



# Rhode Island College

## 2016-2017

### Student Handbook & Campus Calendar



Want to graduate in **4 years?**  
Take at least **15 credits/semester**  
Same tuition for 12-18 credits!

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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This product is printed in Korea

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

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## **RHODE ISLAND COLLEGE MISSION**

Rhode Island College is one of the region's leading comprehensive public colleges. Our mission is to offer accessible higher education of the finest quality to traditional and non-traditional students from around the state, the region, and beyond. Students here are members of a caring community that respects diversity and values academic excellence informed by cultural inquiry, civic engagement, and co-curricular activity. The college offers a wide variety of liberal arts, science, and professional programs in which dedicated faculty work with students to achieve the promise of higher education: an open and inquiring mind.

**The handbook is published annually by the Office of Student Life and is subject to change. A more updated version that includes any changes made during the year can be found at:**  
**<http://www.ric.edu/studentlife/handbook.php>**

## WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS



Dear Student:

I am delighted to greet you as a new or returning student and to share with you the information and resources provided by this new edition of the *Rhode Island College Student Handbook & Campus Calendar*. This handbook is an essential resource to all first-time and continuing students. It has been prepared to provide easy access to information which you may need in a hurry. It also provides you with knowledge about the College, which will guide your campus involvement in your areas of interest. Most questions you may have about Rhode Island College can be answered by referring to the

material in this handbook. I urge you to access this information whenever necessary.

Rhode Island College offers a rich and rigorous environment for each student to engage in learning -- in and out of the classroom. We believe that your educational experience should have many dimensions. You will experience growth in skills and factual knowledge, in self-confidence and self-esteem, in your ability to imagine and create, and in your awareness of others in this increasingly diverse community. We hope that you will make a commitment to grow in each of these dimensions because we know your satisfaction with your educational experience will be directly related to such a commitment. This handbook will assist you in making contact with those people at the College who can facilitate an exciting and successful experience. The faculty, staff, and other students want to help you make your Rhode Island College experience all that it can be. If you will reach out to these people, I can assure you that you will be on your way to an exciting and rewarding adventure.

Thank you for choosing to be a student at Rhode Island College. You have my best wishes for much success and enjoyment in all of your endeavors.

Scott Kane

Interim Vice President for Student Affairs

## **CLASS CANCELLATION/COLLEGE CLOSING**

Classes will be held at Rhode Island College except in cases of extreme emergency as determined by the President following consultation with appropriate college officials. In making such a determination, the President may consider such factors as the college's ability to clear parking lots and walkways, official state-issued advisories regarding vehicular travel, actions of other area higher education institutions and local school districts, and the availability of public transportation, among other factors. Should the President determine that conditions warrant cancellation of classes, said classes may be cancelled for the morning, afternoon, or evening time periods, or for a combination of two or more of those specific time periods. Morning classes are defined as those beginning prior to 12:00 noon; afternoon classes are defined as those beginning from 12:00 p.m. through 3:59 p.m.; and evening classes are defined as those beginning from 4:00 p.m. through the remainder of the day. In consideration of the commuting time necessary for many students, faculty, and staff, every effort shall be made to provide notification of cancellation at least three hours prior to the start of each time period.

### **NOTIFICATION OF CLASS CANCELLATION**

1. The Rhode Island College Web site ([www.ric.edu](http://www.ric.edu)) will feature an announcement on the home page.
2. The message will be carried on the college's recorded telephone announcement that may be accessed by calling (401) 456-9500. Normally, the college Web site and the recorded telephone announcement will provide the most timely information on class cancellations.
3. Local radio and television stations will broadcast cancellation announcements through the Rhode Island Broadcasters Association consortium. These announcements may be accessed directly from most major television and AM and FM radio stations in the area. Many broadcasters also post cancellation announcements on their Web sites. Students, faculty and staff can sign up with the RI Broadcasters Association to receive text messages about class cancellations.
4. The announcement will also be carried on the college's official Facebook and Twitter pages.
5. A campus-wide e-mail notification will be sent to all faculty and staff, Anchor TV, WXIN, as well as to the college e-mail address of all students registered for that semester.
6. A text message will be sent through "RIC Alert," the Rhode Island College emergency notification system. RIC Alert text messages are sent to all cell phones and PDAs registered in the system. Students, faculty, and staff may register for this service through MyRIC on-line.

### **EMERGENCIES—INFORMATION FOR STUDENTS, PARENTS, AND THE GENERAL PUBLIC**

1. The college switchboard will remain staffed during the hours of 7:00 a.m. to 7:00 p.m.
2. Provision will be made to meet the dining needs of residence hall students.
3. During emergencies, regardless of whether or not classes are cancelled, other activities scheduled on campus may be cancelled. Contact the sponsoring organization for information.
4. During any period of locally inclement weather that does not warrant college-wide cancellation of classes, a student unable to get to class shall be allowed, at the first opportunity, to make up any in-class examinations and to submit any assignments that require the student's physical presence on the campus.

## FALL SEMESTER 2016

### AUGUST

18	Thursday	Fall registration begins for non-degree undergraduate students
24	Wednesday	Opening coffee hour
26	Friday	Fall waiver registration for National Guard (STEP Program), senior citizens, and students with unemployment waivers
29	Monday	Fall classes begin
31	Wednesday	First-Year Convocation

### SEPTEMBER

5	Monday	Labor Day (college closed, library closed)
12	Monday	Last day for adding or dropping courses without a charge

### OCTOBER

10	Monday	Columbus Day (college closed, library open--holiday hours)
15	Saturday	Emergency make up day (if needed and so designated by administration)
26	Wednesday	Mid-semester grades due by noon

### NOVEMBER

4	Friday	Last day to withdraw from courses without permission
7	Monday	Spring/Early Spring registration begins for degree candidates
8	Tuesday	Election Day – (college closed, library closed)
11	Friday	Veterans Day (college closed, library open--holiday hours)
23	Wednesday	Friday classes meet
24	Thursday	Thanksgiving recess begins
28	Monday	Classes resume: Early Spring registration begins for non-degree students (contact Records office)

### DECEMBER

3	Saturday	Emergency make up day (if needed and so designated by administration)
5	Monday	Spring registration begins for non-degree graduate students
12	Monday	Fall semester classes end
13	Tuesday	Final examinations begin
19	Monday	Final examinations end
20	Tuesday	Snow date for final examinations

### EARLY SPRING 2017

26	Monday	Christmas Day observed (college closed, library closed)
27	Tuesday	Grades due by noon; Early Spring classes begin

## SPRING SEMESTER 2017

### JANUARY

2	Monday	New Year's Day observed (college closed, library closed)
4	Wednesday	New student orientation begins
11	Wednesday	Spring registration begins for non-degree undergraduate students
13	Friday	Early Spring classes end; Spring waiver registration for National Guard (STEP Program), senior citizens, and students with unemployment waivers
16	Monday	Martin Luther King, Jr. Day (college closed, library closed)
17	Tuesday	Spring classes begin
30	Monday	Last day for adding courses or dropping a course without a charge

### FEBRUARY

20	Monday	President's Day (classes will be held) Summer registration begins for degree students
25	Saturday	Emergency make up day (if needed and so designated by administration)
27	Monday	Summer registration begins for non-degree students

### MARCH

6	Monday	Spring recess begins
13	Monday	Classes resume
15	Wednesday	Mid-semester grades due
24	Friday	Last day to withdraw from courses without permission

### APRIL

3	Monday	Fall registration begins for degree students
26	Wednesday	Cap and Gown Convocation
29	Saturday	Emergency make up day (if needed and so designated by administration)

### MAY

1	Monday	Spring semester classes end
2	Tuesday	Final examinations begin
8	Monday	Final examinations end
10	Wednesday	Grades due by 4 p.m.
12	Friday	Summer Session I waiver registration for National Guard (STEP Program), senior citizens, and students with unemployment waivers
13	Saturday	Graduate/Undergraduate Commencement

## SUMMER SESSIONS 2017

- 15 Monday Summer Session I begins
- 19 Friday Last day for adding courses or dropping a course without a charge (Summer Session I)
- 29 Monday Memorial Day (college closed, library closed)

### JUNE

- 23 Friday Summer Session I ends; Summer Session II waiver registration for National Guard (STEP Program), senior citizens, and students with unemployment waivers
- 26 Monday Summer Session II begins

### JULY

- 4 Tuesday Independence Day (college closed, library closed)
- 5 Wednesday Last day for adding or dropping courses without a charge (Summer Session II)

### AUGUST

- 4 Friday Summer Session II ends
- 7 Monday Victory Day (college closed, library closed)

*NOTE: Calendar subject to change  
PEC Approved – 10/08/15*



# SECTION I: STUDENT SERVICES

## **BURSAR'S OFFICE - BUILDING #4 ON THE EAST CAMPUS. 456-8130.**

[www.ric.edu/bursar/](http://www.ric.edu/bursar/)

Here you can find information related to tuition rates and fees, as well as payment options and billing deadlines.

## **CAMPUS STORE (BOOKSTORE) - STUDENT UNION. 456-8025.**

[campusstore.ric.edu/](http://campusstore.ric.edu/)

The Campus Store provides required textbooks, technology, and other RIC merchandise to students. The store also hosts a book buyback for students at the beginning and end of each semester to give students the opportunity to sell back their textbooks. Please visit our website, [campusstore.ric.edu](http://campusstore.ric.edu), for information about course materials, store hours, store policies, and upcoming sales and events.

## **CAREER DEVELOPMENT CENTER - ROBERTS HALL 117. 456-8031.**

[www.ric.edu/careerdevelopment/](http://www.ric.edu/careerdevelopment/)

The Career Development Center provides a comprehensive range of services to assist students in areas of employment/internships and career decision making. Career counselors are available by appointment to help students with the selection of a major and/or career goal. Computerized career guidance programs (e.g., Type Focus) provide additional support to students deciding how to integrate their academic experiences into their post-RIC lives. Counselors offer assistance with resume and cover letter writing, professional job/internship search strategies, effective interviewing skills, and applying to graduate school. A wide range of placement-related services designed to connect students with prospective employers are also provided: job and internship fairs specific to RIC and others in collaboration with RI institutions, access to job and internship postings through Destinations (our on-line posting system), and employer visits to campus. In addition, the Office of Student Employment (located in the Career Development Center) assists students in securing employment while at RIC. Student employment opportunities are available to students with or without work study awards and may be on-campus or off-campus. Students may access jobs and internships, as well as our on-line career library and job search handouts at [www.ric.edu/careerdevelopment](http://www.ric.edu/careerdevelopment).

## **COUNSELING CENTER - CRAIG-LEE 130. 456-8094**

[www.ric.edu/counselingctr/](http://www.ric.edu/counselingctr/)

The Counseling Center at Rhode Island College helps students fully develop their intellectual, emotional and social potential, and alleviates the distress and conflicts which may interfere with that development. We offer a wide range of services to assist students in their efforts to learn and thrive during a life stage and in an environment of both great opportunity and challenge. Our main function is individual counseling and short-term psychotherapy for personal, career, and educational problems. In addition we offer a variety of groups, workshops, and outreach programs, vocational interest and personality testing, crisis intervention, and self-help materials. When problems are beyond our resources or competence, we refer students to appropriate services in the community. All of these services, which are available to any current Rhode Island College student, are free, confidential and of professional quality.

## **DINING SERVICES – DONOVAN DINING CENTER. 456-8207.**

**<https://www.ric.edu/collegedining/ddc.php>**

Dining Services offers a wide range of meal choices for residents, commuters, faculty, and staff to enjoy at three convenient locations on campus. Dining Services accepts cash, debit and credit cards and offers Meal Plan Options for residents, commuters, faculty and staff. Donovan Dining Center, located adjacent to the Student Union, offers delicious, hot entrée specials which change daily, as well as a variety of fresh deli sandwiches made to order, grilled items, soups and a full salad bar. Meatless, dairy-free, and gluten-free options are readily available. Nutrition Services are available by a Licensed Dietician whose services include confidential consultation on food allergies, weight control, eating disorders, and special food diets. In addition to amazing food, Donovan Dining Center offers many other amenities including free WIFI, a water bottle filling station, mobile device charging station, and four large screen TVs. Open 6:30am-7:30pm Monday – Friday and 9:00am-6:00pm on Weekends, Donovan Dining Center is the place to watch Anchor TV, listen to RIC’s Radio station WXIN, and to learn more about the many activities and events happening across campus.

The East Campus Galley, located in Building 3 on the East Campus, is open Monday –Thursday 8am-8pm and 8am-2pm on Fridays. The Galley provides quick pick-ups for students on the go and is a great place to meet and eat! The Café offers pizza, salads, sandwiches, as well as fresh baked desserts, smoothies and ice cream. Located in the Student Union, the Café is open Sunday 4pm-Midnight, Monday-Thursday 8am-Midnight, Friday 8am-10:30pm, and Saturday from 4pm-10:30pm. The Café also hosts open-mic nights where students can either enjoy or perform music, stand-up comedy or poetry.

## **DISABILITY SERVICES FOR STUDENTS - CRAIG-LEE 127. 456-2776 OR TTY (VIA RI RELAY) 711.**

**[www.ric.edu/disabilityservices/](http://www.ric.edu/disabilityservices/)**

*The Disability Services Center (DSC) is the central location on campus for disability-related services for students and is committed to providing accommodations for students with disabilities and supporting them in achieving their academic goals. Students who self-identify and provide appropriate documentation of their condition to the DSC may be eligible to receive reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and analogous state laws. Support services may include classroom and testing accommodations, advisement, referrals, and use of assistive technology. The DSC serves students with all types of disabilities: mobility, hearing, vision, motor, psychological, learning (including attention disorders), speech, medical, developmental, and other conditions. In addition, the DSC shall seek to assist students with temporary impairments, who are in need of short-term accommodations. The DSC is also available to advise any student who needs information about how obtain proper documentation of a disability. The DSC promotes the inclusion of individuals with disabilities in all aspects of college life, and endeavors to make students aware of the many opportunities and resources available to them at Rhode Island College. The DSC recognizes disability as a form of diversity and is the primary resource to educate, train, and guide the college community in understanding disability access, rights, and responsibilities. The DSC not only serves as an advocate for students with disabilities, but also encourages students toward self-advocacy and self-determination. For more information about procedures, policies, and accommodations for students with disabilities please contact the Disability Services Center or visit their Web site at: [www.ric.edu/disabilityservices](http://www.ric.edu/disabilityservices)*

## **FINANCIAL AID – BUILDING 3. 456-8033.**

[www.ric.edu/financialaid/](http://www.ric.edu/financialaid/)

In order to assist students who are unable to meet the cost of financing a college education, the Office of Student Financial Aid administers an extensive program of scholarships, grants, loans, and part-time employment opportunities. Demonstrated financial need is the primary factor used in the awarding of financial aid, although some scholarships are given each year in recognition of superior academic achievement or special talent. Currently, aid is not available to non-matriculated (undergraduate and graduate) students and is very limited for those students who are carrying less than six credit hours per term. Qualified applicants must file a Free Application for Federal Student Aid (FAFSA) or the FAFSA on the Web. Priority for funds administered by Rhode Island College is given to applications received at the federal processing center by March 1 of each year.

## **HEALTH SERVICES - BROWNE HALL. 456-8055.**

<https://www.ric.edu/healthservices/>

Rhode Island College Health Services provides confidential, primary care services to all students attending the College, regardless of insurance status. Students are treated with a holistic approach emphasizing prevention, risk reduction and education to assist in making life-long healthy choices. Visits are available on an appointment basis. Acute care or illness visits are generally scheduled for the same day. Available services include: physical exams; management of acute illnesses and injuries; immunizations; women's health care including GYN exams and pap smears, birth control and pregnancy testing; lab services including on-site blood tests, throat cultures, urine tests and STD screening for both males and females; mental health referral; TB skin testing for health science and nursing majors; smoking cessation and referral and coordination with specialty medical resources.

### **Health Insurance**

Rhode Island College requires undergraduate students registered for 9 or more credits to participate in the school-sponsored Student Health Insurance Plan unless they provide proof that they participate in a health insurance program that provides comparable coverage. Coverage is mandatory for International Students. Part-time, non-degree and Graduate Students may enroll in the plan on a voluntary basis.

## **INTERCOLLEGIATE ATHLETICS, RECREATION AND CLUB SPORTS**

[www.goanchormen.com](http://www.goanchormen.com)

**The Murray Center** (401-456-8007) serves as the headquarters for the college's intercollegiate athletic program which offers competition in 21 varsity sports. The nine men's sports include: golf, soccer, cross-country, basketball, wrestling, indoor track, tennis, baseball and outdoor track. The twelve women's sports include: soccer, lacrosse, cross-country, volleyball, tennis, swimming, golf, gymnastics, basketball, indoor track, softball and outdoor track. The programs offered reflect the needs, interests, and abilities of all students who wish to enrich their college days with a highly competitive intercollegiate experience. Tryouts are open to all full-time, matriculating students who fulfill institutional and NCAA requirements. The **Student-Athlete Success Center** is located in the heart of the intercollegiate athletic facility village and is the hub for student-athlete academic support, life skills programming and community service initiatives. It also is the home for the department's fundraising arm.

**The Recreation Center** (401-456-8400) This facility recently completed a comprehensive renovation and is the home for the college's recreation and intramural programs. The facility includes an indoor track, with interchangeable volleyball, basketball, and tennis courts. A natatorium complex with an L-shaped competitive/recreational pool; a two-level center with one level dedicated to cardio and the other to strength training; a multipurpose fitness gym; a student lounge, and top notch locker rooms complete the facility. Additionally, the recreation center serves as a home base to the intercollegiate athletic program's Olympic sport teams. The college's club sports program includes competitive programs in equestrian, men's ice-hockey and ultimate Frisbee with new club sports being considered on an annual basis.

For additional information on any of the initiatives sponsored by the Department of Intercollegiate Athletics and Recreation please call (401-456-8007) or visit our website at [www.goanchormen.com](http://www.goanchormen.com).

## **INTERFAITH SERVICES - DONOVAN DINING CENTER 15. 456-8168.**

[www.ric.edu/interfaithcenter/](http://www.ric.edu/interfaithcenter/)

The Interfaith Center endeavors to support members of the Rhode Island College community in spiritual growth and development regardless of religious history/affiliation. Interfaith Services seeks to educate the RIC community about various faiths and beliefs, to foster appreciation, understanding, and respect for religious diversity, and to support faith-based student groups. Spiritual readings and a prayer/meditation room are available for the campus community and can be reserved. Please visit us on the web: [www.ric.edu/interfaithcenter/](http://www.ric.edu/interfaithcenter/).

## **INTERNATIONAL STUDENT OFFICE - LOCATED IN THE FACULTY CENTER. 456-8649.**

[www.ric.edu/internationalstudents/](http://www.ric.edu/internationalstudents/)

The International Student Office is the official resource for non-American students who are currently studying at or applying to Rhode Island College. The International Student Office will help students find answers to specific questions about U.S. Government forms, the process of entering and leaving the country, employment requests, Practical Training, financial needs, taxes, health, housing, academic and personal problems. The Office also hosts social activities such as orientation parties, film nights, ethnic restaurant meals, and in addition publishes six newsletters a year which are circulated on campus and worldwide via the College website. Rhode Island College requires that ALL International Students participate in the college's health insurance, regardless of the number of credit hours they are enrolled in.

## **LEARNING FOR LIFE – CRAIG-LEE 054. 456-6320**

<http://www.ric.edu/learningforlife>

Learning for Life (L4L) is a student-to-student network of resources and support, designed to seed innovation and collaboration across campus for student success. L4L bridges connections between RIC students and the resources that the college and community can provide them. A team of staff and student Navigators serve students, called L4L Scholars to fortify them for progress and remove any obstacles to their success. We serve students through:

- **The Navigator model of student support**, providing comprehensive services through peer-to-peer mentorship and linkages to resources for students through a network of trained students (Junior, Senior, or Master's level) in partnership with the RIC School of Social Work
- **Community building events**, such as monthly themed community lunches, a social connections group, and writing workshops and a shared study hall with the Preparatory Enrollment Program
- **Targeted outreach and support** through collaborative partnerships, including Finish Strong – outreach to students who left the College before finishing in partnership with the Assistant Vice President for Academic Affairs (AVPAA), and coordinated academic preparation for returning adult learners with the Institute for Early Childhood Teaching and Learning
- **Collaborative initiatives** with on- and off-campus partners to bring new resources for students, including comprehensive learning evaluations, a Latino Success Project, and student success courses

L4L is centrally located on the ground level of Craig-Lee hall as a hub of support for students. We provide a student lounge as a place to rest, get snacks, study, and just hang out between classes. We also host a satellite office where campus and community partners can spend time as an accessible location to reach students. We have established collaborative relationships with community entities such as the College Crusade, College Visions, Foster Forward, the RI Department of Human Services, the RI Department of Children, Youth and Families, the Providence Children and Youth Cabinet, the Latino Policy Institute, Youth Pride, and others. L4L also collaborates with campus partners, including Disability Services Center, Career Development, Continuing Education and Professional Studies, the CF/RIC Innovation Lab, Center for Undergraduate Research and Creative Activities, and Unity Center.

Our community of L4L Scholars and Navigators has grown to over 675 students. If you are interested in becoming part of our network of support or to receive additional information, please reach out via phone (456-6320), email ([l4linfo@ric.edu](mailto:l4linfo@ric.edu)), or stop in CL 054.

## **LIBRARY/JAMES P. ADAMS LIBRARY - 456-8126.**

**[www.ric.edu/adamslibrary/](http://www.ric.edu/adamslibrary/)**

The James P. Adams Library provides:

- Access to information in print and online.
- Reference services in person and through use of the “ASK US” button on the Library homepage.
- One-on-one research consultation.
- Public computers for use throughout the building.
- Laptops, iPads, and Nexus 7 tablets for loan.
- Gate count for 2014/15 was 511,510.

The library collection today includes 153,307 eBooks, 55,052 journals in electronic format, and 153 databases, all of which are accessible both on and off campus. Print holdings include 583,807 items and 194 periodicals. It also has a collection of technical reports, newspapers and government publications, a DVD collection of films and documentaries, a variety of music CD's, and a rotating collection of popular fiction and non-fiction books for recreational reading.

In order to have access to the full range of library services, students are required to have a RIC College ID card activated for library use. This can be done in person at the circulation desk, over the phone by calling 456-9617, or via the online form at [www.ric.edu/librarycardactivation](http://www.ric.edu/librarycardactivation). During 2014/15 academic year, 66,386 items from the library's collection circulated.

Library faculty collaborate with the College faculty to create library instruction for specific courses focused on the discovery, use and evaluation of library resources and information on the web. During a year the Library provides 200 library instruction sessions which are attended by 3,500 students. These sessions are conducted by the Reference librarians who also answer about 9,000 reference questions a year.

The Library's participation in the Higher Education Library Information Network (HELIN) allows the RIC community to borrow from academic and hospital libraries throughout the state with a click of a button in the online catalog. Users can request items not available in the HELIN consortium through the library's Document Delivery Service. During the past year the RIC library borrowed 2,096 items from other libraries and lent 1,400 items, for a total of 3,496 items.

The College Archives, a rich depository of the history and records of Rhode Island College, as well as faculty and alumni publications and student theses, are located in the Special Collections Department. Special Collections includes a number of subject collections consisting of papers books, manuscripts and other resources that document the state's education, ethnic, and socio-political history. A growing number of student theses and honor projects, faculty publications, and Special Collections materials are also accessible electronically in the Digital Commons.

The Curriculum Resources Center, housed within the Library, provides instructional material and curriculum development resources for teachers and teacher education programs.

Information about Library hours, services and resources can be found on the Adams Library website at [www.ric.edu/adamslibrary](http://www.ric.edu/adamslibrary) and by linking to Resources & Services for Students at: <http://digitalcommons.ric.edu/handbooks/3/>

## **OFFICE OF ACADEMIC SUPPORT AND INFORMATION SERVICES (OASIS) - CRAIG-LEE 154. 456-8083.**

[www.ric.edu/oasis/](http://www.ric.edu/oasis/)

To enhance learning from orientation to graduation, OASIS provides comprehensive academic support services to Rhode Island College students. Knowing that effective assistance ensures students' persistence and academic success, services are designed to address key transitions and challenges faced by undergraduate students. Beginning with orientation, a program that guides new freshmen and transfers through the transition to college, OASIS introduces students to the academic and social environment at RIC. OASIS serves as the academic advisor for students who are exploring their choice of major (formerly called undeclared). Advisors encourage students to set realistic goals as they work toward appropriate degree requirements. The office also provides advisement for JAA students. Tutorial services, both in-person and online, are provided for writing, math and subject areas such as accounting, biology, foreign languages and psychology. In addition, one-on-one advising and workshops focused on learning skills enhancement strategies and test preparation enable students to improve their performance and develop their potential. In all, OASIS serves the diverse needs of students striving for academic achievement.

## **OFFICE OF STUDENT LIFE - CRAIG-LEE 119. 456-8061.**

[www.ric.edu/studentlife/](http://www.ric.edu/studentlife/)

The mission of the Office of Student Life is to help students with typical problems or issues that arise over the course of one's academic career. In addition to providing information, assistance, and referrals, the office advocates for changes in College policies, practices or procedures as students' needs and issues grow and evolve. The Office of Student Life also publishes the Student Handbook, arbitrates minor disciplinary infractions of a nonacademic nature, processes institutional withdrawals, and conducts, whenever possible, exit interviews with students leaving the College.

## **RECORDS OFFICE - BUILDING #4 ON THE EAST CAMPUS. 456-8213.**

[www.ric.edu/recordsoffice/](http://www.ric.edu/recordsoffice/)

The Records Office is responsible for the registration process, recording of student academic progress, scheduling physical facilities for classes; posting pre-approved transfer credit for courses taken after the student is enrolled at RIC; preparing degree audits and certifying graduation; providing transcripts, producing diplomas; certifying attendance to external agencies on behalf of students; and processing change of name and/or home address. Note: preferred names can be listed on class rosters and grade reports. Students interested in the preferred name option are welcome to contact the Records Office in person or by phone at 456-8213.

## **RESIDENTIAL LIFE AND HOUSING – PENFIELD HALL. 456-8240.**

[www.ric.edu/residential-life/](http://www.ric.edu/residential-life/)

Through the programs and services offered, Residential Life and Housing works to maintain an environment conducive to personal and educational growth, while creating a residential environment that complements the academic mission of the College. Housing at RIC is intended to be a cooperative living arrangement within a community and offers a once in a lifetime experience. With fellow residents, students will be exposed to a variety of new people, ideas, concepts and relationships. All full time matriculated undergraduate students are eligible for housing on campus. Information on applying for housing is available by contacting the Residential Life and Housing Office.

## **SECURITY AND SAFETY - BROWNE HALL. 456-8201.**

**[www.ric.edu/campuslife/security.php](http://www.ric.edu/campuslife/security.php)**

The goal of the Campus Police Department, a division of the college's Department of Security and Safety, is to provide for the safety of life, personal and institutional property, and to enhance the educational process. This is accomplished through the enforcement of all local, state and federal laws and statutes, as well as the various rules and regulations promulgated by the college administration and the Rhode Island Board of Governors for Higher Education. Open 24 hours a day, Campus Police Officers are pleased to assist students with any questions regarding security and public safety issues. In the event of an accident or an emergency, call the Security Office at 456-8201. Emergency blue light phones also connect to Campus Police. In addition, the department contains the lost and found area as well as information regarding parking rules and regulations. All motor vehicles intended to be operated or parked on campus must be registered with the Campus Police Department.

## **STUDENT UNION – 456-8034.**

**[www.ric.edu/studentunion/](http://www.ric.edu/studentunion/)**

The Student Union is the hub of the College for all the members of the community – students, faculty, staff, administration, alumni and guests. It is more than a building; it is also an organization and a program which compliments the academic experience and contributes to student success. As the gathering place for the college community, the Student Union provides activities, services, and a value-added component of extended advisement and support outside the classroom. In addition to the Campus Store and Convenience Store, The Café, offices of several student organizations, student mailboxes and meeting rooms, there are a number of other student resources which include:

### **Welcome and Information Center - 456-8148.**

The Student Union Welcome and Information Center is the centralized place to find general information about the college and seek referrals to various campus departments for whatever your needs may be. Tickets and sign ups for various functions sponsored by student organizations and the Office of Student Activities are available as well as Lost and Found.

### **Campus Card – Photo Identification Card – 456-8394.**

The ID card is more than your official Rhode Island College photo identification card. It is a great way to pay for everything including food, beverages, photocopies, laundry, printing, and textbooks at the Bookstore. You can deposit money on your card at Campus Card or with a credit card over the phone. You can also deposit money on your Campus Points account at either of the two ValuePort stations located at Adams Library behind the reference desk and at Browne Hall outside of Campus Police (cash only). Additionally, your ID card has some important non-debit uses as well. It serves as your Meal Card when you sign up for a meal plan, your door key for entrance to your residence halls Browne, Sweet, Thorp, Weber, Willard and Penfield Hall, your Adams Library card, and your ID for entrance into the Recreation Center.

The ID card consists of 3 accounts. 1) The meal plan account for Donovan Dining Center, the Café, and the Galley (Board, Guest Passes, and Bonus Dollars). 2) The Campus Points account for use at all locations where points are accepted (DDC, Café, Galley, Campus Store, Convenience Store, Welcome and Information Center, many copiers, and pay-for-print stations in the Café and Adams Library). 3) DDC commuter points (DDC points). This account is useful if you would like to designate funds for food only.

Your first card is free and can be obtained by coming to the Campus Card office located on the second floor of the Student Union. Call (401) 456-8394, email [campuscard@ric.edu](mailto:campuscard@ric.edu), or visit <http://www.ric.edu/campus-card/faq.php> for more information.

If your ID card is missing, please notify Campus Card (456-8394), Donovan Dining (456-8207), or Residential Life (456-8240) immediately to prevent unauthorized use. The college is not responsible for unauthorized use of an ID card prior to it being reported missing. Replacements are issued for a \$10.00 fee.



### **Student Activities – Student Union 456-8034.**

The Office of Student Activities organizes Greek Life trips and programs, assists with event planning, supports student organizations and advisors, and offers leadership development and community service opportunities. In addition, Student Activities conducts outreach efforts to inform students about campus involvement opportunities through a weekly email newsletter, the Student Affairs (SA) Briefs, sent to all students, Facebook page, and digital signage.

### **UNITY CENTER - DONOVAN DINING CENTER. 456-8791.**

[www.ric.edu/unitycenter/](http://www.ric.edu/unitycenter/)

The Unity Center is the Rhode Island College multicultural center. Its mission is to promote the accessibility of educational services and the opportunity for excellence to all students through collaborative programming with its student affiliates, faculty, staff and the wider community. The Center seeks to enhance cultural awareness and competency by providing a safe forum for dialogue and encourages the exploration of diversity, inclusion and social justice. The Center offers a lending library (books & videos), computers, printing & copying, and a student lounge – located on the lower level of the DDC. Like us on Facebook. Visit us on the web: [www.ric.edu/unitycenter](http://www.ric.edu/unitycenter).

### **USER SUPPORT SERVICES - HORACE MANN TECHNOLOGY CENTER. 456-8803.**

[www.ric.edu/uss/](http://www.ric.edu/uss/)

User Support Services is responsible for distributing and maintaining desktop hardware, software, and multimedia technologies. USS oversees College technology facilities including electronic classrooms, computer labs and the video-broadcasting studio. Offering a wide range of services for students, faculty and staff including help desk, audiovisual distribution, and technology training, USS is the primary point of contact for on-campus computing support. The College's Microsoft Agreement offers popular Microsoft software titles to students without cost. Matriculated students who have registered for the upcoming semester may download the latest version of Microsoft Office for PC, Mac or mobile device free of charge. The USS Help Center is located on the lower level of Craig Lee Hall. Walk-in computer labs are located in Whipple Hall 102 and the Technology Center at Horace Mann Hall. An Assistive Technology Lab is on the third floor of Adams Library. For more information, please contact the Help Desk by telephone at (401) 456-8803 or by email at [helpdesk@ric.edu](mailto:helpdesk@ric.edu).

### **WOMEN'S CENTER - DONOVAN DINING CENTER, 456-8474.**

[www.ric.edu/womens-center/](http://www.ric.edu/womens-center/)

The Rhode Island College Women's Center is a resource and growth center for all members of the College community. The Center provides support, education, and advocacy through campus programming and access to resources regarding domestic violence, sexual assault, feminine health, breast cancer, women's empowerment, and emotional well-being. Services offered include: information and referrals to agencies within the state, a pamphlet/booklet display, a lending library with books and videos on women's issues, free feminine sanitary supplies and condoms, information on workshops and in-state seminars, and other resources. The Women's Center is located in the lower level of Donovan Dining Center.



# GETTING INVOLVED ON THE RHODE ISLAND COLLEGE CAMPUS

## OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities is one of the main resources for ways to get involved on campus. Student organizations, Greek Life, leadership programs, mentorship opportunities, off-campus trips, retreats, on-campus events, community service and student employment positions are just a few examples of avenues for campus involvement. More detailed information can be found at [http://www.ric.edu/student\\_activities/](http://www.ric.edu/student_activities/).

## FREE PERIOD

Every Wednesday from 12:30 p.m. – 2 p.m. is Free Period, a time-slot during which classes are not scheduled so that students can get involved on campus. Many student clubs and organizations meet and many campus-wide events occur during Free Period.

## CAMPUS ACTIVITIES DAY AND SPRING ACTIVITIES FAIR

Campus Activities Day is a student organization recruitment fair scheduled every year on a Wednesday in September during Free Period on the Quad (or in the Student Union Ballroom in the event of rain). Attending this festival-style fair featuring exhibit tables of active student clubs and organizations and college departments is one of the best ways to find your niche and get involved on campus. A similar event, the Spring Activities Fair, takes place on a Wednesday in February during Free Period in the Student Union Ballroom. The Showcase gives transfer students the opportunity to join student organizations, and allows organizations to network and display their accomplishments and offerings.

## STUDENT COMMUNITY GOVERNMENT

Student Community Government, Inc. (SCG, Inc.) is located in Student Union 401. Student Parliament acts as a central forum for the Student Body to bring forth and address issues and concerns affecting students at Rhode Island College. SCG, Inc. holds meetings of Student Parliament every other Wednesday at 7 p.m. during the semester in Student Union 307. Students can join SCG, Inc. by running for Class Representative or by taking out a petition to represent a constituency on campus (e.g., Humanities, Mathematics and Physical Sciences, Social Sciences, Education, Resident At Large, Commuter At Large, or At Large). Students who do not wish to sit on Student Parliament may serve on one of nine (9) SCG, Inc. or one of twenty-one (21) College Committees. To take out a petition or fill out a committee application, stop by the SCG, Inc. office or call (401) 456-8088. For more information, visit [ricscg.org](http://ricscg.org) or email [RICSCG@ric.edu](mailto:RICSCG@ric.edu).

## CLUBS AND ORGANIZATIONS

Joining a student club or organization is a great way to plan events, make new friends, learn new skills, broaden your horizons, gain leadership experience, and enhance your resume. There are more than 80 student clubs and organization from which to choose, centering on a variety of topics including media, academics, community service, spiritual, social, cultural, and athletics. A complete list of recognized student clubs and organizations can be found at [http://www.ric.edu/student\\_activities/](http://www.ric.edu/student_activities/) under the Student Organization Directory. If you'd like to start a new organization, Student Community Government, Inc. and Student Activities can help with that process.

## **FRESHMAN CLASS ELECTIONS**

Freshman Class Elections are held in late September. If you are interested in running for President, Vice President, Treasurer or Secretary of the Freshmen Class, or Freshman Representative on Parliament, contact Student Community Government at (401) 456-8088; email: [ricscg@ric.edu](mailto:ricscg@ric.edu); website: <http://scg.ric.edu/>.

### **Student Activities (SA) Briefs**

The Office of Student Activities sends out weekly email announcements listing student organization-sponsored events and other related programs. Be sure to check your RIC email account for these important messages. Archives of past editions of the SA Briefs can be found at [http://www.ric.edu/student\\_activities/sabriefs.php](http://www.ric.edu/student_activities/sabriefs.php).

## **RIC PROGRAMMING**

RIC Programming is a student organization that plans and promotes many of the general events on campus, which include comedy nights, concerts, outdoor movies and other programs. They hold their organization meetings every Wednesday, 12:30 p.m. – 2 p.m. during FREE PERIOD. To learn more about them, visit their table at Campus Activities Day, stop by their office in the Student Union, or call (401) 456-8045.

## **STUDENT JOBS ON CAMPUS**

Working on campus as a student employee has many benefits in addition to the money you will earn. You will connect with professionals and other students working on campus, better understand how to access resources for yourself, and develop skills you will ultimately use in your professional life. For information about student employment opportunities, visit the Career Development Center in Roberts Hall 117. All on-campus and off-campus opportunities (both work study and non-work study) can be accessed on Destinations, RIC's on-line job posting service. Go to [www.ric.edu/careerdevelopment](http://www.ric.edu/careerdevelopment) and click on "Destinations" to create a user profile and view listings. Jobs are available on a first-come/first-serve basis, so we encourage you to begin your job search early! The Career Development Center also helps students make academic and career decisions, develop job search documents and skills, connect with organizations seeking interns and employees, and apply to graduate school. For more information, call 456-8031.

## **LEADERSHIP DEVELOPMENT OPPORTUNITIES**

The Emerging Leaders Program offers students an opportunity to participate in a fun yet intense series of workshops and experiential activities focusing on the areas of self-awareness, intercultural competency, communication and teamwork, social responsibility, professionalism, and mentorship. The Program aims to provide a foundation for students to become confident, aware, and engaged citizens. To apply, students can submit the application found at [http://www.ric.edu/student\\_activities/](http://www.ric.edu/student_activities/) under Leadership Development Opportunities. Student Activities also offers one-time, skill-based leadership development seminars, student organization officer training, and a Leadership Weekend in the spring.

## **OPEN BOOKS-OPEN MINDS COMMON READING PROGRAM (OBOM)**

RIC sponsors OBOM to introduce new students to academic life at the college and to offer a common, unifying experience. All new students (both freshmen and transfers) read a selected book over the summer and attend OBOM events during the year. The entire campus community is invited to participate in the common reading and the events based on the themes of the book. The year ends with a student conference in April. Upper level students may also participate in the OBOM mentor program. For more information, visit the OBOM website, <http://www.ric.edu/obom>

# SECTION II: STUDENTS RIGHTS

## STUDENT BILL OF RIGHTS

Preamble: Rhode Island College students possess and retain the inalienable rights granted them by the United States Constitution. Attendance at Rhode Island College does not revoke any of these rights. This academic and social institution does not deny those rights to any students. The Rhode Island College Student Bill of Rights contains 13 articles outlining these rights as well as student responsibilities.

### Article I: Freedom of Expression and Association

Section 1. Students shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means (such as: assembly and petition) which do not disrupt the regular and essential operation of the institution. Such actions as disrupting class, damaging/defacing property, or racial/sexual attacks and illegal harassment will not be tolerated.

Section 2. Students shall have the right to assemble and to use the facilities of the College in accordance with its rules. In their public expressions or demonstrations, students speak only for themselves, and do not represent the views of the institution, the rest of the Student Body, or of Student Community Government, Inc.

Section 3. Students may invite and hear any person of their own choosing. Those routine procedures required by the College for the appearance of a guest speaker on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation and security for the event. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group, the institution, the rest of the student body, or of the Rhode Island College Student Community Government, Inc.

Section 4. Institutional control of campus facilities shall not be used as a device of censorship.

### Article II: Freedom of Communication

Section 1. Student publications and means of communication (such as, but not limited to: The Anchor, RIC Radio WXIN, Anchor TV, and Shoreline literary magazine), which are legitimately accessible to students, shall be subject to existing laws governing public communication and electronic media.

Section 2. The editors and managers such as, but not limited to the aforementioned groups shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

Section 3. All student communications shall explicitly state that the opinions expressed are not necessarily those of the institution, the rest of the Student Body, or of Rhode Island College Student Community Government, Inc.

Section 4. Students may distribute written material on campus without prior approval providing such distribution does not interfere with the rights of others or disrupt the regular and essential operation of the institution.

### Article III: Freedom from Discrimination

Section 1. Pursuant to the philosophy of the Board of Governors for Higher Education, Rhode Island College and its administration, the College does not illegally discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity, disabled veteran, veteran of the Vietnam Era, or citizenship status. This non-discrimination policy encompasses the operation of the College's educational programs and activities including admissions policies, scholarship and loan programs, athletic and all other programs; it also encompasses the employment of College personnel and contracting by the College for goods and services. Rhode Island College is committed to taking affirmative action to ensure that this non-discrimination policy is effectively observed in all the College's endeavors.

Section 2. Membership in all institution-related organizations shall be open to any member of the institution community who is willing to subscribe to the stated goals and meet the stated obligations of the organization.

## **Article IV: Student Participation in Campus Governance**

Section 1. As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the Student Body. The students shall have clearly defined means and appropriate representation in the formulation and application of institutional policy affecting academic and student affairs. The role of Student Community Government, Inc. and both its general and specific responsibilities shall be made explicit, and the actions of the Rhode Island College Student Community Government, Inc. within the areas of its jurisdiction should be reviewed only through the Office of Student Life and/or Rhode Island College Student Community Government, Inc.

## **Article V: Notice of Rules**

Section 1. No sanction may be imposed for violations of rules and regulations for which there is not actual or constructive notice. Those rules and regulations, including the range of punishment that may be imposed, must be published and be made available. The college community shall be informed that such rules and regulations are available, in the Student Handbook, which is available on the college website through the Office of Student Life and/or Rhode Island College Student Community Government, Inc.

## **Article VI: Freedom from Disciplinary Action without Due Process**

Section 1. When misconduct may result in serious penalties, the student is entitled to a formal hearing before the established College judicial system. In all situations, procedural fair play requires that the student be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The rules and procedures of the established College judicial system are published in the Student Handbook, which is available on the college website through the Office of Student Life and/or Rhode Island College Student Community Government, Inc. The college community shall be informed that a statement of such rules and procedures is available.

## **Article VII: Violation of Law and College Discipline**

Section 1. If the student is charged with, or convicted of an off-campus violation of law, the matter shall be of no disciplinary concern to the College, except as provided in Section 5, Section 6, or Section 7 of this Article. In any event, the student is subject to the academic regulations of the College.

Section 2. If the student is accused of violating a federal, state or local law on campus, charges may be instituted against the student through the established College judicial system and/or through the civil and criminal courts.

Section 3. If the student is accused of violating a campus regulation, charges will be instituted through the established College judicial system.

Section 4. No student shall be punished for an action, if such an action was committed before the College instituted regulations which prohibited said action.

Section 5. Absent extraordinary circumstances, the status of a student shall not be altered, nor shall the student's right to be present on campus to attend classes and to participate in college activities be suspended until disposition of charges are made, except when the student's continued presence on campus poses imminent danger to the safety of that student or to the safety of other members of the college community or to college property. Any such exceptions shall be in accordance with the established college judicial procedures which shall provide for an appeal.

Section 6. If abuse of computing resources occurs on the networks to which the college belongs or the computers at other sites connected to these networks, the College will treat this matter as an abuse of Rhode Island College's policy for responsible computing. The aforementioned does not preclude prosecution under Federal and State statutes.

Section 7. Illegal off-campus activity will not normally be noticed by the College, but when such conduct imperils the integrity and values of the academic community, it may also result in disciplinary action by the college.

## **Article VIII: Privacy**

Section 1. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to premises occupied by students and the personal possessions of students (such as, but not limited to: residence hall rooms, lockers, and vehicles). Nothing expressed or implied in the institutional relationship or residence hall contract may give the institution or residence hall officials authority to consent to a search of a student's room by police or other law enforcement officials unless "probable cause" exists that the student is participating in an illegal activity or one which will endanger the student, the rest of the Student Body, or College property. When required by law, said officials must present a search warrant.

Section 2. The institution is neither arbiter nor enforcer of student morals. Social morality on campus, not in violation of law or institutional rules, is of no disciplinary concern to the institution.

Section 3. When the institution seeks access to a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws, College regulations, or for improvement or repairs, the occupant normally shall be notified in writing of such action not less than twenty-four (24) hours in advance except as specified in Section 5.

Section 4. If a College employee or student has reason to believe that a search of a particular room or personal possessions of another student will yield evidence of violation of a College regulation by a particular student, that employee or student should contact the Hall Director or the Director of Residential Life and Housing. If the Hall Director or the Director of Residential Life and Housing, after hearing the employee's or student's statements, believes that a search of a particular student residence may produce evidence of a violation of College regulations, or evidence of the identity of a person committing such a violation, the Hall Director or the Director of Residential Life and Housing may apply to the Vice President for Student Affairs (or designee) for an administrative search warrant. The Vice President for Student Affairs (or designee) shall sign the administrative search warrant only if there is reasonable suspicion to believe that the item(s) described in the application and related to the commission of a violation is located as described in the application and that it is in the best interest of the College and its students to conduct an administrative search. Evidence found in the administrative search that indicates a violation of College policy may be used for internal College action.

Section 5. The Hall Director, the Director of Residential Life and Housing, the Vice President for Student Affairs, or anyone specifically designated by the Housing Office may enter a student's room in a residence hall without consent when that person has a reasonable cause to believe that such entry is necessary on an emergency basis to protect the health or safety of persons or to make emergency repairs to College facilities to avoid damage to College or student property.

## **Article IX: Freedom from Improper Disclosure**

Section 1. Information such as but not limited to student views, religious beliefs, sexual orientation, and political associations that employees of the Counseling Center acquire in the course of their work is strictly confidential. Although instructors are not legally bound by the same health care confidentiality rules as employees of the Counseling Center, they are expected to honor student confidences absent extraordinary circumstances. Judgments of ability and character may be provided under appropriate circumstances, with the knowledge or consent of the student.

Section 2. To minimize the risk of improper disclosure, academic and disciplinary records shall be separate, and the conditions of access to each shall be set forth in an explicit policy statement. Transcripts of academic records shall contain only information about academic performance and current status of enrollment. Information from educational records for all students, and disciplinary files for students until their 18th birthday, shall not be available to unauthorized persons without the express written consent of the student involved except under legal compulsion or in cases of a health or safety emergency. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

## **Article X: Freedom in the Classroom**

Section 1. The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are protected through orderly procedures against prejudiced or capricious academic evaluation.

Section 2. Students are free to express differences of opinion or to disagree with data or views offered in any course of study. However, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

## **Article XI: Protest**

Section 1. The right to protest peacefully within the College community is granted. However, the College retains the right to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Peaceful protest does not include obstruction of entrances to and exits from institutional facilities, willful disruption of campus activities, creation of conditions threatening to persons or property, or abusive conduct.

## **Article XII: Amendments**

Section 1. Amendments to this document shall become effective upon approval by Rhode Island College Student Community Government, Inc., the Committee on Student Life, the Council of Rhode Island College, and the President of the College.

## **Article XIII: Ratification**

Section 1. This document shall be adopted upon approval by Rhode Island College Student Community Government, Inc., the Committee on Student Life, the Council of Rhode Island College, and the President of the College.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she attends Rhode Island College. Students to whom the rights have transferred are "eligible students."

The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901). The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

## **Disclosure of Education Records**

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. Third party in this case includes parents. The student's education record includes class schedules, transcripts, grades, GPA and all other relevant information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student seeks or intends to enroll, or is already enrolled as long as the disclosure is related to the student's enrollment;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

## **COMPLAINT RESOLUTION POLICY**

Rhode Island College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and which is free from discriminatory, inappropriate, and disrespectful conduct or communication. As an institution of higher education dedicated to fostering and upholding higher order values of human dignity and respect for the individual, Rhode Island College expects standards of professional behavior that exceed those minimally prescribed by law.

This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues of resolution. The College will maintain records and monitor all complaints at all levels. In the case of Affirmative Action complaints, all records are required to be retained for monitoring purposes. The complete "Complaint Resolution Policy" can be found at:

<http://www.ric.edu/administration/complaintRes.php>.



# SECTION III: STUDENT RESPONSIBILITIES

## ACADEMIC STANDARDS

### ACADEMIC INTEGRITY

*(As amended by the Council of Rhode Island College – 11/07/08; 4/13/12; and 12/13/13)  
(Approved by the President – 12/20/13)*

#### 1. Introduction

Academic integrity is the foundation of the academic community. Students who violate College rules on academic integrity are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the College. Individual schools may have additional standards and policies related to academic honesty. Information regarding academic integrity at Rhode Island College, including information regarding academic integrity hearings, can be found at [www.ric.edu/aib](http://www.ric.edu/aib).

#### 2. Applicability

The rules for academic integrity, and the penalties for violations, apply to all undergraduate and graduate, full-time and part-time students at Rhode Island College. Persons who withdraw from the College after allegedly violating these standards, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” In such cases a student may be prevented from re-enrolling or may be readmitted with certain restrictions until the case is resolved.

#### 3. Prohibited Behavior

Examples of violations of Academic Integrity include (but are not limited to):

- Cheating: intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Plagiarism: intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. The following are examples of plagiarism:
  - i. Word-for-word plagiarism: This includes (a) the submission of another student’s work as one’s own; (b) the submission of work from any source whatever (print or electronic) without proper acknowledgement by footnote or reference within the text of the paper; (c) the submission of any part of another’s work without proper use of quotation marks.
  - ii. Patchwork plagiarism: This consists of a piecing together of unacknowledged phrases and sentences quoted verbatim (or nearly verbatim) from a variety of sources. The mere reshuffling of other people’s words does not constitute original work.
  - iii. Unacknowledged paraphrase: It is perfectly legitimate to set forth another author’s facts or ideas in one’s own words, but if one is genuinely indebted to the other author for these facts or ideas, the debt must be acknowledged by footnote or reference within the text of the paper (e.g., the above paragraphs are based largely on Sears, Harbrace *Guide to the Library and Research Paper*, p. 39).



Many facts, ideas, and expressions are considered to be in the public domain or general knowledge and need not be acknowledged (e.g., the fact that the Declaration of Independence was signed in 1776; the idea that universal public education is essential to the survival of democratic institutions; such proverbial expressions as “A rolling stone gathers no moss,” or “New York is a great place to visit, but I wouldn’t want to live there,”) but as a general rule, when one is in doubt, it is best to acknowledge the source.

- Collusion: facilitating academic dishonesty intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Deception: Providing false information to an instructor concerning a formal academic exercise, e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- Multiple Submissions: Submitting for credit, when a student has not been given permission to do so, any work that is the same or substantially the same as work that has been submitted for credit in another course. Many professors allow re-working or building on prior work; however, multiple submissions are permitted only with the prior permission of the instructor(s), and only when the student acknowledges the multiple submission in the work itself.

#### **4. Adjudicating Allegations of Academic Integrity Misconduct**

Formal adjudication of alleged violations of the Academic Integrity Code is conducted by the Academic Integrity Board.

##### **a. Initiation of Complaint:**

Cases of academic dishonesty should be identified by individual faculty members, and reported to the V.P.A.A. A student may also report a case to a faculty member or V.P.A.A.

##### **b. Faculty Role:**

The faculty member has two clearly defined roles: first, to establish preventive measures; and, second, to ensure that detected instances of academic dishonesty are dealt with appropriately and reported.

Preventive measures should include a statement to each class by the faculty member outlining expected standards of intellectual honesty and the necessity for such standards. The faculty member should also maintain reasonable security of all examination materials and procedures. Generally, the faculty member should employ any reasonable methods to discourage acts of academic dishonesty.

A faculty member may take action up to and including failing a student accused of academic dishonesty. Some often-used penalties include:

- i.* A low or failing grade on the assignment in which the offense occurred.
- ii.* An additional assignment.
- iii.* Reduction of the final grade up to and including failure.
- iv.* Any combination of the above.

In all cases, a report describing the nature of the dishonesty and the subsequent action taken by the faculty member shall be filed with the Vice President for Academic Affairs. Additionally, the faculty member may recommend that the Academic Integrity Board recommend further action.

##### **c. Vice President for Academic Affairs Role:**

The Vice President for Academic Affairs shall maintain a file of any and all reports of academic dishonesty. At the discretion of the Vice President for Academic Affairs and depending upon the severity of the infraction, the student may be informed in writing about possible consequences of further infractions.

In the case of multiple infractions, the Vice President for Academic Affairs will refer the student’s name to the Academic Integrity Board for review and possible action.

d. Role of the Academic Integrity Board:

The Academic Integrity Board shall consider cases referred to it by the Vice President for Academic Affairs, and has the option to recommend any of the penalties ranging from those available to the faculty member to placing the student on academic probation or expelling the student from the College.

1. Appeal

Any student accused of academic dishonesty may appeal action taken by the instructor in a case to the Academic Integrity Board

2. Appeals Procedure

- i. Appeals or referrals to the Board will follow the standard procedure of the Board.
- ii. The Board shall inform the student, the faculty member, and Vice President for Academic Affairs of its decision.
- iii. A record of the cases concerning academic dishonesty will be kept in the Office of the Vice President for Academic Affairs
- iv. A student may appeal the decision of the Academic Integrity Board (concerning academic dishonesty) to the Vice President of Academic Affairs. Appeals may be considered on the basis of new information or procedural errors.

e. Hearing Procedures

Absent extraordinary circumstances, the Academic Integrity Board (AIB) shall operate in accordance with the following:

1. The student accused will be given written notice of an academic integrity violation.
2. The Chair of the Board shall schedule the time, date and place of the hearing(s), to be held normally at least five days following the student's notification but normally within thirty days. The Chair shall rule on any other procedural matters raised by either party.
3. Any documentary evidence that any witness or party wishes to present at the hearing shall normally be submitted to the Vice President for Academic Affairs (VPAA) as far in advance of the hearing as possible. The VPAA shall forward all evidence to the AIB Chair. The Chair will share all evidence with the Board prior to the hearing. The accused may view the evidence prior to the hearing by contacting the Chair and arranging to have the materials viewed. Any documentary evidence not submitted in advance of the hearing shall be permitted at the discretion of the Chair.
4. An accused student or a complaining witness may request that one or more members of the Board be recused for good cause such as a conflict of interest or bias. The fact that one of more members of the Board may have previously adjudicated a matter involving the student or witness(s) shall not, in and of itself constitute good cause. The Chair shall rule on the request for recusal except when the Chair is the subject of the recusal request in which case the remaining members shall make the ruling.
5. Board Hearings shall be conducted in private.
6. The accused student, the party bringing the charges forward, and a person of support for the accused student and the party bringing the charges forward may attend the hearing. A person of support for the accused student and a person of support for the party bringing the charges forward may attend. However, the support person must be a member of the RIC community and may not be a member of the accused family. The support person may only speak to the Board with the Chair's approval. Attendance of any other witnesses shall be at the discretion of the Chair.

7. The Board's deliberations concerning the determination of guilt and the imposition of sanctions shall be conducted in executive session.
8. Where more than one student is accused of misconduct arising out of the same incident the accusations against all of the students shall be considered separately. The Chair shall rule on any exceptions.
9. All members of the College community are expected to cooperate with the Academic Integrity Board and those who are prospective witnesses shall make themselves available at the hearing as necessary. The parties seeking to call witnesses from the College community shall contact the witnesses as far in advance of the hearing as possible.
10. Hearsay evidence may be admitted at the discretion of the Chair.
11. The hearings shall be conducted without the formal procedures that are obtained in a court of law.
12. A recording shall be made of the hearing and a copy shall be provided to the accused student upon request.
13. Following the presentation of the case by the party bringing the charges forward and/or the Board, the accused student shall have the opportunity to respond.
14. Questions directed at the accused and the Complainant (if present) will be asked by the Board.
15. Normally, the party bringing the charges forward and accused student may not directly question each other.
16. At the discretion of the Chair either side may make a closing argument with the accused student going last.
17. The Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Code except where the likely sanction is either suspension for at least a semester or expulsion in which case the standard of proof shall be by clear and convincing evidence.
18. The Board shall make its decision(s) on the evidence presented and arguments made at the hearing, in addition to evidence and findings related to previous hearings of the accused and college documents. If the accused student fails to appear, the Board shall proceed with the hearing and consider whatever evidence is presented.
19. Corrective actions may include but are not limited to: expulsion, suspension, academic probation, failure of a course, failure of assignment (s), and/or a prescription of work by an assigned Academic Integrity Advisor. The Board may also prevent a student from graduating.
20. Notice of the Board's decision, including information regarding any relevant right of appeal, shall be sent to the accused student as soon as practicable.

# NON-ACADEMIC RESPONSIBILITIES

## STUDENT CONDUCT CODE

### General Principles

All members of the campus community share a responsibility for maintaining and enhancing an environment guided by mutual respect, high standards of integrity, and reason. To that end the College has established this Student Conduct Code, which outlines standards of behavior that promote the safety and welfare of the Rhode Island College community.

Rhode Island College expects that all students will abide by the policies of the College as well as state, local, and federal laws. Criminal activity occurring on campus will normally be reported to the appropriate law enforcement agency.

### Applicability of Code

The Student Conduct Code applies to all undergraduate, graduate, full-time and part-time students at Rhode Island College and all student organizations. Persons who withdraw from the College after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” In such cases a student may be prevented from re-enrolling or may be readmitted with certain restrictions until the case is resolved.

Student behavior occurring off campus that is in violation of the Code or local, state, or federal laws that may adversely affect the College or its relationship with the surrounding community may subject students and/or student organizations to college discipline.

### Prohibited Behavior

Students may be subject to discipline if found to have committed, to have attempted to commit, or to have threatened to commit the following:

*Personally-Directed Abuse Against Another Member of the College Community:* This includes:

1. Assault, including sexual assault or battery
2. Stalking
3. Cyberstalking
4. Bullying or Cyberbullying as defined in R.I. Gen. Laws § 16-21-33
5. Illegally Harassing any member of the College community or visitor to the College as outlined in the College’s Illegal Harassment Policy.
6. Illegally Discriminating against any member of the College community or visitor to the College while engaged in any College-recognized or related activity as set forth in the College’s Equal Opportunity policy.

*Possession of Weapons*, or weapon facsimile, including a firearm (as defined in R.I. Gen. Laws § 11-47-2 (3)) blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, slap glove, bludgeon, stun-gun, the so called “Kung-Fu” weapon, crossbow, dagger, dirk, stiletto, sword-in-cane, bowie knife, or other similar weapon designed to cut and stab another or any concealed razor, or knife of any description having a blade of more than three (3) inches in length measuring from the end of the handle where the blade is attached to the end of the blade.

This prohibition shall not apply to students who are law enforcement officers or uniformed members of the armed forces in connection with their duties. This prohibition shall also not apply to those facsimiles used as part of an organized College-sanctioned event or academic activity.

*Possession of Fire works, Dangerous Chemicals or Other Explosives* except when appropriately used in connection with a College-sponsored activity.

*Disorderly Conduct* as defined in R.I. Gen. Laws § 11-45-1.

*Urinating in Public*

*Public Intoxication*

*Disruptive Behavior* that obstructs or otherwise interferes with College classes, meetings, the work of a college employee(s) or legitimate student activities.

*Possession of Alcohol or Illegal Drugs, Including The Use of Prescription Pharmaceuticals For Other Than Their Intended Use*, on the campus or in any College-owned or controlled vehicle. This policy applies to all campus facilities including residence halls and at all student activities and events presented on campus by a College sponsored or a non-sponsored host. The Vice President for Student Affairs may grant exceptions when alcohol is an intended addition to a meal (e.g., a champagne toast at a reception). At all such scheduled events, it is required that nonalcoholic beverages also be served. No mention of alcohol is to be included in any publicity or promotion of said events. Marijuana possessed with a medical prescription is not permitted on campus because it remains a drug prohibited by federal law. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use. Students who violate the aforementioned policies regarding alcohol or illegal drugs are subject to the general principles of the College judicial process through the Student Conduct Board and/or the Dean of Students. Possible sanctions range from removal of attendance privileges at college events to institutional expulsion. In addition, members of the College community, who violate the existing laws of the State of Rhode Island pertaining to alcohol possession and consumption or the use and abuse of illegal drugs, may risk prosecution by civil authorities.

*Hazing* as that term is defined in R.I. Gen. Laws § 11-21-1, which is any conduct or method of initiation into any student organization, whether College-recognized or not, that willfully or recklessly endangers the physical or mental health of any person. Hazing includes, but is not limited to: whipping, beating, branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any person, or which subjects any person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

*Engaging in Any Unlawful Activity*. The College is not, and cannot be, a sanctuary. Its members are governed by civil law and specifically the laws of the State of Rhode Island. Illegal activity by students, whether on or off campus, subjects the individual to prosecution by civil authorities. In addition, the student is subject to disciplinary action by the College when its special interests (e.g., the health and safety of its members, college property, and its educational programs) are jeopardized.

*Failing to Comply With Faculty or Staff Directives*: This includes failure to conform to the procedures for adjudicating student disciplinary complaints.

*Failing to Comply With the College's Responsible Computer Use Policy*

*Malicious or Reckless Destruction of Property*: The intentional or reckless damage to or destruction of College property or of property on College premises belonging to others, including graffiti, destroying/removing advertisements, is prohibited.

*Acts of Dishonesty, including but not limited to the following*:

- Furnishing false information to any College official, faculty member, or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification
- Interfering with the operation of the student disciplinary process.

*Illegal Gambling*: Gambling is prohibited on the campus and at any College-sponsored or College-recognized event.

*Unauthorized Possession, Duplication or Use of Keys to Any College Premises*: Unauthorized possession, duplication or use of keys to any college premises is prohibited

*Unauthorized Entry or Other Use of College Premises* is prohibited

*Deliberate Misuse of Fire Safety Equipment, Including Exit Signs and Fire Doors*: Tampering with fire safety equipment (including, but not limited to, fire extinguishers, exit signs, automatic sprinkler heads, local smoke and heat detectors, and emergency lights) is prohibited. Safety equipment, such as exit lights, fire alarms, sprinkler systems, smoke alarms, or other safety or fire-fighting equipment must not be used inappropriately or rendered inoperable. Emergency exit charts shall not be removed or covered. Self-closing mechanisms on interior doors shall not be disabled and interior doors shall not be propped open.

*Violation of Residence Hall Policies listed in the section on **Residence Hall Responsibilities** (below) Commercial Sales or Solicitation of Members of the College community Without Authorization of the Vice President of Student Affairs:* Any person desiring to sell any products or services on the campus must have written permission from the Dean of Students, the Director of the Student Union or his/her designee. Credit card marketing is one form of solicitation that does not advance the mission of the institution and, therefore, is prohibited.

*Smoking in Any College Building, Vehicle, or Other Facility and Within 50 feet of Any Entrance or Exit Thereto:* Every member of the College community is entitled to a smoke-free environment. Smoking is prohibited in ALL RHODE ISLAND COLLEGE buildings and facilities. Smoking is permitted only in outdoor areas provided that it occurs 50ft. from building entrance ways and vestibules or in externally designated areas.

*Violation of any officially promulgated College rule or regulation not listed above*

### **Adjudicating Allegations of Student Misconduct**

Formal adjudication of alleged violations of the Student Conduct Code is conducted by the Student Conduct Board. Absent extraordinary circumstances, the college will conclude all disciplinary processes within 60 days of receiving a report of an alleged violation. If this timeline needs to be extended, the college will communicate the extension in writing to complainant and respondent.

#### a. Report Initiation

Any member of the College community may file a report with the Dean of Students accusing a student of violating the Student Conduct Code. The complaint shall normally be in writing and filed promptly following the complainant's learning of the alleged misconduct. Where an allegation concerns both academic and non-academic misconduct the adjudication shall be assigned to either the Student Conduct Board or the Academic Integrity Board at the discretion of the Vice President for Academic Affairs and Dean of Students.

#### b. Administrative Determination

The Dean of Students shall conduct an investigation to determine:

1. Whether the allegations in the complaint, if proven, constitute a violation of the Student Conduct Code, and if so
2. Whether, the charges can be disposed of administratively by mutual consent of the complainant(s), the accused student or student organization, and the Dean of Students, or
3. Whether the charges can be disposed of administratively insofar as the factual allegations are concerned but not as to the appropriate sanction or other resolution.

If the Dean of Students concludes that the allegations, if proven, constitute a violation of the Student Conduct Code but the matter cannot be resolved through an Administrative Determination (e.g. mutual consent cannot be reached, or the sanction as determined by the Dean of Students is rejected by the accused student or student organization), she or he will refer the case for formal.

#### c. Interim Suspension

The Dean of Students with the concurrence of the Vice President for Student Affairs or the President may immediately suspend a student on an interim basis in advance of a disciplinary hearing whenever she or he determines that allegations in the complaint, if proven, constitute a violation of the Student Conduct Code and there is a compelling need to remove the student from some or all parts of the campus and/or during certain times in order to safeguard the safety of members of the campus community, including the safety of the individual student, or to avoid disruption of the normal operations of the College. The Dean of Students may establish any reasonable conditions in lieu of not imposing an interim suspension or for lifting the interim suspension.

The status of a student, including those who have been suspended on an interim basis, shall not otherwise be altered pending adjudication of any disciplinary charge(s) and during the pendency of any appeal, provided, however, if the sanction proposed is suspension or expulsion. No grades, awards or degrees shall be awarded and a student who has been suspended on an interim basis who has been found responsible for violating the Student Conduct Code shall remain suspended on an interim basis during any appeal period.

d. Hearing Procedures for Formal Adjudication

Absent extraordinary circumstances, the appropriate hearing officer (e.g. Dean of Students, Chair of the Student Conduct Board) shall operate in accordance with the following:

- 1.) The accused student or student organization shall be given written notice of the specific allegations, the provision(s) of the Student Conduct Code alleged to have been violated, the nature of the evidence that is likely to be presented at the hearing, the names of witnesses likely to be called, and the range of sanctions likely to be imposed in the event the student/student organization is found responsible for the behavior alleged.
- 2.) The hearing officer shall schedule the time, date and place of the hearing(s), to be held normally at least five days following the student's/student organization's notification but normally within thirty days. The hearing officer shall rule on any other procedural matters raised by either party.
- 3.) Any documentary evidence that any witness or party wishes to present at the hearing shall normally be submitted to the hearing officer as far in advance of the hearing as possible. The hearing officer shall cause the evidence to be shared with the accused student/student organization, complaining witness, and the appropriate college administrators. Any objection to the introduction of such documentary evidence shall be made to the hearing officer prior to the hearing. The hearing officer's ruling shall be noted in the record of the hearing (but the substance of the excluded evidence shall not be shared with other members of the Board in cases referred to the Student Conduct Board). Any documentary evidence not shared in advance of the hearing shall, absent extraordinary circumstances, be excluded.
- 4.) In cases referred to the Student Conduct Board, an accused student/student organization or a complainant may request that one or more members of the Board be recused for good cause such as a conflict of interest or articulable bias. The fact that one of more members of the Board may have previously adjudicated a matter involving the student or witness(s) shall not, in and of itself constitute good cause. The Chair shall rule on the request for recusal except when the Chair is the subject of the recusal request in which case the remaining members shall make the ruling.
- 5.) Hearings normally shall be conducted in private. Exceptions, for good cause, may be granted by the hearing officer. In Student Conduct Board cases, the Dean of Students may be present at the request of the Chair or a majority of the members of the Board in order to advise on procedural questions, unless the Dean of Students is the formal complainant.
- 6.) The complainant, the accused student/student organization and his or her advisor may attend the entire hearing. Attendance of any other witnesses shall be at the discretion of the hearing officer. Any person who in the presence of the Board during a hearing exhibits contemptuous, boisterous, disorderly or violent conduct, tending to impair or to interrupt the due course of a hearing, may be held in contempt, sanctioned therefore, and/or ejected from the hearing with the aid of campus police.
- 7.) The Student Conduct Board's deliberations concerning the determination of guilt and the imposition of sanctions shall be conducted in executive session. Provided however, where the Dean of Students is the formal complainant and his or her presence is requested by the Chair or a majority of the members of the Board in order to advise on procedural questions the Dean may be present.
- 8.) Where more than one student is accused of misconduct arising out of the same incident the accusations against all of the students shall, absent extraordinary circumstances, be considered together. The hearing officer shall rule on any applications for separate hearings.



- 9.) The complainant and the accused student/student organization may be assisted by an advisor who must be a member of the College community except in cases involving sexual assault, in which case the complainant and accused have the right to an advisor of his or her choice, or in cases where the alleged facts are such that the accused student may face criminal prosecution, in which case the accused may have the assistance of legal counsel at his or her own expense. Any advisor or counsel may not participate in the hearing and said advisor or counsel's sole role shall be to silently advise the accused student.
- 10.) All members of the College community are expected to cooperate in disciplinary hearings and those who are prospective witnesses shall make themselves available at the hearing as necessary. The parties seeking to call witnesses from the College community shall contact the witnesses as far in advance of the hearing as possible. If necessary, the Dean of Students shall assist in obtaining the attendance of College-community witnesses who are identified at least two days prior to the hearing.
- 11.) Hearsay evidence may be admitted at the discretion of the hearing officer. Provided however, written allegations of material facts shall normally be given little weight.
- 12.) The hearings shall be conducted without the formal procedures that obtain in a court of law.
- 13.) A recording shall be made of the hearing and is the property of the college and shall be made available to the accused student upon request to formulate an appeal only. In cases of sexual assault, the recording also is available to the complainant to formulate an appeal. Normally, this request will be fulfilled by arranging for the accused to listen to the recording.
- 14.) The hearing body shall make its decision(s) solely on the evidence presented and arguments made at the hearing. If the accused student/student organization fails to appear the hearing shall proceed and consider whatever evidence is presented.
- 15.) The complainant shall have the burden of going forward. However, at the hearing officer's discretion the order of witnesses or the presentation of documentary evidence may be taken out of order.
- 16.) Normally, the complainant and accused student/student organization may not directly question witnesses.
- 17.) Following the presentation of the complainant's case the accused student/student organization shall have the opportunity to respond.
- 18.) At the discretion of the hearing officer, either side may be permitted to present rebuttal evidence.
- 19.) At the discretion of the hearing officer either side may make a closing argument with the accused student/student organization going last.
- 20.) The hearing body's determination shall be made on the basis of a preponderance of the evidence (e.g. whether it is more likely than not that the accused student/student organization violated the Code) except where the likely sanction is either suspension for at least a semester or expulsion in which case the standard of proof, other than cases involving allegations of sexual assault, shall be by clear and convincing evidence.
- 21.) Notice of the hearing body's decision, including information regarding any relevant right of appeal, shall be sent to the accused student/student organization as soon as practicable. Said notice shall also be sent at the same time to a complaining witness in cases involving sexual assault or a crime of violence.



e. Sanctions

An individual found responsible for violating the Student Conduct Code is subject to one or more of the following sanctions.

*Written Warning* that shall become part of the student's record until he or she graduates from the College.

*Restitution* either to an individual victim or the College. Completion of a work assignment(s) may, in some circumstances, be substituted for a monetary payment.

*Restriction* either from specific locations on campus such as the residence halls, and/or during specific times. The restriction may be for a fixed period of time or permanent.

*Probation* with or without conditions such as exclusion from participation in extracurricular activities, the requirement to make restitution, or to complete some specific assignment. Satisfying the conditions of probation is a prerequisite to receiving a degree or certificate and failure to honor the terms of the probation shall result in the reconsideration of the original sanction by the relevant adjudicating board.

*Revocation of Admission*

*Revocation of Degree*

*Suspension* is forced withdrawal from the College for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a student, while suspended, violates any of the terms set forth in the notice of suspension as determined after a hearing, he/she shall be subject to further discipline in the form of expulsion.

*Expulsion* is a permanent separation from the College.

A student organization found responsible for violating the Student Conduct Code is subject to one or more of the following sanctions.

*Written Warning*

*Restitution* either to an individual victim or the College.

*Probation* with or without conditions such as exclusion from participation in certain activities, the requirement to make restitution, or for its members to complete some specific assignment.

*Deactivation* either for a period of time or permanently.

f. Appeals

An individual or organization found to have violated the Student Conduct Code or an individual complainant, in cases involving sexual assault or a crime of violence, may appeal by submitting written notification (including email notification) to the Vice President for Student Affairs within five (5) days of receiving the decision of a hearing body (e.g. Dean of Students, Student Conduct Board). The notice of appeal shall specify the grounds upon which the appeal is made. An appeal will be considered only where it is alleged that:

- Newly discovered evidence not reasonably ascertainable or available at the time of the original hearing, which if presented to the hearing board would likely have altered the outcome
- Violation of procedural due process by the Board or other administrator resulting in substantial prejudice to the appellant
- There was no substantial evidence presented at the hearing upon which a fact finder could reasonably have reached its reported conclusion
- The sanction is disproportionate to the offense.

The Vice President for Student Affairs may:

- deny and dismiss the appeal
- grant the appeal and either dismiss or remand the case to the hearing body for a new hearing and/or a reconsideration, including only a reconsideration of the sanction(s), or reverse the decision of the hearing body and dismiss the case with or without comment.
- uphold the factual finding(s) of the hearing body but either increase or reduce the sanctions
- return the case to the hearing body for rehearing on such matters and with such guidance as may be specified.

The Vice President for Student Affairs shall promptly so advise the appellant, and accused student/student organization if not the appellant, via email or otherwise written, and any complaining witness whom the appropriate hearing body has found to be the victim of a sexual assault or any crime of violence at the hands of the appellant. The decision of the Vice President for Student Affairs is final, with the option by the President to grant clemency.

g. Disciplinary Records

Except where the student has been expelled, suspended from the residence halls, suspended from the College or had a degree or academic award revoked, the student's record of discipline shall be expunged upon his or her graduating or otherwise formally leaving the College. The Vice President for Student Affairs may, for good cause on a case-by-case basis, expunge a student's disciplinary record after at least five years following the student's graduation or formal withdrawal from the College.

## **RESIDENCE HALL RESPONSIBILITIES**

### **Judicial Procedures & Policies**

Consistent with the mission set forth by Rhode Island College, the Office of Residential Life & Housing maintains that a residential living environment conducive to academic, social, and personal growth depends on the willingness of the members of its community to interact in such a way that individual freedom and responsibility towards others exists. This goal can be best served in an atmosphere of personal self-discipline, guided by the principle of respect for the rights of others and of the community, and reinforced by the policies and procedures set forth by the Office of Residential Life & Housing. Rhode Island College residents, therefore, should acknowledge these expectations, and accept the responsibility for the consequences of their actions, when said behavior is inconsistent with the philosophy stated herein. Judicial procedures, which follow, will be implemented when any Residential Life & Housing policies are violated or when a behavior is found to be inconsistent with the philosophy put forth by the Office of Residential Life & Housing. It is also understood that students whose behavior clearly indicates an incompatibility with the goals of the department may be asked to leave the residence halls. Rhode Island College is required by law to refer certain types of offenses to civil authorities. The College and the Office of Residential Life & Housing cannot and will not offer protection if and when civil authorities become legally involved in any case.

### PERSONAL INTEGRITY & SELF RESPECT

The Office of Residential Life & Housing is dedicated to the development of students academically, socially, and personally. As such, the Office of Residential Life & Housing expects that integrity and self-respect will be demonstrated by one's own commitment to responsible personal behavior and by a willingness to offer assistance to others whose behavior appears harmful to themselves or to the community. To this end, the Office of Residential Life & Housing offers a staff of trained para-professionals and professionals to assist students in their own personal development and to provide educational programming and referrals, for the benefit of the individuals and the community. In addition, residents are expected not to abuse their minds or bodies by the use of harmful or illegal drugs, including the use of alcohol.

## RESPECT FOR THE RIGHTS AND CONCERNS OF OTHERS

The Office of Residential Life & Housing expects that in all relationships with each other, residents will be guided by a mutual concern for each other's feelings, integrity, and the need to live in an environment conducive to academic and personal achievement. These interactions, whether between members of the same or opposite sex, between races, between members of different sexual orientations, or between residents and staff, will be tempered with sensitivity and a sense of responsibility towards others. Within each residential unit, there shall be a commitment to actively promote racial and cultural understanding and to deal honestly, openly, and equitably with all residents. It is expected that all residents will respect each other's privacy and will not subject others to indecent exposure, inappropriate gestures, vulgarity, etc. To facilitate these goals, the Office of Residential Life & Housing will provide education, guidance, and counseling in areas of personal relationships, and will attempt to create and maintain an environment in which diversity is believed to be an essential component of the residential community.

## RESPECT FOR COLLEGE PROPERTY

The Office of Residential Life & Housing expects that residents will regard property of Rhode Island College as a component of residential living in which they have a vested interest and responsibility to maintain. Living in a residence hall connotes the right to a comfortable living environment, but also includes the contractual and moral obligation to abstain from unnecessary destruction of college and personal property. In addition to financial restitution for damages done to college property, exceptional amounts of damage may be considered violations of the Code of Social Responsibility, subject to administrative action, up to and possibly including eviction from the residence halls. Any student who is billed for personal damages (excluding common area charges) in excess of \$400.00 will have their housing status reviewed in light of their previous judicial record and personal housing damage charges. The Office of Residential Life & Housing will, to the best of its ability, maintain the appearance and functioning of each residence hall, and ensure that the living environment is as comfortable and as safe as possible.

Residents are expected to respect the integrity and rights of others. The Office of Residential Life & Housing places great value on the uniqueness and well-being of the individual and supports behavior that promotes the emotional, physical, or ethical integrity of any member of the community. As such, the Office of Residential Life & Housing will strongly support the Rhode Island College Policy on Illegal Harassment, and will not condone actions or attitudes that threaten the welfare of any of its members. Please refer to section of handbook referring to Student Rights and Responsibilities.

Rhode Island College's Policy on Illegal Harassment is available on line at the Office of Student Life (Craig-Lee 119), or by contacting in or the Affirmative Action Office, Roberts Hall 128, x8218 as well as accessing [www.ric.edu/affirmativeAction/plan.php](http://www.ric.edu/affirmativeAction/plan.php). Residents experiencing or who suspect that they are victims of inappropriate behaviors, are encouraged to discuss the issue with their Professional Hall staff, who can then refer them to the appropriate person for assistance.

Residents are responsible for adhering to these guidelines and are expected to insure that their guests also abide by these guidelines while they are in the residence halls and surrounding areas.

If a student's behavior is disruptive, that student may be suspended from college housing for a period of not less than 24 hours or until a judicial hearing can be convened to review the case. If the disruptive behavior occurs on a weekend the suspension will be until Monday morning or until a College judicial hearing can be convened.

## The Judicial Process

Each resident is responsible for understanding and abiding by all Residential Life & Housing policies and procedures, as well as Rhode Island College policies, and city and state laws. The Office of Residential Life & Housing's judicial system exists as an educational tool to foster behavioral change by reviewing violations and holding the residents accountable for their actions. Generally, the Office of Residential Life & Housing follows a progressive judicial system. This means that repeated violations of the same policy and multiple violations of different policies will lead to more severe administrative actions. In cases where there are serious violations or a serious threat to individuals and/or community, the administrative actions may escalate without the gradual steps, and civil action may be initiated.

1. When a policy violation is reported by a member of the Residential Life & Housing Staff they will document the names of all students present and complete an Incident Report with all details they have observed.
2. Students may be asked to complete statements to what they have witnessed or have been involved with.
3. At the time of an incident, the staff member involved will issue "Short Forms" to all residential students present. The short form will contain the contact information for the Professional Hall staff member adjudicating the matter and the time frame in which the student must comply. If the staff member is unable to deliver the short form in a timely matter, the student will receive a contact letter from their Professional Hall staff member with the necessary information. Failure to comply with a short form or letter from a Professional Hall staff member will result in increased liability on the student's part. See the section that follows for more information on this.
4. Residents should realize that being documented as a part of an incident does not necessarily mean a student is being held responsible for the incident. It is to indicate to the Professional Hall staff member processing the situation just who was present and who must be spoken to so that a clear understanding of what has occurred can be reached. An important objective of the College's judicial system is the education of all participants through the judicial process. Administrative actions such as fines, community service projects and probation are not regarded as punishment or controls, but rather as educational devices to assist the student in attaining the maturity required to live in a community setting. The following are the range of administrative actions that can be assessed for policy and procedure violations:
  - A. *Written Warnings*: A further violation will result in more severe administrative actions or review of housing status.
  - B. *Fines*: Certain offenses may result in monetary administrative actions. Financial penalties must be paid within 2 weeks of issuance. Failure to pay the fine within the designated time frame may result in more severe penalties such as, but not limited to, doubling fines, loss of housing sign-up privileges, and community service. Fines may also be charged directly to the student's account if the student does not pay within the prescribed time allotted.
  - C. *Restitution*: Compensation to the injured party or payment for damages to personal or college property.
  - D. *On-Line Judicial Course*: Referral to complete one or more of the on-line educational modules of this service within 2 weeks of sanctioning
  - E. *Community Service*: Work projects on or off campus as approved by either a Professional Hall staff member or the Director of Residential Life and Housing.
  - F. *Educational Project*: Student is required to conduct research or project in an area relevant to the offense.
  - G. *Referral for appropriate counseling or guidance*: This would include both mandatory and requested from the Office of Residential Life and Housing.

- H. *Probation*: Any further violations of Housing and/or College policy while on this status will result in mandatory imposition of a suspension from housing, the length being a minimum of the balance of the semester or one full semester.
- I. *Loss of Housing Eligibility*: Requires not being able to go through the housing selection process.
- J. *Suspension from Housing*: Requires moving out of housing for a specified length of time.
- K. *Abeysance*: A suspension from housing that the Director of Residential Life & Housing issues which allows the resident to remain temporary.
- L. *Housing Dismissal*: Requires permanently moving out of housing. The student may not reapply for residency.
- M. *Housing relocation*: mandatory move to a different residence hall.
- N. *Hall or Residential Ban*: Student is banned from being present in a residence hall or all the residence halls and surrounding areas. (*automatic with housing dismissal*)
- O. *Restraining Order*: Student is prohibited from having any contact – direct, indirect, or third party on their behalf – with a particular person(s) with violation resulting in possible housing suspension.

NOTE: Administrative actions may be combined for varying levels of misconduct. Non-compliance with or failure to meet the terms of an administrative action imposed at any judicial hearing may result in Housing and/or College suspension.

### **Failure to Comply**

If a resident is issued a short form or letter requesting that they arrange a meeting with a member of the Residential Life & Housing staff, they are given 72 business hours to do so. When a resident does not comply with this request the matter will be adjudicated without the input of the student. This means that all decisions regarding the matter will be based on the staff's Incident Reports and any other student witness statements. Also, residents who do not comply are not allowed to appeal their judicial sanctioning as listed below.

### **Appeals**

An appeal of an administrative action(s) imposed by a Professional Hall staff member must be made in writing and addressed to the Director of Residential Life and Housing within 5 working days after receiving notification of the outcome of the judicial hearing. Appeals may be based on one or more of the following criterion:

- 1) New evidence not reasonably available at the time of the original hearing may cause the case to be reopened;
- 2) Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- 3) Grossly inappropriate administrative actions having no reasonable relationship to the charges.

An appeal of an administrative action(s) imposed by the Director of Residential Life and Housing must be made in writing and addressed to the Vice President for Student Affairs within 5 working days after receiving notification of the outcome of the judicial hearing. Under most circumstances, the appealing student is notified, within 10 working days, of the action taken on the appeal.

### **Probation Violation**

If a resident violates their probation by violating any policy or procedure of the college or the Office of Residential Life & Housing, they will be required to meet with the Director of Residential Life & Housing. The administrative action for this violation can be up to and including termination of the student's current Housing Contract and eviction from the residence halls.

## **Failure to Pay Fines/Complete Sanctions**

A resident must complete all assigned judicial sanctions by the supplied deadlines or they will face further administrative action. Unpaid fines will be doubled and incomplete sanctions may result in further fines or the review for possible termination of a student's housing status. If a student is on probation, failure to complete any sanctioning will result in the resident being immediately referred to the Director of Residential Life & Housing.

## **Outside Agencies**

Rhode Island College offers no safe environment for, nor protection of, any individual subject to criminal investigation.

## **Legal Sanctions**

The college campus is subject to State and Federal laws concerning the use and possession of alcohol and drugs. Students must be aware of and abide by these laws which are subject to change or face legal action.

### **ALCOHOL:**

Section 3-8-6(d) of the Rhode Island statute states that it is unlawful for a minor (under the age of 21) to purchase or to make a false statement in connection with the attempted purchase of alcohol. The sanction is a fine of \$100.00 - \$1000.00.

Section 3-8-10 states that possession of alcohol by a minor is illegal. The fine ranges from \$100.00 - \$500.00.

### **DRUGS:**

Rhode Island statutes cover a wide range of drug offenses, including the use, possession, sale, distribution, transportation, and manufacture of various types of drugs (21-28-4 Rhode Island General Legislation). Among other provisions, the State law creates the following mandatory minimum prison sentences for first-time offenders who are not "Drug Dependent" persons:

Imprisonment not more than 3 years and a fine not less than \$500.00, or both, for the other Schedule I, II, III, IV drugs (excluding marijuana), R.I.G.L. 21-28-4.01.

Imprisonment not more than 20 years and a fine not more than \$40,000.00, or both, for the use, constructive possession, sale, distribution, transportation, or manufacture of amphetamines, barbituric acid, barbitol, or other Schedule II or IV drugs, R.I.G.L. 21-28-4.07.

Imprisonment not more than 3 years and a fine not less than \$500.00, or both, for the simple unlawful possession of Limited Quantity Narcotics and other Schedule V drugs, R.I.G.L. 21-28-4.01(1)(2).

Imprisonment not more than 1 year and a fine not more than \$10,000.00, or both, for the use, constructive possession, sale, distribution, transportation, or manufacture of Limited Quality Narcotics and other Schedule V drugs. Actual sentences depend on the severity and the circumstances of the offense, and the character and background of the offender.

Marijuana violators are guilty of a misdemeanor and may be imprisoned for not more than 1 year or fined not less than \$200.00. Second and subsequent offences of simple possession may impose penalties of community service and drug rehabilitation programs. R.I.G.L. 21-28-4.01(2). Generally, penalties are doubled for second offenses. If there is a death resulting from these offenses, the penalties are increased.

Note: Anabolic steroids prescribed by a practitioner for the purpose of increasing mass, strength, or weight without a medical necessity, are a misdemeanor and may carry imprisonment for not more than 6 months or a fine of not more than \$1000.00, or both.

## **Residence Hall Policies**

### **Alcohol Policy**

The purpose of the Alcohol Policy is to recognize, supplement, and support the laws of the State of Rhode Island, the policies of Rhode Island College, and the goals of the Office of Residential Life & Housing. Alcohol is prohibited in all Rhode Island College residence halls and surrounding areas. Students found in the presence of alcohol are also equally responsible and will be adjudicated accordingly.

In accordance with the educational philosophy of Rhode Island College and to maintain an environment conducive to reasonable study and living conditions, the following Residential Life & Housing regulations are stated and will be upheld:

#### **Section A. General Alcohol Policy**

1. Residents and guests are not permitted to possess or consume alcohol in the residence halls or surrounding areas.
2. Alcoholic beverages and related paraphernalia are prohibited in the residence halls. No persons will be permitted to store, consume, or possess alcoholic beverages in the residence halls and surrounding areas. This includes common areas (main lounges, laundry rooms, study lounges, etc.), suites, rooms, lawns, courtyards, parking lots, stairs, and elevators.
3. Students who violate other college policies while under the influence of alcohol can be held responsible for a violation of the Alcohol Policy and can face all appropriate sanctioning.
4. Empty alcohol beverage containers are not permitted in the residence halls and surrounding areas. Any containers that are found will be disposed of, including those that the resident may consider decorative in nature. Since a staff member cannot be sure whether empty containers are decorative or not, all alcohol containers that are found will result in alcohol documentation for the resident(s). Empty alcohol containers found in a Suite area or Bathroom area will be considered the responsibility of the students living in that area.
5. Any open containers, including cups, open bottles, and cans will be confiscated and disposed of by a Residential Life & Housing staff member.
6. Paraphernalia can include any materials produced for the expressed purpose of alcohol consumption. This includes shot glass, funnels, and etc.
7. Large serving containers, such as punch bowls, garbage cans, kegs, beer balls, etc., are also not permitted in the halls at any time.
8. Hall Council funds will not be utilized for the purchase of alcoholic beverages.
9. The presence of alcohol will be cause for an immediate cessation of any gathering. Guests will be required to leave the residences halls immediately and residents will be asked to return to their respective rooms.

#### **Section B. Confiscation of Alcoholic Beverages/Paraphernalia & Search of Materials**

1. Any and all alcoholic beverages, in any form, that are brought into the residence hall areas are subject to confiscation by the Residential Life & Housing staff and/or Campus Police officers, and will be disposed of accordingly. Confiscated alcohol will not be returned.
2. All alcohol paraphernalia is subject to confiscation by the Residential Life & Housing staff and/or Campus Police officers. Paraphernalia will be returned at the discretion of the Professional Hall staff member. All paraphernalia still in possession of the Residential Life & Housing staff at the close of each semester will be disposed of appropriately.
3. The college reserves the right to inspect all bags or possessions brought into the residence halls. Failure to comply with a Residential Life & Housing staff member's request to search belongings may result in judicial sanctioning or the involvement of the Campus Police.



## Section C. Residents and Guests

1. It is the responsibility of the resident to inform their guests of the policies and procedures that govern Rhode Island College and the residence halls. Residents will be responsible for the actions of their guests, including violations of policy and/or damages.
2. Off-campus students found in the presence and/or consumption of alcohol and/or drug while in a residence halls or surrounding areas will be referred to the Dean of Student Life for a Student Code of Conduct violation.
3. Guests can be trespassed from the residence halls for violating policies.

### Alcohol Policy Violation Judicial Sanctions

Students found responsible for violating an alcohol policy will be subject to college judicial action. In all situations, the consumption of alcoholic beverages will be considered an aggravating rather than mitigating factor.

1. Individual Violations (possession and/or use):

1st Offense - The resident will be required to meet with the Professional Hall staff member and will be placed on automatic probation with a written copy of the action to be placed in the Hall Judicial File and one copy sent to the Director of Residential Life & Housing. The resident will receive a fine of \$25.00 payable to the Office of Residential Life & Housing within ten business days. There will also be additional sanctioning which may include but is not limited to referral to an online judicial course or restitution based work. Failure to meet with the Professional Hall staff member will result in additional sanctions.

2nd Offense - The resident will be referred to the Director of Residential Life & Housing which may result in eviction from the residence halls and termination of the Housing Contract. The resident will also be fined \$50.00 payable to the Office of Residential Life & Housing within ten business days and receive further educational sanctioning.

*The above fines will be doubled when violations occur during 24-Hour Quiet Hours/Final Exam Weeks. This means that a \$50.00 fine will be issued on the first offense, and a \$100.00 fine will be issued on the second offense during these periods. Also, failure to pay fines that assessed may result in further fines and/or referral to the Director of Residential Life and Housing.*

2. Party Violations:

1st Offense – There will be an immediate cessation of the party, automatic probation and community service hours for suite members in attendance. Judicial action will also be taken against resident guests involved in the violation. A written account of action taken will be sent to residents involved, with copies forwarded to the Hall Judicial File and to the Director of Residential Life & Housing.

2nd Offense – Any violation occurring while on probation or after the initial probation period will result in referral to the Director of Residential Life & Housing resulting in potential eviction from the residence halls.

3. Students with Alcohol Use Problems:

Students who have been determined to be having a problem with the use of alcohol will be approached by Residential Life & Housing staff to discuss the situation. If the problem is not resolved, the student will be referred to an appropriate treatment center or to the Counseling Center by the Director of Residential Life & Housing and/or Professional Hall Staff.

4. Minor Aged Students Alcohol Possession & Supplying To Minors

Minors violating the Residential Life & Housing Alcohol Policy and anyone distributing alcohol to individuals under the age of 21 may face increased sanctioning in addition to that imposed under the general alcohol policy which may include removal from the residence halls.

5. Common Source Containers & Kegs

Residents who are found to be responsible for kegs, beer balls, or excessive amounts of alcohol (as determined by college staff), face further administrative actions up to and including immediate eviction from the residence halls.



## **Community Standards**

Residents may be able to prevent, report, or reduce the impact of policy violations for the betterment of the community. Being in the presence of, helping facilitate, and/or passively engaging in any violation is prohibited. Individuals and communities have influence on the behavior of others within the community.

### **Cooking Policy**

Residents are not allowed to cook any meals in their rooms or suite areas. Some of the residence halls have a kitchen facility with an oven and stove (some have refrigerators) where students may prepare meals or bake. Residents are responsible for cleaning up after themselves and must leave the entire kitchen area clean for the next person. Failure to do this may result in the loss of kitchen privileges or other administrative actions.

### **Damages**

Each individual resident is responsible for damage in the hall, their suite, bathroom, and room. Damages will be assessed on all residents of an entire suite or hall unless the person(s) responsible is/are brought to the attention of the Professional Hall staff member. Intentional damage, such as marking walls with ink, will require immediate correction by the resident or they will face judicial action. Bills must be paid promptly, and excessive or repeated damages will result in warnings and/or termination of the Housing Contract. When and how repairs and replacements are made is determined by the college, regardless of damage billing procedure and practice.

### **Drugs (Illegal)**

The possession, use, or sale of illegal drugs and narcotics is against State, Federal, and Rhode Island College regulations and is not permitted in the residence halls. Additionally, any paraphernalia and/or equipment that could reasonably be expected to be used in relation to unprescribed drug use are not permitted. If detected, students found in violation of this regulation can expect administrative action, confiscation of any drug/paraphernalia, and if appropriate, civil action. Inappropriate use of prescription drugs is also prohibited.

#### **Section A. Confiscation of Illegal Drugs and Paraphernalia**

1. Any and all illegal drugs and paraphernalia, in any form, that are brought into the residence halls by anyone, are subject to confiscation by the Residential Life and Housing Staff and/or Campus Police Officers, and will be disposed of accordingly. Confiscated drugs and paraphernalia will not be returned.
2. The college reserves the right to turn any matter related to drugs/paraphernalia over to the local authorities as appropriate. This includes the Campus Police and Providence area police.

#### **Section B. Residents and Guests**

1. It is the responsibility of the resident to inform their guests of the policies and procedures that govern Rhode Island College and the residence halls. Residents will be responsible for the actions of their guests, including violations of policy and/or damages.
2. Off-campus students found in the presence and/or consumption of drugs and/or alcohol while in a residence halls or surrounding areas will be referred to the Dean of Student Life for a Student Code of Conduct violation.
3. Guests can be trespassed from the residence halls for violating policies.

## **Drug Policy Violation Judicial Sanctions**

Students under the influence of illegal drugs will be held responsible for their actions. In all situations, the use of illegal drugs will be considered an aggravating rather than mitigating factor.

### **1. Individual Violations (possession and/or use):**

The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic or narcotic drugs in or around the residence halls or at hall functions held on or off campus is prohibited and will be reported to Campus Police. Any student found responsible for a drug policy violation will be subject to disciplinary action which may result in termination of the housing/dining contract and/or may be subject to criminal prosecution under applicable laws.

*Any fines imposed will be doubled when violations occur during 24-Hour Quiet Hours/Final Exam Weeks.*

### **2. Students with Drug Problems:**

Students who have been determined to be having a problem with the use of illegal drugs will be approached by Residential Life & Housing staff to discuss the situation. If the problem is not resolved, the student will be referred to an appropriate treatment center or to the Counseling Center by the Director of Residential Life & Housing and/or Professional Hall staff member.

### **3. Excessive Amounts**

Students who are found to be responsible for paraphernalia or excessive amounts of illegal drugs (as determined by college staff), face further administrative actions up to and including eviction from the residence halls. These incidents, also, can be referred to the Dean of Student Life Office for violations of the Student Handbook which carries possible administrative actions can be up to and including suspension or expulsion from the college.

## **Electrical Equipment**

For reasons of fire safety in a group living situation and the danger of electrical overload within each unit, certain types of electrical equipment may not be used in a resident's room, bathroom, suite, hallway, or lounge.

1. The following items are prohibited to have in the residence halls. Among these items are: space heaters, halogen lamps, sun lamps, immersion heaters, hot pots, hot plates, toaster ovens, "George Forman" grill, electric potpourri burners, and any other heating or cooking appliances.
2. A maximum of one microwave is permitted only in each suite area in Browne, Thorp, Weber, and Willard Halls. Microwaves are not permitted in individual rooms in these buildings. Due to the structure of the building, a maximum of one microwave is permitted in each room in Sweet Hall.
  - a. Microwaves are not permitted in the bathroom of any building.
  - b. Microwaves must be 0.7 cu. ft. or smaller and cannot exceed 700 watts.
  - c. Microwaves can be banned if used inappropriately or if usage results in false fire alarms.
  - d. Repeat offenses in a suite or the building may result in the banishment of microwaves for up to one semester.
  - e. If more than the maximum number of microwaves is found in an area it can be confiscated and will not be returned until semester break.
3. All Christmas lights and any form of temporary lighting are not allowed in the Residence Halls.
4. Radios, stereos, and television sets without outside antennae may be used.
5. Appliances such as compact 4.6 cubic foot refrigerators (UL Listed) may be used, but should be checked by the Professional Hall staff member first.

6. Other “safe” appliances which may be used with caution are blow dryers, curling irons, electric hair rollers, electric blankets, blenders, coffee pots, and electric razors. All of these items must have an automatic shut off in order to be used in the residence halls. As a safety precaution, it is recommended that all “safe” appliances are plugged directly into a surge protector and power strips.
7. Extension cords of any kind are not allowed in the halls. As an alternative students can continue to use (UL Listed) surge protectors and power strips in their rooms.
8. Surge protectors and power strips need to be directly plugged into the outlet. Plugging in multiple surge protectors and power strips into each other (daisy chaining) is prohibitive.
9. Inquiries on the usage of items not mentioned here should be directed to your Professional Hall staff.

### **Fire Alarms, Extinguishers, & Safety Devices**

Abuse or tampering with fire detection, fire safety, and alarm devices is prohibited.

The following fines will be assessed:

- A. Illegal Exit through Fire Door/Emergency Exit - **\$50.00**
- B. Failure to Leave Building during a Fire Alarm - **\$100.00** and potential further judicial action
- C. Misuse of Fire Extinguisher - **\$100.00** and other sanctioning as deemed appropriate by the Director of Residential Life & Housing.
- D. Abuse or Tampering of Detection, Suppression, and Alarm Devices - **\$100.00** additional educational sanctions and possible dismissal from the residence halls.
- E. Misuse or Activation of Fire Alarm Pull Box - **\$200.00** and immediate dismissal from the halls
- F. Disruption or misuse of Residential Life on-call phones, including prank calls, is prohibited - **\$100**, additional educational sanctions and possible dismissal from the residence halls.
- G. Unauthorized or misuse of the intercom system is prohibited - **\$100**, additional educational sanctions and possible dismissal from the residence halls.
- H. False Fire Alarm as a Result of Microwave Use –
  - 1st Offense- would result in written warning unless the situation is determined by the Professional Hall staff member to be a purposeful violation in which case greater sanctions would be immediately applied.
  - 2nd Offense- would result in \$100.00 fine, loss of microwave for one semester and housing probation for one month.

### **Firearms, Weapons, & Explosives**

The possession and/or use of guns, knives, explosives (including firecrackers) or other dangerous weapons or devices of any kind are prohibited in the residence halls. The possession and/or use of these weapons will result in immediate probation and administrative action up to and possibly including the termination of your Housing Contract and referral to the College Board of Discipline.

For the purpose of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade) style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper gas/spray and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

## **Gambling**

Rhode Island College supports all federal and state laws regarding illegal gambling.

Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event, whether professional or amateur; playing card games for money or prizes; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, office, telephone, computer or other electronic device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; involvement in unauthorized raffles or lotteries. Students involved in illegal gambling, particularly bookmaking, risk criminal prosecution and/or suspension from the college.

The college recognizes that problems with gambling (including legal but compulsive gambling on lotteries, at dog tracks and casinos) can adversely affect a student's academic career. Students are encouraged to seek help for themselves or friends who might be in need by contacting their Residence Hall Staff or the Counseling Center.

## **Guest Policy**

Residents are responsible for the actions of their guests. Guests must comply with all residence hall and college policies and regulations and hosts are responsible for their guests' behavior at all times. Courtesy and consideration for fellow members of your residence hall should be of primary concern. Maintaining the security of our community is a major part of your responsibility as a resident. The following policies apply to all of your guests.

### **A. Escort Policy**

Every visitor to a residence hall must be escorted at all times. This applies to residents of other halls as well as non-residents. The only exceptions to this rule are designated college staff. If a non-resident is found unescorted inside the building or courtyard by a staff member, that person will be stopped and confronted. If the person that they are visiting has knowledge of their presence in the building, the resident will be documented for violating this policy. If a resident from another hall is found alone in the building, they will be documented, as well as the resident that the person was visiting, if the resident has knowledge of the visitor's presence and has not escorted this visitor.

All guests, including those who live on-campus in another residence hall, will be required to be signed-in at the Front Desk of the residence hall that they are visiting (with the exception of Willard Hall) between the hours of 7:00 P.M. and 2:00 A.M. Proper Identification is required; such as school ID, driver license, state ID. Guests must be signed-in and escorted in order to gain entrance into the residence halls. One resident cannot sign in more than TWO guests at a time and may not sign anyone else in until those guests leave. If a resident has a guest in the building before 7:00 P.M., they must go to the front desk at 7:00 to have their guest(s) signed in.

### **B. Overnight Guests**

A resident's privilege to have a guest in the room/suite may not interfere with a roommate/suitemate's right to privacy, sleep and quiet study space. Guests of residence hall students may stay overnight in the residence halls only two (2) nights within a seven-day period and only with the consent of the others sharing the room/suite. This privilege should not be interpreted to mean that guests are allowed to visit overnight every five nights. In addition, guests are prohibited from sleeping in any suite area. Use of an appropriate bathroom is strictly mandated for all guests. Violation of this policy may result in administrative action. It is expected that overnight guests be of an age where they can exit the residence hall in case of an emergency without the need of supervision (such as fire alarm evacuation).

### C. Inter-visitation

The residence halls at Rhode Island College allow 24-hour visitation. Hall Visitation policies are established for the visiting of non-residents of that residence hall, keeping these considerations in mind:

Everyone's rights should be remembered. The living environment must remain safe and secure for all residents. Residents are responsible and accountable for their actions and behavior as well as those of their guests. Students must abide by college policies as well as State and Federal laws. Violation of a college policy will result in administrative actions. Violation of a State or Federal law will result in administrative actions along with possible civil prosecution.

#### **Illegal Gatherings/Occupancy Limits**

An illegal gathering is defined as a group of people congregated in a given area (room, suite) in which the attendance exceeds the legal limit for that area without first receiving prior permission for that gathering and whose actions are disruptive in nature. Students hosting such illegal gatherings will be documented for a policy violation and will face the appropriate judicial action. Off campus guests will be asked to leave the residence halls immediately and other on-campus guests may face judicial action.

1. The established limit for room occupancy is:
  - a. Single room is 3 individuals
  - b. Double room is 6 individuals
  - c. Triple room is 9 individuals.
2. Suite area is twice the occupancy of the area (including the resident of the building).

#### **Incense/Candles**

Fire safety for the residence halls is the responsibility for the whole community within the halls. Candles and incense are considered to be significant causes of fire on college campuses around the world.

1. Candles, incense, candle warmers and related paraphernalia are illegal within the residence halls. These items will be confiscated from the room or suite area upon discovery of their presence.
2. The smell of incense or candles is sufficient evidence to request to do a plain view search of the room or suite area. The evidence and/or smell of incense or candles will be documented accordingly and the individual(s) will be given a candle/incense warning.
3. Further administrative actions may occur if a person is found to have large amounts of candles/ incenses or if the person violates the policy on a repetitive basis.
4. Illegal items confiscated by the Residential Life and Housing Staff must be claimed within 30 days after the official closing of the residence halls each semester or the items will be disposed of.

#### **Keys/Identification Cards**

All residents will receive residence hall keys that are specific to their room and suite. At no time should any resident loan their residence hall keys to any other person. Administrative action and/or fines will be imposed on violators of this policy.

**Key Loss** – Students must report lost keys to the Office of Residential Life & Housing and will receive a temporary replacement set upon request. Due to the security risk involved in lost keys, a lock change may be required. Prices for a lock change ranges upwards to \$100. The cost will be deducted from the student's damage deposit.

**Key Duplication** – Residence hall keys may not be duplicated. If it is discovered that a resident has duplicated keys, they will face judicial action which may include fiscal responsibility for a lock change and additional sanctioning.

**Identification Cards** – Students are issued a RIC I.D. card during their first semester at Rhode Island College. All residents use these cards to gain access to the front door of their hall. Residents of Browne Hall use these cards to gain access to the front and rear entrances of their hall. If you lose your I.D. card, please report to the Campus Card Office immediately. They will deactivate your old card and issue you a new one at the cost of \$10.00. Also, at no time should any resident loan their RIC I.D. to anyone else. Administrative actions and/or fines will be imposed.

**Student should carry their I.D. with them at all times and are REQUIRED to produce an I.D. at the request of any College Official, including Campus Police and Residential Life & Housing Staff. Failure to produce an I.D. upon request of a College Official may result in administrative actions.**

### **Payments**

Residence hall students are responsible for all bills that they have incurred with the college. If a resident does not make the required payments at the requested times, their current and future residence hall space and/or class registration will be in jeopardy. Students may also be detained at check-in times for uncollected funds.

### **Pets**

For reasons of health and sanitation, pets of any kind are not allowed in the residence halls. This includes pets that may be “just visiting.” The only exceptions to this rule are small flake-eating fish and guide dogs for the disabled. Aquariums for small fish are allowed, but due to the possibility of breakage and damage to college property, a 10-gallon tank per room or 20-gallon tank per suite area is the largest acceptable in the halls. Students who are found in violation of this policy will be documented and face judicial action.

### **Physical Force**

Fighting and/or use of physical force is prohibitive and can result in the immediate removal from the Residence Halls.

### **Quiet Hours/Noise Policy**

In order to create an environment conducive to intellectual pursuit and individual well-being, all residents should refrain from creating inordinate or unnecessary noise at all times. Residents should be aware of the effect their noise has, not only for other residents of their suite, but for those people who live above or below them as well.

The Quiet Hours established by the Office of Residential Life & Housing for the purposes of study and/or sleep are as follows:

**Sunday – Thursday:** 12:00 A.M. – 9:00 A.M.

**Friday & Saturday:** 1:00 A.M. – 10:00 A.M.

During Quiet Hours, students are to make as little noise as possible, and when asked by a fellow student or staff member to “quiet down”, they should do so. Excessive noise will result in documentation for a policy violation and appropriate judicial sanctioning. During fall and spring Final Exam Weeks, 24-hour Quiet Hours are in effect so that students may effectively study. If violations occur during these weeks, \$25.00 fines will be issued and further action may result.

**24 Hour Courtesy Hours - Since noise is always a factor in a community living situation, residents are expected to be considerate of other residents 24 hours a day.**

## **Resident Privacy**

Authorized college representatives shall have the right to enter housing spaces for the purposes of:

1. Fire, safety, and health inspections
2. Compliance with multiple dwelling unit laws
3. Responding to clear indications of immediate danger to life, safety, health, or property
4. Maintaining the conditions of facilities and furnishings

Whenever possible and feasible, students will be present during these entries. Room checks may also be conducted; however, students will be notified at least 24 hours before they are held. Entrance of premises occupied by students or the search of personal possessions of students may be conducted upon authorization of designated college officers to determine compliance with Rhode Island College regulations and State laws where there is probable cause to believe that a violation has occurred or is taking place. The resident will be held responsible for any violations that may be found in their room.

## **Roof Tops/Windows**

Residents and guests may not enter upon, cross, or use rooftops in any manner, or climb in or out of windows. Items should not be thrown out of the windows. Residents in violation will receive warnings and be fined \$50.00. If an object (football, Frisbee, etc.) lands on a rooftop, please notify a Resident Assistant or Professional Hall staff member. Tampering with or removal of a room or suite window screen will result in a \$25.00 fine, cost of replacement, and possible administrative action.

## **Room Furnishings**

The Office of Residential Life & Housing furnishes residence hall rooms, suites, and lounges. All suite and lounge furniture is to remain in the suite or lounge area for use by all of the residents in that suite or hall. Likewise, all room furnishings must remain in the room that they are assigned to since storage space in the residence halls is limited. If residents are found to be moving furniture from rooms into suites or lounges and/or from suites or lounges into rooms, they will receive a warning and be fined \$20.00 per item, and the furniture will have to be returned to its original area.

No more than 50 % of the total wall area may be covered with combustible materials (e.g., flags, poster, and pictures). Electrical outlets and lights may not be covered at all. Nothing may be posted or suspended from the ceiling or any fire apparatus. Those in violation of this may face administrative actions.

## **Room Occupancy**

Residents have contracted for a single space in the residence halls. By contract, you may not sublet, allowing another person to occupy your space with you or in your place. Residents who allow illegal residents to reside in their room and/or suite are subject to eviction from the residence halls.

The College reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. Any residents involved in deliberately discouraging or rejecting a fellow student who is officially applying for or attempting to occupy a legitimate vacancy will be reassigned within College housing or be dismissed from College housing. Any personal belongings or items left abandoned in a student room/ suite after a student moves out will be disposed of after 5 business days or by the close of the semester.

## **Room Painting**

Unauthorized painting of residence hall rooms and suites is not allowed. Fines for unauthorized painting may be applied immediately upon discovery of the violation by your Professional Hall staff member.

## **Sign Postings**

Any signs to be posted in the residence halls must be approved by the Professional Hall staff member and posted in designated posting areas. If a sign is not approved, it will be removed. Signs posted for the benefit of all residents (Fire Safety Regulations, Evacuation Procedures, RA posters, Hall banners, Policy Signs, etc.) should not be tampered with. Those found to be tampering with such postings will be held responsible for a violation of the Vandalism Policy.

## **Smoking/No Smoking Policy**

The residence halls at Rhode Island College are a smoke free community. Pursuant to RI State Law, smoking is illegal in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, rec rooms, laundry rooms, hallways, stairways, and elevators. The residence halls at Rhode Island College are a smoke free community. Smoking is prohibited in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, recreation rooms, laundry rooms, hallways, stairways, and elevators. Smoking outside a residence hall can be done 50 feet away from the building or at a designated location by the residence hall staff. Smoking in other areas around the residence halls will be in violation of this policy. These areas may also be designated as non-smoking when necessary by the Residential Life & Housing staff. Smoking in other areas around the residence halls will be in violation of this policy. All items, such as cigarettes and ashtrays, found in the student's room or suite area will be confiscated and the appropriate administrative actions taken. Please note that hookahs and electronic cigarettes are not allowed in the residence halls.

## **Solicitation**

Sales people and solicitors of non-college organizations are not allowed in the residence halls. The sale of tickets or items by college groups must be approved by the Director of Residential Life & Housing. All non-residents must be escorted by a resident. If violations occur, the sales people will be removed from the residence hall, and if repeated incidents occur, they will be arrested for trespassing. Also, the resident who is found escorting them will receive administrative actions.

The sale of goods or services from a resident's room or suite without the written permission of the Director of Residential Life and Housing is not permitted.

## **Sports Equipment/Hall Sports**

Because of the potential for noise, damage to the building, and personal injury, the residence halls and courtyard areas are not to be used for playing sports. "Hall Sports" are broadly defined to include the use of athletic equipment indoors and all rough housing that may occur as a result. Anyone engaging in these activities within the residence halls or in the courtyard areas will be held responsible for a violation of policy. In addition to appropriate judicial sanctions, students will be held financially responsible for any damages caused by these activities. Punching bags and weightlifting equipment, including weights and barbells, are prohibited.

## **Suite/External Door Propping**

Due to fire, theft, and safety hazards, the propping of fire doors and/or suite/external doors is restricted and residents will receive warnings if violations occur. Any student or guest who intentionally violates this policy by propping, damaging, or vandalizing a suite or external door will be subject to a fine of \$50.00 and Judicial actions.



## **Trash Removal/Recycling**

New Hall and Sweet Hall residents are expected to use the recycling/trash rooms in their respective buildings for removal. Students in Weber, Willard, Thorp and Browne are responsible for taking their own personal trash to the designated recycling/trash areas in their building. For example, Thorp Hall residents take their recycling/trash to the large bins in the courtyard. This effort is to create a sense of responsibility or civic duty by giving students an idea of how much trash they generate and perhaps encourage more recycling. In addition, it helps to reduce the possibility of food/trash that attracts mice or other animals. The third reason, one of practicality and cleanliness, allows the housekeeping staff to dedicate time to addressing the cleanliness of bathrooms, showers and other high traffic areas.

Residents are required to uphold and abide by College Recycling procedures.

## **Vacation Breaks**

The residence halls are closed during summer, winter, and Spring Breaks. All students must vacate the buildings during these times. There are some residents who are granted permission to stay due to either being a student teacher, out of state athlete or other circumstance but they must make arrangements with the Office of Residential Life & Housing in order to stay in the halls over vacation breaks, and there will be a charge to stay. Students should be advised that there are specific times when the residence halls are closed and NO ONE is allowed to stay. Students needing housing during these times should plan accordingly.

After the halls close, rooms will be entered by the staff to ensure that the windows and doors are secure. If obvious policy violations are discovered (alcohol, cooking devices, etc.), they will be confiscated and judicial action will be taken. All dates and times for hall openings/closings are listed on the calendar enclosed in this Handbook.

## **Vandalism**

The condition of your living environment is everyone's responsibility. The individual(s) that are found responsible for destruction of college and/or personal property will be document for a policy violation and in addition to any judicial sanctions applied are required to provide restitution for the damage caused which may include, but not limited to; parts, supplies, replacement, labor charges, and moving costs.

Littering on the campus is not permitted. It is everyone's responsibility to make sure we have a safe and clean environment to live and learn. We reserve the right to bill resident(s), suites, floors, or buildings for the cost of cleaning up excessive littering in or around a building.

## **Water Beds, Lofts & Cinderblocks**

Due to possible leakage and other damage, waterbeds are not allowed in the residence halls. Lofts or any other structures used to support residents' beds are also prohibited due to Fire and Safety Regulations. Also, the use of bunk beds not provided by the College is prohibited. The use of room furnishings or cinderblocks to construct alternate sleeping levels is prohibited. The Office of Residential Life & Housing is not responsible for injuries to persons and/or damage to furnishings due to unsafe bed construction.

**CINDERBLOCKS are not allowed in the residence halls! If a staff member finds cinderblocks present in any room or suite they will require the student to remove them immediately. There are several safe alternatives to cinderblocks, i.e. Rack Raisers, available at home & bedding stores.**

# SECTION IV: POLICIES, PROCEDURES & TIPS

**NOTE:** Changes or additions may be needed for policies during the academic year. Any changes to this section will be posted on the web. Use the Current Students tab at the top of the RIC home page, select Academic Resources. Currently, you will find online updates under Academic Advising. We are exploring adding an additional heading under Academic Resources to highlight new or updated policies. Currently updates can be found by clicking the Academic Advising heading.

## MYRIC

MyRIC is the College's web-based administrative system that gives you access to registration, your advisor's name, class schedule, a "To Do" list and more. Access the system with your username and password provided to you by User Support Services via the college's home page, Online Services (upper right of home page). You can access the system on or off campus.

## RIC EMAIL – AN OFFICIAL METHOD OF COMMUNICATION

You've got mail! Your RIC email account is an official form of communication and it is *your* responsibility to check it on a regular basis. The college will use your RIC email account to communicate important information and news (i.e., announcements about registration, financial aid deadlines, mid-year grades for freshmen, billing, probation notices, opportunities to participate in surveys, etc.).

Microsoft hosts RIC student email. The benefits for students are numerous, including 10 GB mailbox on Outlook Live, 25 GB of free file storage, as well as document sharing and editing through Office Web Apps.

Student email addresses reflect a domain name of "email.ric.edu." For example, the format for Sally Smith's email address (if her ID ended in "1234") would be ssmith\_1234@email.ric.edu.

Students may contact the RIC Help Center at helpdesk@ric.edu or 456-8803 for assistance with their Live@edu accounts. Additional information and resources regarding Microsoft Live@edu is accessible at <http://www.ric.edu/technology/Liveatedu.php>.


## UNIVERSAL ADVISING

To ensure that students follow a logical pathway toward timely graduation, advising is **mandatory** for all undergraduate degree candidates. New degree students starting their first semester at RIC will be advised and registered at their respective orientation programs sponsored by OASIS. The small number of new students who do not attend orientation will need to contact OASIS to be advised for classes.


The Records Office places a universal advising hold (UAD) via a service indicator symbol on your record prior to the registration period for the fall and spring semesters (it is **not** required for summer registration).

Currently enrolled undergraduates receive an email each semester from Records informing them to consult with their advisor to ensure course selection suitability and then to have the universal advising block removed. You will be reminded that your advisor's name is listed on your "Details" page in MyRIC and if you do not have an advisor to contact the chair.

**Note on Service Indicators:** Service indicators are designated by a symbol and you may have more than one (positive or negative) attached to your record. **You can simply double-click on any service indicator symbol to see the type of hold.**

 Negative service indicators include universal advising hold, rubella immunization, past-due financials or fines, ethnic data validation, disciplinary action, etc. Several negative service indicators may affect your ability to register for classes even if your advisor lifts the advising hold:

- Financial hold contact the Bursar's Office (456-8130, East Campus, Building #4)
- Declare a major: Students with 45 earned credits who have not yet declared a major will have an additional hold which will prevent registering (until a major is declared); contact Academic Affairs/Enrollment Management (456-8884, Forman Center 204)
- Library Fine: contact the Circulation Desk (456-9617, Adams Library)
- Athletic Equipment Fine: contact Athletics (456-8007, Murray Center)
- Immunization hold: contact Health Services (456-8055, Browne Hall)

 A positive service indicator is most often used in special cases to retain your current registration so you are not dropped from classes.

## WHO ADVISES ME?

Most students will be advised by a faculty member in the department of their chosen major. Department chairs assign faculty advisors to declared majors. Intended secondary education students with a chosen major (i.e., English, history) are assigned an advisor by the chair of the academic major department.

## OASIS advises

- Exploring majors and other undeclared students

**TIP:** You need an appointment with your advisor *before* your assigned registration appointment time – otherwise, you risk classes you need being closed and open appointments unavailable. Have a schedule planned out with your choices and some options for a more efficient meeting. You should review these with your advisor to see if they are appropriate for the major, gen ed or electives.

## GRADUATION REQUIREMENTS –120 CREDITS

The following requirements must be completed by undergraduate degree candidates at RIC in order to graduate:

1. All curriculum requirements, including general education requirements, requirements in the major(s) or concentration(s), and, if applicable, requirements in the minor(s). Note: For some majors, students must have a minimum of a 2.0 cumulative GPA in their major in order to earn a degree in that field.
2. The college writing requirement and the college mathematics requirement (separate from Gen Ed mathematics requirement)
3. A minimum of 120 credit hours, with a minimum of 45 taken at RIC. Of the 45 credits, a minimum of 15 must be in the major (12 of which must be at the 300- or 400-level). Students must have a minimum cumulative GPA of 2.0 to graduate. In all arts& sciences majors, a minimum of a 2.0 in the major is also required. Current policy (subject to change) allows students to walk in May Commencement if they have 9 or fewer credits to complete in summer and those courses are being offered in the summer.

**NOTE:** Courses in the Gen Ed Core may *only* be taken to fulfill Gen Ed requirements, and may not be counted as credits in a major or minor.

You will follow the catalog requirements from the term you were admitted to the college. Readmits follow the degree requirements based on the term they are readmitted to the college. Requirements based on your admit term are incorporated into your academic advisement transcript.

It is impossible for you to graduate in four years if you take the minimum for full-time status each semester (12 credits). Summer session or Early Spring courses may be necessary or desirable to stay on track for graduation. Students who take a minimum of 15 credits/semesters can graduate in 4 years and save up to a year's worth of tuition.

## GENERAL EDUCATION

All students must complete the college's General Education requirements as part of their degree. The Gen Ed requirements are listed at <http://www.ric.edu/generalEducation/> and explains that new students (freshmen) and certain new transfers will follow the new Gen Ed requirements. Your advising transcript indicates if you are to follow old Gen Ed or new. Current RIC degree students admitted prior to fall 2012 will follow the pre-2012 general education program. Several of the "old" Gen Ed courses no longer exist. The general education link describes and lists appropriate substitutes.

Transfer students from CCRI, URI, BCC and QVCC who were enrolled in their respective schools before fall 2012 will be accepted in the pre-2012 general education program and will not have the second language requirement. This accommodation will last for five years (ending with transfer students who enter RIC beginning in fall 2017). All other transfer students entering in the fall of 2012 will follow the new Gen Ed requirements.

**IMPORTANT NOTE:** CCRI transfers with associate degrees have **not** necessarily satisfied all RIC Gen Ed requirements. Automatic completion is limited to a very specific group of CCRI transfers who meet the requirements of an old compact agreement. All Gen Ed requirements will be considered completed for transfers who began at CCRI *prior* to the fall of 1994, and have since graduated with an Associate in Arts, Associate in Science in Business Administration, or Associate in Applied Science in Radiography with a minimum cumulative GPA of 2.4.

## MAJOR – YOU MUST DECLARE A MAJOR BY THE TIME YOU EARN 45 CREDITS

Every student must complete a major as part of their degree requirements. College policy requires that students declare a major by the time they earn 45 credits. But how do you choose the right one? If you're just starting out and want to learn more about a major, or you've discovered a new passion for a particular field, there are some excellent sources on the college's web site to help you make a decision.

All majors in the liberal arts, School of Management, School of Nursing and School of Social Work have Program Goals listed on the web for each of their majors. Visit [www.ric.edu](http://www.ric.edu) and

Click "Academics" (top row of home page)

Click "Majors & Programs" Click on the major that interests you.

Click "Program Goals" (left side navigation) to learn more.

In addition, the Career Development Center offers TypeFocus, a free online interest assessment as a resource if you need to explore majors or are undecided. Maybe the major you thought you wanted is not right for you. Your interests may have changed or your grades in major courses are not where you want or need them to be. Changing majors is a very acceptable practice. The same sources listed above should be helpful to you.

For programs with a secondary admission process like nursing, education and social work, it is a good idea to have a backup plan in place in case you are not offered admission to the program. Some programs have very competitive admission and fewer places available than the number of applicants. Your goal should be to complete a degree and graduate. Some students return after graduation for a second bachelor's degree or graduate degree to add to the credential they have earned.

## CHANGING/DECLARING A MAJOR

If you want to change or declare a major, the process is simple. To see the list of RIC majors, visit [http://www.ric.edu/academics/majors\\_programs.php](http://www.ric.edu/academics/majors_programs.php). Contact the department chair or program director of the major you wish to declare. He or she may wish to meet with you before processing your change of major request. A list of department chairs or program directors is available at [http://www.ric.edu/advising/students\\_resources.php](http://www.ric.edu/advising/students_resources.php).

Your transcript will track any changes you make in majors or programs. Be sure when you read your transcript to look at the most recent date to see your current declaration of major.

## EXPLORING/UNDECLARED

If you have not yet made a choice, you must declare a major once you have earned 45 credits. Declaring a major will allow you to work with a faculty member in the field you want to pursue (think future reference for a job or grad school). If you need help figuring out what to choose for a major, the Career Development Center and Counseling Center have a number of programs and tools designed to help you explore majors and fields of study. Academic Rhode Maps have been developed for five “meta-majors” (clusters of related majors) for new students who are exploring choices for a major.

Each map has a 3-semester plan to enable you to explore related areas, and stay on track towards your degree. Meta-major maps include the Arts, Business, Humanities, Science/Math and Social & Behavioral Sciences. Maps are posted on the web and we expect to develop maps for all majors.

## MILESTONES

All undergraduate degree students must complete a college writing requirement (before 40 attempted credits\* there is a proposal pending to change the number of credits) and mathematics competency (before 15 attempted credits). These show as Milestones on your transcript and will be listed as Complete or Incomplete. Students who have not completed these requirements before attempting the indicated number of credits are placed on academic probation regardless of GPA, which will restrict the number of credits you may take to 14. The online college catalog has complete information on how you may meet these requirements:

<http://www.ric.edu/recordsOffice/pdf/2012-2013Catalogupdated2012-06.pdf>

Students following the new Gen Ed program must also complete a second language requirement, which now includes American Sign Language as an option. Find details at [www.ric.edu/generaleducation](http://www.ric.edu/generaleducation)

### NOTE:

- **Mathematics competency:** Fulfillment of the mathematics competency is distinct from and does not substitute for completion of the math category of General Education.
- **College writing requirement:** Students who receive a C-, D+, D, or a D- in FYW 100 will receive the college credit but will **not** have fulfilled the College Writing Requirement (minimum grade required in FYW 100 is a C). The *only* way to improve the FYW 100 grade (or any grade earned at RIC) is to retake the course at RIC. Students in the Feinstein School of Education and Human Development (FSEHD) are required to earn a B in FYW 100.

## ACADEMIC ADVISMENT TRANSCRIPT – YOU CAN CHECK YOUR ACADEMIC PROGRESS

Your Academic Advisement Report follows the regular transcript listing and at the end, displays which requirements have been met or not met for graduation including major, Gen Eds (and if you must follow old Gen Ed or new), writing and math requirements, number of credits, and required GPA. The report is based on the correct college catalog for the term you were admitted to RIC.

Log into your MyRIC account.

**Navigation:** *Self Service*>*Student Center*

Under Academics, select “Transcript: View Unofficial” from drop down box labeled “other academic” (left center)

Click the small blue arrow button (go)

Select “Academic Advisement Transcript” in blue “Report Type” box.

Click green “go” button. It may take a few minutes for the process to run. The academic advisement report follows the regular transcript listing.

## AUTHORIZATION OF CREDIT FORM

If you plan to take a course at another college while you are a degree student at RIC, you must complete an Authorization of Credit Form (s) *before* you register for the course (even for CCRI and URI courses). The form must be signed by the department chair of the subject area of the course. The form protects you in the event you are making a request that cannot be approved, such as retaking a RIC course in which a low passing grade was received elsewhere after being enrolled at RIC. The form is available at <http://www.ric.edu/recordsoffice/pdf/authorcreditform.pdf>. See section on Transfer Credit (section II) for additional information.

## COURSE SUBSTITUTION REQUESTS

Approval of a course substitution is different than Authorization of Credit. The chair of your major department may approve a course substitution for a course already appearing on your RIC transcript (i.e., one RIC course for another requirement in the major, a transfer course which may not be articulated as such, including a Gen Ed). The form is available at <http://www.ric.edu/recordsoffice/pdf/coursesubstit.pdf>.

Approved course substitutions appear only in transcript notes on your unofficial and advising transcripts. When the student applies for graduation, any course substitutions must be updated manually by the Records Office records/advisors to complete the degree audit process.

### IMPORTANT

Approved course substitutions appear only in the body of your transcript and **NOT** in the advising portion. Due to a system issue, an approved course substitution will appear as an outstanding requirement in the advising transcript. The Recorder/Advisors in the Records Office will manually enter course substitutions in your degree audit when you are ready to graduate.

## FINANCIAL AID

Several important things you need to know:

- You *must* reapply each year to renew your financial aid.
- Deadline for undergraduates is March 1. Late applicants may lose out on aid.
- When you receive an aid package, you *must* sign to accept it or the award will not be made.
- You have an assigned financial aid counselor (you can find the name of your counselor online at <http://www.ric.edu/financialaid/faq.php#top>)
- The financial aid FAQ page at the above link provides answers to a number of common questions that faculty and students have about financial aid. It also provides an explanation of the regulation that limits financial aid for students repeating a previously passed course.
- To award aid, there are federal financial aid guidelines for determining satisfactory academic progress. In addition to GPA, there are limits on total credits attempted including transfer credit, W's and F's). Visit <http://www.ric.edu/financialaid/currentUndergraduate.php> to review Standards for Measuring Satisfactory Academic Progress of Undergraduate Financial Aid Recipients. If you have additional questions, email or make an appointment with your financial aid counselor.

**Important note:** Financial aid awards for an upcoming semester may **NOT** be used to pay a past due balance from a previous semester.

## GRADUATION

You should apply for graduation one year before you intend to graduate so that a degree audit can be performed (giving you enough time to complete any outstanding requirements. Records sends a reminder email to students with 90 earned credits informing them about applying online for graduation. Here is the link to use for more information: <http://www.ric.edu/recordsoffice/graduation.php>

## TRANSFER CREDIT

To award transfer credit, college policy requires a grade of “C” or higher from a regionally accredited institution. Ungraded courses (credit/no credit) will not be awarded transfer credit, because it cannot be determined if the grade would have been a “C” or higher. The only exception for minimum grade is part of the articulation agreement among RIC, CCRI, and URI, which allows a grade of “D” to be transferred as elective credit only.

**Grades from other colleges are *not* calculated in the RIC GPA.** Transfer credits count towards attempted and earned credit at RIC.

The majority of our transfer students come from CCRI. There is an articulation agreement among the three state institutions (RIC, URI and CCRI). It is updated annually and provides agreed-upon equivalencies for courses at the three schools. Transfer students can use the Transfer Evaluation System (TES) site to see how classes will transfer to RIC. TES also lists courses from other frequent transfer institutions. Transfer credit is “year-specific,” that is, based on the term you enter RIC. To access TES, go to [http://tes.collegesource.com/view/tes\\_view01.asp?rid={E5211763-2FB1-4582-AF04-2A4A4EC9A7A4}&aid={7B15105C-3488-40E6-A258-C47EB0FFD072}](http://tes.collegesource.com/view/tes_view01.asp?rid={E5211763-2FB1-4582-AF04-2A4A4EC9A7A4}&aid={7B15105C-3488-40E6-A258-C47EB0FFD072})

**Transfer credit falls into two distinct categories for process, approval, and posting:**

### **I. Transfer credit earned *prior* to your enrollment at RIC**

Admissions staff evaluate and post transfer credit earned prior to enrollment (for colleges listed on your application to the college). Generally, specific course credit will be awarded for Gen Ed equivalents, lower level courses, and those courses which are part of articulation agreements. Staff only award elective credit for upper level courses or those that require portfolio review such as art. Once you are a degree student at the college, you may see the appropriate chair to request specific course credit for upper level classes. If the chair recommends a change, he/she will notify the Admissions Office in writing.

#### **Questions about your transfer credit:**

- If you have transfer credit (earned prior to enrollment) that doesn’t appear on your transcript *and* it is from a college you listed on your application for admission, contact the Admissions Office in the Forman Center. The most common reason for this is if the student forgets to send the final semester official transcript to Admissions for evaluation and posting.

### **II. Transfer credit earned after you have enrolled at RIC**

If you wish to take a course at another college while enrolled at RIC (including URI or CCRI), an Authorization of Credit Form must be filed with the Records Office *prior* to your enrolling in the course. The form is available at <http://www.ric.edu/recordsoffice/pdf/authorcreditform.pdf>.

The form must be signed by the chair of the department in which the course will be taken – not necessarily the department of your major.

Completing and submitting the form in advance ensures that you will receive the appropriate transfer credit upon successful completion. The form also protects you in the event you are making a request that cannot be approved, such as retaking a RIC course in which a low passing grade was received.

#### **Two important considerations:**

- If you received a passing grade (D- or higher) for your work at RIC and repeat the course at an external institution, no transfer credit will be awarded.
- If you earned an “F” in the RIC course and retake it elsewhere, the credit may transfer, but it will not adjust the original grade of “F.”

**Note:** An official transcript must be sent to Records for posting of credit.



## TEST CREDITS - CLEP (College Level Examination Program)

It is possible to earn college credit through CLEP. See this link for the Transfer Evaluation System (TES):

[http://tes.collegesource.com/view/tes\\_view01.asp?rid={E5211763-2FB1-4582-AF04-2A4A4EC9A7A4}&aid={7B15105C-3488-40E6-A258-C47EB0FFD072}](http://tes.collegesource.com/view/tes_view01.asp?rid={E5211763-2FB1-4582-AF04-2A4A4EC9A7A4}&aid={7B15105C-3488-40E6-A258-C47EB0FFD072})

A minimum score of 50 is required for a credit award. A CLEP exam may be useful if you are just short of credits needed for graduation. However, you will not receive CLEP credit if you have already received credit for an equivalent course. You must submit an official score report to Admissions for posting.

## REPEATING A COURSE

You are allowed to repeat a course *once*. Any request for an additional repeat must be made to the Academic Standing Committee. Form for petitioning the Academic Standing Committee: <http://www.ric.edu/recordsoffice/pdf/petitionacademicstand.pdf>. When you repeat a RIC course, the repeat grade replaces the first attempt, even if it is lower.

**Note:** Federal regulations allow repeated courses to be included in determining financial aid enrollment status as long as there is not more than one repeat of a previously passed course. If a previously passed course is being repeated more than once, credits for the course will not count the determination of financial aid enrollment status or cost of attendance. For example, a student who enrolls for 12 credits while repeating a previously passed 3 credit course for the second time would only receive financial aid as a 3/4 time student. All repeated courses as well as the original attempt are included in determining satisfactory academic progress.

**Note:** You will not receive credit if you repeat a RIC course at another institution (if the course at RIC had a passing grade of D- or higher). You may repeat a course at another institution and get transfer credit if the grade at RIC was an "F". However it will not adjust the grade of the first attempt at RIC.

## GPA

Your GPA is generally calculated by dividing total quality points by total attempted credits. Quality points (QP) are the number of credits for a course TIMES the numeric value of the letter grade. Transfer grades are not considered in calculating GPA (even if they occasionally appear on a transcript).

### Quality Points:

A	4
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Transcripts have three columns under each semester (right side):

- # Attempted credits (all credits including transfer credit, W's, F's, I's)
- # Earned credits (completed courses with grades, earned transfer credit, earned test credits such as CLEP or AP)
- # Quality points



## **PROBATION AND DISMISSAL**

Chapter 3 of Academic Policies and Procedures, Section 3.9.3, contains the probation and dismissal standards for attempted credits and required GPA:

[http://www.ric.edu/administration/pdf/College\\_handbook\\_Chapter\\_3.pdf](http://www.ric.edu/administration/pdf/College_handbook_Chapter_3.pdf)

- Probation notices are emailed to students at the end of each semester.
- Dismissals are only made at the end of the academic year, not by semester and only to students who have attempted 30 or more credits. Students are notified by letter.

## **APPENDIX/REFERENCES**

### **SERVICES OF THE ENROLLMENT MANAGEMENT DEPARTMENTS:**

#### **Office of Undergraduate Admissions**

[www.ric.edu/admissions](http://www.ric.edu/admissions)      **East Campus, Forman Center, 1st floor**

- Admissions information & requirements
- Application materials
- Campus Tours & Information Sessions
- Open House for prospective students
- Admissions presentations
- Status of your application
- Freshman Interviews, Transfer Evaluation Appointments
- Questions about transfer credit earned prior to admission

#### **Disability Services Center**

<http://www.ric.edu/disabilityservices>      **Craig Lee 127**

- Primary resource to educate, train, and guide the college community in understanding disability access, rights, and responsibilities
- Support students with disabilities with their academic goals and self-advocacy skills
- Provide reasonable accommodations for students with disabilities
- Questions about disability documentation

#### **Financial Aid**

[www.ric.edu/financialaid](http://www.ric.edu/financialaid)      **East Campus, Building 3**

- Questions about FAFSA
- Understanding your aid package
- Financial Aid programs, publications
- Assigned financial aid counselor

## **Office of Academic Support & Information Services (OASIS)**

**[www.ric.edu/oasis](http://www.ric.edu/oasis)      **Craig-Lee Hall, Room 154****

- Freshman and transfer orientation
- Academic advisement for exploring majors
- Freshman midterm progress reports
- Tutoring for current students including online tutoring through Smarthinking
- College level learning strategies, test taking skills, adapted learning support
- Writing Center, Math Learning Center
- Writing and math placement testing
- National Student Exchange Program
- Advisement for JAA students

## **Records Office**

**[www.ric.edu/recordsoffice](http://www.ric.edu/recordsoffice)      **East Campus, Building 4****

- Registration issues
- Certifying attendance
- FERPA regulations
- Transcripts
- Final exam schedule
- Grades
- Information on academic policies
- Post transfer credits earned after admission
- Probation and dismissal notification and questions
- Degree audit for graduation
- Diplomas
- Veterans' assistance
- Authorization of Credit

## **Assistant Vice President, Academic Affairs/Enrollment Management**

**East Campus, Forman Center 2nd floor**

456-8884



# CALENDAR YEARS

## 2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S			
	3	4	5	6	7	8	9		1	2	3	4	5	6	6		7	8	9	10	11	12	1		2	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		13	14	15	16	17	18	19		10	11	12	13	14	15	16	17	18	19
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		20	21	22	23	24	25	26		17	18	19	20	21	22	23			
	24	25	26	27	28	29	30		21	22	23	24	25	26	27		27	28	29	30	31	24	25		26	27	28	29	30					
31							28	29																										
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S			
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	7			
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13			
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20			
	22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30	21	22		23	24	25	26	27					
29	30	31					26	27	28	29	30	31							28	29	30	31												
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S			
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10			
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17			
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24			
	25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	25	26	27	28		29	30	31							
30	31						30	31																										

## 2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8	
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15	
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		19	20	21	22	23	24	25		16	17	18	19	20	21	22	
	22	23	24	25	26	27	28		26	27	28	26	27	28	29		30	31	26	27	28	29	30		31	23	24	25	26	27	28	29
29	30	31					26	27	28														30									
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5	6	7	
	8	9	10	11	12	13	14		11	12	13	14	15	16	17		9	10	11	12	13	14	15		8	9	10	11	12	13	14	
	14	15	16	17	18	19	20		21	18	19	20	21	22	23		24	16	17	18	19	20	21		22	20	21	22	23	24	25	26
	21	22	23	24	25	26	27		25	26	27	28	29	30	31		23	24	25	26	27	28	29		27	28	29	30	31			
28	29	30	31					25	26	27	28	29	30	30	31								27	28	29	30	31					
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S	
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9	
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16	
	17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23	
	24	25	26	27	28	29	30		22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30			
30	31						29	30	31														31									

## 2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		25	26	27	28	25	26	27		28	29	30	31	22	23	24		25	26	27	28			
28	29	30	31					25	26	27	28														29	30					
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25
	27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28	26	27		28	29	30	31			
30	31						24	25	26	27	28	29	30	30	31								26	27	28	29	30	31			
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		1	2	3	4	5	6	7		4	5	6	7	8	9	10		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		21	22	23	24	25	26	27		25	26	27	28	29	30	23		24	25	26	27	28	29	
30							28	29	30	31														30	31						

