know" basis and with full knowledge of the victim. If a student chooses to

POLICIES AND PROCEDURES

report an assault to either Health Services or Counseling Services, that information, including identities of the victim and the perpetrator, is bound by the confidentiality laws of the state of R.I. When a report of abuse, assault, or harassment is received by the Dean of Students, he/she is responsible for taking appropriate action. An investigation may take place and if there is a “preponderance of evidence” then University sanctions will be imposed. In addition to these sanctions, other conditions (i.e. adjusting class schedule, residence, phone numbers) may be imposed in order to respect the safety needs of the victim as well as the University community. If there is evidence that the perpetrator is a threat to the community, then the University community will be notified.

The University will provide medical and counseling assistance. Health Services are available from 8:00 a.m. to 5:00 p.m. Monday through Friday. At any other time a student is encouraged to use the Newport Hospital. Counseling Services are available from 9:00 a.m. to 6:00 p.m. Monday through Friday or by appointment. Security is available 24 hours a day. If a student chooses to press charges through the police department, the university will provide support.

What to do if you are assaulted:

On Campus Resources:

Residential Life Officex2210
After hours, contact RA on duty
Office of Safety & Securityx5555
Health Servicesx2904
Counseling,x2919
After hours cell-phone 401-835-1366
Campus Ministryx2326

(See also Appendix B)

Off Campus Resources:

Emergency.....911
Newport Police847-1306(regular)
.....847-1212(emergency)
Newport Hospital846-6400
Rape Crisis Center401-421-4100
Women’s Resource847-2533
Center

University Educational and Training Programs:

The University recognizes the importance of providing education and training on the subject of sexual assault, date rape, relationship violence, and domestic violence. These issues are addressed through the New Student Seminar and Residence Hall programs. Residential Life Staff 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

POLICIES AND PROCEDURES

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 will be made over the voice mail system and the following stations:

Radio

| | |
|-------------|--|
| Newport | WADK AM 1540 |
| New Bedford | WCTK FM 98.1 WNBH AM 1340 |
| Westerly | WERI FM 104 WWRX FM 103.7 WHIM AM 1110 |
| Providence | WPRO AM 630 (FM 92.3) WHJJ AM 920 WLKW AM 790 WWLI FM 105 |

Television

| | |
|------------|--|
| Providence | WPRI-TV CH 12 WJAR-TV CH 10 WLNE-TV CH 6 |
|------------|--|

For voice mail notification of individual class cancellations (non-weather related), telephone x4444 (on-campus) or 341-4444 (off-campus).

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.

POLICIES AND PROCEDURES

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 email) 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 well being 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

POLICIES AND PROCEDURES

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, myspace, blogs, online messaging, and other similar sources on or off line.

Privacy

Members of the University community are entitled to privacy in their use of information resources. Each user number, log-in name, account name, or any other username and associated password belongs to an individual or a department. No one should use a user number, log-in 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, log-in name, username and account name and password.

The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system.

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.

POLICIES AND PROCEDURES

Plagiarism

Plagiarism basically occurs when a person uses someone else's creative work but fails to give that person credit. It also occurs even when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, you would see that it could not have been written without the source 'at the elbow.'

"Plagiarism constitutes intellectual theft [emphasis added]. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the increasingly widespread use in academia of computer technology and online sources of information, 'plagiarism and the Web' assumes a particularly important moment today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers (even in their own style!) to other companies which can scan papers for possible plagiarism, the task of cultivating ethical scholars faces serious challenges. In this respect, every person should consult those sources that devote particular attention to the method of properly referencing electronic sources. In this regard, two sources are currently in widespread use: Kate L. Turabian, *A Manual ...*, 158-64 and especially Joseph Gibaldi, *MLA Handbook ...*, 158-201.

FAILURE TO COMPLY

Students are required to comply with the directives of University Officials or their representatives at all times. Failure to comply may subject students to disciplinary action.

FIREARMS

Possession or use of explosives, fireworks, firearms, pellet, paint ball guns, or any kind of weapon, item or substance that may endanger the welfare of individuals in the University community shall be strictly prohibited and shall make the possessor liable for suspension or dismissal. This includes any items that resemble or which may be contrived as a weapon.

FUNDRAISING

Individuals or groups are not permitted to initiate or engage in any form of fundraising on University property or on behalf of the University or any of its

POLICIES AND PROCEDURES

constituencies without prior written approval from the President of the University. Student requests are to be made via the Vice President for Student Life. All other requests are to be made to the Vice President for Institutional Advancement.

GAMBLING

Students are prohibited from gambling or being in the presence of gambling activity on campus. The General Laws of the State of Rhode Island state that:

1. Inviting, enticing, persuading, or inducing any other person to engage in gambling or playing at any game of chance, for money or other valuable consideration, may result in a fine of \$500 and/or a jail term of up to one year.
2. Setting up or promoting, publicly or privately, any lottery or game of chance, may be considered a felony with an accompanying fine of \$2,000. The possibility of a two-year jail term and a permanent criminal record also exists.

Gamblers Anonymous: 1-401-886-6850

HAZING

Hazing (any conduct or initiation into any organization which willingly or recklessly endangers the physical or mental health of any person), its imposition or its use in any form of initiation, is prohibited.

IDENTITY THEFT

To guard against identity theft, students using the internet for personal reasons should be sure the site they engage is secure, particularly when a transaction involves their own personal data, such as social security number, credit cards, or other information.

INDECENT BEHAVIOR

Lewd, indecent, or disorderly behavior is prohibited.

MENTAL HEALTH POLICY

The University reserves the right to require evaluation procedures by a licensed mental 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.

Consequently, the Dean of Students or designee may determine a course of action including, but not limited to, voluntary or involuntary leave of absence for health, mental health, or behavioral reasons, or other appropriate procedures.

A leave of absence for health reasons may be required if any of the following situations arise:

POLICIES AND PROCEDURES

1. A student is a danger to him/herself or others because he or she attempts or threatens suicide or engages in any behavior which threatens or could cause bodily harm to him/herself or others.
2. A student acts or threatens to act in a a manner which would interfere with or disrupt the normal activities of the University or others, e.g. vandalism.
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, i.e. substance abuse issues, disordered eating.
4. A student is thought to need treatment services which are beyond those available at the University, and there is the danger of significant further physical or psychological impairment.
5. A student refuses to undergo a recommended evaluation.

Psychological Crisis Intervention

When a student in crisis is identified by a parent, roommate/friend, faculty/staff, Residential Life staff, Dean, Security, or Health Services staff, that student will immediately be referred to Counseling and/or Newport Hospital Emergency Room. A Salve Regina University on-call Counselor will be called.

Transportation to Newport Hospital ER will be provided by the Salve Regina University Security Department if available, the Newport Police, or the Newport Fire Department Rescue Squad. A Residential Life staff member will accompany the student. Parental notification about the student in crisis will be made by Residential Life staff. 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 he/she is endangering self or others, the Newport Police may be called to intervene.

A student may request a voluntary leave of absence. Questions about this policy may be forwarded to the Dean of Students' Office at ext. 2206.

OUTSTANDING FINANCIAL OBLIGATIONS

Students failing to meet their financial obligations, in accordance with established University regulations will have the status of their accounts reported to the Vice President for Academic Affairs for appropriate action. This action may include cancellation of eligibility for enrollment in the current or future semesters. The University also reserves the right to withhold services such as grades, transcripts, or participation in graduation exercises. **Further, if the account remains delinquent (no payments) for a six-month period of time, the University will submit the account to a collection agency for further**

POLICIES AND PROCEDURES

action. The student will be responsible for the collection costs associated with servicing the account. Collection costs will significantly increase the student's financial obligation.

SAFETY GLASSES

Rhode Island General Laws (Chapter 6-21) mandate the use of safety glasses in laboratories. The science departments supply glasses that meet the American National Standard ANSI Z87.1-980, which is accepted by the State of Rhode Island.

SMOKING

Smoking is not permitted at any time in any University building and is prohibited within 50 feet of any University building without exception.

The University's smoking policy is written in compliance with Chapter 20-7, Title 23 of the Rhode Island General Laws entitled *Workplace Smoking Pollution Control Act of 1987* which states: *"The use of tobacco or any other weed or plant for smoking purposes has been found to be increasingly dangerous not only to the person smoking, but also to the nonsmoking person who is required to breathe such contaminated air."* Thus, the purpose of this policy is to protect, to the maximum extent possible, the rights of smokers and nonsmokers alike. Smoking means and includes the inhaling, exhaling, burning, or carrying of any lighted smoking equipment or paraphernalia for tobacco or any other weed or plant. This policy applies to all faculty, staff, students, and visitors to the University. Signs will be posted as required.

Enforcement

Enforcement of this policy and the spirit of this policy are the responsibility of all administrators, faculty, staff, and students. Should problems arise, employees are to contact their supervisors and students are to contact the Office of Safety and Security. Visitor noncompliance will be handled by the Office of Safety and Security. University members not adhering to this policy are subject to disciplinary action.

THREATS OF VIOLENCE

Careful analysis of recent violent episodes in American high schools clearly show 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 extensions 2325, 5555, 5325 or 5500.

USE OF UNIVERSITY NAME

Use of the University name by any person or group for any purpose must be approved by the President of the University.

Safety and Security

SAFETY AND SECURITY DEPARTMENT

Office of Safety and Security

Tobin Hall, x5500

The Department strives to preserve the safety, security and well-being of the University community through 24 hour coverage. Staff are trained in first aid and CPR. 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 Department maintains strong working relationships with other University offices as well as with local police and fire departments. Through training materials and presentations, the Department highlights the importance of education as the key element in crime prevention. The Department 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 Office of Safety and Security 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, as well as other specific functions, and to enter the cafeteria for meals.

Lost or stolen cards should be reported immediately to the Office of Safety and Security. A \$25.00 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)

1) In a non-emergency situation where students, staff or faculty require medical

SAFETY AND SECURITY

- assistance, the individual is advised to go to University Health Services, which are open Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- 2) 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 at x5500 or x5555 so that transportation to and from the hospital may be arranged.
 - 3) All emergencies should be reported to the Office of Safety & Security using the emergency telephone extension 5555. 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, be sure to provide your specific building/room location. After calling 9-911, telephone Salve Safety & Security at x5555.
 - 4) 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).

SAFETY AND SECURITY

Trolley and Bus schedules can be obtained at the Department of Safety & Security, Residential Life, Miley Hall, Wakehurst, and O'Hare.

Students are encouraged to use this convenient method of transportation.

Salve Shuttle Service

An on-campus shuttle service between the residence halls, academic buildings, Rodgers Recreation Center and the McKillop Library daily from 6:00 p.m. to 1:00 a.m. Additionally, off-campus shuttle service is available daily from 8:00 p.m. until 1:00 a.m. following a prescribed route through the City of Newport.

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, as a steward of God's creation, seeks a balance between the need for parking and the maintenance of the open space created by God that will lend itself to a pedestrian campus which meets all of the community's needs.

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 automobiles on campus or within the city of Newport during the academic year. Violating

SAFETY AND SECURITY

this policy will result in ticketing and towing. The privilege of having a vehicle on campus during sophomore year may be revoked, and students may be referred to the Dean of Students' Office for judicial action should the intent of this policy be violated by a freshman resident student.

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 Dean of Students' Office for judicial action. |

Freshman residents 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

Upper-class resident students are each assigned parking in an authorized parking area on campus. Resident student automobiles 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 am to 1:00 pm. 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 12:00 midnight and 6:00 am.

- 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 Safety & Security in addition to parking tickets by the Newport Police.

SAFETY AND SECURITY

A. Registration of Motor 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 seventy-five (\$75.00) dollars per school year will be assessed for undergraduate parking permits.

For the loss of any parking permits there will be an additional charge of seventy five (\$75.00) dollars.

Parking Permits are affixed to the automobile window by Safety & Security. Removal of current parking permits may result in loss of privileges.

Issuance of a vehicle permit does not guarantee a parking space on campus; it is a permit to operate or park on the University property. Permits for students, faculty, and staff expire as stated on the decal. Transfer from one car or to a new car is two dollars (\$2.00). Issued permits must be displayed on the inside of the rear window (lower left corner). Vehicles with tinted windows shall display the permit on the windshield (lower left corner). Vehicles with all windows tinted will not be issued a permit. Permits are not transferable. The Security Office must be notified within two (2) business days of any change of vehicle, state registration plate or and other information pertinent to motor vehicle registration. Improper use or display of a permit will be treated as a violation under these regulations.

Fraudulent presentation of documentation to obtain a parking permit will result in suspension of privileges for all parties involved.

Motorcycles and Mopeds

Motorcycles and Mopeds will be subjected to the same parking and traffic regulations as other motor vehicles.

B. Enforcement

Campus Security personnel are authorized and directed to enforce all motor vehicle, traffic, and parking regulations contained herein and promulgated by the Safety and Security Office. Failure to comply with the directions of Security Personnel acting in the performance of their duties is a serious violation of University regulation. 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.

C. Authorized Parking Areas:

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

SAFETY AND SECURITY

FACULTY/STAFF

| | |
|-----------------------------------|----------------------------|
| Cecilia Hall: | West side of building |
| 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 |
| Wetmore Building: | South side of building |
| McKillop Library: | West side of building |
| Young Building: | West side of building |
| Wakehurst Center: | North side of building |
| Rodgers Recreation Center: | All lots |
| Miley Hall: | East side of building |

RESIDENT STUDENTS:

| | |
|-------------------------------|---|
| Carey Mansion: | North and west sides of building – residents only |
| 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 |
| Nethercliff: | East and west sides of building – residents only (east side of Lawrence Avenue from Ruggles to Victoria for overflow) |
| Watts Sherman: | North and west sides of building - residents only (Leroy Avenue Tennis Courts overflow) |
| Narragansett Hall: | North side of buildings - residents only (North Hall/Rodgers Center overflow) |
| Narragansett I and II: | Private driveway - Residents only |
| Seaview Hall: | South side of building – upper class residents only |
| Wallace Hall: | North side of building - residents only |
| Ochre Lodge: | East and north sides of building - residents only (Hunt/Reefe overflow) |
| Hedges: | North side of building - residents only |
| Young Building: | East side of building - residents only |
| 162 Webster: | Private driveway - residents only |
| 134 Webster: | North Hall – no parking on Webster Street |
| Carnlough Cottage: | East side of building - residents only |
| Stoneacre: | North side of building - residents only (Carey Mansion overflow) |

Fairlawn Apartments: East side of building - residents only

Resident Students: All Faculty/Staff parking may be utilized Monday-Friday 7:00 pm to 7:00 am and on weekends.

SAFETY AND SECURITY

COMMUTER STUDENTS

Commuter students are NOT permitted to use resident lots.

| | |
|-----------------------------------|--|
| South Hall: | South side |
| North Hall: | North side |
| Library/Munroe Center: | East side of buildings |
| 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 Center: | All lots |
| Ochre Court: | North side of building - after 5:00 p.m. only |
| Wakehurst Center: | North and west side against wall |
| Pell Center: | All lots |
| Angelus Hall: | Only after 5:00 p.m. |

NOTE: Commuter athletes will park at Rodgers Recreation Center and walk to practice sites on campus. Commuter Students are not permitted to use resident lots.

Commuter Students: All Faculty/Staff parking may be utilized Monday-Friday 7:00 p.m. to 7:00 a.m. and on weekends.

D. 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.

E. Snow Emergencies

The Director of Safety and Security, in coordination with the Director of Grounds Department, is authorized to restrict parking on campus during a declared snow emergency so that snow removal operations are not impaired. The restrictions

SAFETY AND SECURITY

issued by the Director of the Safety and Security is deemed part of these regulations.

F. Violations

Listed below are some of the more common violations:

- Failure to have SRU permit
- Parking in a Restricted Area
- Fire Lane Violation
- Handicap Violation
- Violation of Street Parking Policy (Resident Students)
- Violation of Parking Lot Policy (Resident/Commuter Students)

G. 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 City of Newport.

In addition to losing your parking privilege on campus you are not authorized to have an automobile 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 Dean of Students' Office for judicial action; Third, a \$50.00 fine.

H. 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 occurring 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;

SAFETY AND SECURITY

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 Dean of Students for judicial procedures.

I. Appeals:

Commuter and Upper Class students (sophomores, juniors & 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.**

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 (7) calendar days of the violation. Any appeal filed after the seven (7) days will not be heard.

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. After reviewing the facts and listening to any testimony, the Parking Appeals Board will render a written decision within seven (7) calendar days.

The finding of the University Parking Appeals Board shall be final.

The University Parking Appeals Board will be made up of three (3) members of the University Community. University Staff and student representatives must be present at each Parking Appeals Board.

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

APPENDICES

APPENDIX A FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The purpose of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is to afford certain rights to students concerning their education records. The primary rights afforded are the right of students to inspect and review their education records, to request amendments to their records, and to have some control over the disclosure of personally identifiable information from their records. Students will be notified of their FERPA rights annually by publication in the semester *Schedule of Classes*.

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,” that is, information normally found in the student directory or other commonly distributed publication. Specifically, “directory information” includes name, date of birth, home and university addresses, e-mail address, telephone number, major (program), enrollment status as a full-time or part-time student, 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. To prevent disclosure of information in the student directory for a given semester, students need to file their request with the Registrar’s Office before the end of the second week of the semester. Requests to prevent disclosure become effective within five working days of the date received by the Registrar’s Office.

Student directories are not intended for public distribution outside the University community. Their dissemination may be authorized only by the Vice President for Academic Affairs. The University may respond to written requests for directory information about a student. Telephone requests are not honored. 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 completing the form entitled *Request to Prevent Disclosure of Directory Information*, available in 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

APPENDIX A

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. The University may send to parents or legal guardians of dependent students academic progress, status and disciplinary action reports. (A dependent student is defined as a person who is claimed by parents or legal guardians for income tax purposes.) 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 by:

- the student who completes the Parental Release Form in the Registrar's Office requesting reports be sent to parents or legal guardians;
- parents or guardians who make a written request to 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 Registrar's Office. 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.

APPENDIX A

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 Registrar’s Office, Office of Academic Advising, Dean of Students’ Office, Departmental Offices, Financial Aid Office, Career Development Center (if the student has initiated a file for placement purposes), Graduate Studies Office, Extension Studies Office. Students are invited to consult the Registrar or the Office of the Vice President for 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.

Offices of the Registrar and Academic Advising

University Registrar

Dean of Undergraduate Studies

Class 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 documents in the central educational record of matriculated undergraduate students are jointly maintained by the Offices of the Registrar and Academic Advising. Such records contain admission documents and basic student data, a copy of the original Academic Advising Record, notices of transfer credit and previous university transcripts, and other appropriate documents such as student-related correspondence. The Office of the Registrar maintains a comparable dossier for matriculated graduate students. 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. The Registrar also maintains files of original registration documents, which are retained five years from the respective semesters before destruction.

APPENDIX A

Veterans' Records University Registrar

Administrative staff and government officials legally authorized to review the information.

The Registrar's Office 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.

Dean of Students' Office Dean of Students

Appropriate academic and student life staff, faculty members on a need-to-know basis designated by the Vice President for Academic Affairs 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 five 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 Academic Advising. Materials to be archived are added to information that is forwarded to the Archives of the Registrar.

Financial Aid Office 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

APPENDIX A

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.

Career Development Center

Director of the Career Development Center

Administrative staff and faculty on a need-to-know basis.

Students create their own files in the Career Development Center. 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 nonmedical 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, Vice President for Academic Affairs, Dean of Students, Academic Department Chair, Director of Extension Study, 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.

APPENDIX A

- 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

APPENDIX A

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 Vice President for Academic Affairs 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;

APPENDIX A

- 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 institutions'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
600 Independence Avenue, SW
Washington, DC 20202-4605

APPENDIX B, APPENDIX C

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 web site as well.

APPENDIX C

CONSTITUTION OF THE SALVE REGINA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

Preamble

In order to more fully participate in the education process of Salve Regina University (SRU), to encourage wider and more effective communication among the various segments of the campus community, and to help foster an environment of student concern and achievement, we, the undergraduate students of SRU do hereby adopt the following constitution;

Membership

All full or part time undergraduate students of SRU are members of the Student Government Association (SGA) and are eligible to vote in general and special elections. All members who are not on probation at the time of election, as determined by the University's regulations, may hold an elected or appointed office.

Structure

All powers of the association shall be vested in the Student Government Association. The Student Government will be divided into two branches, the Executive and the Legislative. Neither Branch shall exercise the powers herein granted the other.

Article I – Executive Branch

Section 1: All executive powers shall be vested in the Executive Branch of the Student Government Association.

Section 2: The members of the Executive Branch shall include:

- A. President
- B. Vice President

APPENDIX C

- C. Secretary
- D. Treasurer
- E. Public Relations Coordinator

Section 3: Executive Branch Elections

- A. All members of the Executive Branch shall be elected during the last quarter of the Spring Semester in accordance with the SGA Election Code. In the event that any office, other than that of President, becomes vacant, the Executive Branch will nominate an elected member of the Student Government and the Legislative Branch will ratify the replacement. All Executive Branch officers are eligible for re-elections.
- B. Each Executive Branch member shall serve a term from the first senate meeting following their election through the last senate meeting prior to regular Executive Board elections.

Section 4: Duties of the Executive Branch

A. The SGA President shall:

1. Call and preside over all SGA meetings.
2. Vote in the Senate, only in the case of a tie.
3. Represent, or appoint a designee to represent, the SGA Senate at all public occasions as called upon to do so or as protocol dictates.
4. Appoint members to all University committees, as appropriate, with the advice and consent of the senate.
5. Serve as ex-officio member to all University committees, as appropriate.
6. Fill, with ratification of the Legislative Branch, any vacancies occurring within the Legislative Branch due to dismissal or removal.
7. Appoint a parliamentarian.
8. Assist with the indoctrination of the President-elect.

B. The SGA Vice-President shall:

1. Assume the duties of the President in his/her absence.
2. Formulate ad-hoc committees and appoint the chairpersons for such committees as deemed necessary by the Legislative Branch.
3. Serve as ex-officio member to all Senate committees, as appropriate.
4. Coordinate orientation workshops for new senators in the Legislative Branch.
5. Maintain absentee records for all senate meetings and handle correspondence concerning absentee warnings.
6. Assist with the indoctrination of the Vice-President-elect.
7. Vote in Executive Board meetings.

C. The SGA Secretary shall:

1. Keep all minutes of all Student Government meetings.
2. Make available to members of the Senate a copy of the next meeting's agenda at least 24 hours prior to the Senate meeting.
3. Maintain an active file of all SGA correspondence.

APPENDIX C

4. Be responsible for writing any correspondence whose author is not individually specified by the Senate.
5. Keep a revised copy of this constitution, reflecting all amendments. Said copy shall be brought to all Student Government meetings.
6. Assume the duties of President in the absence of both the President and the Vice-President.
7. Assist with the indoctrination of the Secretary-elect.
8. Vote in Executive Board meetings.

D. The SGA Treasurer shall:

1. Be responsible for all moneys collected.
2. Be prepared to report on the financial condition of the SGA Treasury as requested by Senate.
3. Serve as the student chairperson of the Activities Funding Board.
4. Review the financial conditions of all student organizations requesting funds from the SGA Treasury.
5. Prepare a budget for the following year.
6. Assist with the indoctrination of the Treasurer-elect.
7. Vote in Executive Board meetings.

E. The SGA Public Relations Coordinator:

1. Make available to the campus community copies of the Senate meeting minutes within five academic days of the meeting.
2. Be responsible for notifying the campus community of all SGA activities through the use of campus media, flyers, posters, etc.
3. Assist with the indoctrination of the Public Relations Coordinator.
4. Vote in Executive Board meetings.

Section 5: Executive Branch Procedures

- A. The Executive Branch shall meet at least bi-weekly in such a way as to deliver the agenda for the next Senate meeting in a timely and expedient fashion.
- B. When matters arise that warrant immediate attention, and the full senate cannot be assembled, the Executive Branch shall be empowered to act on behalf of the full Senate. The Executive Branch shall not act on any matters related to constitutional amendments.
- C. A majority of the Executive Branch members present shall constitute a quorum (3/4 of the Senate) to do business.
- D. The Executive Branch shall set the agenda for all regular and special Senate meetings.

Article II – Legislative Branch

Section 1:

All legislative powers shall be vested in the legislative branch of the SGA.

Section 2: The memberships of the Legislative Branch shall be:

- A. One (1) Representative for every one hundred (100) undergraduate students living on-campus as determined by the Office of Residence Life in September.
- B. One (1) Representative for every one hundred (100) undergraduate students living off-campus as determined by the Office of the Registrar in September.

Section 3: Election of the Legislative Branch Representatives

- A. All Representatives for the current academic year will be elected during September of the year. All Representatives shall be eligible for re-election.
- B. Legislative Branch elections shall be run in accordance with the SGA Election Code.
- C. All Representatives shall serve a term from the first academic day after Senate elections to the last academic day prior to the Senate elections of the following year.

Section 4: Legislative Branch Representatives shall have the power:

- A. To propose and review requested increases and decreases in the student fees.
- B. To investigate and advise upon all policies and procedures which affect the student body.
- C. To introduce and act upon New Business deemed to be within the power of the Senate.
- D. To ratify all appointments made by the President.
- E. To call for the creation of ad-hoc committees to investigate issues pertinent to the student body.

Section 5: Duties of Legislative Branch Representatives shall be:

- A. To have a working knowledge of this constitution and the proper procedures of the Senate.
- B. To attend all regular and emergency meetings of the Senate.
- C. To serve on University and ad-hoc committees as necessary.

Section 6: Absentee Policy

- A. Representatives may not miss more than two (2) unexcused Legislative duties per semester. This includes any combination of Senate meetings and committee meetings.
- B. The Vice President is responsible for confirming absences and validating excuses for Senate meetings.
- C. The committee chairperson is responsible for confirming absences and validating excuses for committee meetings.
- D. All notification of absences and excuses is to be done in writing to appropriate person at least 12-hours in advance of the absence if possible.
- E. All absences must be reported to the Vice President by the committee chairperson for recording purposes.
- F. Three tardies serve as one absence.

APPENDIX C

Section 7: Senate procedures

- A. The Senate shall meet at least biweekly during the academic year for the general meeting.
- B. The Senate shall meet at least biweekly for committee meetings.
- C. Emergency meetings may only be called at the direction of the President. The time, place and business to be taken up at the emergency meeting shall be made public at least 4 hours prior to the meeting.
- D. A majority of the voting members of the Senate shall constitute a quorum ($\frac{3}{4}$ of the Senate) to do business.
- E. All Senate meetings shall be open to the University community.
- F. All SGA Senate meetings shall be conducted according to the Parliamentary Procedure at a Glance, new edition, unless otherwise voted in the majority by the Senate.
- G. New Business may be proposed from the floor at any duly called general Senate meeting. New Business submitted to the Executive Board for inclusion in the agenda shall be heard before New Business introduced from the floor.
- H. Discussion of each item of New Business shall be limited to 10 minutes.

Article III – Referendum

Any act or resolve passed by the Senate is subject to review by the Student body within a thirty (30) day period from passage of said act or resolve. Ten percent (10%) of the student body must petition the senate for a written ballot in order to vote on said act or resolve. Said act or resolve will be suspended pending the outcome of the written ballot. The ballot shall take place within five (5) academic days of the receipt of the petition by the Senate Executive Branch. The senate may place any referendum on an SGA ballot by a two-thirds ($\frac{2}{3}$) vote.

Article IV – Amendments

The SGA Senate Constitution Committee shall review all amendments to the SGA Constitution within two (2) weeks of receipt of the proposed amendment by the committee. All proposed amendments shall require two (2) Senate hearings before adoption. The proposed amendment shall require a two-thirds ($\frac{2}{3}$) vote of the Senate in order to be brought before the Senate a second time. A majority vote of the Senate during the second hearing shall be necessary for the amendment's adoption. An amendment can be pulled out of committee by petition.

Article V. Removal Process

Section 1. Removal process of an elected official.

Unbefitting behavior of an SGA officer or excessive absences (more than 2 unexcused per semester) would be grounds for impeachment. The Vice President will issue a warning letter to this officer. In the case of the Vice President being the possible person being impeached, the President would provide the letter of warning.

APPENDIX C

Section 2. Hearing Procedure

A hearing shall be administered within a seven (7) day period of the last incident after the warning letter has been given.

A. The Hearing

1. The hearing shall consist of the accused officer choosing a representative for their defense. The President may choose the prosecutor; however, in the case of the President being impeached the Vice President would choose the prosecutor.
2. The jury will consist of the remaining Senators and officers.
3. A 3/4 vote to impeach must occur after the hearing has finished with a quorum at the proceedings.
4. The judge will be the parliamentarian or who ever is chosen as most qualified for knowing the constitution the best by a majority vote of the Senate.

B. Appeals Process

1. Appeals may be directed to the University Student Life Committee.
2. The University Committee on Student Life will determine whether to hear the appeal and the procedures to be followed.
3. The decision of the Committee is final.

Section 3. Removal process of a Senator or Special Member

A. Removal

1. A notice of removal shall be issued to the Senator or Special Member in question in written form by either the President or Vice President prior to the announcement of any action.
2. After the removal notice has been issued, the entire Senate shall be made aware of the action.
3. At the next general meeting, the Senator or Special Member in question will be allowed to address the Senate on his/her own behalf. In addition, any Senator, Special Member, or officer may address the senate on the behalf of the offending Senator or Special Member.
4. When this has concluded then the Senator or Special Member in question will be asked to step out of the meeting and a ballot vote will take place. A two-thirds (2/3) majority vote will be needed to remove the Senator or Special Member.
5. The decision of the Senate is final.

SALVE REGINA UNIVERSITY Student Government Association Bylaws

Article One: Standing Committees

The following committees are considered an integral part of the Student Government Association. The committees will be used to investigate issues of

APPENDIX C

concern to the students and to render recommendations to the appropriate university departments and offices. All committee work must be brought before the full Senate for ratification prior to action with the exception of sub-committees.

Section 1: Committee Descriptions

- **Activities Funding Board (AFB)**
Description: The AFB has as its primary responsibility for the allocation of funds collected through the Student Activity Fee. The AFB reviews funding requests submitted by officially recognized student organizations at Salve Regina University.
- **Constitution and Elections Board (C/EB):**
Description: The C/EB is primarily concerned with constitutional issues and amendments that may arise throughout the course of the academic school year. Also, any questions or concerns that may appear pertaining to the Election Code or election procedure will be referred to this committee.
- **Public Relations Committee (PRC)**
Description: PRC is responsible for publicizing the Student Government Association and its mission. The PRC publicizes all activities and meetings of the SGA through various means of communication.

Section 2: Eligibility, Appointment and Duties of Committee Chairperson

- A. An ad-hoc or standing committee chairperson must be an elected or appointed member of the Senate or E-Board for the current academic year.
- B. At the start of each academic year, each Committee Chairperson shall be responsible for setting goals of the committee for that year. These goals must be submitted to the full Senate at the first meeting in October.
- C. All minutes for committee meetings must be provided in writing and submitted to the SGA Vice President before the next full Senate meeting. These minutes shall serve as the official report at the Senate meeting.
- D. A copy of attendance for all committee meetings must be submitted to the SGA Vice President before the next full Senate meeting.
- E. Any Chairperson found not in compliance with the said duties shall be subject to removal from the Chairperson position.

Section 3: Voting Procedure

All votes require a participation of two-thirds (2/3) of members voting required in order to be official. These votes need to be either in the affirmed or the opposed, as abstentions are considered to be null votes.

If a vote is cast and the minimum requirement is not reached, there will be an immediate five (5) minute debate on the issue. Speaking time will be limited to thirty (30) seconds, and will be monitored by the chair.

At the end of the five (5) minute debate, the chair will call for a revote. If voting does not meet the required minimum then the issue is tabled.

APPENDIX D

OFF-CAMPUS LIVING

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 that may result in verbal and/or written warnings, community restitution and/or monetary fines, educational and/or counseling referral, probation, suspension and/or dismissal from the University. 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. Information about ordinances, fines and penalties is available in the Dean of Students' Office.

Responsibility and the Social Host

Residents of a dwelling will be held responsible for the actions of their guests. The University will respond promptly to complaints from neighbors and, if necessary, follow the appropriate disciplinary action. Living off-campus does not allow students to forfeit their responsibilities as a member of the Salve Regina University community and the need to abide by the Student Handbook. As a social host, one assumes all the risks associated with state and local laws regulating drinking age, noise, and public safety when one hosts guests in one's home. Court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved.

The University expects its students to take the responsibilities of off-campus living seriously as part of one's educational experience.

APPENDIX E

BEHAVIORAL REVIEW PROCEDURE

The University has established a review procedure which may be utilized in situations where a student has been suspended for one semester or more or dismissed from the University. To initiate a review, a student must submit a letter stating that intent to the Office of the Dean of Students within 48 hours of the imposition of the sanction.

1. The Dean or designee will convene and select by lot a Review Committee comprised of 5 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 Review Committee in a timely manner.
3. Once the Review Committee convenes, all members will review the documentation as a group.
4. The Review Committee reserves the right to contact individuals who may provide additional information for the review.
5. The Review Committee will meet to make a recommendation to uphold or modify the original sanction within 10 days of the procedure being initiated when the University is in session. The recommendation is forwarded to the Vice President for Student Life. If the Vice President is party to the review, then the recommendation is sent to the Vice President for Academic Affairs.
6. The decision of the Vice President is final and binding.

For the Academic Year 2006/2007, the faculty, staff and student pools are comprised of:

STAFF

Johanna Mancivalano
Frederick Promades
Francine Monfette
Matthew Boxler
Tim McDonough

FACULTY*

* appointed in 9/06

EXECUTIVE BOARD OF SGA

Christopher Hudson
Justin Antall
Jason Lago
Meghan McFarland
Gabriel Urso

ACADEMIC GRIEVANCE PROCEDURE

Guidelines for Students

RE: Grade Decisions and Other Academic Matters

- a. 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;
 - (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. If the student is not satisfied with the result of the consultation process described above, s/he may initiate a grievance. The timetable and process for filing this grievance are as follows:

The student, within thirty days from the time the alleged injustice is known, shall send a written request for initiating a formal grievance procedure to the Chair of the Standing Faculty Grievance Committee with copies to the Dean of Faculty and the Faculty member involved. This request shall contain in detail the nature of the grievance and also explain all pertinent information concerning attempts to resolve the problem informally. Students should contact the office of the Vice President for Academic Affairs to obtain the name of the Chair of the Standing Faculty Grievance Committee.

STUDENT-ATHLETE ALCOHOL POLICY

The consumption of alcohol by student-athletes, team managers, student-trainers, coaches, officials and all other Salve Regina University Athletics personnel is prohibited in connection with any official intercollegiate team function or Athletic Department activity. An official team function for purposes of this policy is identified as any activity held at the direction of or under the supervision of Athletic Department personnel.

Student-athletes and student-trainers under 21 years of age are prohibited at any time from consuming alcohol. If over 21, student-athletes and student-trainers are prohibited from consuming alcohol 48 hours prior to a competition. In addition, no member of the Athletic Department staff shall be permitted at any time, to consume alcohol in the presence of student-athletes, with the exception of University-sponsored events.

Due to the extreme seriousness of the causes and effects of alcohol abuse, a student-athlete who consumes alcohol at any time will be accountable for any alcohol-related incident in which he or she is involved. Alcohol-related incidents can include but are not limited to the following:

- Violation of the 48 hours rule
- Drunken and disorderly conduct
- Public intoxication (protective custody or campus security involvement)
- Use of alcohol while on an Athletics Department sponsored trip
- Conviction/Charge of driving while under the influence

If it is determined that a student-athlete or student-trainer is in violation of the alcohol policy, he or she may be subject to the following sanctions:

First Offense: Student-athlete/Student-trainer will be suspended from the next date of competition and a meeting will be held with the Director of Athletics.

Second Offense: Student-athlete/Student-trainer will be suspended from all games and practices for a period of one week. A meeting will be held with the Director of Athletics. Student-athlete will be referred to counseling.

Third Offense: Student-athlete/Student-trainer will be dismissed from the team for the remainder of the season. A positive recommendation from a counselor will be required for reinstatement.

In addition, student-athletes remain subject to all other University policies which may impose similar or other sanctions in the cases cited above.

INDEX

| | | | |
|--|----|---|----|
| Academic Advising | 28 | Guests | 18 |
| Academic Affairs | 28 | Harassment | 45 |
| Academic Appeal Process | 32 | Hazing | 54 |
| Academic Clubs | 9 | Health Services | 7 |
| Academic Development Center | 28 | Identification Cards..... | 57 |
| Academic Honor Code | 29 | Identity Theft | 54 |
| Academic Honor Societies | 32 | Indecent Behavior | 54 |
| Activities | 5 | International Students | 8 |
| Activities Funding Board | 10 | Keys..... | 23 |
| Alcohol and Other Drugs | 42 | Laptop Program..... | 37 |
| Appendices | 66 | Lost and Found..... | 56 |
| Assault | 43 | Mail Services..... | 38 |
| Athletics | 5 | McKillop Library..... | 38 |
| Banking | 34 | Mental Health..... | 54 |
| Behavioral Review Process | 12 | Mission of the University..... | 1 |
| Bookstore | 34 | Network Services | 39 |
| Bulletin Boards | 34 | Noise and Quiet Hours..... | 19 |
| Campus Ministry | 5 | Off-Campus Living..... | 81 |
| Career Development | 34 | Parking | 59 |
| Class Absences /University Sponsored Activities | 49 | Program Accessibility | 2 |
| Class Cancellations | 50 | Public Affairs | 39 |
| Clubs and Organizations | 8 | Reporting Procedures..... | 48 |
| Community Service | 6 | Residential Life..... | 13 |
| Computer and Network Use..... | 50 | Resident Student Judicial System | 24 |
| Constitution of the SGA | 74 | Room Reservation and Occupancy..... | 14 |
| Copy Center | 35 | Safety and Security..... | 57 |
| Crime Awareness and Campus Security Act | 74 | Safety Glasses..... | 56 |
| Counseling Services | 7 | Sexual Assault..... | 44 |
| Domestic Violence | 47 | Sexual Harassment..... | 45 |
| Facilities and Services | 34 | Shuttle Service | 58 |
| Failure to Comply | 53 | Smoking | 56 |
| FERPA | 66 | Student Conduct | 10 |
| Feinstein Enriching America Program..... | 6 | Student Government Association..... | 9 |
| Financial Aid | 35 | Student Life | 3 |
| Financial Obligations | 55 | Telephone/E-Mail Harassment | 46 |
| Fire and Safety..... | 23 | University Computer Laboratories..... | 40 |
| Firearms..... | 53 | University Policies and Procedures..... | 42 |
| Food Services..... | 35 | Use of University Name..... | 56 |
| First Year Experience Coordinator | 33 | Vacations..... | 15 |
| Gambling | 54 | Veterans' Services | 41 |
| | | Withdrawal from Residence | 14 |