



**RHODE
ISLAND
COLLEGE**

2017-2018

Student Handbook



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



Rhode Island College Mission Statement

As a leading regional public college, Rhode Island College personalizes higher education of the finest quality for undergraduate and graduate students. We offer vibrant programs in arts and sciences, business and professional disciplines within a supportive, respectful and diverse community. Dedicated faculty engage students in learning, research, and career attainment, and our innovative curricula and co-curricula foster intellectual curiosity and prepare an educated citizenry for responsible leadership.

Vision Statement

Rhode Island College will be recognized as an outstanding institution of higher education that is valued for high-impact programs and educational practices that prepare Rhode Island's diverse population; for meaningful learning experiences that foster student retention and completion and support professional development; and for its partnerships that strengthen undergraduate, graduate and co-curricular programs. The college will be known for the expertise and leadership of its faculty, students and alumni; for its adaptability to the changing social and economic environment; and for its collective impact on Rhode Island's economy and culture.

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) 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.

SECTION I: 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.

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.

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. 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 Success (or designee) for an administrative search warrant. The Vice President for Student Success (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 Success, 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

Rhode Island College maintains students' records to support its educational and service programs. Its policies and procedures governing the utilization and maintenance of such records are in accordance with state and federal laws.

An education record is defined as those records, files, documents and other materials directly related to a currently or previously enrolled student, which are maintained by the College or one of its agents. Education records include the transcript maintained by the Records Office, academic advisement materials maintained by a faculty advisor, and certain materials maintained by the Office of Student Financial Aid and the Career Development Center.

A student has the right of access to his/her educational records, including the right to secure copies of materials at cost or without charge, in accordance with procedures established by the office having custody of the records. A student may waive this right of access to confidential letters of recommendation in connection with job placement and receipt of awards. Services may not be withheld or prejudice result from a student's decision not to execute a waiver. If the student signs a waiver, he/she is entitled to request a list of persons making confidential recommendations or statements.

Access to education records in accordance with this policy will be granted upon the request of a student subject to the procedures established by individual offices. Access will be granted not later than 45 days from the date of the request. Education records will be reviewed with the student by a member of the professional staff.

Medical, psychiatric, and counseling records may be reviewed on behalf of a student by a qualified physician or other professional of the student's choice.

The right of access **does not** pertain to education records maintained by an individual faculty or professional staff members as memory aids; records maintained by the campus security office; records maintained in connection with a student's status as a College employee; medical, psychiatric and counseling records; confidential letters and statements provided prior to January 1, 1975; financial records of a student's parent(s) or guardian(s).

Release of information from a student's education record normally requires a written consent of the student specifying the individual to whom the information is to be released and the nature of the information to be made available. The information released will contain a clear statement indicating that the recipient has the responsibility for using the information in accordance with the Family Educational Rights and Privacy Act of 1974.

Permission of the student is not required for:

1. Disclosure of educational records to college officials with legitimate educational interests.
2. Parents of legally dependent students;
3. Officers and organizations authorized by state and federal statutes, such as the Educational Testing Service (ETS) and the Department of Education which require student data to evaluate and monitor services and programs affecting students at Rhode Island College;
4. Emergency situations where a release is necessary for the protection of the health and safety of the individual student or others;
5. Situations governed by a judicial order, and/or lawfully issued subpoena.
6. Records of certain disciplinary sanctions, which may be shared with the complainant and/or the student's parent or guardian.

A school official is a person employed by Rhode Island College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on a board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Rhode Island College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Rhode Island College.

The following information from the education record of a student currently or previously enrolled is considered to be directory or public information; name, home address, campus email address, telephone number, class, field of study, dates of attendance, date of graduation, enrollment status(number of credits), height and weight for members of the athletic teams.

A student may cause the address and/or telephone listing to be removed from the directory or public information category by so informing the Records Office in writing.

A log must be maintained in each student record to document the use of that record by individuals other than college officials. The log must indicate the date of the request, the individual or organization using the record and the purpose for which it was used.

A student is entitled to challenge the contents and accuracy (but not the qualitative and subjective aspects such as a grade) of his/her education record, and may insert a written explanation. To do so, a statement of objections and a request for a hearing must be filed in writing by the student with the supervisor of the office maintaining the record. If the matter is not resolved at that level, the student has the right to appeal successively to the next level of supervision through the appropriate Vice President and President of Rhode Island College.

SECTION II: STUDENT RESPONSIBILITIES

Academic Responsibilities

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 on the [Academic Integrity Board website](http://www.ric.edu/Academic-Integrity-Board/Pages/default.aspx) (<http://www.ric.edu/Academic-Integrity-Board/Pages/default.aspx>).

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

- Appeals or referrals to the Board will follow the standard procedure of the Board.
- 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 or 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 registered for class and all currently recognized student organizations. The Code also applies to persons who withdraw from the College after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but are eligible to return and have not attended another post-secondary institution while not registered for classes at Rhode Island College, or who have been notified of their acceptance for admission and paid an enrollment deposit but may not have taken a class at the College yet. 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, or aided and abetted another person to commit the following:

1. **Violence**, including physical abuse, fighting, verbal abuse, bullying or cyberbullying, threats of violence, intimidation, harassment, coercion and/or conduct that threatens or endangers the health or safety of any person.
2. **Retaliation**, physical or through intimidation, against a complainant, witness or any participant involved in a disciplinary investigation or process, directly, through others acting on one's behalf, or indirectly through others or social media.
3. **Sexual assault and relationship violence** (see the College's Sexual Assault and Relationship Violence Policy).
4. **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.

5. **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.
6. **Possession of Fire works**, including dangerous chemicals or other explosives except when appropriately used in connection with a College-sponsored activity.
7. **Disorderly Conduct** which intentionally, knowingly or recklessly disturbs others by making loud and unreasonable noise, directs at another person in a public place words that are likely to provoke a violent reaction, obstructs the passage of persons or vehicles of a pedestrian- or highway, or otherwise interferes or obstructs a lawful meeting, College classes, the work of a college employee, or approved student activities.
8. **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, or public intoxication/visibly under the influence of drugs. 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 Success 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. Legal sanctions for alcohol and other drug violations are listed at the end of this Code.
9. **Hazing** 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, or which destroys or removes public or private property. 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.
10. **Theft** of personal or public property on-campus or off-campus, or knowingly possessing stolen property.
11. **Engaging in Any Unlawful Activity** including any 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.

12. **Failing to Comply With Faculty or Staff Directives** acting in performance of their duties. This includes failure to conform to the procedures for adjudicating student disciplinary complaints.
13. **Failing to Comply With the College's Responsible Computer Use Policy**— see:
<http://www.ric.edu/administrationfinance/Documents/PolicyforResponsibleComputing.pdf>
14. **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.
15. **Acts of Dishonesty**, including but not limited to the following:
 - a. Furnishing false information to any College official, faculty member, or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification • Interfering with the operation of the student disciplinary process.
16. **Illegal Gambling**: Gambling is prohibited on the campus and at any College-sponsored or College-recognized event.
17. **Unauthorized Possession, Duplication or Use of Keys** to any college premises is prohibited.
18. **Unauthorized Entry** or other use of college premises is prohibited.
19. **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.
20. **Violation of Residence Hall Policies** listed in the section on Residence Hall Responsibilities (below).
21. **Commercial Sales or Solicitation** of members of the college community without authorization of the Vice President of Student Success is prohibited. 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.

22. **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.
23. **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, with the exception of alleged violations of the Sexual Misconduct and Relationship Violence Policy, which are adjudicated under the Title IX Complaint Process.

a. Report Initiation.

Any member of the College community may file a report with the Dean of Students Office or Campus Police 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 or designee 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 or designee 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 (or designee) is rejected by the accused student or student organization), she or he will refer the case for formal adjudication.

c. Interim Suspension

The Dean of Students (or designee) with the concurrence of the Vice President for Student Success (or designee) or the President may immediately suspend a student in advance of a Student Conduct Board 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 (or designee) 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 the 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 or 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, who must be a member of the College community and may not actively participate in the hearing, 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 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 shall be made available to the accused student upon request to formulate an appeal only. Normally, this request will be fulfilled by arranging for the party 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 misconduct, 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.

e. Sanctions

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

- A. **Written Warning** that shall become part of the student's record until the student graduates from the College.
- B. **Fines** are a monetary sanction assigned by the college officer making the Administrative Determination or conducting the Formal Adjudication.
- C. **Restitution** either to the Complainant or the College. Completion of a work assignment(s) may, in some circumstances, be substituted for a monetary payment.
- D. **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.
- E. **Educational Sanction** used to provide additional education related to the behavior or incident by the hearing officer. Students assigned an educational sanction will be given a detailed description of the assignment by the hearing officer. Examples of educational sanctions include, but are not limited to: self-assessment surveys, written assignments and presentations
- F. **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.
- G. **Residence Probation** is a specified period of time where any further unacceptable behavior may be cause for removal from the residential living community.
- H. **Residence Relocation** is the requirement of a residential student to move from one residential living community to another residential living community due to

unacceptable and inappropriate behavior. The student will be re-assigned by the relevant residential living community staff.

- I. **Residence Removal** is the immediate termination of a residential student's on-campus housing contract after one serious violation or repeated violations of community standards in a residential living community.
- J. **Revocation of Admission**
- K. **Revocation of Degree**
- L. **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, the student shall be subject to further discipline in the form of expulsion.
- M. **Suspension held in abeyance** is an action to seriously warn a student or student organization that suspension is being withheld pending no additional evidence being discovered regarding the incident. If additional violations of college policy occur, the student may be immediately suspended from the College pending an investigation of the new incident.
- N. **Treatment Compliance** where the student will be required to comply with any treatment, referrals and educational activities which may be recommended and to provide documentation of official discharge from treatment provider upon completion.
- O. **Trespass** A suspension of a student's right to enter a specific building on College property. When appropriate, a trespass notice may include the suspension of a student's right to represent the College at College-sponsored or related events. When a trespass notice is given, the student will receive a detailed explanation of the parameters of this trespass. In the event there is a report that the student has violated the trespass, it will be recommended to the Vice President for Student Affairs that the student be Emergency Suspended, as defined in the Student Handbook.
- P. **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:

- a) **Written Warning**
- b) **Restitution**
- c) **Monetary Fines**
- d) **Restriction**

e) **Educational Sanction**

f) **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.)

g) **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 a crime of violence, may appeal by submitting written notification (including email notification) to the Vice President for Student Success within five (5) days of receiving the decision of a hearing body (e.g. Residential Life and Housing Officer, 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.

When a student appeals the decision of the Student Conduct Board, the Office of the Vice President for Student Success will bring together an appeals board comprised of three members, including at least one but not more than one students, who have had at least one year prior service and who are currently not serving as a member or an alternate on the Student Conduct Board. The Appeals Board will hear the Student Conduct Board recording of the hearing, evaluate a respondent's or complainant's appeal, and render a decision. The appeal must be on a written submission from either the respondent or the complainant that sets forth the claimed errors. The appeal must be heard and the student informed of the Appeals Board decision within two weeks of the submission of the written appeal to the Vice President for Student Success.

Appeals of non-Student Conduct Board decisions will be decided by the Vice-President for Student Success who 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.

In such cases, the Vice-President for Student Success shall promptly advise the appellant of the outcome of any appeal involving a violation of the Student Conduct Code. In cases involving crimes of violence, both complainant and accused will be notified of the outcome of any appeal, and decisions regarding appeals shall normally be rendered within thirty (30) days from the date the appeal was received, absent extraordinary circumstances. The decision of the Vice President for Student Success 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 Success 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.

MEDICAL AMNESTY POLICY

RIGL 16-76.2-2: The health and safety of every student at the Rhode Island College is of utmost importance. Rhode Island College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an **incident of violence** occurs, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Rhode Island College strongly encourages students to report incidents of violence to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of violence to Rhode Island College's officials or law enforcement will not be subject to Rhode Island College's code of conduct action for violations of alcohol- and/or drug-use policies occurring at or near the time of the commission of the incident of violence.

Rhode Island College prioritizes the health and safety of the campus community. The College recognizes that in situations where students or their guests on campus face potentially dangerous medical emergencies due to alcohol consumption or drug use, fear of sanctions under the Alcohol and Drug Policies outlined in the Student Conduct Code may deter them from seeking necessary, life-saving medical attention. The Medical Amnesty policy seeks to encourage students to immediately seek assistance for themselves or others when dangerously intoxicated or impaired by shielding them from sanctions for violating the Alcohol and Drug Policies under the following conditions:

Students Seeking Assistance for Themselves

1. Students who seek assistance for themselves may be exempted from sanctions for violating the Alcohol and/or Drug policies provided that they actively contact Residential Life & Housing Staff or the RIC Campus Police to request medical attention.
2. Students granted Medical Amnesty will be required to meet with the Dean of Students and agree to a plan of action (education, counseling, etc.). Failure to comply with that plan will result in revocation of amnesty.
3. Medical Amnesty only exempts students from sanctions related to alcohol and drug use. It does not protect students from facing sanctions for other violations of the Student Conduct Code committed while intoxicated or impaired, including (but not limited to) destruction of property, physical assault, or sexual assault.
4. Medical Amnesty only extends to sanctions for violation of the Rhode Island College Student Conduct Code. It does not shield students from prosecution for violation of state or federal law related to alcohol and/or drug possession or use.

Students Seeking Assistance for Others

1. Students who notice that another RIC student or guest is dangerously intoxicated or impaired are encouraged to intervene immediately to ensure their health and safety. This includes confiscating keys and calling for a cab, or contacting Campus Police, to prevent individuals from driving while under the influence of alcohol or drugs, as well as calling for medical attention for individuals suspected of suffering from alcohol poisoning, overdose, or other medical emergencies related to alcohol or drug use.
2. Medical Amnesty will only be granted to students who actively intervene in such situations. Bystanders who are present, but do not take active steps to seek

- assistance, will not be eligible for amnesty.
3. Taking active steps to intervene means (1) immediately contacting appropriate Residential Life & Housing representatives or RIC Campus Police to request medical or other assistance; (2) remaining with the intoxicated or impaired individual until help arrives; and (3) remaining after help arrives to assist emergency responders and/or RIC Campus Police in assessing the situation and reporting it.
 4. Medical Amnesty only exempts bystanders who actively intervene to assist intoxicated or impaired students or guests from sanctions related to alcohol and drug use. It does not protect them from facing sanctions for other violations of the Student Conduct Code, including (but not limited to) destruction of property, physical assault, or sexual assault.

Student Organizations

RIC Student Organizations are expected to comply with the Student Conduct Code at all times. This includes neither facilitating nor sanctioning the use of either alcohol or drugs at events sponsored by the organization. RIC Student Organizations are not eligible for Medical Amnesty. However, Student Organizations and their members are expected to actively intervene to seek medical assistance for students or guests who become dangerously intoxicated or impaired at organization-sponsored events. Providing assistance to such individuals will be taken into consideration when determining sanctions for Student Organizations that violate the Alcohol and Drug policies outlined in the Student Conduct Code. Failure to actively seek assistance for students or guests who become dangerously intoxicated or impaired at organization-sponsored events will result in more severe sanctions.

LEGAL SANCTIONS FOR ALCOHOL AND OTHER DRUGS

Driving While Impaired

In Rhode Island, persons at least eighteen (18) years old but less than twenty-one (21) years of age driving with a blood alcohol concentration greater than .02 but less than .10 are considered to be driving while impaired. The sanctions for driving while impaired include a fine of up to \$250, up to 30 hours of community restitution, suspension of driver's license for a minimum of one month up to three months and attendance at a DUI/DWI class or an alcohol treatment program.

In Rhode Island, driving while having a blood alcohol concentration of .08% and above is a crime. Some of the Rhode Island penalties for driving while under the influence of alcohol or other intoxicating drugs include fines starting at \$100, community service, license suspension, and/or imprisonment.

False Identification

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 attempt to purchase, or to make a false statement or misrepresent their age through the presentation of a false document in connection with the attempted purchase of alcohol. The sanction is a minimum fine of \$100-\$500 and the possibility of up to 30 hours of community service and suspension of their driver's license for up to three months for a first offense.

Transportation of Alcohol

Section 3-8-9 of Rhode Island statute states that any person who has not reached their twenty-first (21st) birthday and who operates a motor vehicle upon the public highways, except when accompanied by a parent, legal guardian, or another adult who is over the age of twenty-one (21) years and related, whether by blood, adoption or marriage, to the operator within the following degree of sanguinity: brother, sister, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, half-brother, half-sister, uncle, aunt, great uncle or great aunt and, knowingly having liquor or intoxicating beverages in any form in containers, opened or unopened, in any part of the vehicle shall be guilty of a criminal violation. In addition, violators may be progressively sanctioned the following: fines of \$250 - \$950 and suspension of license to operate a motor vehicle thirty (30) days to one year (12 months).

Underage Possession

Section 3-8-10 of Rhode Island statute states that: Any person who has not reached his or her twenty-first (21st) birthday and has in his or her possession any beverage as defined in this title shall be fined one hundred fifty dollars (\$150) to seven hundred fifty dollars (\$750) for the first offense, three hundred dollars (\$300) to seven hundred fifty dollars (\$750) for the second offense, and four hundred fifty dollars (\$450) to nine hundred fifty dollars (\$950) for the third or subsequent offense. In addition, any person who violates this section shall be required to perform thirty (30) hours of community service and shall be subject to a minimum sixty (60) day suspension of his or her driver's license, and upon a second offense may be ordered to undergo a substance abuse assessment by a licensed substance abuse professional.

Illegal 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 (see 21-28-4 Rhode Island General Laws). Among other provisions the State law creates the following mandatory minimum prison sentences for first-time offenders who are not “drug dependent” persons. Actual sentences depend on the severity and the circumstances of the offense, and the character and background of the offender, and include:

- Persons arrested for the sale of illegal drugs may be subject to being held in jail without bail until a hearing and are subject to forfeiting any money or vehicles associated with the sale of those illegal drugs.
- Imprisonment of not less than ten years plus fine for possession of enumerated quantities of controlled substances: heroin, coca leaves, cocaine, ecgonine, phencyclidine (PCP), Lysergic acid diethylamide (LSD), and marijuana.
- Possession of larger enumerated quantities results in a minimum prison sentence of not less than twenty years plus fine.
- Distribution of a controlled substance to persons under age 18 is penalized by imprisonment for not less than 15 years.
- Education and counseling may be required.

Marijuana

The Rhode Island General Laws concerning Marijuana can be found:

- R.I. Gen. Laws § 21-28-4.01 (2015)
- R.I. Gen. Laws § 21-28-2.08 (2015)

Rhode Island College complies with the Drug-Free Schools and Communities (Campuses) Act of 1989 and the Federal Anti-Drug Abuse Act of 1988.

The penalties for those found with marijuana by the law enforcement include the following:

- Possession of marijuana for personal use of up to one ounce by an individual 18 years or older is a civil violation, punishable by a \$150 fine, no jail time, and no criminal record. Individuals under 18 years old face a \$150 fine and completion of an educational sanction.
- Possession of 1 ounce to 1 kilogram is a misdemeanor that is punishable by a maximum of 1-year imprisonment and a maximum fine of \$500
- Possession with the Intent to Distribute of between 1-5 kilograms is a felony punishable by a mandatory minimum sentence of 10 years and a maximum of 50 years imprisonment and a maximum fine of \$500,000.
- Possession with the Intent to Distribute of more than 5 kilograms is a felony punishable by a mandatory minimum sentence of 25 years and a maximum sentence of life imprisonment as well as a maximum fine of \$100,000.
- Sale or possession within 300 yards of a school may result in a doubling of the penalties.
- Possession of Marijuana while driving will result in a driver's license suspension for a period of 6 months.

Residence Hall Policies & Procedures

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 online at the Office of Student Life (Student Union 408), or by contacting in or the Affirmative Action Office, Roberts Hall 111, (401) 456-8218 as well as accessing 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.

Residence Hall 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 may 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 and/possible additional full semester(s).
- 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. *Abeyance*: A suspension from housing that if the Director of Housing issues allows the resident to remain in housing 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 Success 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 may be required to meet with the Director of Residential Life & Housing. The administrative action for this violation may 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 may face further administrative action. Unpaid fines may 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 may 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.

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, possess, or manufacture 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. Residential Life & Housing staff members will direct students to dispose of any open containers, including cups, open bottles, and cans. Staff may also confiscate and/or dispose of prohibited items if the student not present at the time, or unable to comply.
6. Paraphernalia can include any materials produced for the expressed purpose of alcohol consumption.
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 may 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 may be approached by Residential Life & Housing staff to discuss the situation. If the problem is not resolved, the student may 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.

Candles / Incense

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.

- A. 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.
- B. The smell of candles or incense is sufficient evidence to request to do a plain view search of the room or suite area. The evidence and/or smell of candles or incense will be documented and the individual(s) will be given a candle/incense warning.
- C. 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.
- D. 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.

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 actions. 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.

- A. The following items are prohibited to have in the residence halls. Among these items are: space heaters, halogen lamps, sun lamps, lava lamps, immersion heaters, hot pots, hot plates, toaster ovens, "George Forman" grill, electric potpourri burners, and any other heating or cooking appliances.
- B. A maximum of one microwave is permitted in each suite area in Browne, Thorp, and Weber. The suite areas of Penfield and Willard Halls are supplied with one microwave. 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.
 1. Microwaves are not permitted in the bathroom of any building.
 2. Microwaves must be 0.7 cu. ft. or smaller and cannot exceed 700 watts.

3. Microwaves can be banned if used inappropriately or if usage results in false fire alarms.
 4. Repeat offenses in a suite or the building may result in the banishment of microwaves for up to one semester.
 5. 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.
- C. All Christmas, icicle, rope, and lantern lights along with any other form of temporary lighting are not allowed in the Residence Halls. Please use UL listed approved lamps with less than a 100-watt light bulb.
- D. Radios, stereos, and television sets without outside antennae may be used.
- E. Appliances such as compact 4.6 cubic foot refrigerators (UL Listed) may be used.
- F. 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.
- G. Extension cords of any kind are not allowed in the halls. As an alternative, students can continue to use (UL Listed) power strip surge protectors in their rooms.
- H. Power strip surge protectors need to be directly plugged into the outlet. Plugging in multiple power strip surge protectors into each other (daisy chaining) is prohibitive.
- I. Due to safety concerns of fire and rider safety, hover boards or other electronically operated skateboard type devices shall not be allowed to be either charged, operated or stored in the Rhode Island College residence halls.
- J. 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 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.

Residents must encourage and take action to assure responsible behavior by their guests. This policy acknowledges that you may not be able to completely control another person's actions, but you can influence who you host, how they behave, and what they do in the community. Failure to monitor or influence guest behavior to assure adherence to the Standards of Residence is prohibited. Residents may be held responsible for violations committed by their guests. For example, if your guest uses illegal drugs in your room, you may be held responsible for a violation of the drug policy, regardless of whether you personally used it. You may also be held responsible for violating the guest policy. If you need help managing guest behavior or a guest is behaving outside of your voiced expectations, you should contact a Hall Staff member or Campus Police immediately. Doing so may reduce your accountability for their actions.

The following policies apply to all 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.

1. 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)
 - a. Fridays-Wednesdays 7:00pm to 12:00am.
 - b. Thursdays 7:00pm to 2:00am.
2. Proper Identification is required; such as school ID, driver license, state ID, passport.
3. Guests must be signed-in and escorted at all times in order to gain entrance into the residence halls.
4. If a resident has a guest in the building before 7:00pm, they must go to the front desk at 7:00pm 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. Before a guest can be permitted to stay consent from others sharing the room/suite should be granted.

Guests of residence hall students may stay overnight in the residence halls only two (2) nights within a seven (7) day period. Guests are not permitted to stay more than six (6) nights within a 30-day timespan within all residence halls. Guests are not permitted to stay more than six (6) days total within a 30-day timespan not per host resident for six (6) days. Guests found staying longer than allowed may be charge additional fee to their student account and/or trespassed from the residence halls.

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.

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

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. Replacement I.D. pictures are taken at the Campus Card Office in the Student Union (401) 456-8394 and cost \$10.00. Residents of Penfield, Sweet, Thorp, Weber, and Willard use their card to gain access to the front door of their hall. Residents of Browne Hall use their card to gain access to the front and rear entrances of their hall. These cards are also used in the library and in the dining center. 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: 11:00pm – 9:00am

Friday & Saturday: 12:00am – 10:00am.

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:

A. Fire, safety, and health inspections

- B. Compliance with multiple dwelling unit laws
- C. Responding to clear indications of immediate danger to life, safety, health, or property
- D. 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, 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. Residents are not allowed to sublet their room/unit to any person for any length of time. Residents who are found subletting their room or suite area 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 taken down and disposed of.

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 ashtrays, cigarettes, e-cigarettes, hookahs, vapor like devices found in the student's room or suite area will be confiscated and the appropriate administrative actions will be taken.

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. Bikes, skateboards, roller blades, and roller skates are not permitted to be used in the buildings.

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

Penfield and Sweet Hall residents are expected to use the recycling/trash rooms in their respective buildings for removal. Students in Browne, Thorp, Weber, and Willard Hall 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. bed risers, available at home & bedding stores.

Statement of Nondiscrimination and Affirmative Action

Pursuant to the philosophy of the Board of Governors for Higher Education, Rhode Island College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, marital, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam Era veteran, or any other veteran who served in active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of the College's educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other College-administered programs. It also encompasses the employment of College personnel and contracting by the College for goods and services. The College is committed to taking affirmative action to employ and advance in employment qualified women and members of minority groups identified in state and federal affirmative action laws and executive orders, persons with disabilities (including qualified special disabled veterans), and veterans of the Vietnam Era.

The College's policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, and the relevant Governor's Executive Orders and Rhode Island Gen. Laws § 28-5.1 et seq.

Inquiries concerning the College's administration of the nondiscrimination laws should be addressed to the Director of Affirmative Action, 314 Roberts Hall, Rhode Island College, Providence, RI 02908-1991, tel. (401) 456-8218. Questions regarding provisions for students with disabilities should be directed to the Disability Services Office, 127 Craig-Lee Hall, Rhode Island College, Providence, RI 02908-1991, tel. (401) 456-8061. Questions regarding provisions of the Americans with Disabilities Act (ADA) should be addressed to the ADA Coordinator, 114 Roberts Hall, Rhode Island College, Providence, RI 02908-1991, tel. (401) 456-9859. Persons using TTY/TDD devices may contact the above offices via the Rhode Island Relay Services by dialing 1-800-745-5555 TTY/TDD. Reasonable accommodations upon request.