



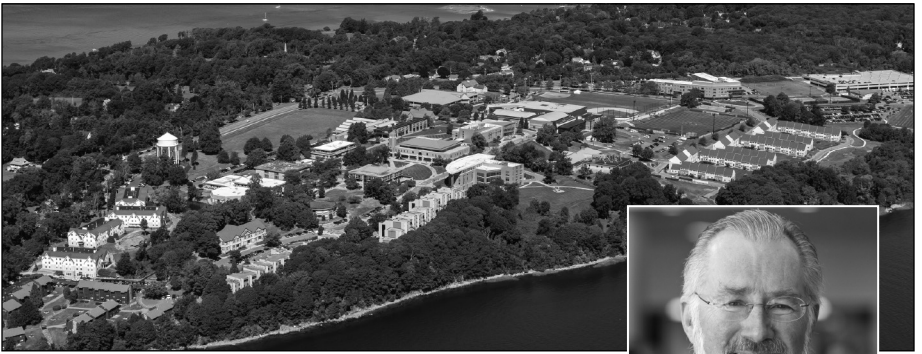
2016–2017

STUDENT HANDBOOK AND RESOURCE GUIDE

Roger Williams
University

2016–2017
STUDENT HANDBOOK
AND RESOURCE GUIDE

Roger Williams
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Dear Roger Williams University Student:

On behalf of the faculty and staff at Roger Williams University, it is my pleasure to extend a warm welcome to those of you returning to campus after summer break, and to those of you joining us as first time students at RWU.

Together, we begin the upcoming year at Roger Williams during a time of growth and opportunity. I'm sure many of you feel the way I did when I arrived on campus five years ago – the excitement of a new academic year, the fascination of a community full of diverse ideas and perspectives, and the prospect of boundless opportunities at your fingertips.

I encourage you all to take advantage of the remarkable facilities at your disposal – the state-of-the-art Global Heritage Hall, a wonderful Dining Commons, an updated marine science center, a resource-rich Library Learning Commons, a turf playing field, a Sailing Center, and other athletic facilities.

Most importantly, we look forward to this semester at a time when we are strengthening even further our academic programs and co-curricular opportunities. At Roger Williams, you will be surrounded by dedicated faculty and staff members who are committed to your growth as a student and as a leader. Take advantage of the expertise you encounter, and create your own experience.

This Student Handbook is one tool that can assist you during your collegiate years. On these pages, you'll find the rules and regulations designed to make the Roger Williams campus experience one that is safe and one that encourages responsibility on the part of every student. I urge you to read it, understand it, and refer to it during your ongoing orientation to RWU.

Again, welcome – or welcome back – to Roger Williams University. Enjoy the year ahead.

Sincerely,

A handwritten signature in black ink, which appears to read "Donald J. Farish". The signature is stylized and fluid.

Donald J. Farish, Ph.D., J.D.
President

ACADEMIC CALENDAR 2016-2017

FALL SEMESTER 2016: AUGUST 31 THROUGH DECEMBER 15, 2016

Aug 23	Tue	International Student Orientation
Aug 26	Fri	Residence Halls Open @ 1:00–4:00 p.m.: First Year Students
Aug 27	Sat	Residence Halls Open @ 8:00–12:00 noon: First Year Students New Student Convocation: 2:00 p.m.
Aug 29	Mon	Residence Halls Open @ 12:00 noon: Returning Students New Student Registration
Aug 30	Tue	Fall Faculty Conference @ 8:30 a.m. Placement Testing: 1:00–4:00 p.m.
Aug 31	Wed	Classes Begin: All Day , Evening & School of Continuing Studies Classes – Bristol Campus
Sept 5	Mon	Labor Day: No Day or Evening Classes – All Offices Closed
Sept 6	Tues	Classes Begin: All School of Continuing Studies – Providence Campus & On-Line
Sept 7	Wed	Last Day to Add a Course Without Instructor’s Permission
Sept 14	Wed	Last Day to Add a Course With Instructor’s Permission Last day to make meal plan changes/deletions: 4:00 p.m.
Sept 28	Wed	Last Day to Drop a Course Without the “W” (withdrawal) Grade
Oct 10	Mon	Columbus Day: No Day or Evening Classes – All Offices Closed
Oct 11	Tue	Monday Classes Meet on Tuesday: Day and Evening Tuesday Classes Do Not Meet
Oct 21	Fri	Warning Grades Due in the Registrar’s Office: 2016 Fall Semester
Oct 31	Mon	Advisement Period Begins: 2017 Winter Intersession & Spring Semester
Nov 4	Fri	Last Day to Drop a Course With the “W” (withdrawal) Grade
Nov 9	Wed	Registration Begins: 2017 Winter Intersession & Spring Semester
Nov 23	Wed	Residence Halls Close @ 9:00 a.m. – Thanksgiving Recess Begins No Classes – All Offices Closed
Nov 27	Sun	Residence Halls Open @ 1:00 p.m.
Nov 28	Mon	Classes Resume: Day and Evening
Dec 9	Fri	Last Day of Classes: 2016 Fall Semester
Dec 10–11	Sat & Sun	Reading Days
Dec 12–15	Mon–Thu	Final Examinations: Day and Evening Classes
Dec 15	Thu	Residence Halls Close @ 8:00 p.m.
Dec 22	Thu	Final Grades Due in the Registrar’s Office @ 11:50 p.m.: 2016 Fall Semester Incomplete Grades “I” from 2016 Spring & Summer Convert to “F”
Dec 23	Fri	University Holiday: No Day or Evening Classes – All Offices Closed

WINTER INTERSESSION 2017: JANUARY 3 THROUGH JANUARY 20, 2017

Jan 2	Mon	Residence Halls Open @ 12:00 noon: 2017 Winter Intersession
Jan 3	Tue	Classes Begin: 2017 Winter Intersession
Jan 4	Wed	Last Day to Add a Course
Jan 5	Thu	Last Day to Drop a Course Without the “W” (withdrawal) Grade
Jan 6	Fri	Last Day to Drop a Course With the “W” (withdrawal) Grade
Jan 16	Mon	Martin Luther King Jr. Day: No Day or Evening Classes All Offices Closed

ACADEMIC CALENDAR 2016-2017

Jan 19	Thu	Last Day of Classes: 2017 Winter Intersession
Jan 20	Fri	Final Examinations: 2017 Winter Intersession Classes
Jan 24	Tue	Final Grades Due in the Registrar's Office: 2017 Winter Intersession

SPRING SEMESTER 2017: JANUARY 25 THROUGH MAY 17, 2017

Jan 23	Mon	Orientation Check-in: New Students @ 9:00 a.m. Residence Halls Open for New Students
Jan 24	Tue	Placement Testing: 1:00-4:00 p.m. New Student Registration Residence Halls Open @ 9:00 a.m.: Returning Students
Jan 25	Wed	Classes Begin: Day and Evening
Feb 1	Wed	Last Day to Add a Course Without Instructor's Permission
Feb 8	Wed	Last Day to Add a Course With Instructor's Permission Last day to make meal plan changes/deletions: 4:00 p.m.
Feb 20	Mon	Presidents Day: No Day or Evening Classes – All Offices Closed
Feb 21	Tues	May 2018 Graduate's Degree Application Due in Registrar's Office
Feb 22	Wed	Monday Classes Meet on Wednesday: Day and Evening Wednesday Classes Do Not Meet Last Day to Drop a Course Without the "W" (withdrawal) Grade
Mar 9	Thu	August & December 2018 Graduate's: Degree Application Due in Registrar's Office
Mar 10	Fri	Warning Grades Due in the Registrar's Office: 2017 Spring Semester Residence Halls Close @ 7:00 p.m.
Mar 11-19	Sat-Sun	Spring Break
Mar 19	Sun	Residence Halls Open @ 1:00 p.m.
Mar 20	Mon	All Classes Resume Advisement Period Begins: 2017 Summer Sessions & Fall Semester
Mar 24	Fri	Last Day to Drop a Course With the "W" (withdrawal) Grade
Mar 27	Mon	Registration Begins: 2017 Summer Sessions & Fall Semester
Apr 14	Fri	University Holiday: No Day or Evening Classes – All Offices Closed
May 10	Wed	Last Day of Classes: 2017 Spring Classes
May 11	Thu	Reading Day Final Examinations: Evening Classes
May 12	Fri	Final Examinations: Day & Evening Classes
May 13-14	Sat-Sun	Reading Days
May 15-17	Mon-Wed	Final Examinations: Day & Evening Classes
May 18	Thu	Senior Rehearsal/BBQ 12:00 noon Fieldhouse Residence Halls Close @ 12:00 noon: Non-graduating Students
May 19	Fri	School of Law Commencement @ 1:00 p.m.
May 20	Sat	Undergraduate & Graduate Commencement @ 9:30 a.m. Processional & 10:00 a.m. Ceremony Residence Halls Close @ 7:00 p.m.: Graduating Students
May 23	Tue	Final Grades Due in the Registrar's Office: 2017 Spring Semester Incomplete Grades "I" from 2017 Winter & 2016 Fall Convert to "F"

ACADEMIC CALENDAR 2016-2017

SUMMER SESSION I & II 2017: MAY 23 THROUGH AUGUST 1, 2017

SUMMER SESSION I 2017 – 3/5/10 WEEK COURSES: MAY 23 THROUGH AUGUST 1, 2017

May 22	Mon	Residence Halls Open @ 2:00 p.m.: Summer Session I (3/5/10-week Classes)
May 23	Tue	Classes Begin: Summer Session I (3/5/10-week Classes)
May 24	Wed	Last Day to Add a Course Without Instructors Permission: SS I (3-week Classes)
May 25	Thu	Last Day to Add a Course With Instructor's Permission: SS I (3-week Classes)
May 26	Fri	Last Day to Drop a Course Without the "W" (withdrawal) Grade: SS I (3-week Classes)
May 29	Mon	Memorial Day: No Day or Evening Classes – All Offices Closed
May 30	Tue	Last Day to Drop a Course With the "W" (withdrawal) Grade: SS I (3-week Classes)
May 31	Wed	Last Day to Add a Course Without Instructor's Permission: SSI (5/10-week Classes)
June 2	Fri	Last Day to Add a Course With Instructor's Permission: SS I (5/10-week Classes)
June 7	Wed	Last Day to Drop a Course Without the "W" (withdrawal) Grade: SS I (5/10-week Classes)
June 9	Fri	Last Day to Drop a Course With the "W" (withdrawal) Grade: SS I (5/10-week Classes)
June 14	Wed	Last Day of Classes: Summer Session I (3-week Classes)
June 15	Thu	Final Examinations: Summer Session I (3-week Classes)
June 16	Fri	Residence Halls Close: Summer Session I (3-week Classes)
June 20	Tue	Final Grades Due in Registrar's Office: Summer Session I (3-week Classes)
June 23	Fri	Last Day of Classes: Summer Session I (5-week Classes)
June 26	Mon	Final Examinations: Summer Session I (5-week Classes)
June 27	Tue	Residence Halls Close: Summer Session I Students (5-week Classes)
July 3	Mon	Final Grades Due in Registrar's Office: Summer Session I (5-week Classes)
July 3	Mon	Tuesday Classes Meet on Monday, July 3rd: Day and Evening
July 4	Tue	Fourth of July: No Day or Evening Classes – All Offices Closed
July 28	Fri	Last day of Classes: Summer Session I (10-week Classes)
Aug 1	Tue	Final Examinations: Summer Session I (10-week Classes)
Aug 2	Wed	Residence Halls Close: Summer Session I (10-week Classes)
Aug 7	Mon	Final Grades Due in Registrar's Office: Summer Session I (10-week Classes)

ACADEMIC CALENDAR 2016-2017

SUMMER SESSION II 2017 – 5 WEEK COURSES: JUNE 27 THROUGH AUGUST 1, 2017

June 26	Mon	Residence Halls Open @ 1:00 p.m.: Summer Session II
June 27	Tue	Classes Begin: Summer Session II
June 30	Fri	Last Day to Add a Course Without Instructor's Permission: Summer Session II
July 3	Mon	Tuesday Classes Meet on Monday, July 3rd: Day and Evening
July 4	Tue	Fourth of July: No Day or Evening Classes – All Offices Closed
July 5	Wed	Last Day to Add a Course With Instructor's Permission: Summer Session II
July 7	Fri	Last Day to Drop a Course Without the "W" (withdrawal) Grade: Summer Session II
July 12	Wed	Last Day to Drop a Course With the "W" (withdrawal) Grade: Summer Session II
July 28	Fri	Last Day of Classes: Summer Session II
Aug 1	Tue	Final Examinations: Summer Session II
Aug 2	Wed	Residence Halls Close: Summer Session II
Aug 7	Mon	Final Grades Due in Registrar's Office: Summer Session II

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I. INTRODUCTION

The Roger Williams University policies and procedures have been published to document RWU policies and the Code of Conduct that all RWU students are expected to observe. In addition, the policies and procedures identify the process by which a member of the RWU community will be held accountable and the sanctions that may be imposed for infractions. Disciplinary rules are not designed to replicate state or federal criminal laws; rather, the Code of Conduct has aims, procedures and outcomes that differ from the criminal justice system.

Members of the RWU community are urged to make themselves familiar with the policies governing behavior on the campus. At certain times it may become necessary to update a policy or procedure described herein. Changes that are implemented prior to the next official printing of this manual will be posted on the university website under the Student Handbook: <http://www.rwu.edu/sites/default/files/handbook.pdf>.

ABOUT THE UNIVERSITY

Roger Williams University located in Bristol, R.I., is a leading independent, coeducational university with programs in the liberal arts and the professions, where students become community- and globally-minded citizens through project-based, experiential learning. Offering more than 40 majors and a plethora of co-curricular activities as well as study abroad options, RWU is dedicated to the success of students, commitment to a set of core values, the pursuit of affordable excellence and to providing a relevant, world-class education above all else.

In the last decade, the University has achieved unprecedented successes including recognition as one of the best colleges in the nation by Forbes, a College of Distinction by Student Horizons, Inc. and as both a best college in the Northeast and one of the nation's greenest universities by *The Princeton Review*.

In the fall of 2014, Roger Williams University embarked upon the Vision Project – an ambitious, campus-wide undertaking to articulate a roadmap for the future of the University. With more than 20 committees comprising faculty, staff, students and trustees – along with input from an array of voices from the community beyond our campus – a new Core Purpose, a set of Core Values and a University Goal were authored collectively and adopted unanimously by the Board of Trustees in the summer of 2015. This is Who We Are.

PREAMBLE

Roger Williams University is inextricably connected to Roger Williams, the 17th-century leader devoted to freedom of conscience and social justice who founded a community in Rhode Island based on those tenets. Roger Williams' philosophy, and what has been called his "lively experiment," nurtured the growth of vibrant and open societies. Our pursuit of excellence in education, academic accomplishment and community service is rooted in his focus on intellectual exchange, critical thinking, inclusiveness and innovation as a means of improving a free society. It is this legacy that inspires our core purpose.

CORE PURPOSE

To strengthen society through engaged teaching and learning. We inspire and educate students to lead fulfilled lives by ensuring they acquire and develop the knowledge, skills and habits of mind necessary to become reflective, responsible individuals who interact with society in mutually rewarding ways.

CORE VALUES

A Roger Williams University education is:

Transformative. We are committed to an expansive student-centered experience, characterized by academic rigor, critical thinking, collaboration and community engagement, that enriches students, the University and the broader society.

Engaged. We collaborate with one another and with constituencies outside the University to promote individual learning and to help address community needs.

Experiential. We provide an educational environment that bridges theory and practice, enhancing the ability of students to fulfill their potential and to contribute to society.

Inclusive. We welcome and value all expressions of diversity and identity, actively promote inclusion and prepare students to challenge societal norms and to thrive in a culturally diverse and global society.

Innovative. We are nimble in developing and piloting changes for the continuous improvement of learning, service and all other aspects of University life.

UNIVERSITY GOAL

To Build the University the World Needs Now

1. By working with communities to address problems that matter most to society;
2. By utilizing transformative educational experiences in preparing all students to fulfill their potential as lifelong learners, professionals and citizens;
3. By meeting the higher education needs of dedicated and aspiring learners of all ages and career stages;
4. By being affordable for every student who is admitted to the University;
5. By hiring faculty and staff, and recruiting students, who mirror the diversity; of our region;
6. By promoting sustainability as a core principle on the campus and in the community.

UNIVERSITY CIVILITY STATEMENT

Roger Williams University maintains that upholding the highest standards of civility, respect, and understanding of others is key to thriving in an increasingly global world. The University believes that reasoned and respectful discourse is the most enduring and beneficial way for us to learn from each other. Therefore, in joining the Roger Williams University community, you are expected to practice civility and respect in all aspects of teaching, learning, and living.

UNIVERSITY NON-DISCRIMINATION POLICY

Roger Williams University and Roger Williams University School of Law do not discriminate against any person on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender expression or identity, disability, veteran status, or any other legally protected basis in admission to, access to, employment in, and treatment in its programs and activities.

Inquiries regarding the application of this Non-Discrimination Policy may be referred to the following:

- Flora Prestipino, Manager of Employment, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: (401) 254-3028;
- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 1-800-421-3481; or
- Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111.

The Equal Employment Opportunity Coordinator and Coordinator of the Age Discrimination Act of 1975 is Flora Prestipino, Manager of Employment, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: (401) 254-3028.

The Title IX Coordinator of the Education Amendment of 1972 is Dr. Jen Stanley, One Old Ferry Road, Bristol, RI 02809, Telephone: (401) 254-3123.

The Title IX Deputy Coordinators are listed below:

Deputy Coordinators for Employees:

Flora Prestipino, Manager of Employment
Rick Hale, Chief of Staff

Deputy Coordinators for Students:

Tony Montefusco, Director of Housing
Kasey Geremia, Assistant Director, Student Programs & Leadership
Danny DiCamillo, Assistant Director of Residence Life

Deputy Coordinators for Faculty:

Betsy Learned, Dean of University Libraries
Rick Hale, Chief of Staff

Deputy Coordinator for School of Law:

Lorraine Lalli, Assistant Dean of Students, School of Law

Deputy Coordinator for Athletics:

Joyce Maudie, Senior Woman Administrator, NCAA Compliance Coordinator

Deputy Coordinator for School of Continuing Studies:

Mary Helldorfer-Cooney, Coordinator of Student Services and Student Experience

The Coordinator of Section 504 of the Rehabilitation Act of 1973 is Richard Hale, Chief of Staff, Roger Williams University, One Old Ferry Road, Bristol, RI 02809, Telephone: (401) 254-4805.

GOVERNANCE

The president is the chief executive officer of the University. He reports to the board of trustees. The business functions of the University are overseen by the executive vice president for finance and administration. Human resources are overseen by the assistant vice president for human resources, and all labor relations for the University are handled by the general counsel. The academic functions of the University are overseen by the provost, and all student affairs functions are overseen by the vice president for student life. These individuals report directly to the president.

CONFIDENTIALITY OF RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 is a Federal law requiring the University to maintain the confidentiality of student education records and providing students with the right to inspect and review information contained in those records and to seek to amend those records, and to limit disclosure of information from the records. Roger Williams University accords all the rights under the law to students who are or have been registered.

DIRECTORY INFORMATION

Students wishing to withhold this information from public disclosure must complete a Request to Prevent Disclosure of Directory Information form with the Office of the Registrar within the first two weeks of the start of each academic year.

At its discretion, the University may provide directory information in accordance with the provisions of the Act to include, but is not limited to:

- Student Name
- Local Address
- Email address
- Classification
- Major Area of Study
- Enrollment Status
- Honors and Awards Received
- Dates and/or Verification of Attendance
- Anticipated Date of Graduation
- Local Telephone Numbers
- Degree Program
- Photograph
- Participation in Officially Recognized Activities and Sports
- Most Recent Previous Educational Institution Attended
- Weight and Height of Members of Athletic Teams

The following are exceptions to the Family Educational Rights and Privacy Act of 1974:

- a. to school officials with a legitimate educational interest
- b. to officials of another school in which the student seeks to enroll
- c. to certain persons or organizations providing students with financial aid
- d. to certain federal, state and local authorities in connection with an audit or evaluation of state or federally supported educational programs

- e. to agents acting on behalf of RWU such as the National Student Clearinghouse
- f. to organizations conducting studies on behalf of RWU
- g. to accrediting organizations
- h. to parents of a dependent
- i. to parents/legal guardians when their children under age 21 have violated the alcohol or drug policies of RWU
- j. to comply with a judicial order or subpoena
- k. to appropriate parties in a health or safety emergency
- l. to the student
- m. results of disciplinary hearings to an alleged victim of a crime of violence or non-forcible sex offense
- n. anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense.
- o. to the Department of Home Land Security, the Immigration and Naturalization Service for purposes of the Student Exchange Visitor Information System
- p. to military recruiters who request “Student Recruiting Information”. Student recruiting information is defined as name, address, telephone listing, age, level of education and major
- q. to the Internal Revenue Service in compliance with the Taxpayer Relief Act
- r. to the Department of Veterans Affairs for student receiving aid from the agency



II. ACADEMIC REGULATIONS AND REQUIREMENTS

ACADEMIC INTEGRITY PLEDGE

We, the students of Roger Williams University, commit ourselves to academic integrity. We promise to pursue the highest ideals of academic life, to challenge ourselves with the most rigorous standards, to be honest in any academic endeavor, to conduct ourselves responsibly and honorably, and to assist one another as we live and work together in mutual support.

BREACHES OF ACADEMIC INTEGRITY

Roger Williams University exists to foster the mature pursuit of learning, which is premised upon the exercise of mutual trust and honest practice when representing data, findings and the sources of ideas used in an academic exercise. The University expects students to observe these principles of academic integrity that ensure the excellence of their education and the value of their diploma.

Examples of breaches of academic integrity include, but are not limited to:

Cheating: Using or attempting to use unauthorized materials, information or citation in any academic exercise. Examples include, but are not limited to:

- Copying from another student on exams or assignments;
- Altering graded exams or assignments and resubmitting them for a new grade;
- Submitting the same paper for two classes without both instructors' written permission.

Fabrication: Unauthorized falsifications or invention of any information or citation in any academic exercise. Examples include, but are not limited to:

- Using made-up citations in papers or other assignments;
- Representing collaborative work as the result of individual effort;
- Collaborating on graded assignments beyond the extent authorized by the instructor.

Plagiarism: Plagiarism is best defined as the incorporation of words and ideas of another person in an attempt to claim that person's work as one's own. Thus, plagiarism fails to engage in civil, scholarly discourse. It is sometimes a form of intellectual theft and is always a form of intellectual fraud. In its worst form, plagiarism may consist of directly copying large or small portions of either printed or online works, or, as frequently happens in schools, written papers of another student, without properly crediting the source(s) from which they came. There are, however, more subtle forms of plagiarism as well. Paraphrasing, which is the process of using alternative expressions to communicate the meaning of another author's words, is also a form of plagiarism, unless the sources of those ideas are acknowledged. Roger Williams University provides resources and advice to students to help avoid plagiarism. See [How to Avoid Plagiarism \(http://library.rwu.edu/howdoi/plagiarism.php\)](http://library.rwu.edu/howdoi/plagiarism.php) and the [Cite Right Manual \(www.rwu.edu/academics/centers/cad/writing/resources/citeright.htm\)](http://www.rwu.edu/academics/centers/cad/writing/resources/citeright.htm). Students are encouraged to consult their instructor if they have questions regarding proper documentation of sources and avoiding plagiarism.

Examples of plagiarism include, but are not limited to:

- Quoting or paraphrasing someone else's work without correct citation.
- Copying work of another and representing it as your own;
- Purchasing a paper, essay or other work;
- Having someone else do your work for you.

Fraud: Altering, forging, or encouraging another person to alter or forge, official records of the institution, or assisting others in such activities. Examples of plagiarism include, but are not limited to:

- Taking an exam for someone else
- Changing the grade on an assignment and representing it as the original

Willful Damage: Damaging another's creative work or property.

Facilitating Academic Dishonesty: Assisting or aiding someone else in committing a breach of academic integrity. Examples include, but are not limited to:

- Allowing another student to copy a paper, problem set, exam or other assignment that is meant to be completed individually,
- Taking an exam or completing an assignment for another student
- Obtaining a copy of an exam ahead of time for oneself or another student

Consequences of a Breach of Academic Integrity

Civil discourse and the entire academic project depend on mutual trust among the community of scholars that is Roger Williams University. Even a minor breach of academic integrity diminishes that trust. Accordingly, the consequences of a breach of academic integrity, depending on severity, include:

- Failure on the assignment on which the breach occurred
- Failure of the class in which the breach occurred
- Academic probation for one semester
- Suspension for one semester
- Separation (dismissal) from the Roger Williams University community

ACADEMIC CONDUCT COMMITTEE

The University Academic Conduct Committee is empowered to investigate and adjudicate all cases of suspected breaches of academic integrity. This committee will also serve as the record keeper of all academic integrity breaches. The University Academic Conduct Committee may, as part of its deliberations, consider a student's prior breaches of academic integrity on file. The University Academic Conduct Committee shall establish and publish by-laws and procedures pertaining to its own operations.

Committee Composition

The University Academic Conduct Committee shall be composed of one elected faculty representative from each school or college (including one from each CAS division), two representatives elected by the Student Senate, and one administrator (ex officio) from Academic Affairs.

Procedure for Dealing with Alleged Breaches of Academic Integrity

1. A faculty member who suspects a breach of academic integrity shall investigate, including opportunity for the student to answer the allegation. Upon finding evidence of a breach of academic integrity, a faculty member may elect to penalize the offending student by:
 - Issuing the student a formal warning
 - Failing the student on the assignment on which the breach occurred
 - Failing the student in the class in which the breach occurred
2. The faculty member must communicate directly with the student via RWU e-mail, with copies sent to the Dean's office of the faculty member, and to the dean of the student's major, if different. Documentary evidence of the breach of academic integrity must also be forwarded to the dean's office
3. The Dean's office will inform the student of her/his right of appeal, along with the forms to be completed to initiate the appeal process.
4. The Deans' offices will forward all actions taken by faculty regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Academic Provost, which shall serve as a clearinghouse.
5. Students may appeal any penalty for a breach of academic integrity enforced by a faculty member to the University Academic Conduct Committee by notifying the Dean's office, the faculty member, and the University Academic Conduct Committee in writing within 21 days of the final action of the faculty member.
6. The University Academic Conduct Committee shall hear student appeals of faculty actions concerning academic integrity. The decision of the University Academic Conduct Committee will be communicated to the student, to the Dean, and to the faculty member in writing via RWU e-mail. Student(s) may appeal a decision of the University Academic Conduct Committee to the Office of the Provost within 21 days of the decision. The Provost's decision is final.
7. Upon finding recurring or particularly egregious instances of breaches of academic integrity by a student, the Office of the Provost reserves the right to levy:
 - Academic probation for one semester
 - Suspension for one semester
 - Separation (dismissal) from the Roger Williams University community

ACADEMIC STANDARDS

Students are responsible for knowing and complying with the academic regulations of the University. Each College and School has an Academic Standards Committee that serves as the appeal committee for students requesting exceptions to academic policy. An Academic Standards Petition may be obtained from the appropriate dean's office or at <http://www.rwu.edu/about/university-offices/registrar/frequently-used-forms>. Petitions must be completed and submitted to the dean of the school or college in which the exception is housed. In cases when a deviation to an academic requirement or regulation occurs, students may submit a Request for a Program Adjustment to the appropriate dean.

RIGHT OF APPEAL

In cases where an academic regulation or requirement constitutes a hardship, students may submit an Academic Standards Petition to the appropriate dean. Any appeal is

subject to review by the appropriate dean and designated Academic Affairs officer, whose decision shall be final.

Appeals must be filed no later than one semester after the semester in which the course was taken, or the event that is the basis for the appeal, occurred. Unless an appeal is filed within this period, it will not be considered.

ATTENDANCE POLICY

Regular attendance in classes is expected of all students. The attendance policy for each course is described in the course syllabus and provided by the professor.

Roger Williams University welcomes and values people and their perspectives and respects the interests of all members of our community and acknowledges that sometimes absences may be necessary due to religious observances. RWU recognizes the breadth of religious observance among students, faculty, and staff, and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty as far in advance as possible of potential conflicts between course requirements and religious observances. In such event, the instructor will provide reasonable accommodations that do not unduly disadvantage the student.

Withdrawal, Leave of Absence, Medical Leave of Absence – Changes to Student Enrollment Status

Students who wish to change their enrollment status at the University are required to adhere to the following procedures:

Withdrawal from the University

- Students must notify the Advising and Peer Mentorship Office and complete the exit interview process.
- Students who plan to process a withdrawal should refer to the Financial Information section of this catalog for information regarding policies governing the refund of tuition and fees.
- Students who withdraw from the University after the last day to drop a course without a W (withdrawal) grade will be graded at the end of the semester by their professor(s).
- Advising and Peer Mentorship submits a Change of Status Form to the Registrar's Office and notifies the appropriate offices.
- Students who follow procedure for withdrawal and who are in good academic standing may request their reinstatement to the university through Advising and Peer Mentorship. Students must submit their request for reinstatement 30 days prior to the start of the term for which they intend to enroll.

Non-Medical Leave

The application for a non-medical leave of absence must be initiated in the Advising and Peer Mentorship prior to the beginning of the semester. If a leave is granted, the Advising and Peer Mentorship will notify the appropriate offices. A student on academic leave of absence may apply for a one-semester extension only prior to the start of the subsequent semester, otherwise, will be considered withdrawn from the university. Students who study away/ visit out, must follow the procedure for a non-medical leave.

Medical Leave

A student may apply to the Office of Student Life for a medical leave of absence from the University for one full semester. Students are limited to one medical leave of absence during matriculation at the University. Applications are due no later than December 1 for the fall semester and May 1 for the spring semester. The request must be supported by documentation from a physician or psychologist.

When students are approved for a medical leave, they receive grades of W and are withdrawn from enrolled classes for any subsequent semester/s. The physician or psychologist responsible for treatment must provide a recommendation supporting readmission of the student. Students should consult with the office of financial aid to discuss financial implications and contact their academic advisor to determine the impact on their academic program.

Administrative Withdrawal

Students who are not registered for a subsequent semester within 30 days of the last day of final exams according to the Academic Calendar will be administratively withdrawn from the University.

Students who do not follow the procedure for withdrawal must follow the reinstatement process by contacting Advising and Peer Mentorship. If readmitted, they must enter under the requirements of the University Catalog for the year they re-enter unless determined otherwise by the student's dean.

Students who leave the University on academic or non-academic probation may be considered for reinstatement; all requests require the approval of their school/college dean.

Students who follow procedure for withdrawal and who are in good academic standing may request their reinstatement through Advising and Peer Mentorship. Students must initiate their reinstatement prior to the start of the term for which they intend to enroll.

REINSTATEMENT

All students seeking reinstatement from a Leave of Absence or Withdrawal, initiate this process through Advising and Peer Mentorship prior to the start of the semester they wish to enroll. The condition of the separation will determine the process a student follows.

Withdrawal

Students, who officially withdraw from the university and wish to reinstate, are required to contact Advising and Peer Mentorship. The Dean of the School or College must approve the reinstatement prior to any action being taken. This includes course selection, registration, and housing assignments.

Administrative Withdrawal

Students who failed to follow the withdrawal process resulting in an administrative withdrawal must contact Advising and Peer Mentorship prior to the start of the semester they wish to return, to initiate the reinstatement process. The Dean of the School or College must authorize the reinstatement prior to any action being taken. If students are readmitted they must enter under the requirements of the University

Catalog for the year, they re-enter unless determined otherwise by the students' dean. Students are required to contact their Dean or Academic Advisor to review their academic record and receive permission to register for classes

Medical Leave

A student requesting to return from a medical leave of absence must complete the following steps to be considered for readmission:

- 1) Request a form through the Student Life Office ;
- 2) Provide documentation from their treating physician or psychologist recommending their readmission; and
- 3) Submit a letter outlining how they have spent their time away preparing to return. Documentation from the treating physician or psychologist must be signed and on letterhead. The Office of Student Life will then review the request and notify the student of the decision by letter. The University reserves the right to place restrictions on a student's readmission. Students requesting readmission from medical leave will not be eligible to register for classes until they are approved for readmission.

Non-Medical Leave

A student on a non-medical leave may apply through the Advising and Peer Mentorship. Students who fail to initiate a return after one semester are automatically withdrawn from the University and must contact the Advising and Peer Mentorship to subsequently return to the University. All reinstatements require a school Dean's approval prior to selecting and enrolling for a subsequent term.

GRADUATION REQUIREMENTS

Curricula leading to baccalaureate degrees are so planned that a student carrying 15 credit hours each semester will ordinarily be able to completed the requirements for graduation in four years or eight semesters. Degrees will be awarded to candidate who have fulfilled the following;

- A minimum of 120 credits distributed according to the core curriculum requirements, the requirements of the declared major and any free electives. Satisfactory completion of all requirements for a bachelor's degree must be under a catalog in effect within eight years of the date of graduation. The catalog used, however, may be no earlier than the catalog in effect at the time of matriculation or, in the case of a change of major, concentration or minor, no earlier than the catalog in effect when the major, concentration or minor was formally declared.
- A minimum of 45 credit hours of the last 60 credit hours completed at Roger Williams University. Note: A maximum of 60 credits may be applied to a baccalaureate degree from a regionally accredited two-year college and a maximum of 75 credits may be applied from a regionally accredited four-year college.
- A minimum cumulative grade point average (GPA) of 2.0 or higher and any other academic requirements of the students major as outlined by the department.

Students will not be allowed to receive their diplomas or transcripts until all financial debts to the university have been paid.

- Conferral of a degree occurs when the registrar finalizes the students' academic record and confirms that all requirements have been satisfied, which includes grades of 'I' (Incomplete). Participation in the commencement ceremony does not constitute conferral of the degree. Similarly, inclusion of a student's name in such publications as the commencement program does not confirm eligibility for the degree. Students should consult that academic catalog for full information.

Graduation with Honors

Academic excellence for the baccalaureate program is recognized by awarding degrees summa cum laude (cumulative GA of 3.8 or higher), magna cum laude (cumulative GPA of 3.6 – 3.79) and cum laude (cumulative GPA of 3.4 -3.59); based upon at least 54 credits of study in residence.

The Commencement Programs is printed prior to grades being submitted for the student's final semester; therefore, the Registrar's Office must print the honors designation that a student has earned up to the time of publication. The student diploma and finalized transcript, however, will reflect the official honors designation based upon the student's final grade point average.

CHANGE OR DECLARE PROGRAMS

Change of Major

Students who change their major must obtain the approval from the dean of the major, and file a Curriculum Declaration form with the Registrar. Note: Attention must be given to the Core Concentration restrictions and requirements whenever a student changes his or her major.

Declare a Major

All students who enter as freshman must formerly declare a major or choose the status of deciding a major. The deciding student should select a major by the end of their third semester. Students may do this by obtaining a Curriculum Declaration form on line, from the Registrar's Office or their school dean's office.

Declare an Interdisciplinary Individualized Major

Prior to having completed 90 credit hours, students may, with the assistance of a faculty advisor from each sponsoring area, create a major leading to a bachelor degree that draws upon courses from more than one discipline and/or college or school of the University. The student must, in consultation with faculty, formulate a course of study that constitutes a coherent major program consisting of a minimum 36 credit hours. The student and the faculty advisor must sign the proposed course of study and submit it to the appropriate Dean for review and to the Provost for final approval; all changes to an approved Interdisciplinary Individualized major require Dean review and the final approval of the Provost; subsequent changes to the approved major require review and final approval of the Provost. An Interdisciplinary Individualized major, if approved, is recorded in the Office of the Registrar and serves as the basis for the degree evaluation.

Add a Second Major

Students who pursue a second major must successfully complete the requirements of each major and must declare their second major by filing a Curriculum Declaration form with the Registrar no later than the end of the third semester. One diploma will be awarded; the students' major/s do not appear on the diploma. If one major leads to a Bachelor of Arts degree and the other a Bachelor of Science degree, the student selects either the Bachelor of Arts or the Bachelor of Science. Both majors, however, appear on the final transcript.

Add a Second Degree

Matriculating undergraduates pursuing two baccalaureate degrees (for example, a B.A. and a B.S.) must complete at least an additional 30 credits in residence and all requirements of the second major; in such cases, a second degree is recorded on the student's transcript and dated accordingly.

Returning students pursuing an additional degree from Roger William University must have completed all requirements for the first degree and be formally approved to return in pursuit of a second degree. Non-matriculating students will be held to the catalog year in which the second degree is initiated and will complete 30 additional credits in residence, upon completion of all required coursework, the additional degree will be recorded on the students transcript and dated accordingly.

Add a Minor(s)

Bachelor degree candidates who choose to minor in a declared Core Concentration or in another discipline are required to do so no later than the end of the junior year by filing a Curriculum Declaration form with the Registrar . Students must successfully complete all minor requirements prior to graduation.

Add or Change a Core Concentration

Students are required to declare their Core Concentration by filing the Curriculum Declaration form with the Registrar no later than the end of their third semester. The major must be declared before the Core Concentration is declared.

Add a Certificate

Bachelor degree candidates who choose to add a certificate may do so by filing the Curriculum Declaration form with the Registrar no later the second semester of their junior year and in advance of submitting their Degree Application.

Change Catalog Year

Students are assumed to be following requirements for the various degrees/majors/ minors as printed in the University Catalog for their first enrollment term at the university. Students who wish to follow degree requirements in a subsequent catalog must have the approval of their dean and file a Curriculum Declaration form with the Registrar.

Curriculum Declaration Form

This form is available from the Office of the Registrar or on the Registrar's website <http://www.rwu.edu/sites/default/files/downloads/registrar/curriculumdeclaration.pdf> and must be used:

- to declare a major
- to declare a second major
- to change a major
- to declare a Core Concentration
- to change a Core Concentration
- to declare a minor
- to declare a second minor
- to change a minor
- to declare a certificate
- to change the Catalog under which they will be evaluated for graduation.

Students must file Curriculum Declaration form(s) within the time periods stated below.

Course Numbering

Courses at Roger Williams University are numbered as follows:

100–199	Introductory courses
200–299	Intermediate courses
300–499	Advanced courses
500–599	Fifth-year undergraduate courses; first year graduate courses
600–699	Second-year graduate courses
700–799	Third-year graduate courses

REGISTRATION

Pre registration is held for returning, degree seeking undergraduate, graduate, and joint admissions students in November for the Winter and Spring semesters, and in April for the Summer and Fall semesters. During the advising period, held two weeks prior to registration, a student meets with his/her advisor to review the student's progress towards their meeting core curriculum requirements and specific degree requirements. A course schedule is developed, the student's registration form is signed by the advisor, and the advisor releases the advisement hold. Note: students will not be allowed to register for classes until their advisement hold has been released by their academic advisor.

Pre-registration is available via the Web and in person. Registration Priority is based upon the student's classification (senior, junior, sophomore, etc.) at the close of the previous semester. Prior to each registration period, course listings, specific registration dates and times, and registration instructions as well as up-to-date information concerning course openings and prerequisites are online through the MyRWU student portal. Responsibility for course selection and fulfillment of graduation requirements ultimately rests with the student.

The University reserves the right to deny admission to class to any student who has not registered or remitted full payment of tuition and fees. The University reserves

the right to cancel or limit enrollment in any class and does not guarantee course registrations, assignment of instructors, locations, or meeting times.

Course Load

Full time undergraduate students must carry a course load of 12 to 17 credit hours; a typical course load is 15 credit hours. Students wishing to carry 18 credits require the approval of their academic advisor, students wishing to carry more than 18 credits must obtain the approval from their dean; students who wish to carry more than 20 credit hours are subject to additional tuition costs. Failure to carry at least 12 credit hours may jeopardize housing, financial aid status athletic eligibility and health insurance.

Students may register for one course during Winter Intersession and the 3-week Summer Session; exceptions to the winter and summer session limit require dean approval.

Course Audit

Permission must be obtained from the professor before a student registers for a course as an auditor; the extent to which auditors may participate in a course is established by the professor. Courses audited are indicated on the transcript, but credits and grades are not assigned. A Course Status form must be filed with the Registrar's Office. A student who enrolls in a course as an auditor may elect to change to credit-bearing status and receive credit and a grade. A student who enrolls in a course for credit may elect to change to audit status. All changes must be made no later than by the last day to drop a course without the W (withdrawn) grade for the semester or session.

Course Withdrawal and Course Changes

A student may change courses or a section via the MyRWU portal up to the last day to add without instructor approval; courses dropped during the drop period are removed from the students record. Students may officially withdraw from a course by submitting an add/drop form to the Office of the Registrar, the grade of "W" is recorded; neither credit nor quality points are assigned. Students who fail to attend a course by the end of the add/drop period may be administratively withdrawn from the course; a W grade is assigned. Students should refer to the Academic Calendar for exact dates of add and withdrawal deadlines.

Note: students whose credit load falls below 12 credit hours, changes their enrollment status, which will affect scholarships, financial aid as well as rate of progress. The Office of the Bursar and Advising and Peer Mentorship must validate all student change of status, before a change is submitted to the Office of the Registrar.

Transfer of Credit after Matriculation

In order to receive credit for courses taken at other accredited institutions, degree-seeking undergraduate students must obtain approval in advance. Failure to obtain this approval could result in denial of the course credit.

Transfer pre-approval forms are available on the Registrar's web site at www.rwu.edu/registrar/forms and in the Registrar's Office. Requests for approval of a course from another institution should be accompanied by the course description from that institutions catalog. Approval must be obtained prior to registering for the course at the other institution. It is the student's responsibility to have official transcripts sent

directly by the institution to the Registrar's Office upon completion of the course.

Note: a minimum grade of "C" is required for credit transfer. Grades for courses taken at an institution other than Roger Williams University are not used in computing the student's GPA. No academic credit is awarded for Internships/COOP's, Practicum, Directed Research, Preparatory, or remedial coursework or for courses with grades of P or S. Grades earned for course work completed at another university are not recorded and are not calculated into the GPA.

Alternatives to Classroom Study

Proposal for Alternative Study require dean's approval and must be submitted prior to the last day to add a course without instructor permission. For intersessions, prior to the start of classes and summer sessions, the deadline is three calendar days after classes begin. Requests after the semester/session deadline require an Academic Standards Petition to extend the add date.

Independent Study

Independent Study courses provide an opportunity for individual pursuit of knowledge in an area not covered in regularly scheduled classroom courses at Roger Williams University. Independent Study courses include directed readings, thesis preparation, advanced problems, or specialized research. All independent study courses are directed by faculty and must be approved by the appropriate dean. Independent Study Petitions are available online <http://www.rwu.edu/about/university-offices/registrar/frequently-used-forms>.

External Study

External study is an established course in the university catalog. External study requires the approval of the dean.

Students interested in enrolling in external courses must first meet with a member of the faculty to complete an External Course Petition available on the Registrar's website http://www.rwu.edu/sites/default/files/downloads/registrar/petition_for_external_course.pdf.

INTERNSHIPS

Internships/Practicums

The internship/practicum program is managed by the Center for Career & Professional Development and provides students the opportunity to work within and outside the University. Directed by an external supervisor and faculty sponsor, internships are oriented toward specific career and professional development goals and must be academically significant. To enroll students must be in Good Academic Standing. Assignments must be of sufficient duration, typically 135 hours, and must be considered a meaningful part of the academic program in which the student is enrolled. Students must first complete a Career Planning Seminar of 10 sessions facilitated by the Center for Career & Professional Development.

An internship/practicum experience is required by the following majors/minors: Accounting, Arts Management, Cybersecurity, Educational Studies, Global Communication, Graphic Design, International Business, Journalism, Management,

Networking and Security Assurance, Psychology, Public Health, Public Relations, Visual Arts and Web Development/Computer Information Studies.

The Center for Career & Professional Development supports all students who wish to participate in an internship, required or not. For additional information, visit ccpd.rwu.edu.

Advanced Placement and International Baccalaureate

Roger Williams University offers course equivalencies and credits for any Advanced Placement and International Baccalaureate subject areas. Please consult the tables to determine subject areas available and minimum score requirements.

INTERNATIONAL BACCALAUREATE (IB)

Credit only awarded for Higher Level (HL) courses completed.

No credit awarded for Standard Level (SL) courses completed.

IB Exam	Score	Credits	RWU Equivalent Course	Core Concentration
BIOLOGY	5 or 6	4	BIO 104	BIO 104
	7	8	BIO 103 & BIO 104	BIO 103 & BIO 104
BUSINESS & MANAGEMENT	5	3	MGMT 200	
CHEMISTRY	5 or 6	4	CHEM 191	CHEM 191
	7	8	CHEM 191 & CHEM 192	CHEM 191 & CHEM 192
COMPUTER SCIENCE	5	4	COMPSC 110	COMPSC 110
DANCE	5	3	DANCE 150	
ECONOMICS	5	6	ECON 111 & ECON 112	ECON 111 & ECON 112
FILM	5	3	FILM 101	
GEOGRAPHY	5	3	RWU 900	
	5	6	RWU 900	
HISTORY				
European & Islamic World	5	3	HIST 101	HIST 101
20th Cent. World History	5	3	HIST 900	
LANGUAGE A ₁ (LITERATURE)	5	3	ENG 900	
LANGUAGE B (LANGUAGE ACQUISITION)	5	3	Target Language 101	Target Language 101
	7	6	Target Language 101 & 102	Target Language 101 & 102
LITERATURE & PERFORMANCE	5	3	ENG 900	
MATHEMATICS	4	4	MATH 136	
	5 or 6	4	MATH 213	MATH 213
	7	8	MATH 213 & MATH 214	MATH 213 & MATH 214
MUSIC THEORY	5	4	MUSIC 270 & MUSIC 271	
PHILOSOPHY	5	3	PHIL 100	PHIL 100
PSYCHOLOGY	5	3	PSYCH 100	PSYCH 100
PHYSICS	5 or 6	4	PHYS 109	
	7	8	PHYS 109 & PHYS 110	
SOCIAL & CULTURAL ANTHROPOLOGY	5	3	ANTH 100	ANTH 100
THEATRE	5	3	THEAT 130	THEAT 130
IB HIGHER LEVEL CERTIFICATE		3	RWU 900	

ADVANCED PLACEMENT (AP)

AP Exam Title	Score	Credits	RWU Equivalent Course	Core Concentration
ART HISTORY	3	3	AAH 121	AAH 121
Art History	4 or 5	6	AAH 121 & 122	AAH 121 & 122
ART STUDIO				
Studio Art: Drawing	4 or 5	3	VARTS 101	VARTS 101
Studio Art: 2-D Design	4 or 5	3	VARTS 101	VARTS 101
Studio Art: 3-D Design	4 or 5	3	VARTS 231	VARTS 231
BIOLOGY	4	4	BIO 104	BIO 104
	5	8	BIO 103 & BIO 104	BIO 103 & BIO 104
CHEMISTRY	4	4	CHEM 191	CHEM 191
	5	8	CHEM 191 & CHEM 192	CHEM 191 & CHEM 192
COMPUTER SCIENCE				
Computer Science A	3, 4 or 5	4	COMSC 110	COMSC 110
Computer Science B	3, 4 or 5	8	COMSC 110 & COMSC 111	COMSC 110 & COMSC 111
ECONOMICS				
Macroeconomics	3, 4 or 5	3	ECON 112	ECON 112
Microeconomics	3, 4 or 5	3	ECON 111	ECON 111
ENGLISH				
Literature & Composition	4	3	ENG 900	ENG 900
	5	3	ENG 100	ENG 100
Language & Composition	4 or 5	3	WTNG 102	
ENVIRON. SCIENCE	4 or 5	4	NATSC 103	NATSC 103
FOREIGN LANGUAGE	3	3	LANG 101	LANG 101
Language	4 or 5	6	LANG 101 & LANG 102	LANG 101 & LANG 102
Literature	3	3	LANG 350	LANG 350
	4 or 5	6	LANG 350	LANG 350
GEOGRAPHY	4	3	RWU 900	
	5	6	RWU 900	
GOVT & POLITICS				
United States	4 or 5	3	POLSC 100	POLSC 100
Comparative	4 or 5	3	POLSC 120	POLSC 120
HISTORY				
United States	4	3	HIST 151	HIST 151
	5	6	HIST 151 & HIST 152	HIST 151 & HIST 152
European	4	3	HIST 101	HIST 101
	5	6	HIST 101 & HIST 102	HIST 101 & HIST 102
World History	4	3	HIST 900	
	5	6	HIST 900 & RWU 900	
MATHEMATICS				
Calculus AB	3, 4 or 5	4	MATH 213	MATH 213
Calculus BC	3, 4 or 5	8	MATH 213 & MATH 214	MATH 213 & MATH 214
Statistics	3, 4 or 5	3	MATH 124	
MUSIC	5	4	MUSIC 270 & MUSIC 271	MUSIC 270 & MUSIC 271
PHYSICS				
Physics B	4	4	PHYS 109	PHYS 109
Physics B	5	8	PHYS 109 & PHYS 110	PHYS 109 & PHYS 110
PHYSICS 1	4 or 5	4	PHYS 109	PHYS 109
PHYSICS 2	4 or 5	4	PHYS 110	PHYS 110
Physics C—Mechanics	3, 4 or 5	4	PHYS 201	PHYS 201
Physics C—Electricity & Magnetism	4 or 5	4	PHYS 202	PHYS 202
PSYCHOLOGY	4 or 5	3	PSYCH 100	PSYCH 100

College Level Examination Program (CLEP)

The CLEP program applies only to students who have been out of high school for at least three years. Students must have taken the CLEP examination before matriculating at Roger Williams University. No student will receive credit for a CLEP examination if they have received credit at Roger Williams University or transferred credit to the University for an equivalent course.

Students may receive academic credit by completing the College Level Examination Program (CLEP). Examinations are offered in a wide variety of subjects and are tied closely to specific courses. In order to receive credit for CLEP exams, students need to achieve the scores recommended and published by the American Council on Education.

CLEP exams are not given at Roger Williams University. Interested students must contact CLEP, Box 6600, Princeton, NJ 08541-6600 (609) 951-1026 for dates and locations of CLEP exams.

Roger Williams University Challenge Examinations

Enrolled students who demonstrate competence in material covered by certain scheduled courses may be waived from or obtain credit for such courses by passing a “challenge” examination. Students should consult the dean of the college or school for specific information and any limitations. Challenge examinations are not offered for University Core Curriculum interdisciplinary and seminar course requirements. Enrolled students who have paid the applicable tuition and fees for the course and can demonstrate evidence of expertise are eligible to apply for a challenge examination, which has been approved by the appropriate college or school.

Challenge examinations may not be repeated and may not be taken for the purpose of a grade replacement for previously completed courses with grades of C- or below. A student may test out of no more than 25 percent of the courses needed for graduation. Interested and eligible students should be aware of the following:

1. Students must complete a Challenge Examination Request form available from the secretary of the appropriate college or school.
2. Students must pay a \$50 non-refundable fee for each examination to the Bursar after approval has been obtained but before the examination date.
3. Students must request permission during the first week of classes to take challenge exams in courses in which they are enrolled. Such examinations must be administered during the first two weeks of the semester and graded before the end of the third week of the semester.
4. Successful completion of a challenge examination results in the listing on the student’s permanent record of the course equivalent, the notation “credit by examination,” and the amount of credit granted.

UNIVERSITY GRADING SYSTEM

Grade	Description	Grade Points
A	Excellent	4.00
A-		3.67
B+	Good	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D+	Passing	1.33
D		1.00
D-		0.67
F	Failure	0.00

The following grades are not calculated in the GPA:

P	Pass (C or Higher)	W	Withdrawal
NP	No Pass	AU	Audit
I	Incomplete*	L	Lab Participant

**Incomplete grades must be completed before the end of the subsequent semester and will convert to a grade of "F" if not resolved by the deadline. Students should consult the Academic Calendar for specific deadline dates.*

Grade Appeal

Any student who formally appeals a course grade must do so in writing within one semester of receiving the grade. Correspondence should be addressed to the professor and a copy sent to the dean of the college or school in which the course is offered.

A change of grade may be made if the professor and dean both approve and sign a Change-of-Grade form, which is forwarded to the Registrar. If either the professor or the dean disapproves of the change of grade, the student has the right to appeal to the college or school Academic Standards Committee within two weeks of receiving written disapproval. Students may not appeal a grade subsequent to the award date of their degree.

Incomplete Grades

An Incomplete grade (I) may be given at the discretion of the instructor. The time by which missing work must be completed is also at the discretion of the instructor; however, this time period may not extend beyond the last day of classes of the subsequent academic semester in which the incomplete was earned. If a course is not successfully completed by this deadline, the incomplete will automatically be changed to a grade of "F" (Failure).

All work must be completed prior to graduation, including resolution of any grades of incomplete. The students' academic record is sealed on the date the degree is conferred.

Pass/No Pass Option

To encourage students to enroll in courses outside their major, and thus broaden their academic foundation, juniors and seniors may enroll in one course per semester outside their major area on a Pass/No Pass basis. Music lessons for non-majors and Student Teaching courses are graded Pass/No Pass and are not part of this restriction. Those who pass the course receive the appropriate credit; those who fail the course receive no credit. Students who elect this option must file a Course Status form with the Registrar. A student who enrolls in a course for Pass/No Pass may elect to change to a graded status. All changes must be made no later than by the last day to drop a course without the W (withdrawn) grade for the semester or session.

Courses required for the student's major(s), minor(s), and University Core Curriculum courses may not be taken on a P/NP basis. Professors may not assign Pass or No Pass grades as substitutes for passing or failing grades unless the course is designated Pass/No Pass for all students or a student formally elects the Pass/No Pass option within the timeframe noted above.

Repeated Courses

A course may be repeated for credit if a grade of C- or less is received on the first attempt. If a student receives as second grade of C- or less in the repeated course, the course may be repeated only once more. The grade for the repeated course is calculated in the GPA in place of the initial grade(s) provided that the course is taken at Roger Williams University and the grade in the repeated course is higher than the previous grade(s). The previous grade(s) remains on the record, but neither the previous grade(s) nor the credits are calculated. Students who repeat courses for a higher grade must expect to do course work in the summer to ensure minimum rate of progress and timely graduation.

A grade of C- or less in a course taken at Roger Williams University may also be repeated at another institution provided that it is not one of the five Interdisciplinary CORE courses. However, only the credits for a course completed with a C or better at another institution are accepted in transfer. The grade and grade points for the course are not calculated in the GPA. The previous grade remains on the record, but neither grade nor credit is calculated in the GPA.

A course may not be repeated for credit if a grade of C or higher or Pass was assigned.

Variable Content/Special Topic Courses

Students may enroll in variable content and special topics courses, provided the topic is not repeated. When the topic is repeated, rules for repeated courses apply and no credit is awarded. Re-numbered or re-titled courses are not considered as variable content/special topic courses and may not be repeated for duplicate credit.

Mid-Semester Warning Grades

Warning grades are issued for all freshman receiving C- or below in any of their classes; warning grades are issued to sophomores, juniors, seniors, and graduate students at the discretion of the course instructor. It is the student's responsibility to meet with their academic advisor and the instructor of any course in which a warning grade is issued to discuss ways to improve the quality of their work, and seek help from all available campus resources.

Final Grades / Holds on Student Records

Holds may be placed on a student's record for a variety of reasons, incomplete submission of required documents, outstanding balances, etc. The hold may prohibit registration, viewing of grades, obtaining transcripts or receiving a diploma, depending on the type of hold. Students may view the type of hold on their account via MyRWU student portal.

Grade-Point Average

The GPA indicates the student's overall academic average. It is calculated on both a semester and cumulative basis.

The (GPA) is calculated by dividing the total grade points obtained during the semester by the number of credits for which a student received an F or better.

Dean's List

Students who complete 12 or more credits per semester and earn a GPA of 3.4 or higher are placed on the Dean's List that semester, provided that they have not received any of the following grades: F, I, or NP.

Students in the School of Continuing Education matriculating part-time who take 12 or more credits per year and earn a GPA of 3.4 or higher are placed on the Dean's List in June, provided that they have not received any of the following grades: F, I, or NP.

Undergraduate Academic Good Standing

The University is committed to the academic success of all students. It monitors progress toward success via the Academic Good Standing requirements. To remain in Academic Good Standing students must meet both rate of progress and required cumulative grade point requirements. Failure to meet Academic Good Standing requirements will result in sanctions and interventions, including dismissal from the University, in cases of serious or repeated poor academic performance.

Minimum Rate of Progress: To meet the rate of progress requirement students must accumulate at least the minimum number of credit hours noted in the scale below. The minimum satisfactory rate of progress would necessitate five years for completing an undergraduate degree. Students who wish to complete their undergraduate degree in four years should plan on completing at least fifteen (15) credits per semester, and are strongly advised to enroll in Winter Intersession or Summer Session courses if they elect to take a reduced program of study (12–14 credits) during the fall and spring semesters.

Minimum Cumulative Grade Point Average (GPA): To remain in academic good standing all students must maintain the minimum GPA according to the scale below.

SCALE FOR SATISFACTORY ACADEMIC STANDING

Full-Time Semesters Completed	Minimum GPA	Minimum Credit Hours Completed
End of 1 st Semester	1.70*	12
End of 2 nd Semester	1.80	24
End of 3 rd Semester	1.90	36

End of 4 th Semester	2.00	48
End of 5 th Semester	2.00	60
End of 6 th Semester	2.00	72
End of 7 th Semester	2.00	84
End of 8 th Semester	2.00	96
End of 9 th Semester	2.00	108
End of 10 th Semester	2.00	120

*Does not include semesters when a student has withdrawn for medical reasons.

*Transfer students will be considered to have completed one semester of full-time study for every 12 credits of posted transfer credit. For example a student who transfers 24 credits must have a GPA of 1.9 at the end of their first semester at the University to achieve Academic Good Standing. While part-time students do not have a rate of progress requirement they must meet the GPA requirement for full-time students based on the number of credit hours they have completed. For example, a part-time student who has completed between 24 and 35 credits would be expected to have a GPA of 1.80. A part-time student who has completed 48 credits would be expected to have a GPA of 2.0.

ACADEMIC SANCTIONS

Academic Probation: Students who fail to meet the minimum requirements for either rate of progress or GPA are placed on probation for the one semester, fall or spring, immediately following an unsatisfactory academic performance. Probation formally warns students of the need to increase their focus on their academic programs and to take personal responsibility for addressing their deficiencies. Students with serious academic deficiencies are subject to suspension or dismissal without being first placed on probation.

Freshman placed on probation at the end of their first academic semester at the University must participate in an academic probationary support program. All students placed on probation are directed to meet with their advisor at the start of the following semester to develop a plan to reestablish Academic Good Standing. Students on probation may not serve as officers in student clubs or student government, serve as resident assistants or participate in intercollegiate athletic competitions without the written permission of their academic dean. While probation may continue for more than one semester, probationary students who do not make adequate progress in addressing their deficiencies are subject to suspension or dismissal.

Academic Suspension: Academic Suspension is noted on students' transcripts and are for one semester, either fall or spring. During the suspension period student may not live on campus or be registered for courses. Students are automatically suspended when they fail to meet Academic Good Standing requirements after a total of three semesters of probation beyond the freshman year. Students may also be suspended if they fail to make adequate progress in restoring their Academic Good Standing during a semester they are on probation.

Students are urged to use their suspension period to seriously examine their performance and to address any personal issues that have impeded their academic performance. If a suspended student elects to take courses at another institution, the student is advised to have these courses pre-approved by his or her academic dean.

Academic Dismissal: Academic Dismissal is noted on a students' transcript and cannot be appealed. Students will be dismissed from the University if their GPA is below 1.4 after two semesters of full-time study or if their GPA is below 1.8 after four semesters of full-time study. Deans, in consultation with faculty members, may dismiss a student without first placing a student on suspension.

Determination of Sanctions and Notification

Determination of suspensions and dismissals are made by the academic deans in consultation with their school/college faculty members. Notification of suspension or dismissal occurs shortly after the end of an academic semester by e-mail using the students' RWU e-mail address and immediately followed by an overnight mail delivery sent from the dean of each school/college. Notifications of probation are sent shortly thereafter by standard USPS.

Appeal of Sanctions

Probation may be appealed only when students can document for their school dean there was an error in fact or if the completion of incomplete grades restored their Academic Good Standing.

Appeals of academic suspension or dismissal are heard by the University Academic Appeals Committee at a fixed time in the months of January and June. The committee is composed of school/college deans, a faculty member selected by the Academic Standards and Policies Committee of the Faculty Senate, and two representatives from the Division of Student Life. A chair of the University Appeals Committee is appointed by the Provost. The Center for Student Academic Success is a resource students may use for suggestions to draft their appeal.

Appeals, either in writing or in person are heard by the committee. If an appeal is granted the student may return to the University, on probation. The University Academic Appeals Committee may stipulate individual performance requirements and restrictions for the next semester as a condition of granting an appeal. All decisions of the University Academic Appeals Committee are made on the day the appeal is heard or read. All decisions are final.



III. INFORMATION TECHNOLOGY

ROGER WILLIAMS UNIVERSITY APPROPRIATE USE POLICY

PURPOSE:

This document is intended to regulate the use of Roger Williams University's electronic communications systems. Users of Information Technology systems are encouraged to review and understand the contents of this policy.

SCOPE:

Scope includes all students or any other end-users of the University's electronic communications systems, facilities, and equipment. This policy applies to the use of all communications systems, consisting of all equipment, telephone systems, networks, software, data, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection, and all other services considered property of Roger Williams University. Use of Information Technology systems, even when carried out on a privately owned computer, are regulated by this policy.

APPROPRIATE USE POLICY:

All community members who use any computer systems and resources at Roger Williams University are responsible for using computer resources in an ethical and legal matter. Utilizing the University Information Technology resources is a privilege that must be treated in a responsible manner. If abuse of computer systems occurs, those responsible for such abuse will be held accountable to Information Technology, the Office of Student Conduct and Community Standards, and/or the proper legal authorities.

This Appropriate Use Policy describes how the University information systems are permitted to be used:

1. Users may only utilize the computer password assigned to them, unless multiple access has been authorized. Attempting to disguise the identity of an account or machine is not permitted.
2. Users may not use IT technicians as resources to gain or attempt to gain unauthorized access to remote computers.
3. Deliberately performing an act that will impact the operation of computers, terminals, printers, or networks is not permitted. This includes, but is not limited to, tampering with components of a local area network (LAN) or network backbone otherwise blocking communication wires or interfacing including Denial of Service (DoS) attacks (either intentional or unintentional).
4. Users may not run, install, or give to another a program that could result in the eventual damage to a file, computer, or network on any computer system. This includes, but is not limited to, computer programs known as viruses, Trojan horses, and worms.
5. Attempting to circumvent data protection schemes is not permitted. Terms of software licensing agreements and copyright laws must be followed. Unauthorized duplication of copyrighted materials including software, digital images, music, movies, etc. is not permitted (see next section entitled "Copyright Law").

Copying of site-licensed software for use at a location not covered under the terms of agreement is not permitted.

6. Acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others are not allowed. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, or printing or creating unnecessary network traffic.
7. The Appropriate Use Policy prohibits the use of Roger Williams University information systems to:
 - Infringe upon the rights of another person including harassment, intimidation, threat, or slander of any individual or group.
 - Transmit or make accessible material, which in the sole judgment of the University, is abusive, offensive, pornographic, profane, or sexually offensive.
 - Transmit information that may injure another person and/or lead to a lawsuit or criminal charges. Examples include: pirated software, DMCA or RIAA covered digital files, destructive software, or libelous material.
 - Place advertisements for commercial enterprises on any University-owned computer system.
 - Harass via sending or posting annoying, threatening, libelous, sexually, racially, or religiously offensive messages.
 - Attempt to monitor another user's data, read, copy, change, or delete another user's files or software, without the permission of the owner.
 - Performing intrusion attempts including, but not limited to, port scanning or other invasive acts.
 - Excessive gaming on any of the computers or networks other than for instructional purposes.
8. Any computer placed on the University network shall have its operating system patched to date and shall be running current anti-virus software. Any machine found creating virus attacks against other hosts on the University network shall be disconnected until corrective action is completed. Repeat offenses shall be grounds for prolonged termination of network services.
9. Information Technology computers, workstations, printers, or networks are to be used exclusively for Roger Williams University courses, research projects, departmental activities, or personnel communications. Although community members have an expectation of privacy, if a user is suspected of violating this policy, the user's right to privacy may be superseded by the University's obligation to protect the integrity of information technology resources, the rights of all users, and the property of the University. The University reserves the right to investigate and restrict any user's access. The University reserves the right to take any action necessary to protect the computer and network systems.
10. Information Technology systems may not be used to violate civil or criminal law at the federal, state, or local level. These policies may be periodically reviewed and modified by the University.

WIRELESS AIRSPACE POLICY

Roger Williams University has implemented wireless networking services on the University campus to promote the convenience of mobile network connectivity. This service allows members of the University community to access the campus-wide network from laptops and personal digital assistants. Accidental or intentional

disruption of a wireless network will deprive others of access to important University resources. To provide this service, the radio frequency airspace of the University serves as the transport medium for this technology. Wireless networks operate on the campus shared and finite airspace spectrum.

Current wireless Ethernet is based upon products that use the Federal Communications Commission radio frequency bands of 2.4 GHz and 5GHz. Wireless transmissions within these bands conform to the IEEE 802.11b DSSS (Direct Sequence Spread Spectrum) and IEEE 802.11a, IEEE 802.11b, IEEE 802.11g and IEEE 802.11n wireless LAN specifications. Other wireless products also exist in the marketplace that use these same 2.4 GHz and 5GHz frequency bands but do not conform to these standards. Such products can cause interference to wireless service and can prevent University users from obtaining or maintaining network connectivity. These devices include, but are not limited to, other IEEE wireless LAN devices, bluetooth products, cordless telephones, wireless video cameras, microwave ovens, and wireless audio speakers. Certain wireless LAN products are also more susceptible to unauthorized access due to encryption and security flaws. Therefore, the Office of Information Technology (OIT) will regulate and manage this airspace to ensure its fair and efficient allocation and to prevent collision, interference, unauthorized intrusion and failure. In addition, central management will facilitate the adoption of new features. Persons using wireless devices to connect to the University network must be aware of this, and comply with the policies outlined herein.

OIT will approach the shared use of the wireless radio frequencies in the same way that it manages the shared use of the wired network. All provisions of the University policies regarding computing, including the RWU Appropriate Use Policy, apply equally to both wired and wireless networking. Specific issues pertaining to wireless network devices are outlined below:

- Only access points provided and installed by OIT or approved by OIT are permitted on the University network or the campus. A consultation with OIT is available to assist with questions. Should an unauthorized access point be found, the OIT has the option of confiscating the access point or requiring it to be removed. Any person found responsible for the installation of un-authorized access points can be reported to the Office of Human Resources (in the case of employees) or the Office of Student Conduct and Community Standards (in the case of a student).
- All access points shall be installed and configured in such a way as to comply with all security features of the wireless network, including restrictions to provide connections only to those users who are entitled to access as members of the University community.
- No access points shall be installed on the Administrative segments of the network. There shall be NO exceptions.
- The University reserves the right to disconnect and remove any access point not installed and configured by OIT personnel or specifically covered by prior written agreement and/or arrangement with OIT. In cases where the device is being used for specific teaching or research applications, OIT will work with faculty to determine how the wireless devices may be used while maintaining required security and without causing interference.
- Other devices such as portable phones, and wireless devices using “Bluetooth”

(a competing wireless technology), that broadcast and receive information on the same frequency as wireless Ethernet devices may not be allowed on the network, due to the possibility of interference. If reports of disruptions caused by such devices occur, the circumstances will be investigated and could result in removal of the device, with the determination to be made by OIT.

- Only users affiliated with Roger Williams University are authorized to use wireless networking on campus. To help protect these affiliated users from unauthorized access to their computer resources, OIT may implement data encryption and authentication security measures that must be followed by all users. These measures require the use of specific wireless LAN product types and are designed to meet emerging wireless encryption and security standards. These measures may include other authentication mechanisms including login etc.

RWU E-MAIL AS OFFICIAL MEANS OF COMMUNICATION POLICY

A Roger Williams University-assigned student email account is an official means of communication between all students and the University. Students are responsible for all information sent to them via their University-assigned email account. Students who choose to forward mail from their University email accounts are responsible for ensuring that all information, including attachments, are transmitted in their entirety to the preferred account. Unawareness of officially sent email will not be accepted as a reason for failure to respond to or comply with any information contained within the message.

Students are expected to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that email be checked at a minimum daily. Email quotas are enforced and therefore regular email management is required to minimize the possibility of delivery failures caused by these errors. Undeliverable messages caused by a full inbox or use of a filter will be considered delivered without further action required on the part of the University. The student will be held responsible for the information contained within these messages.

COPYRIGHT INFRINGEMENT POLICY FOR THE UNIVERSITY'S COMPUTER NETWORK

Roger Williams University, including Roger Williams University School of Law ("University"), has developed this Copyright Infringement Policy for the University's Computer Network to effectively combat the unauthorized distribution of copyrighted materials by users of the University's network, without unduly interfering with educational and research use of the network.

WHAT IS COPYRIGHT?

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright laws include, but are not limited to, literary, dramatic, musical, artistic, film, and multi-media works. Many people understand that printed works, such as books and magazine articles, are covered by copyright laws. However, they are not aware that the protection extends into software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and use.

WHAT IS THE CURRENT LAW CONCERNING DIGITAL COPYRIGHT?

The Digital Millennium Copyright Act (“DMCA”), signed into law in 1998, recognizes that digital transmission of works adds complexity to the copyright laws. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for the University to maintain this protection the University must expeditiously take down or otherwise block access to infringing material, whenever it is brought to the University’s attention and whether or not the individual who is infringing has received notice. It is important to note that the DMCA contains serious implications with respect to infringing activities of faculty, graduate students, undergraduate students, or staff who are performing teaching or research functions if the University has received more than two notices of infringement against an individual within a three-year period. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

WHY IS IT AN IMPORTANT ISSUE RIGHT NOW?

Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over the University’s network. While the University encourages the free flow of ideas and provides resources such as the network to support this activity, the University does so in a manner consistent with all applicable state and federal laws. The University does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

WHAT KINDS OF ACTIVITIES VIOLATE FEDERAL LAW?

Some examples of copyright infringement that may be found in a university setting are:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner;
- Using corporate logos without permission; Placing an electronic copy of a standardized test on a department’s web site without permission of the copyright owner;
- Enhancing a departmental web site with music that is downloaded and artwork that is scanned from a book without attribution or permission of the copyright owners;

- Scanning a photograph that has been published and using it without permission or attribution as the background of a web site;
- Placing a number of full-text articles on a course web page that is not password protected, thereby making the web page accessible to anyone who can access the Internet;
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder; and
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner.

SPECIFICALLY, IS SHARING AND DOWNLOADING MP3 FILES AND VIDEOS ILLEGAL?

It is true that some copyright holders give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories. U.S. copyright laws allow you to create MP3s only for the songs to which you already have rights; that usually means you purchased the CD or tape. U.S. copyright laws also allow you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give a copy to other people or sell a copy of it.

HOW DO YOU GET CAUGHT VIOLATING COPYRIGHT LAW?

Copyright holders represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are applying serious efforts to stop the infringing downloads of copyrighted music, movies, and software. The companies or their agents locate possible copyright infringements by using automated systems or “bots” that search the networks looking to see if any of the common music, movie, or software sharing programs are active on a port (e.g. KaZaA, Gnutella). The bot then asks the sharing program if it has a music title by a particular artist. If the sharing program answers positively, the bot reports the particular IP address and title to an authority, who then sends out a violation notice to the owner of the IP address.

The University’s network has a range of IP addresses, and all computers connected to the University’s network have an IP address. When the University receives a violation notice, the University locates the IP address and whenever possible the user of that address. At that point, the University is required to act on the notification.

IF THE IP ADDRESS LEADS TO MY COMPUTER, WHAT HAPPENS NEXT?

Violation notices come to the University’s Director of Information Technology from organizations that represent the artists and copyright holders. When the University receives such a notice, staff in IT looks up the network IP address and stop network services to the port that is connected to the computer where the infringing material resides. At this point, the computer cannot use any University resources or Internet resources. Once the identity of the individual is known, the individual is notified that he or she must remove the infringing material from his or her computer and inform IT and the Office of Student Conduct and Community Standards if the individual is a

Roger Williams University student, or the Dean of Students for the School of Law if the individual is a Roger Williams University School of Law student, of its removal before network access will be reinstated.

FIRST-TIME NOTIFICATIONS: If this is the first notification that the University has received on an individual, IT will temporarily disable the network port of the offending PC. The offending individual must verify that the infringing material has been removed from the computer and sign a certification document. Once this is done, the network connection will be reinstated and the computer can return to the network. A report about the violation of copyright will be sent by IT to the Office of Student Conduct and Community Standards if you are a Roger Williams University student; the Dean of Students for the School of Law if you are a Roger Williams University School of Law student; to your senior administrator and Human Resources if you are staff; and to your department chair and Dean or Provost if you are faculty.

SECOND NOTIFICATION PROCESS FOR STUDENTS: If students are found in violation a second time, their privileges to access the network from their personal computers, either through a wired port or through wireless, will be denied for two weeks. If it is subsequently determined that a student did not violate a copyright, the network connection will be allowed. When second infringements have occurred, the Office of Student Conduct and Community Standards will be notified if the student is a Roger Williams University student and the Dean of Students for the School of Law will be notified if the student is a Roger Williams University School of Law student. Appropriate action may also be taken within the University's disciplinary process, and a letter of disciplinary action may be entered into the student's record. If the student tries to connect his/her computer to the Internet from a University port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place. During this two week period, students will be allowed to access the Internet only from University computers.

SUBSEQUENT NOTIFICATION PROCESS FOR STUDENTS: If students are found in violation a third time, their privileges to access the network from their personal computers will be denied for a full semester. If it is determined that a student did not violate a copyright, the network connection will be allowed. These subsequent infringements also will be reported to the Office of General Counsel, the Office of Student Conduct and Community Standards if the student is a Roger Williams University student, and the Dean of Students for the School of Law if the student is a Roger Williams University School of Law student, and will result in action taken within the University's disciplinary process. If the student tries to connect to the Internet from a University port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place. During the period when students cannot connect a personal computer to the network, students will be allowed to access the Internet only from University computers. Additional infringements will result in permanent loss of network privileges and/or referral of the student's name to the appropriate authorities for civil or criminal prosecution.

SECOND NOTIFICATION PROCESS FOR FACULTY AND STAFF: Faculty and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The University is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the University if the University receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second notification of an individual's infringing activities the University's Office of General Counsel is also notified of the infringement and a meeting with the relevant administrators will be held to determine the action(s) to be taken.

WHAT ARE SOME LEGAL ALTERNATIVES FOR DOWNLOADING OR OTHERWISE ACQUIRING COPYRIGHTED MATERIAL?

The Internet offers a variety of legal alternatives for downloading or otherwise acquiring copyrighted material, including Amazon, iTunes, and Pandora. The following website contains links to legitimate online services: <http://www.educause.edu/legalcontent>. The University will, in consultation with its Chief Information Officer or other designated officer, periodically review the legal alternatives for downloading or otherwise acquiring copyrighted materials, make available the results of the review to students, and to the extent practicable offer legal alternatives for downloading or otherwise acquiring copyrighted material.

WHAT ARE THE UNIVERSITY'S PROCEDURES FOR REVIEWING THE EFFECTIVENESS OF THIS POLICY?

The University will periodically review the effectiveness of this Policy using relevant assessment criteria. Such criteria shall include an inquiry into whether the University is following best practices, as developed by similarly situated institutions that have devised effective methods to combat the unauthorized distribution of copyrighted material.



IV. CODE OF STUDENT CONDUCT

OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

LOCATION AND CONTACT INFORMATION:

First Floor – Center for Student Development • communitystandards.rwu.edu

Phone: (401) 254-3042 • Fax: (401) 254-3863

MISSION STATEMENT

The Student Conduct and Community Standards program serves to support the development of students' personal, social, and academic abilities. Students join with faculty and administration in creating this learning environment. Education and human development are our primary values and intended outcomes.

We uphold the behavioral standards and academic integrity of the University by adjudicating alleged violations of the Code of Student Conduct (Code) in a fair and consistent manner.

We seek to enhance the educational missions and core values of the University and the Division of Student Life by setting and promoting high standards while treating each student with dignity and respect.

PREMISE

Roger Williams University is a community dedicated to learning and assumes that students come to the University for serious purposes. Students live and work together in an atmosphere of mutual and self-respect. They join with faculty and administration in creating a living/learning environment that is conducive to both personal and academic growth. Students and the student staff are empowered by the University with considerable responsibility. In return, the University assumes students to have a high degree of maturity and expects civil conduct which affirms human values. Conduct intervention is intended to increase the student's awareness of the effect of their actions on others in the community.

The philosophy of our conduct system is education with high expectations. Our goal is to assist students to grow and learn from their mistakes. Self-control is a vital component in an orderly society which is consistent with our educational mission.

Enforcement of the Code is the process by which the University community rules upon the propriety of student behavior. This Code applies to undergraduate, graduate, law (when applicable), and continuing/professional studies students of Roger Williams University. Information subject to change at University discretion. Revised July 2016. Current version available on-line.

DEFINITIONS AND JURISDICTION

In the Student Handbook, the term "student" includes all persons taking courses at Roger Williams University, either full-time or part-time, pursuing undergraduate, graduate, law, or continuing/professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. Students are not allowed to withdraw from the University while a disciplinary matter is pending.

The Roger Williams University Code of Student Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus

conduct that adversely affects the University and/or the pursuit of its objectives. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

ROGER WILLIAMS UNIVERSITY CODE OF STUDENT CONDUCT*

The following actions/behaviors shall constitute violations of the Roger Williams University Code of Student Conduct. Please note that when a student is charged with an alleged violation, the charge usually refers to a portion of the Code.

1. Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events or committing off-campus violations of federal, state, or local law, or actions that adversely affect the University and/or the pursuit of its objectives.
2. Any form of sexual misconduct/gender-based misconduct, including but not limited to, acts of sexual assault (non-consensual sexual intercourse, non-consensual sexual contact), sexual harassment, sexual exploitation, stalking, and relationship violence or the attempt of these actions. Refer to the sexual misconduct/gender-based misconduct section of the student handbook.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of self, another person or group. This includes, but is not limited to, fighting.
4. The use of any device to capture audio, video or digital record or photograph of any person where there is reasonable expectation of privacy (i.e.: restroom, locker room, residence hall, etc.); or, the use or display of any such record, without consent, where such use is designed to intimidate, harass or otherwise endanger the health or safety of the person.
5. Acts which are not civil or respectful and/or breach the peace, including, but not limited to, engaging in disorderly conduct. This also includes disrupting the functions of the University.
6. Planning, directing, or committing acts of hazing, defined as any act which willfully or recklessly endangers the physical or mental health of a student or subjects the person to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
7. Unauthorized possession, duplication, or use of keys or access cards to any University premises or unauthorized entry or use of University premises.
8. Unauthorized possession, use or misuse, diversion, removal, defacing, tampering, damage or destruction of University owned or leased property, equipment, services, programs, or materials, as well as that of any member of the University community, guest of the University, vendor, contractor, or any other person; or hindering another's use of University resources.
9. Any action which creates a fire hazard. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, failing to evacuate a building/area after notice has been given or knowingly making a false report of a dangerous condition.

10. Failure to comply with the instructions/requests of University staff and/or other officials acting in the performance of their assigned duties; failure to positively identify one's self or providing false information when appropriately requested to do so, and refusal to respond to an administrative officer. This also includes withholding material information from the University and making false statements to any University official.
11. Acts of dishonesty, including but not limited to the following, are prohibited:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. (See Academic Integrity policy)
 - b. The manufacture, sale, use, and/or possession of false identification or permit.
 - c. Forgery, alteration, or misuse of any University document.
 - d. Representing the University, any recognized student organization, University personnel, or any official University group without explicit prior consent.
12. Theft or misuse of phone, computer information and electronic systems (Internet connection, network, etc.) are prohibited (see Appropriate Use Policy), including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change contents.
 - b. Unauthorized transfer of files or programs. (Refer to Copyright Policy)
 - c. Unauthorized use of another person's identification and password.
 - d. Use of computing or phone systems to send obscene, threatening or harassing messages.
 - e. Interfering with the normal operation of the University computing system, including the initiation of the spread of a computer virus.
13. The University unequivocally prohibits the selling, manufacturing, distribution, misuse, possession, and/or professionally unsupervised use of all prescription drugs, hallucinogenic drugs, and controlled substances (including marijuana, etc.) by any member of the University community except as expressly permitted by law. Refer to the drug sanction guidelines sections of the Student Handbook.
 - a. The sale, distribution, and possession of drug paraphernalia (pipes, bongos, roach clips, rolling papers, etc.) is prohibited.
 - b. The misuse of nonprescription medication or other substance is prohibited.
14. The laws of the State of Rhode Island prohibit the possession, use, and/or transfer of alcohol by anyone under the age of twenty-one (21). Alcohol or alcohol related material shall not be consumed or displayed in any public area of the University (including windows). No student, regardless of age, shall act in a disorderly or disruptive manner while under the influence of alcohol. Open containers, large volume containers and excessive amounts of alcohol are prohibited on campus (see quantity policy). Objects used as drinking apparatuses and activities that promote rapid consumption of alcohol are prohibited. Refer to the alcohol sanction guidelines section of the student handbook.
 - a. Alcohol is prohibited in South Campus, thus all alcohol, including empty containers, is prohibited anywhere in the buildings or surrounding areas regardless of a person's age.
 - b. The University prohibits students or their guests, regardless of age, from distributing alcohol on or off campus.
 - c. The operation of a motor vehicle while under the influence of alcohol or drugs is prohibited.

15. All students are required to abide by the rules and regulations as set forth by the University Student Handbook, posted flyers, distributed handouts, University catalog, residence hall contract, parking regulations and other University regulations which may be established hereafter to meet the specific need of the student or the University community.
16. Aiding, abetting, or attempting to commit an act or action that violates the Code. A student present when the Code is violated may be held responsible even if he or she is not directly involved in the perpetration of the violation (i.e., students present during an alcohol violation, etc.). Students who anticipate or observe a violation of community standards are expected to remove themselves from participation and are encouraged to report the violation. All students are fully responsible for their guest's behavior.
17. Abuse of the conduct system, including but not limited to:
 - a. Failure to comply with the sanction(s) imposed by the University;
 - b. Falsification, distortion, or misrepresentation of information before a conduct body;
 - c. Institution of a conduct complaint knowingly without cause;
 - d. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 - e. Attempting to influence the impartiality of a member of a conduct body prior to, during, and/or after a conduct proceeding;
 - f. Harassment and/or intimidation of a member of a conduct body, witness or victim prior to, during, and/or after a conduct proceeding;
 - g. Failure to comply with a notice to appear for a meeting or a hearing;
 - h. Influencing or attempting to influence another person to commit an abuse of the conduct system.
18. Bias related violations of the Code toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity may be assessed an enhanced sanction.
19. Use, possession, or storage of any firearm, explosives, other weapons, or dangerous chemicals on University premises is prohibited.
 - a. The use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited.

**Information subject to change at University discretion. Revised July 2016. Current version available on-line.*

CONDUCT SANCTIONS

A basic assumption of the University is that students are in control of their actions and are responsible for themselves and for choices they make while members of this community. When students choose not to abide by the rules established by and for their community, the Office of Student Conduct and Community Standards is charged with reviewing all incidents reported to it and holding students responsible for their actions.

The following sanctions represent examples of conduct action that might be imposed for violations of the Code of Conduct. The list is not exhaustive because there is an effort on the part of the University to make sanctions fit the violation, to impose a sanction that is suited to the violation and is educational.

Failure to comply with a conduct sanction is a violation of the Code of Conduct that has been designed to promote and maintain a healthy community. To ignore or fail to complete a sanction may result in a fine, withholding of records, an increased penalty,

or may be cause for suspension when it becomes clear that the student does not intend to abide by the rules of the community.

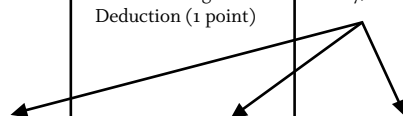
Any and all sanctions that are not completed may be converted to fines by the Office of Student Conduct and Community Standards and billed to the student account (See: *Fines and Restitution*).

The Office of Student Conduct and Community Standards may place a hold on academic transcripts and not permit a student to withdraw or graduate if serious charges are pending regarding the student in the conduct system. These transcripts will be released upon final adjudication of the case and/or sanction completion.

SANCTIONS FOR SUBSTANCE-ABUSE RELATED VIOLATIONS

Roger Williams University is an institution committed to creating a campus environment that is conducive for our students to academically achieve and excel. We are deeply concerned about the extent to which some students engage in underage consumption of alcohol, unlawful use of drugs, and/or consumption of alcohol or other drugs to a degree that renders them in need of emergency medical intervention, disrupts the community, or requires other extraordinary assistance. Studies clearly show that the use of illegal substances and the misuse of alcohol adversely impacts a student's ability to complete their college education. Abuse and underage use of alcohol and other drugs are serious problems throughout American higher education and society as a whole. We believe our process challenges students regarding their decision making in these matters.

The following sanctions are suggested **minimum** sanctions for violations of the University Code of Student Conduct pertaining to the alcohol and drug policy. The University reserves the discretion to determine appropriate sanctions for any infraction of the Code. The sanctions explained below may be cumulative, and no sanction need be exhausted before any other sanction may be imposed. Sanctions may be tailored to specific situations. ***Students found responsible for three alcohol or drug violations within a 12-month period will be removed from University housing for at least one semester. Hearing officers may look beyond the 12-month period and/or increase the severity of sanctions depending upon the severity of the behavior, a student's past disciplinary record, or the specific incident's impact upon the campus community.***

CONDUCT	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
<ul style="list-style-type: none"> - Alcohol Related Health & Safety Violation - Alcohol Paraphernalia (including empty alcohol containers) - Minor in the Presence of Alcohol 	<ul style="list-style-type: none"> - Formal Warning - \$35 Fine 	<ul style="list-style-type: none"> - Formal Warning - \$75 Fine - Merit Housing Deduction (1 point) 	Dependent upon student's conduct history, see below 
<i>Alcohol Use, Possession, Public Intoxication, or other Alcohol Related Incidents</i>	<ul style="list-style-type: none"> - Formal Warning - Alcohol Incident Referral - Parent Consultation - \$100 Fine - Merit Housing Deduction (2 points) 	<ul style="list-style-type: none"> - Two Weekend Housing Removal and Ban - Residence Hall Probation - Alcohol Incident Referral or Health Education 1:1 - Parent Consultation - \$150 Fine - Merit Housing Deduction (3 points) 	<ul style="list-style-type: none"> - Semester Housing Removal and Ban - University Probation - Health Education 1:1 - Parent Consultation - Merit Housing Deduction (4 points)

NEXT VIOLATION MAY RESULT IN REMOVAL FROM ROGER WILLIAMS UNIVERSITY.

High Risk/High Level Alcohol Behavior

CONDUCT	1ST VIOLATION	2ND VIOLATION
<i>Use/Possession of a False Identification (in an alcohol related incident)</i>	<ul style="list-style-type: none"> - Additional Fine - Confiscation of False Identification - Additional Educational Sanction - Alcohol Incident Referral - Parent Consultation - Merit Housing Deduction (2 points) 	<ul style="list-style-type: none"> - Additional violations, distribution, or production of false IDs may result in a removal from housing or a suspension from the University - AIR or Health 1:1 - Parent Consultation - Merit Housing Deduction (3 points)
<i>Large Alcohol Gathering OR Distribution of Alcohol to Minors</i>	<ul style="list-style-type: none"> - One Week Housing Removal and Ban - Residence Hall Probation - Alcohol Incident Referral - Parent Consultation - \$200 Fine per Room Occupant - Designation of Residence as a "Dry Space" for a Set Period - Loss of Guest Privileges for a Set Period - Merit Housing Deduction (3 points) 	<ul style="list-style-type: none"> - Semester Housing Removal and Ban - University Probation - AIR or Health 1:1 - Parent Consultation - \$300 Fine per Room Occupant - Merit Housing Deduction (4 points)
<i>Violation of Alcohol Quantity Policy (includes empty containers)</i> - Students 21 years or older	Treated as a violation of the RWU alcohol policy regardless of the student's age. Sanctions will be determined based on the severity of the incident.	
<i>Violation of Alcohol Quantity Policy (includes empty containers)</i> - Students UNDER 21	<ul style="list-style-type: none"> - One Week Housing Removal and Ban - Residence Hall Probation - Alcohol Incident Referral - Parent Consultation - Loss of Guest Privileges for set Period - Merit Housing Deduction (3 points) 	<ul style="list-style-type: none"> - Semester Housing Removal and Ban - University Probation - AIR or Health 1:1 - Parent Consultation - Merit Housing Deduction (4 points)
<i>Providing, Possessing or Hosting a Common Source (keg, large tub of alcoholic beverages ex. "jungle juice", etc.)</i>	<ul style="list-style-type: none"> - Semester Housing Removal and Ban - University Probation - Alcohol Incident Referral - Parent Consultation - \$300 fine - Merit Housing Deduction (4 points) 	<ul style="list-style-type: none"> - Additional violations may result in a permanent removal from housing and/or a suspension from the university - AIR or Health Education 1:1 - Parent Consultation

****Violations involving hard alcohol, drinking games, and/or drinking game apparatus may result in enhanced sanctions.**

UNIVERSITY ALCOHOL QUANTITY POLICY

The University believes the amount of and type of alcohol available to legal aged students should be limited. The quantity limit per student for those of age is: 15 beers **OR** 1.5 liters of wine **OR** 1 pint of hard alcohol (no higher than **80 proof**). Not to exceed 15 beers times the number of legally aged occupants of the room, but no greater than 60 beers **OR** 3.0 liters of wine **OR** 1 liter (2 pints) of hard alcohol. Empty containers will be counted towards the quantity limits. **Grain alcohol, stimulant-enhanced alcoholic beverages (i.e. 4Loko), and handles (1.75L) of alcohol are prohibited.** This policy is in effect in University Housing and on all University premises.

STUDENTS HOSTING ALCOHOL GATHERINGS ARE SUBJECT TO A LOSS OF RESIDENCY

Any social gathering or party, which draws attention to itself in a negative manner within University Housing, will not be permitted. Parties will be identified by University officials based on a variety of factors including but not limited to:

- Number of guests. The University guideline is: maximum number of people allowed in a room equals the number of residents x5, not to exceed 25.
- Excessive quantities of alcohol and/or alcohol empty containers.
- Games that promote the rapid consumption of alcohol (such as beer pong) are prohibited.
- Underage drinking. The room occupants are primarily responsible for what occurs in their dwelling, regardless of who brings the alcohol.
- Disturbing the peace, noise, and/or people immediately outside the room/apartment.
- Uncooperative residents and/or guests.

The University strictly prohibits all common source containers of alcohol (empty or full), including but not limited to kegs, beer balls, or other items or activities that encourage the rapid consumption of alcohol. Such items and/or common sources will be confiscated and disposed of when discovered. In addition, the University prohibits the sale and/or distribution of alcohol to underage students, including providing space for underage individuals to consume alcohol. Violations of this policy will receive enhanced sanctions outlined in the grid above.

MINIMUM SANCTIONS FOR VIOLATION OF THE RWU DRUG POLICY

CONDUCT	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
<i>Possession or illegal use of drugs or drug paraphernalia, including marijuana odor</i>	- One Weekend Housing Removal and Ban - Residence Hall Probation - Marijuana 101 or Health Education 1:1 - Parent Consultation - \$150 fine - Merit Housing Deduction (2 points)	- Two Weekend Housing Removal and Ban - University Probation - Health Education 1:1 - Parent Consultation - \$200 fine - Merit Housing Deduction (3 points)	- One Semester Housing Removal and Ban - University Probation - Health Education - Parent Consultation - Merit Housing Deduction (4 points)
4TH VIOLATION: SUSPENSION FROM RWU			
<i>Distribution of drugs</i>	- Suspension/Expulsion from RWU		

SANCTIONS FOR FIGHTING / PHYSICAL ASSAULT

It is of great importance that the Roger Williams University community works together to foster a community where care and respect is a part of everyday life. In order to attain this sense of community all members must support the University's commitment against violence, especially fighting/physical assault. Any student who engages in actions on or off-campus which involve fighting or which intimidate, threaten, harass, coerce or otherwise endanger the health and safety of self or another person, and/or where a disruption to the community occurs, is subject to strong disciplinary action. This can result in a suspension or expulsion from the University and criminal charges.

SANCTIONS FOR UNCIVIL BEHAVIOR VIOLATIONS

Roger Williams University is an institution committed to creating a respectful campus environment. In support of the RWU Civility statement, we have specific sanctions for violations of the Conduct Code that pertain to uncivil behavior. These violations include but are not limited to student to student uncivil conduct, disruptive behavior towards University personnel and failure to comply with staff. The Codes that typically relate to these sanctions are Conduct Codes 5 and 10.

Minimum sanctions for uncivil behavior violations:

- Temporary Housing Removal and Ban (minimum 1 weekend)
- Residence Hall Probation
- Educational Sanction
- \$50 fine, Parent Consultation, and Merit Housing Deduction (2 points)

SANCTIONS FOR BIAS RELATED VIOLATIONS

Incidents of bias impact both those immediately involved and strongly influence our shared sense of safety and respect. Bias related violations of the RWU Code of Student Conduct toward or regarding a person or group because of factors such as actual or perceived disability, religion, race, national origin, ethnicity, sexual orientation, gender, or gender expression or identity may be assessed an enhanced sanction.

SANCTIONS FOR FIRE SAFETY VIOLATIONS

Roger Williams University is committed to protecting students from hazardous conditions regarding fire safety. Please see the Housing Contract for a detailed outline of fire safety regulations. The activation of a false fire alarm via a pull station may result in a minimum of a semester suspension from the University. The false discharging of a fire extinguisher may result in a minimum of a semester removal and ban from the residence halls. Fire safety violations may also result in appropriate criminal action.

ADDITIONAL SANCTIONS FOR CONDUCT CODE VIOLATIONS:

1. Warning

A warning may be given for minor misconduct, to hold accountable the student and give notice that further misconduct will be penalized. A warning may or may not be accompanied by other sanctions. The warning is recorded in the Office of Student Conduct and Community Standards, but is not reflected in the student's transcript. If sanctions are not completed, the Office of Student Conduct and Community Standards has the right to prevent students from graduating or registering for future semesters and may place a hold on all academic transcripts.

2. Community-Based Sanctions

Community-based sanctions are given for misconduct which detracts from the health and/or safety of the community. These sanctions serve to hold the student responsible for the damage to, or disruption within, the University community of which he or she is a part, as well as, to provide educational development to assure that the student makes appropriate choices in the future. Failure to complete the initial community-based sanctions can result in additional fines not to exceed \$200 per sanction. Community-based sanctions are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript.

3. Fines and Restitution

A fine or restitution may be assessed. Failure to pay may also result in withholding of grades and records. This fine will be recorded and attached to the student's Bursar Account in the form of a "Conduct Fine". Failure to comply with the initial sanctions can result in additional fines not to exceed \$200 per sanction. Fines and Restitution are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript. All fines go back to educational programming.

4. Community Service Hours

Community service contribution to the University for a specific number of hours may be assigned. These hours are not to exceed fifty (50) for each University Conduct Code violated. Failure to complete the initial hours will result in the additional sanction of a fine not to exceed \$200 for each sanction not completed. Community work hours are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript.

5. Loss of Guest Privileges

A student may lose the privilege to host non-student guests, or in some circumstances student guests, in their residence hall room and/or on campus. A loss of guest privileges is recorded in the Office of Student Conduct and Community Standards, but is not reflected on the student's transcript.

6. Denial of the Privilege of Operating or Parking a Motor Vehicle on Campus

Denial of the privilege of operating a motor vehicle on campus is recorded in the Offices of Student Conduct and Community Standards and Public Safety, but is not reflected in the student's transcript.

7. Educational Workshops

Educational workshops are designed to address specific behavior (i.e., Alcohol Awareness). The student may be required to participate in one or more workshops for any violation. Failure to complete the scheduled workshop will result in the additional sanction of a fine not to exceed \$200 for each sanction not completed. Educational workshops are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript.

8. Referral to Another Party

A student may be required to meet with another individual or group (i.e., Substance Abuse Specialist). The number of meetings may be determined by the Hearing Officer, UDC, UAB or may be determined by the party to which the student has been referred. **Should a student need an outside assessment, the student must personally (or through insurance) pay for all required**

treatment. Referrals are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript.

9. **Educational Sanctions**

At times the Hearing Officer, UDC, or UAB may feel it appropriate to assign a project, paper, and/or assignment which will assist the student in gaining the knowledge needed to make appropriate choices. Our Mentoring and Involvement Program (MIP) and Restorative Justice practices fall within the educational sanctions category. Failure to complete educational sanctions will result in the additional sanction of a fine not to exceed \$200 for each sanction not completed. Educational sanctions are recorded in the Office of Student Conduct and Community Standards, but are not reflected in the student's transcript.

10. **Probation**

A probation status may be assigned for repeated misconduct or for more serious misconduct. Probation may, but must not necessarily, precede more serious sanctions, such as: Ban or Removal from Residence Halls, or Suspension from the University. The probation imposed may be either Residence Hall Probation or University Probation.

A. Residence Hall Probation

Residence Hall Probation serves to officially warn a student that he or she is in violation of community standards and that further violations can result in the denial of the privilege of residing in or visiting on-campus housing and its adjacent grounds. This probation may be given for either a specified or unlimited period of time. Residence Hall Probation is recorded in the Office of Student Conduct and Community Standards, but is not reflected in the student's transcript.

B. University Probation

University Probation is probation as defined above but is intended to serve notice that if future violations occur, suspension or expulsion from the University may result. University Probation is recorded in the Office of Student Conduct and Community Standards, but is not reflected in the student's transcript.

11. **Removal and Ban from Residence Halls**

Removal and Ban from Residence Halls may be given when serious and/or repeated misconduct in the residence community warrants separation of the student from that community. Removal and Ban from Residence Halls is recorded in the Office of Student Conduct and Community Standards, but not on the student's transcript. Removal and Ban from Residence Halls will include a ban from residing in or visiting any residence facility and its adjacent grounds operated by the University for a stated period of time. During the time of removal the student is not eligible for any housing refund.

12. **Emergency Removal and Ban from Residence Halls**

In urgent situations, the Vice President of Student Life or designee, may temporarily remove and ban a student pending a Hearing. Such removals will occur only if, in the Vice President's judgment, the student is a danger to him/herself or other members of the University community or a disruptive/disorderly community member unnecessarily infringing on the rights of others, including the University. In such instances the appropriate Hearing body will convene as soon as practical to hear the case.

During the time of removal the student is not eligible for any housing refund. The student may, at the discretion of the Vice President of Student Life, be banned from other areas of the campus if appropriate. The student will still be permitted to attend classes unless otherwise indicated.

As soon as practical after the removal, the Office of Student Conduct and Community Standards shall prepare and deliver to the removed student, a notice of charges and other matters in conformance with the requirements contained in the Procedures section of this Handbook.

13. Suspension from the University

Suspension from the University may be imposed for misconduct which warrants temporary separation of the student from the University. The misconduct and the sanction are recorded in the Office of Student Conduct and Community Standards. During the time of the suspension, the student's transcripts are stamped: "*Disciplinary Suspension from RWU.*" A student must petition the Office of Student Conduct and Community Standards following the term of their suspension and request the removal of the notation in order for it to be removed from their transcripts. Transcripts, and other academic records, are withheld if any disciplinary fines, community service work hours, other responsibilities, or any other sanctions are not settled with the University. During suspension, the student is considered persona non grata (unwelcome) and, therefore, banned from all University properties and functions.

Suspension may be for a stated period of time or for an indefinite time. In either case, application must be made to the Office of Student Conduct and Community Standards and should contain evidence that the time has been used constructively in order to support the request for reinstatement. The Office of Student Conduct and Community Standards will consult in these cases with the Vice President of Student Life before deciding on the readmission.

14. Emergency Suspension from the University

In emergency situations, the Vice President of Student Life, or designee, may temporarily suspend a student pending a Hearing. Such suspension will occur only if, in the Vice President of Student Life's judgment, the student is a danger to him/herself or other members or parts of the University community. In such instances the appropriate Hearing body will convene as soon as practical to hear the case. As soon as practical after the suspension, the Office of Student Conduct and Community Standards shall prepare and deliver to the suspended student, a notice of charges and other matters in conformance with the requirements contained in the Procedures section of this Handbook.

15. Expulsion

Expulsion may be imposed for misconduct which warrants permanent separation of the student from the University. The penalty and the misconduct are permanently recorded in the Office of Student Conduct and Community Standards and the Expulsion becomes a part of the student's transcript by being stamped: "*Disciplinary Expulsion from RWU.*" A student who is expelled is not eligible for readmission. Once expelled, the student is considered persona non grata (unwelcome) and, therefore, banned from all University properties and functions. Suspensions and expulsions from the University and/or housing will result in a loss of tuition, fees, room and board. In addition, students are withdrawn from their classes by the University.

PARENTAL OR LEGAL GUARDIAN CONSULTATION

Pursuant to the 1998 Congressional revisions of the Family Educational Rights and Privacy Act (FERPA), Roger Williams University has the option to, and generally will, inform a parent or guardian of any student who is under the age of 21 or is financially dependent (as defined by the IRS), of any alcohol or other drug violations relative to the Code. The University may choose to inform the parent or guardian of other types of incidents that involve violations or that may be life threatening or harmful to the student's (or other's) health. Roger Williams University will assume all undergraduate students are financially dependent and therefore, where allowed by law and University policy, notify parents or guardians of violations of the Code, especially substance abuse violations. A student may declare financial independence by contacting Student Life and providing the appropriate documents.

Parental notification will either take the form of a written letter or phone call, predicated upon the seriousness of the violation and/or the urgency of the situation. The University believes that clear, effective lines of communication between the school, parents, and student will assist us all in resolving issues of inappropriate behavior. We encourage parents and students to openly discuss these issues with one another so better understanding may exist throughout the school year.

CONFIDENTIALITY

All records relating to conduct are considered confidential. Access to such records shall be granted only when permitted by law and/or with permission from the student. The University reserves the right to be the final arbiter in releasing confidential files. Any and all types of conduct meetings are closed to the University community and to the public.

Records of conduct may be destroyed by the Director of Student Conduct and Community Standards, or designee, two years after a student graduates or withdraws from the University.

In the case of conduct proceedings, a responding student's outcome and sanction(s) may be verbally or in writing shared with the complainant(s) or victim(s).

Nothing contained above shall prevent the publication from time to time of statistics relating to and summaries of disciplinary proceedings, provided that the name(s) of the party(ies) involved is (are) deleted (except when permitted by law).

Nothing contained above shall prevent the disclosure of Conduct Code violations involving the responding student to the formal Hearing bodies or the general public when permitted by law.

Nothing contained above shall prevent the imposition of a fine, attached onto the student's Bursar Account, from the University, if such sanction has been invoked.

The conduct histories of applicants to Study Abroad programs are taken into consideration during the application process. Students who participate in a co-curricular activity may jeopardize their status in that program by receiving a conduct sanction(s). A co-curricular activity includes, but is not limited to: intercollegiate athletics, club sports, intramurals, student organizations, and student leadership positions (e.g., resident assistants, orientation advisors, etc.). A student's conduct record and/or conduct may be shared with other University staff members on a need-to-know basis.

ATTORNEYS AND ADVISORS

A responding student and/or reporting student (when permitted) may elect to be accompanied and counseled by an advisor at a University or University Disciplinary Committee hearing. The advisor must be a member of the Roger Williams University community, excluding all those who are attorneys, have received a law degree, or who are enrolled in law school except those employed by the Division of Student Life.

In matters involving alleged dating violence, domestic violence, sexual assault or stalking, students are entitled to the same opportunity to have an advisor of their choice during any phase of the process. Students who are witnesses to the incident or are also involved in the same student matter cannot serve as advisors.

The advisor must be preapproved by the Office of Student Conduct and Community Standards. At hearings where criminal charges are also pending, an attorney may accompany and counsel the responding student, provided that notice of at least two business days be given to the Director of Student Conduct and Community Standards, or designee, of an attorney's representation.

In either case, neither an attorney nor a lay advisor shall be allowed to examine witnesses, object to testimony or procedure or to present arguments, and their role shall be limited to quietly and unobtrusively advising only the responding student in whispers or by written note. Any conduct of an attorney or advisor in violation of these conditions in the opinion of the Hearing Officer or UDC chairperson may result in the immediate removal of that attorney or advisor, and the continuation of the hearing without the presence of that attorney or advisor.

Further, parents or guardians of a student, regardless of their relationship with the University, are not permitted to be present at any Hearing unless serving as an advisor in matters involving dating violence, domestic violence, sexual assault or stalking.

In matters where the responding student and/or reporting student is entitled to and elects to be accompanied and counseled by an attorney, any other party to the case, including the University shall also be entitled to be counseled by an attorney who shall likewise be restricted to advising in whispers or by written note.

VICTIM RIGHTS

The following rights apply to the reporting student in the student conduct proceedings. These rights must follow the same format spelled out for the responding student as listed under the "Conduct System" of this handbook. Please refer to the Sexual Misconduct/Gender-Based Misconduct section of the student handbook for more information.

- Right to submit a victim impact statement that details the alleged consequences experienced by the victim.
- Right to have a personal advisor accompany him/her during the disciplinary hearing process.
- Right to request on-campus housing relocation (based on available space), academic accommodations, or other steps to prevent unnecessary or unwanted contact or proximity to the responding party, when such contact is likely to place the reporting victim in danger of bodily injury and/or cause the victim severe emotional distress.
- Right to be informed of the outcome of the hearing upon request.

CONDUCT PROCEDURES

1. **Complaint**

Any member of the University community may initiate a complaint regarding a student by filing a report with the Office of Student Conduct and Community Standards. If there are grounds for conduct action, the student will be notified by letter of the alleged incident, time, date, and location of the conduct meeting. Student Conduct and Community Standards is the final decision maker in concluding if Conduct Code charges are warranted. As stated in the student's notice, failing to attend or re-schedule will be treated as if the student is not contesting the charges, and a decision will be made based upon the information received. At times, Student Conduct and Community Standards will issue a decision letter for minor infractions without a formal meeting. The student will have the opportunity to discuss such decision.

2. **Notice**

The student will receive an explanation of the incident and an explanation of the specific charge statement. This will serve as formal notification of the charges, and will outline various resolution options, and the student's procedural rights.

3. **Student Response Form**

Students responding to an alleged violation of the University Conduct Code have the choice to submit a Student Response Form. This form, available to students at the Office of Student Conduct and Community Standards, provides an opportunity for the student to put in writing a personal account of the incident. The information contained within the Student Response Form is then taken into consideration at the proceedings.

4. **Student Conduct Meeting**

During the Conduct Meeting the student will be encouraged to discuss and review the charges regarding alleged behavior. The student may ask questions regarding the charges, the conduct process as well as the possible outcomes of the meeting. During the Conduct Meeting, the student charged will have the right to choose between the following options (with the consensus of the Office of Student Conduct and Community Standards):

- A. Accepting responsibility for one's actions, and verifying that the charges issued are correct. If this option is chosen, the student requests that the situation be resolved through an Administrative Meeting. (See: *Decision Making Bodies Regarding Student Conduct.*); or,
- B. Deny responsibility for the charges, and request an administrative hearing officer to review the case or complete an Administrative Meeting at that time. (See: *Decision Making Bodies Regarding Student Conduct.*); or,
- C. If the outcome of the alleged violation could result in a sanction of suspension or expulsion from the University, the Office of Student Conduct and Community Standards shall prepare and present to the respondent a written notice of the charges and may give the student the option of selecting, with the consensus of the Office of Student Conduct and Community Standards, their case being heard by:
 1. University Disciplinary Committee (UDC)
 2. University Hearing (UH)

At times the University may select not to give the student an option and send the case to either a UDC or UH. The notification will be given at least two calendar days prior to the hearing. (See: *Decision Making Bodies Regarding Student Conduct.*);

- D. Additionally, in a case of alleged violation of the Conduct Code, the Vice President of Student Life or designee may remove a case from the University's conduct system, whenever, in the VPSL's discretion, such removal is believed to be in the best interest of the responding student or the University community. In the event of such removal, the VPSL shall have the sole and unreviewable discretion to conduct hearings, if any, upon notice, and impose such sanctions deemed appropriate.

DECISION-MAKING BODIES

1. Administrative Meeting

Members of the RWU community may choose, with the consensus of the Office of Student Conduct and Community Standards, to waive their right to a hearing and resolve Code allegations through an Administrative Meeting with a University administrator. Although there is no formal appeal of an Administrative Meeting, cases that result in a temporary or permanent removal from the residence halls may be appealed to the AVP/Dean of Students or designee. In order to secure an appeal, a written request must be submitted within two business days following the receipt of the notice of the decision. It is at the discretion of the AVP/Dean of Students, or designee, whether a personal meeting is necessary prior to deciding whether an appeal should be granted. The AVP/Dean of Students may choose to stay with the present sanction, alter the sanction, or refer the case back for a new conduct meeting. No more than one appeal will be granted for the same conduct referral. This appeal process is also applicable for an Administrative Hearing.

2. Mediation

In lieu of adjudication, members of the RWU community may choose, with the consensus of the Office of Student Conduct and Community Standards, mediation or a facilitated dialogue resolution. Mediation uses a neutral third party to help resolve disputes, leaving resolution in the hands of the disputing parties. Mediation is not applicable for cases of sexual assault.

3. Formal Hearings

Any student regarding whom a formal complaint has been filed has the right to a fair Hearing. This Hearing allows the student the chance to respond to the charges filed. At Roger Williams University, these Hearings take three forms:

- A. Administrative Hearing
- B. University Disciplinary Committee (UDC)
- C. University Hearing (UH)

Roger Williams University strives to assure fairness in the adjudication of all student conduct cases. However, University conduct procedures are not identical to the rights afforded the respondent in a civil or criminal proceeding. Conduct procedures will be adhered to as faithfully as possible, but variations dictated by circumstances will not invalidate the process. Hearings are conducted according to the rules laid out in this Handbook.

Any relevant matter upon which responsible persons customarily rely on

in the conduct of serious affairs shall be considered, regardless of the existence of any common law or statutory rule which may make some information inadmissible in civil or criminal action. Information and evidence which is redundant or immaterial may be excluded from the conduct proceedings. Recordings of hearings are not permitted. The decision at any Hearing shall be based only upon information introduced at the Hearing.

Formal or technical rules of evidence are not used as in civil and criminal proceedings; thus, a lower standard of proof/decision-making is required to reach a conclusion. A decision of responsible shall occur only if a violation is found by a preponderance of information; this is the conduct body finds it more likely to be true than not true that the student violated a Code of Conduct. Effectively, this standard is met if there is greater than 50% chance that the information is true.

The Office of Student Conduct and Community Standards is charged with the responsibility of advising and informing the conduct body with respect to procedures and sanctions imposed previously for similar offenses in order to provide consistency within the Conduct System.

Upon determining that a student has violated the Conduct Code, the Hearing Officer may review the responding student's history and impose one or more of the sanctions as defined elsewhere in this Handbook, or may devise sanctions seeming more appropriate to the violation(s).

The Hearing Officer may also recommend that the case be heard by the UDC, or a UH, in light of the seriousness of the issue. If the Director of Student Conduct and Community Standards accepts the recommendation, the UDC or the UH will be treated as an original Hearing for procedural purposes.

A. Administrative Hearing

Cases serious enough to warrant action, but not expected to result in suspension or expulsion from the University, are assigned by the Office of Student Conduct and Community Standards to an Administrative Hearing. The decision of the administrator and the sanction imposed, if any, will be binding. Although there is no formal appeal of an Administrative Hearing, cases that result in a temporary or permanent removal from the residence halls may be appealed to the AVP/Dean of Students or designee. Refer to the Administrative Meetings section of this handbook for the appeal process. Administrative Hearing Officers are empowered to impose all sanctions except a suspension or expulsion from the University.

B. University Disciplinary Committee (UDC)

The UDC will adjudicate cases referred to it by the Office of Student Conduct and Community Standards. The UDC will hear cases which could result in suspension or expulsion from Roger Williams University. The UDC shall adjudicate all cases at a time arranged by the Office of Student Conduct and Community Standards.

The UDC shall be comprised of four members. One is a non-voting member from the Administrative constituency that serves as the Chairperson. There shall be one voting member from each of the following constituencies: Administration, Faculty, and Students. One member from each constituency shall be selected from a pool of no more than ten constituent representatives. Members from each constituency shall be selected by the Office of Student Conduct and Community Standards based upon constituent representatives

availability at the time of the Hearing. One representative from each constituency must be present to hold a Hearing.

For each UDC Hearing, a representative of the Administrative constituency shall be selected by the Office of Student Conduct and Community Standards to serve as the non-voting Chairperson of the UDC presiding and conducting the Hearing. This Chairperson shall not be the voting member of the UDC representing administration. This appointed Chairperson is charged with the responsibilities of conducting the meeting, and advising and informing members of the UDC with respect to procedures and sanctions imposed previously for similar offenses in order to provide consistency for Hearings and sanctions.

Any UDC member who was involved in the initial investigation, and who is expected to be a witness, or has a special bias or interest, is expected to disqualify him/herself. The responding student or the complainant has the right to challenge any member for the above reasons or any other valid reason. In addition, the Chairperson may, for good reason, disqualify any member. If disqualification is sustained by a majority of the UDC members present and voting, another member of the UDC, of the same constituency as the disqualified member, shall serve on the UDC or, if such person is unable to serve, then the remaining members of the UDC shall appoint a disinterested person of the same constituency as the disqualified member to serve on the UDC.

The UDC will deliberate in private and render decisions by majority vote. The UDC may continue its particular Hearing to another time at its discretion, but must give all parties concerned notice of its continuance. Except in extraordinary circumstances, a continuance shall extend no more than 72 hours. Written notice of the decision (including sanction) will be given to the responding student within three business days from the conclusion of the UDC hearing.

Upon determining that a student has violated the Conduct Code, the UDC may impose one or more of the sanctions as defined elsewhere in this Handbook, or may devise sanctions seeming more appropriate to the violation(s) as determined by the Chairperson and the members of the UDC. The UDC is empowered to invoke suspension or expulsion.

For information regarding the appointment process of members of the UDC, contact the Office of Student Conduct and Community Standards.

During vacation periods and/or when UDC members might generally be unavailable or during any vacancy that cannot be filled on the UDC, a University staff member, as selected by the Vice President of Student Life, or designee, shall discharge all responsibilities and otherwise exercise all functions of the UDC.

C. University Hearing (UH)

The student may choose, with the consensus of the Office of Student Conduct and Community Standards, to have one or two UDC members, as selected by the Vice President of Student Life, or designee, accept all responsibilities and otherwise exercise all functions of the UDC as outlined above. At times the University may select not to give the student an option and send the case to either a UDC or UH. For conduct procedures related to University Hearings, please see UDC section for details.

RIGHTS OF A RESPONDING STUDENT

With respect to an initial Hearing before an Administrative Hearing Officer, UDC, or UH the following rights will be afforded to a responding student. Please see the Sexual Misconduct/Gender-Based Misconduct section of this Handbook for additional procedures.

1. Written notification of charges, with a brief specification thereof, with the date (approximate if necessary) and place of the alleged violation, and the date, time, and place of the Formal Hearing.
2. A copy of the Administrative Hearing, UH, or UDC agenda. This agenda will be included with the notice of charges.
3. Reasonable time to prepare the case after receiving notice of the charge. Normally the Hearing will be held no earlier than two days and no later than seven days from the date of notice. UDC cases will be held as soon as possible.
4. The right to be present and the opportunity to be heard at this Hearing. Whether or not the student exercises this right, the Hearing will be held and the student is bound by the decision rendered.
5. The right to present information and witnesses on the student's behalf. Witnesses may not be disruptive in any manner; otherwise, the Hearing Officer, UDC chairperson, or UDC board may dismiss them from the Hearing. All witnesses names and documents must be provided to the Office of Student Conduct and Community Standards at least two business days prior to the hearing. Upon request, the Office of Student Conduct and Community Standards will also provide access to witnesses names and documents two business days prior to the hearing of the responding student. However, in some cases, because of the sensitivity of the violation, the University may choose not to release the name of a witness prior to the hearing. In such cases, the University will make every effort to provide access to statements to assist the responding student in preparation.

HEARING AGENDA

Only information directly related to the incident is admissible during the Hearing. No recording, of any type, of the Hearing is allowed.

Each party has the option to speak with the Director of Student Conduct and Community Standards, or designee, to have a review of their rights and responsibilities as outlined in this Handbook. Various issues can be clarified: the rights of the responding student or complainant, the agenda of the UDC or University Hearing, the appeal process or any other student concern related to their involvement during the Hearing and appeal process. If there is a finding of responsible by the UDC or UH, the respondent is encouraged to speak with the Director of Student Conduct and Community Standards, or designee to receive guidance and clarity on questions pertaining to complying with the imposed sanctions (if any).

Only if the responding student is found responsible and sanctioned to a removal from housing or a suspension or expulsion from the University may an appeal request be submitted (See the *Appeal* section in this handbook).

APPEALING A CONDUCT DECISION

Cases that result in a temporary (one week or more) or permanent removal from the residence halls may be appealed to the AVP/Dean of Students or designee. In order

to secure an appeal, a written request must be submitted by the student within two business days following the receipt of the notice of the decision. It is at the discretion of the AVP/Dean of Students or designee whether a personal meeting is necessary prior to deciding whether an appeal should be granted.

The AVP/Dean of Students or designee may choose to stay with the present sanction, alter the sanction, or refer the case back for a conduct meeting. Cases that result in a suspension or expulsion from the University may be appealed by the student to the Vice President of Student Life or designee.

Only the responding student has the right to appeal (except in cases of sexual misconduct). The appeal must be written by the student. When a case is appealed, the following regulations and procedures shall apply and the following rights can be afforded:

1. In order to secure an appeal, the aggrieved party must submit a written request to the Vice President of Student Life or designee for cases originated by the UDC or UH within two full business days (Mon.-Fri.) following such aggrieved party's receipt of the notice of the decision. Failure to submit such a request in the manner prescribed will be deemed a waiver of the right to appeal.
2. The written appeal must include demonstration of one or more of the following reasons for requesting an appeal:
 - a. Specification of procedural errors alleged to have been committed during the original Hearing, which would have materially affected the outcome of the original Hearing;
 - b. Specification of the claim of new information not previously available or known which would have materially affected the outcome of the original Hearing. A detailed account of the specific new information the student wishes to bring forth must be clearly indicated;
 - c. Imposed sanction(s) not appropriate for the violation(s) committed.

The Vice President of Student Life, or designee, for the University Appeals Board (UAB), shall determine the sufficiency of any request for appeal. Generally, the VPSL will contact the student regarding the status of the appeal within seven business days. The appeal shall be remanded to the appropriate body for Hearing or shall be denied if the appeal procedures and/or criteria are not satisfactory. The Vice President of Student Life's determination not to hear an appeal is final and binding and conclusive of all parties. If an appeal is granted, it shall be heard at a meeting scheduled as soon as practical by the Vice President of Student Life. The UDC Chairperson or Hearing Officer who heard the case shall attend this meeting to answer any questions.

With respect to the UAB, the Vice President of Student Life, or designee, shall notify the parties of the date, time, and place of the appeal Hearing. An agenda will be provided at this time.

Both the responding student and the complainant have the right to be present and the opportunity to be heard at the appeal Hearing. Whether or not this right is exercised, the Appeal Hearing will be held and the parties bound by the decision rendered. The Vice President of Student Life will determine the appropriate format for the Appeal Hearing.

Should a student appeal a decision, the sanction imposed shall remain in effect through the appeal process, unless otherwise stipulated by the Hearing Body.

An aggrieved party is limited to one appeal and, in any event, any decision of the UAB or Vice President of Student Life is final.

UNIVERSITY APPEAL BOARD (UAB)

The University Appeal Board shall hear cases as referred by the Vice President of Student Life or designee. The UAB shall be comprised of the Vice President of Student Life (or designee) and member(s) of the UDC who were not involved in the original hearing.

During vacation periods and/or when UAB members might generally be unavailable or during any vacancy that cannot be filled on the UAB, the Vice President of Student Life or designee, shall discharge all responsibilities and otherwise exercise all functions of the UAB. In such circumstances, the VPSL (or designee) may involve another UDC member(s) not involved in the original hearing as an appeal body.

The UAB or the Vice President of Student Life serve as the final appeal body for cases originated with the UDC or UH.

The UAB may reverse or affirm the decision of the UDC or UH. Additionally, the UAB has the authority to increase or decrease the severity of the sanction(s) imposed by the UDC or UH and may utilize any one or more of the sanctions described in this Handbook or may elect to impose a sanction of its own devising, deemed appropriate. In every instance, the sanctioned party shall have abided by all the procedures pertaining to appeal as set forth in this Handbook.

LEGAL ASSISTANCE

If you are arrested and cannot afford an attorney, you may ask the court to appoint an attorney for you. If you are in a position of being able to pay for a lawyer and would like a referral, you may contact the Rhode Island Bar Association's Lawyer Referral and Information Service, who may be able to direct you to an attorney who concentrates in the problem area. Go to:

<https://www.ribar.com/For%20the%20Public/FindingAndChoosingALawyer.aspx>
or phone (401) 421-7799.

LIABILITY

Roger Williams University will not assume liability for damage or theft of personal items while on property owned or controlled by the institution. Students may, at their own expense, secure adequate personal insurance to cover their possessions while attending the University.

V. RESIDENCE LIFE AND HOUSING

RESIDENCE HALLS

CONDITIONS

The Department of Residence Life and Housing (DRLH) believes residence hall living is one of the best ways for students to learn essential life skills. By stressing care for the individual, the living environment, academics and a healthy, civil social atmosphere, a strong sense of community and community values will develop among our residents. Students who live in University housing develop an appreciation for the different backgrounds and cultures of the other students living among them. They also learn negotiation and communication skills, which will make their college experience a great deal more fun and rewarding.

Through our staff and programs, the Department of Residence Life and Housing supports students as they progress through their college career. However, we need the help of the student to really make it work. The University has a role, and the student has a role, and together they make up the community. The University's role is to provide a competent and caring staff who will challenge you, the student, to try new things, learn as much as you can, and have fun while you do it. We are also responsible for helping you make appropriate decisions and redirecting you when you make inappropriate ones.

Your role as a student is to be a responsible civil community member by sharing in the work that it takes to build relationships. You are also responsible for enjoying your college experience by making positive choices and trying new things. But, you also must be willing to accept the responsibility and consequences for all your actions. Whatever happens in the residence hall, whatever your experience is, it comes from you. Your choices determine the outcome. You can decide to have an active, fun, and challenging college experience. You can also decide to engage in behaviors that confuse and complicate your life.

Occasionally, students, like everyone, make mistakes. When these mistakes involve University policy, the University utilizes the Student Conduct system to respond. This system is outlined in this Handbook. In this outline, you will notice the University may require a student to leave the residence halls as a result of a violation of policy. This decision is based upon the need to protect the rights of the entire community. This is true of nearly all our decisions. We provide programs that will be of interest to, and assist, the overall community. We also uphold policies and expectations that affect everyone living in the residence halls.

(Parts taken from the 2016-2017 Roger Williams University Housing Contract.

A complete contract is available in the Department of Residence Life and Housing and online at: <http://rwu.edu/campus-life/housing-dining/living-rwu/housing-contract>.)

RESIDENTIAL STAFF

The residential staff is comprised of approximately 91 Resident Assistants (R.A.s) who support students in acclimating to college life. They serve as a resource, answering questions and providing information and referrals for residential students. In addition, R.A.s coordinate educational and social opportunities for students to interact with one another in their efforts to establish a cohesive residential community. Each living area also has a professional staff member who is responsible for overseeing the building or complex. This Coordinator of Residence Education (C.O.R.E.) is a full time staff member in the Department of Residence Life and Housing, living and working in the residence hall among the students. All members of the residential staff are committed to assisting students to have the best experience living at Roger Williams University as possible.

DEPOSITS

There is no refund of the initial housing deposit once a space is assigned or reserved through the hall selection process or by the Housing Office. If a student withdraws from housing for any reason including but not limited to judicial or academic suspension, transferring, etc., any time before or during the academic year, a housing cancellation fee of \$350 will be charged to the account. If a space is not reserved or assigned, the deposit will remain on the account and go towards any outstanding balance. All residents must pay a Damage Deposit of \$350. Freshmen and Sophomores are required to live in University Housing.

All applicable charges must be paid by the student on a term basis, in accordance with the housing assignment made by the University. The deadline for full payment is July 1st for the Fall semester and January 2nd for the Spring semester. A room reservation is conditioned upon **full-time** registration (by April 18th for the fall semester and November 28th for the Spring semester). **Housing is not guaranteed if payment or registration is completed after the deadline.**

All residents are required to electronically/physically sign the Housing Contract in order to reside in University Housing. Residents living in Maple, Cedar, Willow, Baypoint, Stonewall, the suites in North Campus Residence Hall and any other traditional residence halls operated by Roger Williams University must subscribe to a full board plan with Dining Services.

The Housing Contract is mutually binding on both the University and the Student for the entire Academic Year, including Winter Intersession.

The University is given the right to terminate this Contract prior to the expiration date of any given academic year in the event that the student should violate any terms of this Contract or any policies of the University. After meeting with the student involved in such violations, the Director of Housing or a designee may choose to terminate the student's Contract without a referral to the Office of Student Conduct and Community Standards.

Students removed from University Housing for disciplinary or academic reasons, or students who leave University housing prior to the expiration of this Contract will forfeit all monies paid to the University and are responsible for all charges/fees for University Housing for that semester including the damage deposit and meal plan. Students who withdraw from the University are required to vacate the residence halls within 24 hours.

The University reserves the right to make housing assignments, to move a student to another housing facility, consolidate open spaces and to remove a student from University Housing, when, in the University's opinion, general living conditions for any resident or the well-being of the University will be improved by such a move. A residential community may be declared a "problem" area based on the behavior of its community members. At the discretion of the Director of Housing, students of a living area may be dispersed and required to take residence in other available housing. When roommate conflicts occur and the residents cannot resolve their differences, the Director of Housing may choose to move one or all residents of that room/apartment to any vacant spaces. Students will be responsible for any financial differences. The University reserves the right not to allow a student to sign into a certain area based on academic performance or conduct history. The University reserves the right to change room occupancy at the conclusion of an academic year.

The University reserves the right to inspect bags, rooms/apartments, and student

personal belongings/property/vehicles including but not limited to cell phone, computer and other means of communications, for alleged policy, fire, health, and safety violations in addition to scheduled health and safety inspections and take appropriate steps to resolve any unsafe or unsanitary conditions. Bag checks may be completed either inside or outside a building by any University staff member. Room or apartments that are not being kept in an acceptable manner may be subject to weekly or bi-weekly inspections and/or residents may be reassigned.

KEYS / ID CARDS

The University provides a lock for the exterior door of each residence hall and room or apartment in University operated housing facilities. Entrance to these areas are granted by hard key or electronic ID access that is issued by the University. The student agrees to not place either additional locks or other security devices on any doors (including bedrooms, etc.) or to change any existing locks. The duplication of any keys is strictly prohibited. Each student must return all room or apartment keys at the end of the academic year, at the time of an authorized room change or upon withdrawal from the University. Room and apartment keys must be turned in **at the time of check-out**, within those guidelines stipulated by the Department of Residence Life and Housing.

Failure to return all keys will result in a fee being assessed to the student for a door lock change and a new full set of keys. In the event an occupant loses a room/apartment key, the student must report this to the Department of Residence Life and Housing and follow the guidelines stipulated by the Department of Residence Life and Housing to be reissued a key. Lost IDs should also be reported so that electronic access to residential and academic areas can be cancelled. A fee will be charged to occupants for replacement of lost keys and/or door lock changes and lost IDs. Mailbox keys must be returned to the Mailroom. The Department of Residence Life and Housing is not responsible for mailbox keys.

SMOKING / TOBACCO POLICY

All residence halls including apartments are smoke-free. Smoking is only permitted at designated gazebos. Hookahs, vaporizers and other smoking devices are not permitted in any residence halls including apartments. Students who are found smoking in the residence halls may be assessed a fine and/or a conduct review.

LIABILITY

The University is not responsible for loss of or damage to the personal property of students in University housing, regardless of the source or cause of damage. This includes but is not limited to food items that may spoil due to a power outage or other power/electrical issues during the academic session or break periods. Each student is urged to lock his or her room/apartment at all times.

All students are encouraged to carry adequate personal property insurance.

Upon the vacating of, or withdrawal from, or removal from the University or University Housing, the student must remove his or her personal belongings within twenty-four (24) hours. If the student fails to remove all of his or her personal property within this time span, then the property shall be deemed as abandoned and disposed of by the University in its sole discretion.

NOISE / QUIET HOURS / COURTESY HOURS

It is the responsibility of residents to always be courteous and to maintain reasonable conditions for studying throughout the day. The right to study and sleep precede any other privileges such as visitation and/or excessive noise. Noise levels should be limited so as not to disturb other residents. (24 Hour Courtesy Hours). The Department of Residence Life and Housing has the responsibility to determine Quiet Hours guidelines for all residence hall facilities. Quiet Hours are defined as hours in which residents and visitors shall be quiet as determined by the Department of Residence Life and Housing. The Residence Hall Council of each living area determines the specific quiet hour timeframe from the guidelines set forth by the Department of Residence Life and Housing. If a student has more than two violations involving the volume of their stereo, etc., they may be required to remove all stereo components, etc. from their residence hall room.

GUEST POLICY

For purposes of the University Conduct process, Roger Williams University students are responsible at all times for the behavior of their guests. If guests violate University rules and regulations, the student host will be subject to disciplinary action. University alumni are also considered to be guests.

- Students who would like to host a guest must register them in advance. The Guest Registration Form is available on line at myRWU. The guest must carry their guest pass and a photo ID on their person for the duration of their visit. **Any overnight bags or luggage for a guest may be checked by Public Safety upon request.** Any unregistered guest may be escorted off campus and issued a no trespass warning by Public Safety. Any University student host, who fails to properly register their guest, will be held accountable through the University Conduct process.

Once a student has completed the electronic guest pass application, they will be presented with a printable, but non-valid guest pass. Print out this guest pass page and take it, along with RWU ID, to any of the following locations to be validated: Public Safety Welcome Booth at the main gate (open 24 hours), the Center For Student Development Lobby (Mon – Fri, 8 a.m. – 4 p.m.), or the Department of Residence Life and Housing (Mon – Fri, 8:30 a.m. – 4:30 p.m.).
- Any University student hosting a guest should remain with that person for the duration of the visit. **The University student should bring their printed authorized guest pass and meet the guest at the Visitor’s Information Center located at the Main Gate entrance of the University. Any overnight bags or luggage may be checked by Public Safety.**
- The minimum age for an overnight guest is 16. University students who wish to host a guest under the age of 18 must get permission in advance from the CORE of their building or residence area **and complete the release form located through a website link available at myRWU.**
- Overnight guests must display their validated guest pass in order to acquire a parking pass for more than one day and are required to abide by all published and posted parking regulations.

- Guest residing in the residence halls are permitted to stay for “3 suns, 2 moons”, meaning two consecutive evenings.
- Students are limited to two guest at any given time.
- The University reserves the right to restrict the number of guests each student may host on weekends when a larger volume of guests is anticipated (i.e. Fall Concert Weekend, Spring Weekend, etc...)
- Students who violate the outlined University Guest Policy are subject to the following sanctions:
 - 1st offense – Formal warning and loss of guest privileges for two weeks
 - 2nd offense – \$50 fine and loss of guest privileges
 - 3rd offense – \$100 fine and one semester loss of guest privileges
 - These sanctions are in addition to any other sanctions for other violations of the Student Code of Conduct.

Students have the right to be protected from the following dangerous or inappropriate activities. The following activities are therefore prohibited under this contract.

1. Residents have the right to a safe environment. Therefore:
 - A. Students shall not permit or participate in any hazardous activity which may cause, or contribute to, fire or other hazardous condition (inside or outside).
 - B. No receptacles, vehicles, furniture or other articles or obstructions shall be placed inside or outside of the halls, grounds, other common areas or passageways, including the Bayside “U”. To do so violates local and state fire regulations and this Contract.
 - C. The causing of a false fire alarm, unnecessary discharging of a fire extinguisher, calling in a bomb scare or any tampering with the fire safety system (i.e., sprinkler system, smoke detectors, pull boxes, fire escape ladders, fire extinguishers, etc.) may result in immediate removal of the student from University housing and possibly in the student being separated from the University and/or being turned over to the civil authorities.
 - D. Failure to pull a fire alarm and alert the Department of Residence Life and Housing staff in the event of a fire may result in disciplinary action.
 - E. Cooking is prohibited in all residence halls, except in kitchen areas in Bayside Courts, Almeida and North Campus Residence Hall and only as designated by the Department of Residence Life and Housing.
 - F. Failure to evacuate during a fire alarm or fire alarm drill may result in disciplinary action.
 - G. Multiple activations of a fire alarm due to cooking may result in disciplinary action or relocation to a traditional style residence hall.

2. Residents have the right to an environment free of safety and health hazards and one that facilitates academic study. The following are therefore prohibited in University-operated housing facilities:
 - A. Firearms, firearm ammunition, knives, weapons, firecrackers, explosives, or chemicals of any kind. Any device that launches by air, including but not limited to sling shots, dart, air, pellet or paint guns.
 - B. Motorcycles and other motorized vehicles.

- C. Waterbeds, lofts (not provided by the University) or the lofting of beds on desks or other furniture.
- D. Animals or pets (dogs, cats, hamsters, turtles, snakes, birds, lizards, etc.) except for fish. Fish tanks may not exceed 20 gallons. No more than two (2) 20 gallon tanks are permitted per apartment/room. Violations of the pet policy will result in a \$100 fine and additional conduct review.
- E. No personal furniture may be left unattended outside a room/apartment (Hallways, stairways, courtyards, grounds, etc.). Items will be removed and students will be billed accordingly. University furniture cannot be removed from a room/apartment.
- F. Electrical appliances such as space heaters, air conditioners, electric blankets, and immersion heater coils which are extreme fire hazards or appliances which are not suitable for a residence hall environment. Microwaves, toaster ovens, hot plates, fry pans, indoor grills and other cooking appliances are allowed only in the private kitchens at Almeida, Bayside and North Campus Residence Hall. The University reserves the right to confiscate and dispose of any appliance deemed hazardous. It is the student's responsibility to check with the Department of Residence Life and Housing whether or not appliances other than those listed above are allowed.
- G. Nothing shall be attached to, or hung from any ceiling (i.e., tapestries, posters, hammocks).
- H. Smoking is prohibited in all residence halls including apartments. This includes but not limited to the use of hookahs, vaporizers and other smoking devices.
- I. Nothing shall obstruct windows or doorways such as unauthorized blinds, curtains, posters, towels or tapestries, etc.
- J. The selling, manufacture, possession, distribution of narcotics, hallucinogenic drugs, controlled substances and drug-related paraphernalia are prohibited.
- K. Kegs or other mass quantity alcoholic beverage containers (empty or full). Kegs, beerballs and taps will be confiscated and disposed of when discovered. Possession of a keg or other mass quantities of alcohol may result in a removal from University housing.
- L. Gambling
- M. Aerials attached to the outside of the buildings
- N. Cinder blocks
- O. Parties are prohibited. Whether a party exists or not shall be determined by the Department of Residence Life and Housing and/or Public Safety. (Hosting a party may result in a temp. or permanent removal from Univ. Housing.)
- P. Road signs, traffic cones, construction lights, construction signs or traffic lights.
- Q. Incense, candles, or oil lamps may result in a \$50–\$100 fine and additional conduct review.
- R. Removal of screens from Residence Hall windows may result in a \$50 fine.
- S. Halogen lamps of any type.
- T. Alcohol paraphernalia (e.g. flasks, cans, bottles, and empty cases) are not permitted in the residence halls by any student under 21 years of age. Alcohol can/bottle collections, alcohol drinking consumption paraphernalia (e.g., beer

pong table, funnel etc.) are not permitted in the residence halls regardless of age.

U. Live/cut trees/wreaths

V. Tapestries, banners (plastic or material), flags or alcohol boxes/cases are not permitted on walls, doors or ceilings and may result in a \$50–\$100 fine.

W. Fog Machines.

X. Metal-tip darts are not permitted.

Y. Any other items as specified by the Director of Public Safety and the Director of Housing for the purpose of insuring the right to safety for all residents.

NOTE: Certain prohibited items may be confiscated and stored until the next University break. It is up to the Department of Residence Life and Housing to use discretion in this manner. The University does not have to store any items confiscated. The student is responsible for contacting the CORE to coordinate a pick-up date and time. The University assumes no obligation for the care or safekeeping of the confiscated items while in its possession. Items not retrieved will be deemed abandoned and disposed of at the University sole discretion.

3. Residents have the right to an environment free of electrical hazards. Therefore:
 - A. Only portable refrigerators up to a maximum of five cubic feet are permitted in residence hall rooms. Microfridges rented or purchased from the Department of Residence Life and Housing are approved appliances to be used in the residence halls.
 - B. All room doors, egress doors, and ceilings shall be free of any decorations, posters, tapestries, etc.
 - C. The stringing together of electrical cords shall be prohibited outside individual rooms/apartments.
4. Residents have the right to live in an environment that honors federal, state and local laws on alcohol and drugs. Therefore:
 - A. The use of alcoholic beverages and illegal drugs on the University campus is governed by federal, state and local laws and additional University policies as stated in The Student Handbook.
 - B. All students living in or guest visiting Maple, Cedar, Willow or Stonewall Halls, “Substance/Alcohol Free Living Learning” area or any alcohol free living area are prohibited, regardless of age, from consuming or possessing alcohol.
5. Residents have a responsibility to themselves to act in a safe manner. Therefore:
 - A. Students are not allowed on the roofs of buildings and/or on fire escapes/ladders unless in the event of an emergency egress from the building.
 - B. All students are required to carry their own university identification with them at all times. Loaning or using a University ID card for the purpose of accessing services, including, but not limited to, dining facilities, ticket sales, any University sponsored event, and building entrance is strictly prohibited.
 - C. Students are advised to leave all exterior doors closed and free of any items that might prop the doors open.
 - D. Students will not enter/exit from alarmed doors except in emergencies.
 - E. Balconies, patios or windows are not to be used as entrances or exits unless in the event of an emergency egress from the building.

6. Residents have the right to be protected from excessive damage bills and/or physical harm. Therefore:
 - A. Students are not permitted to throw anything out of or at windows or out of or at buildings.
 - B. **Students can only hang magnetic memo boards on room doors – boards hung with adhesives will be removed and any damages assessed.**
 - C. Writing on doors is prohibited.
7. Residents have the right to a clean living area. Therefore:
 - A. The University provides suitable means for trash removal. The student agrees to place no trash on patios, in halls, in laundry rooms, in lounges, in bathrooms or in any other common areas to help insure this right. Failure to keep common areas clean will result in the living area being billed for clean up charges.
 - B. Residents cannot refuse bathroom cleaning services.
 - C. Students must maintain the cleanliness of their living environment including the common area.
 - D. Students must, at all times, keep themselves and their person in a clean, presentable and inoffensive manner.
8. Residents have the right to live in an environment where people respect the living area they share. Therefore:
 - A. Students are not allowed to deface (e.g., write/paint/draw on doors, door frames, walls, floors) any surface inside of or outside of the residence hall buildings.
 - B. Any items displayed for public view (e.g., room windows) cannot be alcohol/drug related, offensive or discriminating. The University will be the arbitrator of what is offensive or discriminating in the best interest of the community.
 - C. The removal of University furniture from lounges and public areas shall be treated as theft and may result in a \$50.00 fine and additional conduct review.
9. Residents have a responsibility to help insure that parking policies are administered fairly. Therefore:
 - A. All students agree to comply with the University's parking regulations, as stated in the Student Handbook.
10. All residents have the responsibility to become familiar with the rules and regulations of this community so that they may participate in it as active, positive members. Residents have the right to an environment founded in the principles of mutual respect for peoples' rights and property. Therefore:
 - A. All students agreeing to live on the Roger Williams University campus consent to abide by the rules and regulations of the University as set forth in this Contract, the University Catalog and The Student Handbook, as well as any other Residence Hall or University regulation which may be promulgated hereafter to meet the specific needs of the students or the University.
 - B. All students should understand that it is their responsibility to maintain control of their own life and choices. Control over one's choices and options are only given up when one chooses to violate the rights of others in the community and/or the regulations set up to protect those rights.
11. Residents have the right to an orderly, reasonable living environment conducive to study and life skills development. Therefore:
 - A. All students agree to comply with the directions of a University official, acting in the performance of his or her duties, when stating a reasonable request.

SOLICITATION POLICY

The University has expectations which form the foundation for the policy concerning Solicitation and Student Enterprise in the residence halls.

First, students are not to be harassed by others' solicitation/commercial endeavors. University residences are private living quarters. Because of this, door-to-door solicitation of any kind by anyone is permitted only in those residence facilities which have voted to permit solicitation by RWU students, and only within the guidelines for solicitation set forth by the Department of Residence Life and Housing. Only residents and their guests will have access to residential facilities and this is with the acknowledged consent of a residential student serving as host. All students are fully responsible for their guests. The University does allow individual students or groups of students to make presentations in student rooms with the agreement of any and all roommates. This is allowed at a reasonable hour and day and all parties concerned must follow all University rules and regulations governing University use and student enterprise. Any illegal activity or activity that would draw negative attention to the student or the University would be prohibited.

Second, the Department of Residence Life and Housing determines any and all advertising and solicitation policies for the residences. The Department of Residence Life and Housing is also responsible for formulating policies that will assist in providing for the health, safety, and privacy of residential students. The Department of Residence Life and Housing will determine any exceptions to this policy. Any individual interested in soliciting in the residence halls must come to the Department of Residence Life and Housing with their intended item for solicitation and file a form requesting solicitation privileges. The solicitation of any credit card on campus is prohibited.

FIRE ALARMS

Participation in setting off a false fire alarm will automatically carry a \$200 fine, as well as additional disciplinary action against the student. The University will pay a \$100 reward for information regarding the names of anyone leading to the successful completion of a conduct action regarding a false alarm.

GOOD NEIGHBOR POLICY

Roger Williams University students have been living off campus for many years and in most instances have developed positive and lasting relationships with area residents. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of citizenship exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. In fact, some students may find community service activities further their sense of belonging in their neighborhood.

Living off campus is a maturing experience that carries concomitant responsibilities. As a student living in the community, you are a representative of Roger Williams University and your conduct will reflect directly on the University. Families living in the neighborhoods around our campus have a right to enjoy a reasonable level of peace and quiet. As students, your academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good

judgment and be sensitive to the needs of their neighbors. Most neighborhood residents are not against responsible parties. What concerns them, however, is rowdiness, public drunkenness, disorderly conduct and people partying outside with loud music or other noise late into the night. Party hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, you assume all the risks associated with state and local laws regulating drinking age, noise and public safety when you host a party at your apartment. Recent court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved.

It is important to understand that the University has no interest in regulating what goes on in the privacy of your home. However, when otherwise private actions or behaviors become public and attract the attention of neighbors or others within the community that is when Roger Williams University becomes involved. Living off campus does not circumvent your responsibility as a member of the Roger Williams University community to abide by the Student Code of Conduct. Take the responsibilities of living off campus seriously. This social experience is part of your education and should be a pleasant one for you and your neighbors.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE FOR STUDENTS RESIDING IN ON-CAMPUS STUDENT HOUSING FACILITIES

This policy is enacted pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h) and is intended to establish the missing student notification policy and procedure for Roger Williams University, including Roger Williams University School of Law (the “University”), students who reside in on-campus student housing facilities. On-campus student housing facilities shall include all residence halls on the Bristol campus, as well as Almeida Apartments and Baypoint Residence Hall.

POLICY:

Any student who resides in an on-campus residence hall may designate an individual(s) to be contacted by the University if the student is determined to be missing by the Department of Public Safety or local law enforcement. The contact information will be registered confidentially, accessible only to authorized University officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as otherwise provided by law. A student may designate and update the individual(s) to be contacted on the Emergency/Personal Contact Information section of Campus Portal.

PROCEDURE:

Most missing person reports in the university environment result from a student changing his or her routine without informing roommates and/or friends of the change. Anyone who believes that a student might be missing should immediately report his or her concern to the Department of Public Safety. The Department of Public Safety shall promptly investigate each report to determine whether the student is missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason.

The University shall take the following steps when the Department of Public Safety or local law enforcement determine that a student is missing in accordance with this policy:

- The University will notify the contact person(s) designated by the student not later than 24 hours after the student is determined to be missing.
- If the student is under 18 years of age and not an emancipated individual, the University will notify the custodial parent or guardian of the student and the contact person(s) designated by the student (if different from the student's custodial parent or guardian) not later than 24 hours after the student is determined to be missing.
- If the Department of Public Safety has determined that a student is missing, the University will notify local law enforcement not later than 24 hours after a student is determined to be missing.

STUDENTS LIVING IN OFF-CAMPUS HOUSING:

While this policy by law only applies to students residing in on-campus student housing facilities, anyone who believes that a student who resides in off-campus housing might be missing should immediately report his or her concern to the Department of Public Safety and/or law enforcement. If reported to the Department of Public Safety, the Department of Public Safety shall promptly notify law enforcement and provide any requested assistance to law enforcement in law enforcement's investigation. Students should maintain current emergency contact information on file with the University to assist in such an event. Students may designate and update their emergency contact information on the Emergency/Personal Contact Information section of Campus Portal.

REQUIREMENTS FOR STUDENTS USING UNIVERSITY-OWNED OR PERSONAL GRILLS

University students may use the University-owned stationary charcoal grills to cook food for their personal consumption or their own charcoal grills that are secured a minimum of 15 feet away from all Residential Halls under the following conditions:

- All of the "Outdoor Grilling Requirements" listed above apply.
- Students must only use "match-light" charcoal – lighter fluid and other accelerants are not permitted on campus.
- Students must dispose of the used charcoal in the metal charcoal disposal box located near each grill at the designated grilling location.
- Students may not use the grills to cook food to sell to University or community members.
- Students may not use propane or natural gas grills, or alcohol stoves. Personal grills may only be charcoal grills less than 22.5 inches in diameter, and only used with "match-light" charcoal briquettes.

VI. ALCOHOL AND OTHER DRUG USE

ROGER WILLIAMS UNIVERSITY ALCOHOL AND OTHER DRUG MISSION STATEMENT

The Roger Williams University mission encompasses a set of core values which are intended to create a respectful, diverse and intellectually vibrant community.

In choosing to be a member of our community our expectation is that you act and make choices that help facilitate and enhance this mission. The University's alcohol policy supports this vision of creating a community of educated and responsible individuals. Because your choices impact your life as well as the lives of others we expect you to act in a manner that reflects an intrinsic desire to reach your full potential and that you strive to be a productive citizen within and beyond the campus community.

The Roger Williams University Alcohol and Other Drug Policy has the following principles/goals that support our comprehensive strategy in dealing with substance use and abuse.

1. Our alcohol and other drug philosophy and approach is a holistic one that is based on the principle that everyone deserves to be treated with dignity and respect.
2. Any student, whether they are of legal drinking age or not, who drinks alcohol realizes that this is a personal choice and accepts the responsibility of that choice as well as respects the rights of others who choose not to drink.
3. Students are responsible for the choices they make and are held accountable for the consequences. Individual behavior within a community should not infringe on the health and well-being of others. The Student Conduct Process is designed with student rights in mind and to promote learning and growth for all community members.
4. The Roger Williams University community strives to offer a vibrant campus life with a variety of student involvement opportunities, and alternatives to alcohol use. We expect our students to take leadership in the development of this stimulating environment.
5. We provide education for both individuals and the campus community on alcohol and other drug issues, so that each individual can make safe and healthy choices with accurate information. This involves awareness and understanding of the RWU policies and procedures related to alcohol and other drug use and enforcement.
6. All members of the Roger Williams University community represent the University even when they are off campus.
7. We support all students in their growth and development, and students who seek assistance in dealing with their substance use and abuse are assured confidentiality and respect.
8. All of our policies and regulations regarding alcohol and other drugs are in compliance with Rhode Island State Law and federal laws.
9. Through an ongoing Alcohol and Drug Task Force that includes student representation we continually assess our efforts in education and prevention and stay current with research in the field of alcohol and drug related issues.

ALCOHOL AND YOUR BODY

Alcohol is a drug. It is a depressant that is absorbed into the bloodstream and transmitted to virtually all parts of the body. An evening of heavy drinking follows you into the next day. Alcohol leaves the system at a rate of .015 percent per hour (a little less than a standard drink per hour). Drinking coffee, taking showers and other activities have no effect on the speed with which you “sober up”.

Even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities such as sports or driving dangerous. Larger doses of alcohol cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness.

In addition, long-term heavy drinking and frequent binge drinking may result in alcoholism. Long-term heavy drinkers increase their risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage.

Drinking games and pre-gaming are particularly dangerous because a large volume of alcohol is consumed in a short period of time. When blood alcohol level rises rapidly a blackout may occur. A blackout is when someone is conscious yet has no memory of what they are doing. Also, one’s ability to recognize their level of intoxication is impaired and with continued drinking alcohol poisoning can result.

WHAT TO DO FOR ALCOHOL POISONING

Symptoms:

- Person is unconscious or semi-conscious.
- Person has cold, clammy, pale or bluish skin color.
- Person has slow or irregular breaths
 - less than 8 times a minute, or
 - more than 10 seconds in between breaths
- Person is vomiting and does not wake up.

This is a MEDICAL EMERGENCY! Call for help IMMEDIATELY!

- **On Campus:** call Public Safety at ext. 3333.
- **Off Campus:** call 911.

Dial 9-1-1 immediately if someone:

- Stops Breathing
- Collapses
- Has a seizure

Or, call your local poison center at **1-800-222-1222**. These experts can help you decide whether someone can be treated at home, or whether he or she must go to a hospital.

IF YOUR FRIEND IS INTOXICATED:

- Get your friend to a safe place.
- Do not leave your friend alone; monitor breathing.
- Turn your friend on his/her side to prevent choking.
- Check for signs of alcohol poisoning.

RWU MEDICAL AMNESTY POLICY

The University is dedicated to creating a community of educated individuals focused on personal responsibility and sound decision making. Roger Williams is committed to providing guidance so that students can learn to develop a responsible approach to social challenges.

The University encourages our students to take care of their personal health and wellbeing and to behave in an equally caring way with their peers. The University recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. As in such cases, if an individual seeks medical attention due to a medical emergency, the Office of Student Conduct and Community Standards will not pursue disciplinary sanctions against the student for consumption or possession of alcohol or drugs.

Medical Amnesty applies only to the possession or consumption of alcohol and drugs. It does not preclude disciplinary sanctions due to any other violation of the Code of Student Conduct. Other such violations include, but are not limited to, assault, property damage or distribution of illicit substances. Additionally, the Policy does not prevent action by police, other law enforcement personnel, or other third parties.

Roger Williams University Medical Amnesty Policy is applicable to:

- A student requesting medical assistance for oneself
- A student(s) seeking medical assistance for another person
- A student for whom medical assistance was sought

If a student/group calls on behalf of another student, that student/group is required to remain with the student experiencing the emergency until medical attention arrives. Please note that Medical Amnesty will not be granted to students who do not seek medical assistance, and that students who are confronted by University staff or another third party will be referred to the Office of Student Conduct and Community Standards for disciplinary action.

The student needing medical assistance will be required to meet with the Dean of Students or his/her designee and in lieu of disciplinary sanctions, may be expected to complete the following:

- A mandatory meeting with the Director of Health Education or other educational referrals
- Responsibility for costs associated with hospital transportation, treatment, assessment, or damage
- Parental notification

Please note that the referring student may also be required to meet with the AVP/Dean of Students or designee.

As long as the student seeking Medical Amnesty complies with all directives from the AVP/Dean of Students or designee, there will be no disciplinary action taken related to a violation of possession or consumption of alcohol or drugs.

Medical Amnesty is not intended to shield students or organizations in cases of extreme, flagrant, and repeated incidents. In cases where extreme, flagrant or repeated violations of the Code of Student Conduct occur, the University reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the

incident was reported. In each case, the AVP/Dean of Students or designee will make the final determination as to the applicability of this provision. In the case of any emergency involving alcohol or other drugs, call University Public Safety at (401) 254-3333 immediately for emergency medical assistance.

STIMULANT-ENHANCED BEVERAGE POLICY

Roger Williams University prohibits the possession and/or use of stimulant-enhanced alcoholic beverages, including but not limited to the brands Four Loko and Joose. This also includes products that combine beer or malt liquor with caffeine, guarana, taurine or other similar substances found in energy drinks, and drinks that have increased alcohol percentage by volume. The University believes that these beverages pose a serious health risk to our students and the community.

Drinking alcohol in combination with energy drinks has been recognized as risky, given the inherent danger in mixing alcohol, a depressant, with stimulants such as caffeine, ginseng, guarana, and other additives. This combination can result in a phenomenon known as “wide awake drunk,” where intoxicated people mistakenly conclude they can perform potentially dangerous functions.

This ban is consistent with RWU policy that prohibits alcohol products that increase the rate of alcohol consumption such as grain alcohol and handles of hard alcohol. In addition, violations of this ban may have increased sanctions similar to violations of policies involving hard alcohol quantity and common source.

RWU STATEMENT ON MARIJUANA

Rhode Island law currently permits with certain restrictions (e.g. prohibited on any school grounds) the use of marijuana for persons possessing a lawfully issued medical marijuana card. In addition, effective April 1, 2013, Rhode Island law was amended to decriminalize a limited amount (one ounce or less) of marijuana from a misdemeanor to a civil offense for the first and second violations in an 18 month period (the entire statute is available here:

<http://webserver.rilin.state.ri.us/Statutes/TITLE21/21-28/21-28-4.01-1.HTM>.

It is important to note, however, that federal law still prohibits the use, possession, distribution, sale or cultivation of marijuana.

The use of marijuana can negatively impact learning, impair clear thinking and mental alertness, and conflicts with the educational mission of Roger Williams University. As an educational institution that receives federal funds, Roger Williams University must comply with federal law under the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Section 10111). Accordingly, the use, possession, distribution, sale or cultivation of marijuana remains prohibited for all students on and off campus via the RWU Student Handbook and the Student Code of Conduct. However, students who possess a lawfully issued medical marijuana card and use marijuana for that purpose in private, off-campus residences will be exempt from University policy in that regard.

ROGER WILLIAMS UNIVERSITY

ALCOHOL AND DRUG-FREE SCHOOL AND WORKPLACE POLICY

Roger Williams University, including Roger Williams University School of Law (the “University”), established this Alcohol and Drug-Free School and Workplace Policy (the “Policy”) in response to and in conformity with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 10111). Students and employees of the University shall receive a copy of this Policy on an annual basis.

STANDARDS OF CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol by any person, including visitors and vendors, is prohibited in or on the University premises, in vehicles owned, leased, or rented by the University, at any work site or location at which University duties are being performed by University employees or students, as part of any University activity, or at off-campus activities of student groups recognized by the University.

HEALTH RISKS

Drinking alcohol has immediate effects that can increase the risks of many harmful health conditions. Excessive alcohol use can lead to increased risk of health problems such as liver disease or unintentional injuries. The use of illegal drugs also carries many serious health risks. Illegal drugs may be addictive and may lead to long-term damage to the body. Heavy or long-term use of some illegal drugs may cause the user to overdose, which may cause permanent damage to the body and can be fatal.

COUNSELING PROGRAMS

Students and employees who may have a problem with the use of illegal drugs or the abuse of alcohol should be aware of resources at the University and the surrounding community that offer services to students and employees. The University resources listed below may not be available to all students and employees.

UNIVERSITY RESOURCES

Center For Counseling And Student Development

Center for Student Development • (401) 254-3124

The Roger Williams University Center for Counseling and Student Development assists students through maintaining and enhancing their psychological and emotional well-being and promoting their normal development and maturation. Additionally, a wide offering of educational and support programs are designed to foster student development as healthy, thoughtful, responsible, respectful, and productive members of a diverse community who will be able to function at their full potential.

HEALTH EDUCATION PROGRAM

Center for Student Development, Room 210 • (401) 254-3413

For an appointment, call (401) 254-3491

Fax (401) 254-3305

MISSION STATEMENT

The Director of Health Education, Alcohol and Other Drug Abuse Prevention Coordinator and the Student Health and Wellness Educators (HAWEs) work together to provide education and support to Roger Williams University students in maintaining a healthy lifestyle. We strive to motivate individuals to develop the physical, mental, social, intellectual and spiritual dimensions of self and make choices toward a more successful and healthier existence.

THE HAWES HEALTH AND WELLNESS EDUCATORS

There are 10 stipend positions for students to work out of the Health Education office as well as internships, work study positions and independent study opportunities in the areas of psychology, media, communication, health behavior, statistics and education.

OUR MISSION

We as Health and Wellness Educators are students interested in promoting healthy lifestyles. We work together to educate the RWU community about alcohol and other drugs, safe sex and general wellness. Our motto is “Helping People Help Themselves.”

WE BELIEVE...

That health is an individual choice;

That people can choose to make lifestyle changes;

That motivation for change comes from within an individual.

HEALTH EDUCATION PROGRAM SERVICES

- The RWU Alcohol Incident Referral (AIR) Program
The AIR program at RWU is an educational/assessment program done by the Director of Health Education and HAWEs in cooperation with the Office of Student Life. Students violating alcohol or other drug use campus/housing policy are sanctioned to do the AIR program. It uses a Brief Alcohol Screenings In College Students (BASICS) model
- Workshops and Presentations (Alcohol and Other Drugs, Nutrition, Stress, Sexual Health...)
- Individual Consultations/Wellness Coaching
- Resource Library
- Campus Promotions and Prevention Campaigns
- AlcoholEdu – mandated Freshmen online program
- National, Regional and RWU Student Alcohol and Other Drug Use Data Collection and Analysis
- Social Norm Marketing Campaigns
- Research and Marketing Internships

HEALTH SERVICES

Center for Student Development, Room 220 • (401) 254-3156

Roger Williams University Health Services is committed to providing quality health care and disease prevention in a manner that exhibits compassion, professionalism, and excellence.

ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW STUDENT ASSISTANCE PROGRAM

(Available to Law Students)

Ronald N. Mancini, LCMHC & Associates • 366 Hope Street, Bristol, RI 02809
(401) 253-7575

This group private practice provides mental health services and consultation to individuals, couples, families, and institutions. The clinical staff is comprised of seasoned professionals with a wide variety of specialties and expertise in the newest change strategies known in the fields of Psychology and Psychotherapy. The practice participates with all major insurance companies. A special sliding fee scale is available for law students with no current medical insurance. When utilizing services, please mention that you are associated with Roger Williams University School of Law.

WELLNESS WORK/LIFEPROGRAM

(Available to Employees)

(800) 828-6025 • www.wellnessworklife.com • Company Registration Name: RWU

The Wellness Work/Life Program is a no-cost, University-sponsored benefit for a variety of services, including counseling, referral, and resources for issues dealing with anxiety, depression, substance use/abuse, anger or stress, relationships, family issues, and more. This is a confidential service available to employees and eligible dependents on a national basis. Individuals residing with the employee and not a relative are also eligible for the program.

OUTSIDE RESOURCES

AL-ANON/ALATEEN

106 Rolfe St., Cranston, RI 02910 • (401) 781-0044 • www.riafg.org

Al-Anon is a worldwide fellowship of individuals whose lives have been deeply affected by another's drinking. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. Members, who come from all walks of life, meet to share their experience, strength, and hope in order to solve their common problems.

ALCOHOLICS ANONYMOUS

www.rhodeisland-aa.org

410 North Broadway, East Providence, RI 02914 • (401) 438-8860 or (800) 439-8860
2845 Post Road, Room 112, Warwick, RI 02886 • (401) 739-8777
P.O. Box 9342, Providence, RI 02840 • (888) 378-6561

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism.

BUTLER HOSPITAL

345 Blackstone Blvd., Providence, RI 02906 • (401) 455-6200 • www.butler.org
Butler Hospital is Rhode Island's only private, nonprofit psychiatric and substance abuse hospital for adults, adolescents, children, and seniors. Butler is affiliated with The Warren Alpert Medical School of Brown University and is the flagship for its department of psychiatry which has been recognized by its peers as one of the top ten in the United States. Recognized as a national leader in the development of acute, short-term psychiatric and substance abuse treatment, Butler has a reputation for providing the best care available to patients.

CODAC BEHAVIORAL HEALTHCARE

www.codacinc.org-a.googlepages.com

1052 Park Ave., Cranston, RI 02910 • (401) 461-5056

349 Huntington Ave., Providence, RI 02909 • (401) 942-1450

93 Thames St., Newport, RI 02840 • (401) 846-4150

350 Columbia St., Wakefield, RI 02879 • (401) 789-0934

850 Waterman Ave., East Providence, RI 02914 • (401) 434-4999

CODAC, a non-profit organization, offers treatment and educational and prevention services. CODAC's goal is to help people lead a more productive, healthy life by learning to respond effectively to their own needs and the needs of the people they care for without the use of alcohol and other drugs, and free of violence.

NARCOTICS ANONYMOUS

www.gpana.org

Narcotics Anonymous is a non-profit fellowship or society of men and women for whom drugs had become a major problem and is comprised of recovering addicts who meet regularly to help each other stay clean.

DISCIPLINARY AND LEGAL SANCTIONS

In addition to any action taken by law enforcement authorities as detailed below, the University will impose disciplinary sanctions on students and employees for violations of the standards of conduct required by this Policy, which may include referral for prosecution, mandatory participation in substance abuse treatment, counseling or education programs as a condition of reinstatement or continued employment, termination of employment, or expulsion of student.

Federal, state, and local drug and alcohol laws provide criminal penalties for the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol. Listed below are some examples of penalties for violations of Rhode Island's controlled substances and alcoholic beverages laws:

CONTROLLED SUBSTANCES:

Any person who manufactures, delivers, or possesses with the intent to manufacture or deliver a Schedule I or II controlled substance may be imprisoned to a term up to life, and/or fined \$10,000 to \$500,000. For Schedule III or IV controlled substances, such person may be imprisoned for up to twenty (20) years and/or fined up to \$40,000. For Schedule V controlled substances, such person may be imprisoned up to one (1) year and/or fined up to \$10,000. Any person who knowingly or intentionally possesses a Schedule I, II, III, IV, or V controlled substance in the absence of a valid prescription may be imprisoned for up to three (3) years, and/or fined \$500 to \$5,000. R.I.G.L. § 21-28-4.01.

ALCOHOLIC BEVERAGES:

Sanctions for misrepresentation of age include (i) a mandatory fine of \$100 to \$500, thirty (30) hours of community service, and suspension of driving privileges for thirty (30) days for the first offense; (ii) a mandatory fine of \$500 to \$750, forty (40) hours of community service, and suspension of driving privileges for three (3) months for the second offense; and (iii) a mandatory fine of \$750 to \$1,000, fifty (50) hours of community service, and suspension of driving privileges for one (1) year for the third and subsequent offenses. R.I.G.L. § 3-8-6.

Sanctions for possession of alcoholic beverages by underage persons include thirty (30) hours of community service, minimum sixty (60) day suspension of driving privileges, and (i) fines of \$150 to \$750 for the first offense, (ii) fines of \$300 to \$750 for the second offense, and (iii) fines of \$450 to \$950 for the third and subsequent offenses. R.I.G.L. § 3-8-10.

Sanctions for furnishing or procuring alcoholic beverages for underage persons include (i) fines of \$350 to \$1,000 and/or imprisonment up to six (6) months for the first offense, (ii) fines of \$750 to \$1,000 and/or imprisonment up to one (1) year for the second offense, and (iii) fines of \$1,000 to \$2,500 and/or imprisonment up to three (3) years for the third or subsequent offenses. R.I.G.L. §§ 3-8-11.1 – 3-8-11.2.

In addition to the examples listed above, additional criminal penalties for violations of federal, state, and local drug and alcohol laws may be found at the following websites. There may be other provisions of federal, state, and local laws related to drugs and alcohol that are not included in this list.

For a list of federal drug trafficking penalties, see

<http://www.justice.gov/dea/druginfo/ftp3.shtml>.

For a list of penalties for violations of the drug and alcohol laws of Rhode Island, see

<http://webserver.rilin.state.ri.us/Statutes/TITLE3/INDEX.HTM> (alcoholic beverages);

<http://webserver.rilin.state.ri.us/Statutes/TITLE11/INDEX.HTM> (criminal offenses);

<http://webserver.rilin.state.ri.us/Statutes/TITLE21/INDEX.HTM> (food and drugs);

and <http://webserver.rilin.state.ri.us/Statutes/TITLE31/INDEX.HTM> (motor and other vehicles).

For a list of penalties for violations of local drug and alcohol ordinances, see

<http://www.municode.com/RESOURCES/gateway.asp?pid=10105&sid=39> (Bristol);

<http://www.portsmouthri.com/ordinances/> (Portsmouth); and

<http://www.municode.com/resources/gateway.asp?pid=11458&sid=39> (Providence).

CONDITION OF EMPLOYMENT:

As a condition of employment, all employees must (i) agree to abide by this Policy, and (ii) notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Notices should be sent to the Assistant Vice President of Human Resources.

REQUIREMENT FOR STUDENTS RECEIVING FEDERAL GRANTS:

Students who receive Pell and certain other federal grants must report any conviction of a drug-related offense to the United States Department of Education within ten (10) days of the conviction if the offense occurred during the period covered by the grant.

BIENNIAL REVIEW:

The University shall conduct a biennial review of this Policy by December 31st of each even-numbered calendar year to (i) determine the Policy's effectiveness and implement any needed changes to the Policy, and (ii) ensure that the sanctions required by the Policy are consistently enforced.

ALCOHOLIC BEVERAGES POLICY

PURPOSE AND APPLICABILITY:

This policy governs the service and/or consumption of alcoholic beverages at Roger Williams University, including Roger Williams University School of Law ("University"), and applies to events on the University's Bristol, Portsmouth (Baypoint), and Providence (One Empire Street) campuses and off-campus University-sponsored events. For purposes of this policy, an off-campus University-sponsored event is an event occurring at any off-campus location where alcoholic beverages are served and/or consumed and the event is hosted and/or paid for in whole or in part by the University, including but not limited to any school, department, office, group, club, or team of the University.

Examples of events that are governed by this policy include, but are not limited to, the following:

- University-sponsored conferences, dinners, events, meetings, and receptions;
- Department, faculty, or staff meetings and receptions, including those occurring after business hours; and
- Third party conferences, events, meetings, and receptions.

This policy does not apply to the following:

- The possession or consumption of alcoholic beverages by University students or their guests which does not occur at a University-sponsored event (governed by the Student Handbook);
- The possession or consumption of alcoholic beverages by Coordinators of Residential Education ("CORE") or their guests over the age of 21 in CORE apartments (governed by the CORE Staff Manual);
- The possession or consumption of alcoholic beverages by University employees who reside in University apartments or their guests over the age of 21 in their assigned University apartments; or
- The possession or consumption of alcoholic beverages at the University Residence by the President, his family, or his personal guests, or to events at the University Residence of ten or fewer persons.

WRITTEN APPROVAL REQUIRED:

Written approval is required for each event at which alcoholic beverages will be served and/or consumed at the University, as well as for off-campus, University-sponsored events as noted below. The organizer of the event must use the Alcoholic Beverages Policy Approval Form to obtain such approval, available at <http://rwu.edu/sites/default/files/alcohol-policy-form-rwu.pdf>. Each form should be accompanied by a proposal explaining logistics of event and reason alcohol is essential.

TYPE OF EVENT	NECESSARY APPROVAL(S)*
School of Law Events occurring within the SOL building, on the Providence campus, or off-campus	EVP for Finance and Administration; <i>and</i> Dean of the School of Law
School of Law Events other than those captured above (i.e., occurring on the Bristol campus but not within the SOL building or on the Portsmouth campus)	EVP for Finance and Administration; Vice President for Student Life; <i>and</i> Dean of the School of Law
University Student Events on the Bristol campus within a building or off-campus	Vice President for Student Life
University Student Events other than those captured above (i.e., occurring on the Bristol campus but not within a building or on the Portsmouth or Providence campuses)	EVP for Finance and Administration; <i>and</i> Vice President for Student Life
All Other Events on the Bristol or Portsmouth campuses	EVP for Finance and Administration; <i>and</i> Vice President for Student Life
All Other Off-Campus University-Sponsored Events or Events on the Providence campus	EVP for Finance and Administration

** Or the specifically appointed management designee in the event of an extended absence of the approving authority.*

USE OF APPROVED CATERERS AND CERTIFIED ALCOHOL SERVERS:

The service of alcoholic beverages at the University must be arranged through Bon Appétit Management Company, the University's approved caterer, or an approved third party caterer. Third party caterers must hold a valid Rhode Island Class P liquor license, comply with the University's liability insurance requirements, and receive the prior written approval of the Office of General Counsel through a written agreement signed by the third party caterer and the University. Additionally, all alcoholic beverages must be served by a person holding a valid certificate of completion from an alcohol server training program approved by the Rhode Island Department of Business Regulation.

SALE OF ALCOHOLIC BEVERAGES (CASH BARS):

Bon Appétit Management Company: Bon Appétit Management Company, on behalf of the University, must obtain a Class F (beer and wine only) or Class F1 (beer, wine, and spirits) liquor license to sell alcoholic beverages on the Bristol or Providence campuses. Class F and Class F1 liquor licenses may be obtained through the Town of Bristol or the City of Providence. A Class F or Class F1 liquor license is not required for Bon Appétit Management Company to sell alcoholic beverages on the Portsmouth campus, as the

University maintains a Class B-H, Class B-T, and Class B-V liquor license with the Town of Portsmouth.

Third Party Caterers: Approved third party caterers must hold a valid Rhode Island Class P liquor license to sell alcoholic beverages on the Bristol, Portsmouth, or Providence campuses. Third party caterers are not eligible to obtain Class F or Class F1 liquor licenses.

REGULATIONS:

In addition to the regulations below, the service of alcoholic beverages at the University must comply with state and local laws and regulations.

- Alcoholic beverages may not be served to or consumed by persons under the age of 21. Proper identification of age must be produced to a certified alcohol server upon service of the alcoholic beverage.
- Under no circumstances may alcoholic beverages be served to visibly intoxicated persons.
- Any event offering alcoholic beverages must also offer a comparable quantity of food and non-alcoholic beverages.
- Alcoholic beverages may not be consumed outside the confines of the event.
- Self-service bars are prohibited; all alcoholic beverages must be served by a certified alcohol server.
- Alcoholic beverages served at undergraduate student events shall be limited to beer and wine with limited exceptions only authorized by agreement of all designated approvers.
- Organizers of student events are required to mandate that students over the age of 21 wear University-approved wrist bracelets before they are served alcoholic beverages. Alcohol events must have a public safety/security presence at the event unless otherwise waived by Vice President for Student Life.

VIOLATIONS:

- Penalties for violations of this policy may include discipline up to and including termination of employment for employees, expulsion from the University for students, and removal from the University for third parties.
- Roger Williams University students who violate this policy may be subject to discipline under the Code of Student Conduct, and any such violation will be adjudicated through the Office of Student Conduct and Community Standards. Roger Williams University School of Law students who violate this policy may be subject to discipline under the Code of Student Responsibility, and any such violation will be adjudicated through the Honor Board.
- Employees and students should also refer to the University's Alcohol and Drug Free School and Workplace Policy, available at <http://www.rwu.edu/depository/hr/policies/Drug-FreePolicy.pdf>.
- The sale, service, and consumption of alcoholic beverages is regulated by federal, state, and local laws and regulations. Violations of alcohol laws and regulations will be handled by law enforcement authorities.

OFF-CAMPUS UNIVERSITY-SPONSORED EVENTS:

Off-campus University-sponsored events must comply with the following provisions:

- If the event will be held at a facility that is properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by that facility.
- If the event will be held at a facility that is not properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by a caterer that is properly licensed to serve alcoholic beverages or Bon Appétit Management Company. The caterer must receive the prior written approval of the Office of General Counsel through a written agreement signed by the caterer and the University. Additionally, a copy of the caterer's license to serve alcoholic beverages must be provided to the Office of General Counsel prior to the event.
- If the event will be held at a personal residence, please contact the Office of General Counsel prior to the event to discuss licensing and liability issues.

UNIVERSITY REGULATIONS

Locations where alcohol may be consumed by students of legal drinking age

- Students twenty-one years of age or older may consume alcoholic beverages in designated University Residence Hall rooms or apartments (as outlined in University policy) and at designated events which have been approved in accordance with the Alcoholic Beverages Policy.
- Students under the age of twenty-one may not consume alcohol anywhere on University property or at off-campus University-sponsored events.
- Drinking or open containers of alcohol are prohibited in public areas (public areas are defined as any area on University property exclusive of those mentioned in #1.a.)

SERVING ALCOHOL AT STUDENT EVENTS

In addition to the regulations contained in the Alcoholic Beverages Policy, the following additional regulations apply to student events, which are events that are primarily geared toward students:

- Alcohol may be served to students at co-curricular student events only when under the supervision of the Director of Student Programs & Leadership, or his/her designee.
- The Director of Student Programs & Leadership, or his/her designee, will ensure that all alcoholic beverages are served by a non-Roger Williams University student holding a valid certificate of completion from an alcohol server training program approved by the Rhode Island Department of Business Regulation.
- The Director of Student Programs & Leadership, or his/her designee, will hire an appropriate number of police officer(s) and/or public safety officer(s) to provide security for the event.
- Police officers/public safety officers will arrive prior to the start of the serving of alcohol and will not leave until the serving of alcohol has stopped.
- The University will not permit drinking contests at these events or in the promotion of these events.
- Non-alcoholic beverages must be mentioned in the advertising. Alcohol shall not be used as an inducement to participate in any event or in the advertising for any event.

ALCOHOL POLICY AT ATHLETIC EVENTS

Alcohol consumption will not be permitted at athletic events and will be applied equally to students, faculty, staff and alumni. Police officers may be employed to stop spectators from drinking at outside events. The athletic staff will be responsible for preventing drinking at indoor events. The coaches will be responsible for ensuring student athletes do not drink on team buses or at group meals on road trips.

MARKETING

For guidelines concerning marketing, advertising and promotion of alcoholic beverages on campus, refer to the University Advertising Policy (see: *Advertising Policy*.)

RESIDENCE HALL PARTIES

Parties serving alcohol are not permitted within the residence halls regardless of where the alcohol is obtained. At RWU, the Department of Residence Life and Housing staff is responsible for determining what constitutes a party. To help you understand how that determination is made, the following has been established: Party – a group of persons gathered together to participate in an activity. Any social gathering (party), which draws attention to itself in a negative manner within the residence halls and or apartments, will not be permitted. Any individuals involving themselves in a party will be held responsible for their actions and held accountable for conduct actions. (See: *Conduct Sanctions*.)

OFF-CAMPUS PARTIES

Each student who lives in off-campus housing is expected to behave as a responsible citizen of that local community. Sponsoring and/or attending a party which is disruptive to the community or where laws are broken (e.g., serving minors, selling of alcohol without a license, etc.) can subject the student to University conduct action. (See: *Good Neighbor Policy*.)

VIOLATIONS OF THIS POLICY

We expect that each member of the University community will take personal responsibility for her/his behavior. It is not the intent of this document that the University should police the personal lives of individuals or invade their privacy. If, however, individuals, regardless of age, draw the attention of the University to themselves by violating University policy and/or federal, state and local laws, they may be addressed concerning their violation. If they are underage and are in possession or consuming alcohol, they will also be addressed concerning drinking via the University conduct system as administered by the Office of Student Conduct and Community Standards or by the appropriate University official.

UNIVERSITY SMOKING POLICY

Roger Williams University takes pride in providing an atmosphere where students, employees and guests can breathe easy. In addition to outstanding academic programs, a beautiful scenic bayside campus and pleasant environment for study and work, the University continues to enhance a healthful environment for all in the University community. The University is committed to providing wellness opportunities for all students, faculty and staff. Whether it is cardiovascular, emotional or respiratory fitness,

the total health of each student and employee is important to Roger Williams University. Part of the emphasis on wellness includes a clean, healthy respiratory environment for all in the University community. To ensure a healthier atmosphere for everyone on campus, and following input and recommendation from a special University committee comprised of representatives from faculty, staff and students, the University adopts the following policy:

POLICY STATEMENT

In compliance with the State of Rhode Island's Smoking Law, and except as specifically provided for herein, smoking of any materials is prohibited on University premises, including all residence halls, offices and University vehicles. As a reasonable accommodation to individuals desiring to smoke, the University has established designated, outside smoking areas as the exclusive venue for smoking while on University premises. These areas were designated to remove the reasonable likelihood of second hand smoke migrating back into a building, as this is a requirement of the law.

The use of electronic cigarettes is permitted solely in these designated areas. However, hookahs, water pipes, bongs, and drug paraphernalia are prohibited on all campus property, as well as the use and possession of marijuana.

IMPLEMENTATION

In accordance with Rhode Island Law, smoking is prohibited outside of any doorway or area where smoke could migrate back into a building. Accordingly, signs have been placed at the entrance to buildings informing individuals that smoking is prohibited in the building and the entryway.

Smoking at and only at designated areas is allowed. All smoking material must be extinguished and disposed of within the designated area at a receptacle provided.

INFORMATION & COMPLIANCE:

It is the responsibility of every member of the University community to observe and uphold this policy, informing visitors of its existence and parameters, and except as set out immediately below, directing questions, concerns and reports of violations, to the Department of Public Safety's Division of Environmental Health and Safety (ext. 3189). Concerns by or involving all students (other than students of the law school) should be directed to the University's Student Life Division. Students who are found smoking in the residence halls are immediately subject to conduct action and/or may be assessed a fine.

Incoming students and new personnel shall be informed of the smoking policy during orientation.

A map of the University, marking the designated smoking areas will be made available to those who request it through the Department of Public Safety's Division of Environmental Health and Safety. To request a map, please call Public Safety at ext. 3611.

IMPORTANT HIGHLIGHTS FOR STUDENTS

1. No Smoking on Campus – except in 16 designated smoking areas (inside gazebos) identified on the campus map.
2. No Smoking in University parking lots with the exception of Lot A (including the parking deck) Lot 7 (Upper) and Lot H (Lower) Old Ferry Road.
3. Gazebo smoking shelters are available across campus and are marked as smoking areas, with appropriate seating and cigarette receptacles.
4. Elimination of cigarette receptacles within the core of the campus.
5. Low-cost access to the patch through the health services department for students.
6. Access to improved educational programs and support resources for students through health services.
7. Community enforcement of the policy:
Cooperation with and enforcement of the University's Smoking Policy is the responsibility of all community members with special emphasis on those with supervision responsibility. Violations of the policy by students will be treated as a violation of the student Code of Conduct and will be documented and sanctioned appropriately. The first violation will result in a \$50 fine charged to your student account. Further violations will be referred to the Office of Student Conduct and Community Standards for enhanced sanctions and/or assignments of campus service.



VII. SEXUAL MISCONDUCT / GENDER-BASED MISCONDUCT

The Roger Williams University community is committed to preserving the dignity and safety of its members. The University will not tolerate sexual assault, sexual misconduct, gender-based misconduct, sexual harassment, sexual exploitation, stalking, or relationship violence (collectively sexual misconduct) in any form within our community. We will work collaboratively to create and ensure a safe and comfortable environment for all.

All forms of sexual misconduct are discriminatory in nature and are prohibited by Title IX of the Educational Amendments Act of 1972 as well as prohibited by the Roger Williams University Student Code of Conduct (the Code).

While the information below is very detailed, the expectations for RWU community members can be clearly summarized here:

In order for individuals to engage in sexual activity of any type with each other, there must be **clear, knowing and voluntary consent prior to and during sexual activity**. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as explicitly stating what you do and do not want. Consent to some form of sexual activity cannot be automatically considered consent to any other form of sexual activity. Individuals who consent to sexual activity must be able to fully understand what they are doing. Under this policy, “No” always means “No” and “Yes” may not always mean “Yes”. For example, when alcohol or other drugs are used, a person will be considered unable to give effective consent if the person cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Consent cannot be given by an individual who is incapacitated or asleep. In addition, silence – without clear actions demonstrating permission – cannot be assumed to indicate consent. Lastly, coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sexual activity. Information below subject to change at University discretion. Revised July 2016. Current version available on-line.

WHAT RWU CONDUCT CODES APPLY TO SEXUAL MISCONDUCT

Sexual misconduct is considered to be one of the most serious violations of the Roger Williams University Code of Conduct. Students found responsible for a violation specifically of sexual assault through the RWU conduct process will receive a sanction of suspension for no less than one semester up to expulsion from the University. Other violations of Conduct Codes 2 and 3 can result in a sanction range up to expulsion as well. All RWU students are responsible for being familiar with and abiding by the standards of conduct in this section.

Conduct Code 2: *Any form of sexual misconduct/gender-based misconduct, including but not limited to, acts of sexual assault (non-consensual sexual intercourse, non-consensual sexual contact), sexual harassment, sexual exploitation, stalking, and relationship violence or the attempt of these actions.*

Conduct Code 3: *Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of self, another person or group.*

The scope and jurisdiction of this policy applies to the same scope and jurisdiction listed in the Student Conduct and Community Standards section of the Student Handbook (page 43 and at <http://www.rwu.edu/about/university-offices/scs>). The policy applies to all students, inclusive of every sexual orientation and/or gender identity. A student charged with sexual misconduct can be held accountable under the University's Code and could face possible criminal charges with law enforcement agencies. These above actions are separate and not dependent upon one another.

OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

Students are encouraged to speak to University staff and administration (such as the Title IX Coordinator, Residential Life and Student Life staff, Public Safety, Student Conduct, etc.) as well as local police to get support and make formal reports of incidents. The following lists options available for victims for assistance and reporting. RWU Residence Life, Public Safety and Counseling are available 24/7 for support and reporting.

- 1. Get to a safe place immediately.**
- 2. Receive medical attention as soon as possible.**

Prompt medical treatment for the victim is highly recommended in sexual misconduct cases. Medical personnel have been trained to perform exams in a manner which respects the emotional well-being of the victim as well as treating injuries and addressing concerns regarding sexually transmitted infections and pregnancy. In addition, a hospital examination ensures that valuable corroborative evidence is not lost.

All hospital emergency rooms have been provided with a Sexual Assault Evidence Collection Kit from the Department of Health. We urge women to access Women and Infants Hospital and for men to utilize Rhode Island Hospital.

The best medical evidence can be collected up to 96 hours after the assault. This kit may be used on both males and females. If the victim does not have medical insurance, facilities will provide the examination and collection at a reduced cost. The RI Department of Health will accept evidence in kits whether or not the victim has decided to file a police complaint. Victims who are unsure about making a report at the time of the incident may decide to come forward in the future, and the evidence will be necessary at that time.

Medical attention is important because:

- Of the possibilities of physical injury or trauma
- Of the need to collect evidence should the victim decide to press charges
- Of the possibilities of pregnancy or sexually transmitted diseases

If you decide to receive medical attention you should:

- Not disturb your appearance
- Not wash, bathe, douche, or change clothes
- Take the clothes you were in when the incident occurred, if you have changed. The clothes may be held as evidence
- Tell the emergency room staff that there has been a sexual assault, so that you will be attended to immediately

LOCAL MEDICAL RESOURCES:

- **Women and Infants Hospital (women):** (401) 274-1100 (24/7)
- **Rhode Island Hospital (men and women):** (401) 444-4000 (24/7)
- **RWU Health Services:** (401) 254-3156
<http://www.rwu.edu/campus-life/health-counseling/health-services>

3. **Seek Counseling and Emotional Services.**

Sexual misconduct victims experience profound emotional trauma. Although victims react in different ways, common responses include: initial feelings of shock and disbelief; fears about personal safety; preoccupations with recurrent, intrusive thoughts about the assault; sleep disturbances; anxiety; impaired concentration; mood swings; depression; and feelings of anger, shame and self-blame.

Regardless of whether you report the assault you should always seek counseling and support to help with the emotional trauma associated with sexual misconduct.

LOCAL COUNSELING RESOURCES:

- **RWU Center for Counseling/Student Development** (401) 254-3124
<http://www.rwu.edu/campus-life/health-counseling/counseling-center> (24/7)
- **RWU Multifaith Chaplain, Rev. Nancy Soukup, Intercultural Center** (401) 254-3433 • nsoukup@rwu.edu
- **Day One** (formerly RI Rape Crisis) (401) 421-4100
<http://www.dayoneri.org> (24/7)
- **National Sexual Assault Telephone Hotline** (800) 656-HOPE (24/7)
- **National Sexual Assault Online Hotline**
<https://ohl.rainn.org/online> (24/7)

Students may access the Counseling Center staff after hours by contacting: Public Safety (401) 254-3333, the on-call C.O.R.E., or an R.A.

In addition, Day One operates a 24-hour hotline. Advocates are trained to provide a variety of services (e.g., meeting you at the hospital, helping you file charges with the local police office, appearing in court, etc.).

4. **Report the misconduct to one of the following on or off-campus law enforcement offices.**

Many sexual misconduct cases go unreported because the victim fears retaliation or possible humiliation if word gets around. Victims tend to feel guilty, as though they did something to bring it upon themselves, and often keep the misconduct to themselves or share some of the incident with a close friend. Students who have been assaulted or discriminated against in any way have been victimized. Their assailants are at fault and the behavior is not acceptable. In order to stop this type of activity, we encourage victims to help start the healing process by reporting what has happened to them. Recognizing the different needs of the victims, there is a range of ways to report the perpetrator's behavior. Students who report sexual misconduct will be offered support from a variety of services, including the Sexual Assault Advisor Support Program (SAASP) via the Title IX Coordinator.

Filing a report helps to:

- Protect you and others from victimization
- Apprehend the alleged assailant
- Maintain future options regarding criminal prosecution

A student may pursue any or all of these options:

- **RWU Office of Student Conduct and Community Standards**
(401) 254-3042 communitystandards.rwu.edu
- **RWU Public Safety** (401) 254-3333
<http://www.rwu.edu/about/university-offices/public-safety> (24/7)
- **RWU Title IX Coordinator Jen Stanley** (jstanley@rwu.edu),
(401) 254-3123 or any **Deputy Title IX Coordinator** (a list is available at:
<http://rwu.edu/about/university-offices/student-life/sexual-assault-dating-violence/title-ix-rwu>)
- **Bristol Police Department** (401) 253-6900 (24/7)
- **Portsmouth Police Department** (401) 683-0300 (24/7)
- **Providence Police Department** (401) 272-1111 (24/7)

CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

Any person reporting a violation of this policy has the right to confidential support and advice on and off campus. The following list includes confidential resources on and off campus. If any person involved in the report of sexual misconduct desires confidential support on campus, they should speak with professional staff listed below.

RWU CONFIDENTIAL RESOURCES

- RWU Center for Counseling and Student Development (401) 254-3124
- RWU Health Services, Center for Student Development (401) 254-3156
- RWU Multifaith Chaplain, Rev. Nancy Soukup, Intercultural Center
(401) 254-3433 • nsoukup@rwu.edu

OFF-CAMPUS RESOURCES

- Day One (formerly RI Rape Crisis) (401) 421-4100
- National Sexual Assault Telephone Hotline (800) 656-HOPE
- National Sexual Assault Online Hotline <https://ohl.rainn.org/online>

Under federal law (Title IX), students have a right to expect that RWU will take reports of sexual misconduct seriously. Apart from any legal obligation, however, RWU encourages victims of sexual misconduct to talk to someone about what happened so that they can get the support that they need and so that RWU can respond appropriately.

When receiving reports of sexual misconduct, different RWU employees have different abilities to maintain confidentiality. Some employees, such as professional staff in RWU Counseling and Health Services or RWU's Chaplain, are required to maintain confidentiality, while other employees called "responsible employees," such as the Residential Life, Student Life, and Athletics staffs have a duty to report all details of the incident to the Title IX Coordinator. For more detailed information on which RWU employees must maintain confidentiality and those who are required to report, please see RWU's sexual misconduct website:

<http://rwu.edu/about/university-offices/student-life/sexual-assault-dating-violence>.

Reports of sexual misconduct to responsible employees will be promptly investigated and resolved through administrative procedures, including those detailed in the Student Conduct and Community Standards section of the Student Handbook. To the extent possible, information reported to a responsible employee will be shared only with others handling RWU's response to the report. Yet, if the student reporting the incident seeks investigation or if RWU determines that an investigation is necessary to protect the community as a whole, then information will be shared with certain administrators, the alleged perpetrator and possibly others, such as witnesses.

If a student has reported an incident to a responsible employee, but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, then RWU will weigh this request against its obligation to provide a safe environment for all students. A student should be aware that if RWU decides to honor a request for confidentiality, then RWU's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator will be limited. Also, when deemed necessary to protect the interests of the community, RWU may not be able to honor a student's request for confidentiality.

Apart from its obligations under Title IX, RWU has a duty to report data about various forms of sexual misconduct in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the University's annual security report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.) and specific crime category. In addition, RWU administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat to bodily harm or danger to members of the campus community. The University will make every effort to ensure the victim's name and other identifying information is not disclosed, while still providing enough information for community members.

Students are encouraged to report, whether the incident occurred on or off-campus, sexual misconduct to local police. RWU Public Safety can assist students who wish to make a report to the police or students can make reports to the police independently. Deciding to or not to report to the police will not impact the University's process, as both are independent of each other.

Please see the University's sexual misconduct website for further detailed information regarding responsible employees, campus security authorities as well as third-party and anonymous reporting.

The University encourages victims and bystanders to report incidents of sexual misconduct without fear of being accused of lower-level policy violations themselves, such as underage alcohol or drug intoxication. To encourage reporting, the University will review amnesty options for all reporters.

DEFINITIONS

1. **Effective Consent:**

RWU strongly encourages students who choose to engage in sexual behavior to verbally communicate their intentions and consent as clearly as possible. Effective consent is informed, knowing and voluntary. Consent can be given by words or actions, as long as those words or actions create mutually understandable willingness regarding engaging in mutually agreed upon sexual activity.

Consent may never be given by minors, mentally disabled persons, and those who are incapacitated as a result of alcohol or other drug consumption or those who are unconscious, unaware or otherwise physically helpless. Incapacitation means being in a state where a person cannot understand the nature and/or extent of the situation. Slurred speech, bloodshot eyes, smell of alcohol, shaky equilibrium, vomiting, outrageous or unusual behavior, unconsciousness (short or long periods), blackout and loss of memory are some indicators of alcohol related incapacitation. A person's state of incapacity is a subjective determination. Indications of consent are irrelevant if the initiator knows or should have reasonably known of the incapacity of another person. Intentional use of alcohol or other drugs does not excuse perpetration of a violation of the sexual misconduct policy.

Consent as a result of coercion, intimidation, threat of force or force is not effective consent. Coercion is unreasonable pressure for sexual activity. **When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. A person who knows or should have reasonably known that another person is incapacitated may not engage in sexual activity with that person.**

In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that there is consent from the other partner. Consent to some form of sexual activity doesn't automatically mean consent to other forms of sexual activity. It is the responsibility of the initiator to re-confirm consent during each step of sexual activity. Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another.

Silence, previous sexual relationships, and/or a current relationship with the initiator (or anyone else) may not, in themselves, imply consent. Consent to sexual activity may be withdrawn at any time, as long as withdrawal is communicated clearly.

2. Non-consensual sexual intercourse:

Non-consensual sexual intercourse is a form of sexual assault which includes any sexual intercourse, however slight, with any object or body part by a person against another person that is without consent and/or by force.

Examples of non-consensual sexual intercourse include, but are not limited to: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue or finger; oral copulation (mouth to genital contact or genital to mouth contact).

3. Non-consensual sexual contact:

Non-consensual sexual contact is a form of sexual assault which includes any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force.

Examples of non-consensual sexual contact include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals; intentional touching of another with breast, buttocks, groin or genitals; making another person touch someone or themselves in a sexual manner; and/or any intentional bodily contact in a sexual manner.

4. Sexual harassment:

Sexual harassment is a form of gender-based discrimination involving quid pro quo or hostile environment harassment. Quid pro quo harassment is an intentional, intolerable exploitation of a position of power and authority such as unwelcome sexual advances, requests or demands for sexually-based favors, or other gender-based verbal or physical conduct where submission to or rejection of such conduct by an individual is used, by the person(s) in a position of power or authority, as a basis for employment, academic or institutional environment decisions affecting such individual. Hostile environment harassment arises where one or more members of the University community engage in gender-based conduct that unreasonably creates an intimidating, hostile or offensive working and/or living/study environment that has the effect of altering one's work or educational experience and the conditions of employment or living/study at the University.

Examples of sexual harassment include but are not limited to: subtle or persistent pressure for sexual activity or favors; unnecessary touching or brushing up against a person; unwelcome communication (verbal, written, electronic, etc.) of a sexual nature; and/or failure to accept the end of a consensual relationship with repeated and persistent requests and behavior.

5. Sexual exploitation:

Sexual exploitation includes but it not limited to: invasion of sexual privacy and voyeurism (in-person or through audio or video recording); recording any person engaged in sexual or intimate activity in a private space without that person's full knowledge and consent; distributing sexual or intimate information, images or recordings about another person without that person's full knowledge and consent; and/or exposing of a person's body or genitals.

6. Relationship Violence (Domestic Violence/Dating Violence):

Relationship violence is behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional and/or physical.

7. Stalking/Intimidation:

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fearful, intimidated, threatened, or cause emotional distress. Intimidation is defined as implied threats or acts that cause an unreasonable fear or harm in another. It also includes when the knowledge of prior violent behavior is used to threaten or menace another.

8. Retaliation:

Retaliation is any adverse action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. The University will take seriously any allegation of retaliation.

SEXUAL MISCONDUCT INVESTIGATION AND ADJUDICATION

Notice of a formal complaint can be made in writing or orally to an appropriate staff member (Title IX Coordinator or Deputy Title IX Coordinators, Residential Life staff, Student Conduct staff, Public Safety, other Student Life staff, etc.) though the University encourages written complaints to be submitted. The complaint should clearly describe the alleged incident and when and where it occurred. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as possible. The Title IX Coordinator or designee is designated to formally investigate and address the University's compliance efforts regarding complaints of sexual misconduct. Completion of the investigation and adjudication typically should be complete within 60 days of receipt of the complaint, often sooner. All reports will be taken seriously. Every reasonable effort will be made to preserve the privacy of all parties to the extent that the investigation allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation (need to know basis).

Interim remedial actions may be enacted by the University to stop the alleged harassment or discrimination and/or to protect the safety and well-being of the involved parties and the University community. Interim remedial actions include but are not limited to: no contact orders, academic and housing changes/accommodations, and emergency housing and campus restrictions/suspensions.

The Title IX Coordinator or designee will oversee the designated trained investigators and determine the course of action, which may include formal Student Code of Conduct Charges. When a sexual misconduct complaint goes through the Student Conduct system, all procedures set forth in the Student Conduct and Community Standards section of the Student Handbook (**page 43** and at <http://www.rwu.edu/about/university-offices/sccs>) will apply. However, the following provisions will also be in place:

In matters involving alleged dating violence, domestic violence, sexual assault and stalking, students are entitled to the same opportunity to have an advisor of their choice during any phase of the process. Students who are witnesses to the incident or are also involved in the same student matter cannot serve as advisors.

The investigative process may include but is not limited to interviews with the complainant, the respondent, any witnesses, other appropriate individuals, and review of any documents or materials deemed potentially relevant. Both the responding and reporting students have the right to meet separately with investigators and to present any information relevant to the charge and to provide names of witnesses and/or information helpful. There is no right to any student to confront the responding student, reporting student or witnesses or to be present at the same time as any other student or witness. When the investigation is completed, a written investigative report and corresponding materials will be prepared. The information will be available for review and response upon request by the responding and reporting students and by a University Hearing body for decision making regarding responsibility and sanctioning.

All rights and notices afforded to responding parties also apply to reporting parties and will be equitable throughout any complaint. During the Student Conduct adjudication, the inclusion of irrelevant prior sexual history, such as the reporting student's sexual conduct with anyone other than the responding student, is prohibited. The responding student and reporting student will simultaneously be notified in writing of the outcome of the complaint and options to appeal if applicable.

FEDERAL LAW – TITLE IX – SEXUAL MISCONDUCT AS SEXUAL DISCRIMINATION

The US Department of Education and the Office of Civil Rights have issued specific requirements for educational institutions regarding sexual misconduct. The sexual harassment of students, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by federal law under Title IX of the Education Amendments of 1972, and therefore is a civil rights violation. In compliance with the Title IX requirements, the University has named Dr. Jen Stanley as its Title IX Coordinator; her role is to oversee University compliance with Title IX regulations. The Title IX Coordinator and/or other Deputy Title IX Coordinators for students will meet with students as needed to:

1. Serve as a resource for students wishing to report any acts of sexual misconduct or sexual harassment, i.e. violations of Title IX.
2. Provide oversight for all Title IX complaints and identify patterns or issues.
3. Coordinate and develop programming and informational initiatives enabling students to fully understand sexual misconduct and sexual harassment as forms of sexual discrimination and further educate students re: University procedures and policies that address those issues.

All reports of sexual harassment and discrimination, including sexual assault/misconduct, made to any University responsible employee must be reported to the University's Title IX Coordinator or designee. Any person who believes they have been subject to sexual harassment, discrimination, or sexual misconduct may contact the University Title IX Coordinator or designee as well as the designated areas on and off campus listed previously.

The office of the Title IX Coordinator is located in the Center for Student Development. Her phone number is (401) 254-3123 and her email is jstanley@rwu.edu.

HOW SEXUAL ASSAULT AND SEXUAL MISCONDUCT ARE LEGALLY DEFINED IN RHODE ISLAND

Sexual assault is a felony crime in Rhode Island, and punishable for a period not less than ten years up to lifetime imprisonment. State law defines sexual assault in three degrees:

First Degree Sexual Assault, also called rape, has two major components:

1. Any forced, coerced penetration of the vagina, anus, or mouth by any part of another's body or an object; and,
2. Legally, lack of consent does not necessarily require physical resistance or verbal refusal. For instance, someone who is incapacitated, asleep or intoxicated is, by definition of the law, unable to give consent.

R.I.G.L. §11-37-2

Second Degree Sexual Assault is non-consenting sexual contact with another person. This includes any forced or coerced contact with a person's genital area, inner thigh, buttocks, or the breast of a female. This includes contact occurring by element of surprise. R.I.G.L. §11-37-4

Third Degree Sexual Assault is consensual sexual penetration by a person 18 years of age or older of a person over 14 years of age, but under the age of consent (16 years old). R.I.G.L. §11-37-6

**In Rhode Island, it is a crime to fail to report to the police a first degree sexual assault or an attempted first degree sexual assault which you have witnessed. R.I.G.L. §11-37-3.1; §11-37-3.3.*

Domestic Violence includes any of the following crimes when committed by a family member, a person who presently resides with or has resided with the victim in the past 3 years, a person who has a child in common with the victim, or a person who has been in a substantive dating relationship within the past year with the victim:

(1) physical assault, (2) sexual assault, (3) vandalism, (4) disorderly conduct, (5) trespass, (6) kidnapping, (7) child-snatching, (8) homicide, (9) violations of a protective order, (10) stalking, (11) refusal to relinquish or to damage or to obstruct a telephone, (12) burglary and unlawful entry, (13) arson, (14) cyberstalking and cyber harassment, and (15) domestic assault by strangulation. R.I.G.L. §12-29-2.

***Please note: Students in the same residence hall/off-campus apartment may be considered under this definition.**

Stalking is (1) engaging in a course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person and which serves no legitimate purpose, or (2) willfully, maliciously and repeatedly following another person with the intent to place that person in reasonable fear of bodily injury. R.I.G.L. §11-59-1; §11-59-2.

Copies of the R.I. Statutes are available in the following offices: Counseling, Health Services, Student Conduct and Community Standards, Public Safety, Residence Life and Housing, and the Gender Resource Center.

WHERE TO GET HELP IF YOU ARE ACCUSED OF SEXUAL MISCONDUCT

Being accused of sexual misconduct can be a frightening, confusing and isolating experience. You may want to seek emotional and other assistance to cope with the feelings and the conduct procedures associated with the charges. Three possible resources for you on campus include:

- **RWU Counseling Center and Student Development (401) 254-3124**
<http://www.rwu.edu/campus-life/health-counseling/counseling-center>
- **RWU Office of Student Conduct and Community Standards**
(401) 254-3042 • communitystandards.rwu.edu
- **RWU Multifaith Chaplain, Rev. Nancy Soukup, Intercultural Center**
(401) 254-3433 • nsoukup@rwu.edu

BYSTANDER INTERVENTION, SEXUAL MISCONDUCT PREVENTION AND EDUCATION

RWU believes that prevention of sexual assault and all sexual misconduct starts with education of our community. As such, we have a comprehensive Bystander Intervention Program developed to train our students on how to intervene when they see uncivil acts or violations of the sexual misconduct policy. RWU student leaders are trained to Step Up, Say Something, and/or Do Something when they witness actions that may lead to sexual misconduct or sexual misconduct itself. We have a comprehensive Green Dot program that has the goal of training students to stop all sexual violence before it occurs. RWU also requires all incoming undergraduate students to take the HAVEN on-line sexual assault/misconduct prevention program prior to starting their first semester.

RWU makes this course available to all students and encourages participation. HAVEN educates students about important issues such as: consent, the role alcohol plays, understanding University policies, how to access campus and local resources, and how to intervene or get help if you see something. Many offices in the Division of Student Life also do on-going prevention work, such as the Women's Center Silent Witness Program, V-day programs and productions, PlayRights interactive educational theater, awareness marches and vigils, the RWU Annual Crime Prevention Fair, and self-defense workshops. These programs are just a handful of the many campus wide initiatives offered to raise awareness and empower students to be safe and engaged community members.

SEXUAL HARRASSMENT POLICY & PROCEDURES

POLICY STATEMENT

Sexual Harassment is a form of gender-based discrimination which violates federal and state law as well as Roger Williams University and Roger Williams University School of Law (hereinafter "University") policy prohibiting discrimination on the basis of gender. It is forbidden by the University and it is inexcusable regardless of circumstances. Transgressions and supervisory condonation of such transgressions will result in disciplinary action, up to and including termination. This policy applies to students, faculty, staff, and University officers equally as described below. Further, its mandate shall, to the extent contractually feasible, be applied fully to contractually affiliated entities at the University.

PROSCRIBED CONDUCT

There are currently two (2) distinctly recognizable and forbidden forms of sexual harassment, both of which constitute terminable conduct.

1. Quid Pro Quo Harassment:

This harassment is an intentional, intolerable exploitation of a position of power and authority such as unwelcome sexual advances, requests, or demands for sexually based favors or other gender based verbal or physical conduct where submission to or rejection of such conduct by an individual is used, by the person(s) in a position of power or authority, as a basis for employment, academic, or institutional environment decisions affecting such individual.

2. Hostile Environment Harassment:

This harassment arises where one or more members of the University community engage in gender based conduct that unreasonably creates an intimidating, hostile, or offensive working and/or study environment that has the effect of altering one's work or academic performance and the conditions of employment or study at the University. It may arise independent of the supervisor/subordinate or teacher/student relationship (e.g., co-worker to co-worker) and the conduct need not be overtly sexual in nature but merely gender differentiating. As a general guiding principal established herein, no gender based actions that are not specifically and officially endorsed by the University (e.g.; separate rest room facilities) are authorized or condoned. Currently, as established under controlling case law interpretation of both state and federal laws, hostile environment sexual harassment consists of conduct that: (1) would not have occurred but for the victim's gender and (2) is sufficiently severe or pervasive as (3) adjudged by the reasonable person (of the same gender as the victim under Rhode Island law)

to (4) adversely affect a victim's work or other conditions of employment or academic performance or study environment. The University will continue to provide education and training as to illegal and intolerable conduct rising to the level of sexual harassment.

ENFORCEMENT

The University will fully investigate all charges of sexual harassment filed pursuant to this policy and render a deliberative finding, taking immediate corrective action in cases where the record so warrants. Individuals found to have engaged in such misconduct shall be accordingly disciplined. This misconduct is grave on its face and terminable. Supervisory personnel who witness what they believe is harassing conduct of subordinates or colleagues or are in receipt of formal or informal allegations of such conduct are obligated to report same to the University through the procedures detailed below.

All employees or students who witness or have tangible evidence of potentially harassing conduct are responsible to cooperate fully and honestly with the University in its investigation of such alleged conduct. Failure to do so impedes the University's search for facts necessary to appropriate determination and is, in itself, disciplinable. Employees and students who fully, honestly and forthrightly cooperate with the University in its investigation and the enforcement of this policy shall be deemed to be operating within the scope of employment and/or as agents of the University and for such cooperation shall be covered by the University's indemnification policy.

EDUCATION AND TRAINING

As a necessary, proactive measure of policy integrity and enforcement, the University will provide mandatory education and training for members of the University community to ensure understanding and appreciation of the Policy, the laws as amended and re-interpreted from time-to-time, (which serve as a basis for this policy and its proscriptive measures) and the Procedures. This education and training will be coordinated through the University's Department of Human Resources and provided by or through formally designated members of the University community with knowledge of the laws and this policy's parameters. Information regarding provision of University education and training on sexual harassment may be obtained from the Department of Human Resources. Information and guidance as to this policy and its procedures as well as to respond to specific questions relative to the law of sexual harassment may be obtained from the Office of General Counsel.

CONFIDENTIALITY

While all reasonable efforts will be made to respect the confidentiality of all parties to, witnesses of, and any other employee or student with evidence of, sexual harassment charge(s), the University is obligated to fully address all charges of such conduct and cannot guarantee total confidentiality where it will impede the search for truth and the necessary findings of fact as it relates to the law and University policy. A thorough investigation, including discussing witnesses' accounts and confronting the accused will often transpire. A charge of sexual harassment is most serious, cannot and will not be taken lightly and cannot and will not be "off the record".

RETALIATION

Retaliatory action under any and all circumstances taken against an individual who files a complaint of sexual harassment honestly and in good faith, or who is cooperating with the University's investigation into such allegation, is prohibited and terminable.

MALICIOUS ALLEGATIONS/ACTIONS

False charges of sexual harassment made knowingly or with wanton reckless disregard for the truth and veracity thereof, shall be considered malicious charges and are not within the scope of anyone's employment. The University reserves the right to impose sanctions against the accuser up to and including termination. Repeated filing of frivolous charges will be considered reckless disregard for the truth and veracity of said charges. Neither failure to substantiate a sexual harassment charge nor a University finding that sexual harassment did not occur, of itself, constitutes malicious charge(s).

ELECTION OF REMEDIES

Neither this Policy nor its correlative Procedures preclude the accuser from filing charges with any external agency or otherwise seeking redress pursuant to law. At such election, at any stage of the process, the procedure will be handled directly by the University's Office of General Counsel, but shall otherwise continue to operate through to resolution as set out under "PROCEDURES" below.

PROCEDURES

The University's sexual harassment policy must be adhered to by all members of the University community. Any student or employee who honestly feels subjected to or has witnessed sexual harassment, as outlined in the policy and elaborated upon in educational sessions provided by the University, should immediately report the conduct to the University designated intake agents(s) as follows:

1. Students report the conduct to the Title IX Coordinator, Dr. Jen Stanley, 254-3123, office in Center for Student Development, email jstanley@rwu.edu.
2. Employees report the conduct to the Office of the President, Mr. Rick Hale, Chief of Staff, 254-3079, office on 2nd floor Administration Building, email rhale@rwu.edu or Ms. Flora Prestipino, Manager of Employment for Human Resource, 254-3131, North Office Building, email fprestipino@rwu.edu.
3. Alternatively, at either the election of the reporting/charging party or the referral of either of the two offices listed above, the Office of the General Counsel, 254-5379, shall serve as intake agent.
4. Should the allegations involve personnel in either of the offices set out in 1. and 2. above, or personnel in the Office of the President, the matter shall be reported directly to the Office of General Counsel. If the allegations involve personnel in the Office of General Counsel, the matter shall be reported to the Office of the President.

Immediately upon receiving notification of conduct alleged to be gender based harassment, the Office identified above, as the initial intake agent of the University except under Provision 4., shall notify the Office of General Counsel (if it is not already serving as the intake agent) and commence investigation of the alleged conduct, maintaining confidences to the extent practicable. The investigation and all subsequent steps in the procedure will be conducted in accordance with direction from the Office of General Counsel.

Should Provision 4., above, be invoked concerning an allegation of gender-based misconduct in the Office of General Counsel, investigation will be conducted by or at the direction of the Office of the President, using the procedure outlined below, while adjusting the process as necessary to avoid conflict of interest within the Office of General Counsel.

The President, Senior Vice President(s), or Vice President(s) supervising the division of the accuser and the accused shall, to the extent not compromising the integrity of this policy and procedure, be apprised of the matter following initial intake and shall be kept apprised of and involved, as appropriate, in the investigation and findings.

STEP 1 – INTERVENTION

This process is prerequisite to formal hearing and the recording of the University's official, investigated findings of whether or not sexual harassment has occurred and/or whether a malicious claim has been filed. It provides no specific sanctions but addresses each matter individually, as confidentially as practicable, and seeks formal resolution by written agreement of all parties to the conduct alleged by the accused, to be gender based, harassing, unwelcome, and intolerable.

The intervention process shall include the following:

1. Interview, by an intake agent, of the accuser and creation of a separate formal record to be maintained in the intake office with final copy, following failed or successful resolution of the intervention, to the Office of General Counsel.

The intervention may include the following:

1. Interview, by an intake agent, of the accused, setting forth the allegations and making record of the response, complete with specific information as to rebuttal witnesses and other information offered that is conducive to resolution.
2. Discussion with both accuser and accused of formal resolution to which each would agree in writing before involving testimony and evidentiary practices that may erode the confidentiality of the complaint and the parties.
3. If both parties are amenable to formal resolution at the intervention step as proposed by the University through its intake agents(s), a formal agreement will be prepared by the Office of General Counsel after consultation and debriefing with the intake agent, provided to accuser and accused for signing and then implemented according to its terms.

TIME LIMITS

From receipt of accusation to intervention resolution, a period of thirty (30) calendar days is the time limit for Step 1 intervention upon all parties to the allegation. The time limit may be extended by formal agreement of the accuser and the University. Where the accused has been properly joined at the intervention step, extension of time limits need also evidence the accused's agreement. Absent resolution or mutual agreement to extend the time limit, the allegation will be forwarded to Step 2 of the procedure.

STEP 2 – FACT FINDING

Unless the accuser expressly wishes to withdraw the allegations, Step 2 shall be convened and shall proceed, either (1) thirty (30) days failing formal resolution at Step 1 following initial intake interview and explanation of the procedure or (2) immediately, if the accuser does not wish to proceed at Step 1, but wishes to commence a formal investigation.

1. The record established at Step 1 shall be forwarded to the designee (Factfinder) of the President.
 - a. If the matter involves the Office of the President, the Factfinder will be the Office of General Counsel.
2. From inception of Step 2 through formal finding by the Factfinder, not more than sixty (60) calendar days shall elapse absent special circumstances and in no event shall more than ninety (90) days elapse, except by consent of the parties.
3. The Factfinder shall review the record established at Step 1 and investigate the allegation(s) further as warranted. This investigation, as illustrative of the search for credible facts, would include:
 - a. Re-examination of the accuser and/or accused as warranted.
 - b. Discussion with and testimony by witnesses
 - c. Gathering of credible non-testimonial evidence corroborating or rebutting the allegation(s), response and testimonial evidence.

While good faith effort at maintaining circumspect publication and disclosure of allegations, corroboration, rebuttal and the personnel involved will be the order of this Policy and Procedure, confidentiality cannot be promised to the extent it impedes credible resolution of the allegations.

4. At the conclusion of the fact finding process, the designee shall determine either:
 - a. There is no cause for a finding of sexual harassment.
OR
 - b. There is cause, based on the facts found, to find sexual harassment.
AND/OR
 - c. There has been a malicious filing of a sexual harassment complaint.

The Factfinder's determination, with the basis therefore, shall be set out in writing and forwarded in confidence to the President of the University (or in the case of a determination involving the Office of the President, to the Office of General Counsel) with official, sealed copy to the accuser, the accused, the University's Assistant Vice President of Human Resources, Office of General Counsel, and the Senior Vice President or Vice President(s) of the accused and the accuser. If the allegation involves a student as accuser, accused or both, an official, sealed copy will also be forwarded to the Dean of Students and the Vice President for Student Life.

STEP 3 – SANCTIONS

Should there be a finding of sexual harassment or malicious filing of such charge(s) following Step 2 herein, the matter will be formally referred to the Office of General Counsel (if not already residing therein) who, following consultation with the appropriate University officers, will provide counsel and professional services as to

appropriate sanction(s) and the implementation thereof. Sanctions may include, by way of illustration but not limitation, termination or expulsion, suspension, probation, reprimand, warning, directed counseling and/or mandatory education and training.

STEP 4 – GRIEVANCE

Appeal of a finding accompanied by disciplinary sanctions (as set out in Step 3 above), shall be referred to the University’s standing policies for handling employee grievances and/or student appeals of disciplinary sanctions.

WITHDRAWAL OF ALLEGATION

If the accuser determines to withdraw the allegation(s) of sexual harassment at any time during any step in the procedure, the withdrawal must be in writing and specify voluntary retraction of the complaint. This action will not preclude further investigation, findings, or sanctions as imposed by the University.

EMPLOYMENT DISCRIMINATION ENFORCEMENT AGENCY

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor, Providence, RI 02903
(401) 222-2661

Revised July 2016

VIII. SAFETY AND CRIME PREVENTION

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is charged with fostering a safe and secure environment for the entire RWU community. The Department of Public Safety is a service oriented branch of the university's Student Life division. The department has a Director, Associate Director, 4 Shift Commanders and nineteen full time officers who are charged with assisting the campus community with various services including the enforcement of local, state, and federal laws, as well as campus rules and regulations.

The Department of Public Safety (DPS) is responsible for monitoring activities 24 hours a day, seven days a week, 365 days a year on university property to include Almeida and Baypoint. Department officers patrol the campus on foot, bicycle, motor vehicles, and on fixed posts such as the main entrance to the campus. Public Safety Headquarters is equipped with surveillance monitors in order for the dispatcher to monitor live video footage of selected locations on-campus. All reports of crimes, regardless of how minor or major, should be reported to the DPS. The DPS is the campus liaison to the Bristol and Portsmouth Police and Fire Departments, and works in close relation to both. The DPS is responsible for parking enforcement, emergency medical services on campus and transportation needs.

DPS members also act as first responders to campus emergencies. A major component of this service includes the emergency medical technicians (EMT) who respond to medical emergencies on campus and are licensed by the state of Rhode Island. The DPS has nine EMTs who also serve as Public Safety Officers.

DPS officers are not sworn officers and do not possess arrest powers. However, within the jurisdictional boundaries of the campus they have the inherent right and authority to detain persons for wrongdoing, search backpacks and or University apartments with reasonable suspicion. In addition to scheduled health and safety inspections, the University reserves the right to inspect bags, rooms/apartments, and student's personal belongings/property/vehicles, including but not limited to cell phones, and computers for alleged policy, fire, health, and safety violations, and to take appropriate steps to resolve any unsafe or unsanitary conditions. Bag checks may be completed either inside or outside a building by any University staff member. Public Safety may detain and or restrain persons who create disorder. Officers can also refuse admittance to the campus or ask persons to leave who become disorderly, or who violate Rhode Island laws or campus rules and regulations and who demonstrate improper behavior.

DPS encourages the University community to quickly report bias incidents, crimes against persons and theft of belongings to (401) 254-3611. The DPS promptly relays accurate information to the local police agency when it necessitates.

SAFETY MONITORING

Further, in addition to the Public Safety Officers monitoring campus lighting to enhance security, administrative members of various departments routinely conduct surveys to assess the operability and adequacy of lighting throughout the campus. The Department of Facilities Management maintains the ability to respond on a 24-hour basis to correct significant discrepancies related to safety and security.

This response facilitates prompt repairs to building and room access, equipment,

fire and safety equipment, lighting and other deficiencies that present an immediate risk to the University community. Utilizing portable radios, officers are able to notify Public Safety Headquarters of situations requiring the immediate attention of the Facilities Management Department.

As previously noted, maintaining a safe and secure campus is not the sole responsibility of the DPS. We encourage all individuals who are on this beautiful campus to be conscious of their surroundings and assist in making security and safety a matter of routine in their activities with the Departments of Facilities Management and Department of Residence Life and Housing to provide a safe and well-lit campus.

OFFICE OF CRIME PREVENTION

The Roger Williams University DPS oversees the Office of Crime Prevention. The Crime Prevention Officer reports exclusively to the Director of Public Safety and his/her designee, and is charged with promoting and implementing campus crime prevention methodology and programs throughout the year. This pro-active and community oriented approach to safety on today's college and university campuses is borrowed from similar and successful outreach initiatives used in municipalities around the country every day.

Using a common sense and multi-faceted approach, students, staff and visitors at RWU are encouraged to play their role in overall campus safety through simple awareness and attention to their surroundings both environmentally and physically, and then report any concerns to the Public Safety Office for the record or anonymously by way of the (Crime Prevention Tip Line). Combined with public safety officers on patrol 24/7, this proven strategy fosters a safer and more secure environment for RWU students to live and study.

Should you have questions or concerns regarding campus safety, or would simply like more information about crime prevention programs and events at RWU, please visit our webpage on the rwu.edu website or contact our office directly at:

Main Office: (401) 254-3611
Emergency: (401) 254-3333 or (3333) from any campus extension.
Crime Prevention Officer: (401) 254-5417
Tip Line: (401) 254-3212
Email: crimeprevention@rwu.edu

ANNUAL SECURITY AND FIRE SAFETY REPORT

The purpose of the Annual Security and Fire Safety Report is to provide essential information about RWU and the services that we provide. Please pay particular attention to the educational programs and the crime prevention tips offered within. For more information go to the RWU DPS Website.

IX. WEAPONS POLICY

WEAPON-FREE CAMPUS POLICY

PURPOSE:

Roger Williams University and Roger Williams University School of Law (collectively referred to as the “University”) have adopted this Weapon-Free Campus Policy (the “Policy”) to provide for a weapon-free environment for students, employees, vendors, and visitors of the University.

DEFINITIONS:

Prohibited Weapon: includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to all (i) firearms, firearm ammunition, machine guns, pistols, rifles, shot guns, air guns, blank guns, BB guns, pellet guns, zip guns, dart guns, stun gun, tasers, and paint ball guns; (ii) daggers, dirks, stilettos, swords-in-canes, bowie knives, switchblade knives, metal-tip darts, razors or knives 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, or other similar weapon designed to cut and stab another; (iii) instruments or weapons of the kind commonly known as blackjacks, slingshots, billy clubs, sandclubs, sandbags, metal knuckles, slap gloves, bludgeons, and so-called “Kung-Fu” weapons; (iv) chemicals such as mace or tear gas, except for normally available over-the-counter self-defense repellents such as pepper spray; (v) fireworks, fire crackers, sparklers, rockets, or any propellant-activated device whose intended purpose is primarily for illumination, except for firework displays officially recognized and sanctioned by the University; and (vi) any dynamite, nitroglycerin, black powder, or other similar explosive material, including plastic explosives, or any breakable container that contains a flammable liquid with a flash point of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited.

University Property: includes (i) the University’s Bristol and Providence campuses, the Baypoint Inn and Conference Center in Portsmouth, and all other University owned or leased properties, including but not limited to all buildings, parking areas, grounds, structures, residence hall rooms, offices, workspaces, and lockers; (ii) all motor vehicles located on University property and all motor vehicles owned, leased, or rented by the University regardless of location; (iii) any work site or location at which University duties are being performed by University employees, students, or vendors as part of any University activity; and (iv) off-campus activities of student groups recognized by the University.

WEAPON-FREE POLICY

No student, employee, vendor, or visitor on University Property shall carry a Prohibited Weapon on or about his or her person, whether visible or concealed, or possess a Prohibited Weapon. Those possessing permits to carry concealed weapons in public are subject to this Policy and are prohibited from bringing Prohibited Weapons onto University Property. Participants in the ROTC program shall be permitted to carry unloaded firearms for ROTC activities on University Property when the activities are officially recognized and sanctioned by the University. The use of blank guns shall be permitted in theatrical and athletic events held on University Property when such events are officially recognized and sanctioned by the University. The Department of Public Safety reserves the right to

prohibit the possession of and confiscate knives of any kind at University events. This Policy shall not apply to University equipment provided to employees or students for University business. The application of this Policy to law enforcement officers is addressed below.

APPLICATION TO LAW ENFORCEMENT OFFICERS

Law enforcement officers carrying firearms who are on University Property in an official capacity and in the performance of their duties shall be exempt from the provisions of this Policy. Law enforcement officers meeting the criteria of Rhode Island General Laws § 11-47-9 who are off duty shall be permitted to possess a firearm while attending classes, meetings, or seminars on University Property, provided that (i) a firearm carried by a uniformed law enforcement officer may be visible or concealed; (ii) a firearm carried by a non-uniformed law enforcement officer must be concealed; and (iii) a non-uniformed law enforcement officer carrying a firearm must possess and be carrying a valid and official badge and credentials to carry the firearm. Firearms carried by law enforcement officers on University Property shall be carried on the law enforcement officer's person at all times.

VIOLATION OF WEAPON-FREE CAMPUS POLICY:

In addition to any action taken by law enforcement authorities, the University will impose disciplinary sanctions on students and employees for violations of this Policy, which may include expulsion of student or termination of employment. Any vendor or visitor who violates this Policy may be barred from entering upon University Property. The University also reserves the right to refer any violations of this Policy to appropriate law enforcement agencies to investigate for possible violations of federal, state, or local laws.



X. PARKING AND TRAFFIC

PREMISE

See the RWU website:

<http://www.rwu.edu/about/university-offices/public-safety/parking/rules-regulations> for the latest updated version of rules and regulations.

Parking rules and regulations establish standards for the administration and enforcement of campus parking at Roger Williams University. The **privilege** of parking at Roger Williams University comes with the responsibility of adhering to the rules and regulations published herein. Assignments of parking areas are designed to provide maximum safety and utility for students, employees, and visitors, to protect University property and expedite University business. Parking on campus is at your own risk. ***Students and employees are responsible for being familiar with the parking rules and regulations. A failure to know does not constitute a defense.***

The term “Campus”, for the purpose of these regulations, encompasses all Roger Williams University property in the Town of Bristol, including the Almeida Complex, all parking lots and the Baypoint Residence and Conference Center.

Parking at the Metro campus is limited to available surface lot space and the Providence Downcity Garage located at 165 Washington St.

The Department of Public Safety Parking and Transportation Office will issue parking permits for a fee of \$165.00 each to authorized individuals. Undergraduate students will be limited to one active permit. A new parking permit must be obtained each academic year. A parking permit can be obtained upon completion of a web-based parking permit application (<http://rwu.t2hosted.com/>). Persons applying for a parking permit must have a valid driver’s license and the vehicle for which a permit application is submitted must have a valid registration, liability insurance, and a current safety inspection sticker, as required by the state in which the vehicle is registered. All off campus residents (Commuter, Graduate, and Law) must provide their local addresses in addition to home addresses. A university official may request verification/inspection of these documents at any time. A valid photo ID and vehicle registration must be provided in order to pick up a permit. Between August 1–31 permits students/staff may select to have their permit sent to their home address or alternatively parking permits will be able to be picked up at the Campus Recreation Center during the first weeks of school after which they may be picked up at the main gate Information Center. Half year permits ARE available for those students studying abroad or graduating in December. Refunds will be issued at the end of the first semester and will be verified through the registrar. Please contact parking@rwu.edu for more details.

Permits are unique to each vehicle and are, therefore, non-transferable.

Students, employees, and visitors park at Roger Williams University at their own risk and without any liability to the University. Roger Williams University assumes no responsibility or liability for fire, theft, damage to or loss of any automobile or any article left therein. Only permission to park is granted and no bailment is created.

GENERAL REGULATIONS

1. **Permit Required:** All cars parked on the Roger Williams University campus (including off campus housing at Almeida and Baypoint) that are owned or operated by employees or students of the University must be properly registered, insured, and have a parking permit affixed permanently to the outside lower left corner of the windshield (driver's side). All cars without valid parking permits or permits not properly displayed may be cited and fined at least \$30.00 and/or towed at owner/operator expense. Students may not obtain a permit for a vehicle that is registered to another student or another student's family/guardian.
2. **Visitors:** All visitor vehicles are required to have a valid Roger Williams University one day parking pass displayed at all times. Passes are available at the main gate and are valid on the date of issue only. Visitors who will be staying on campus overnight are required to be signed in by the student they are staying with as outlined below under "Guest Parking".
3. **Unregistered Vehicles:** All vehicles not registered with Public Safety that have received 3 or more citations are subject to being booted and/or towed in order to ascertain the owner/operator.
 - a. The vehicle will be booted unless there are no boots available, in which case it will be towed.
 - i. The owner/operator is responsible for all towing and/or storage fees and must settle all such debts directly with the towing company.
 - b. A valid photo ID and vehicle registration is required to have the boot removed from the vehicle.
 - i. If the vehicle belongs to a guest, the guest must identify the student he/she is visiting and that student must verify that he/she is responsible for the guest.
 - c. Failure to produce proper ID and/or identify or verify the student sponsor may subject the violator to the following:
 - i. Vehicle not being released;
 - ii. Revocation of future parking privileges if an RWU student;
 - iii. Guests will be issued a citation for trespass and filed with the Bristol Police, in accordance with Rhode Island laws and regulations;
 - iv. Referral to the Office of Student Conduct and Community Standards; or
 - v. Additional sanctions
 - d. Should the vehicle be found to belong to a freshman student all violations will be \$100.00. Resident freshman students who receive 4 violations in their freshman year will be unable to obtain a pass during their sophomore year.
 - e. A booted vehicle that has been left unclaimed for a period of two (2) days or longer shall be subject to towing at the owner/operator expense.
4. **Enforcement:**
VISITOR PARKING LOTS 11 (LOT BEHIND REC CENTER CLOSEST TO TURF FIELD) AND 1 (ADMISSION/ALUMNI HOUSE) ARE OFF LIMITS AT ALL TIMES TO ALL STUDENTS AND EMPLOYEES OF THE UNIVERSITY.
 - a. Permit color zone regulations are enforced 7:00 a.m. to 5:00 p.m., Monday through Friday
 - i. Exceptions to this rule are Lot 9 (Administration Lot), Handicapped spaces, "Fire Lanes", "No Parking Zones", Visitor Lots (Lot 1 and Lot 11),

parking lots or spaces that are temporarily closed or reserved for University related “special events” and University-designated reserved parking spaces and which all are strictly enforced at all times.

- ii. Vehicles must be moved to their designated parking areas prior to 7am Monday through Friday. Vehicles not moved will be considered in violation and will be subject to citations and fines and/or towed at owner/operator expense.
- b. Officers are authorized to issue citations 24 hours a day, 7 days a week. All parking regulations are in effect during move in/out, mid-terms, and finals.
- c. Public Safety Officers are authorized, but not limited, to perform the following:
 - i. Citation, tow, or immobilize vehicles that violate these regulations.
 - ii. Citation, tow, or immobilize vehicles based on information relayed by other officers.
 - iii. Stop vehicles in violation of these regulations. However, Public Safety Officers are not authorized to engage in vehicle pursuits.
 - iv. Immobilize or take the keys to vehicles operated by persons endangering the welfare of others.
 - v. Immobilize or tow vehicles as requested by the Bristol or Portsmouth Police Departments.
 - vi. Deny access to any non-registered guest.
5. **Regulation Parking Space:** A parking space is designated by two white or yellow painted lines. Double parking is not authorized. Only one vehicle shall be parked in each designated space. Vehicles shall not be parked in a manner blocking other cars, walkways, dumpsters, doorways, delivery entrances and emergency vehicle access, and are subject to towing at the owner/operator expense.
6. **No Parking Zones:** “No Parking Zones” include all areas that are not within the marked boundaries of a parking space. This includes, **but is not limited to**, yellow curbed areas, cross walks, entrances and exits, sidewalks, grass areas, both sides of the roadway around Bayside, the Bayside Arch and Quad areas, triangle shaped spaces and along curbed areas without marked spaces. Parking for any amount of time in a “No Parking Zone” will not be tolerated.
7. **Fire Lanes:** “Fire Lanes” include all areas that are not within the marked boundaries of a parking space that may impede emergency vehicle access. This includes, but is not limited to, marked fire lanes, roadways, and parking in such a manner as to obstruct access within a parking lot. Parking for any amount of time in a “Fire Lane” will not be tolerated. Vehicles found in violation will be cited and fined \$100 and/or towed at owner/operator expense. If you are not parked between two lines assume you are in a “Fire Lane”
8. **Authorized Parking Areas:** Please read the following information carefully. Authorized parking areas are based on the permit color assigned to each vehicle. The following guidance is provided:
 - a. Resident students living in Maple, Cedar, Willow Halls, Stonewall Terrace, Bayside Courts, NCRH, Almeida, and the Baypoint Conference Center will be issued orange permits (prefix RS) and assigned parking in Lots B, E, F, G and the Parking Garage.
 - b. Non-resident (those not living on University owned property) commuter

students will be issued a green permit (prefix CS) and assigned parking in Lots B, C, and H and the Parking Garage Lot A.

- c. Law School students will be issued silver (prefix GS) permits for Lots C, D, or A.
- d. A map can be found on the RWU website under the parking section of Public Safety.
- e. No guarantee is made or implied as to the availability of any particular parking spot. Parking is on a first come, first serve basis. **

LOT	PERMIT COLOR	DESCRIPTION
A(PG)	Any Color, Guest	Parking Garage, North of North Campus Classroom (except for the right side of the 1st floor of the parking garage reserved for Faculty and Staff)
B	Any Color, Guest	Front of North Campus Classroom building. (Row closest to Tennis Courts is designated for Staff Only)
C	Green, Silver	Upper and Lower lots across from Tennis Courts along North Campus Road
D	Silver	North Lot (except front row along roadway and west front corner reserved for Faculty and Staff)
E	Orange	Bayside Whitecap
F	Orange	Between Bayside Tidewater and Seabreeze
G	Orange	Willow 5 to the bottom of campus
H	Green	Lower Old Ferry Road Lot (Row along road and top of lot designated for Staff Only)
ALM	Any Color	Entire Almeida Complex. <u>Vehicles must have a valid permit</u>
BP	Any Color	All of the Baypoint area. <u>Vehicles must have a valid permit</u>

** Subject to change without notice

Students who change residence halls must update their information to allow access to the lots assigned for their new living area.

9. **Freshman Vehicles:** Resident freshmen students are not authorized to have or operate vehicles on campus at **any time**. All first year resident students are considered freshmen regardless of academic standing. Vehicles belonging to or operated by resident freshmen students that approach the main gates or attempt to enter campus will be considered in violation of this policy. Additionally, vehicles belonging to resident freshmen students that are parked on campus will be considered in violation of this policy. Freshman being held in violation will be cited each time found on campus for \$100.00.

Freshmen who receive more than four (4) parking citations will be denied parking privileges in the future.

10. **Guest Parking:** Students wishing to have a guest on campus must register at **<http://www.rwu.edu/campus-life/housing-dining/rwu-guest-pass>**. All information must be correctly entered into the online form. Guest passes with handwritten information will not be accepted. Failure to notify Public Safety will result in the guest not being allowed on campus. Guests must report to the

- main gate Information Center with their student host to have their guest pass validated and to obtain a parking pass. The guest will need to bring with them a valid picture identification and proper vehicle registration of the vehicle. Guest passes are only valid for three days. The student being visited is responsible for all parking and traffic violations attributable to the guest. Guests may park in a visitor spot until the guest is properly registered. Guests are authorized to park in Lot A only.
11. **Motorcycles:** Motorcycles, mopeds and other motorized vehicles with fewer than four (4) wheels must be registered with the Transportation and Parking office and shall be parked in designated areas in Lot G, at Almeida, or as designated by the Transportation and Parking Office. Violators may be cited with a fine of at least \$30.00 and/or towed at owner/operator expense.
 12. **Load/Unload Pass:** The Student Life Committee and the Department of Public Safety understand that parking is sometimes difficult on campus and it is occasionally necessary to load or unload belongings to and from a vehicle. In order to prevent citations at these times and denial upon an appeal, students **must** get a 15 minute load/unload pass at the main gate Information Center. Load/unload passes are available 24 hours a day. Students are reminded that while Public Safety Officers are friendly and helpful, there are some circumstances that prevent them from issuing a temporary pass, i.e. when a freshman car is brought on campus.
 13. **Short Term Parking:** There are several short term (30 minutes or less) parking spaces located throughout campus. Students with a valid RWU parking permit are authorized to use these spaces, but must adhere to the time limitations.
 14. **Carpool Parking Areas:** There are several carpool parking spaces located throughout campus. Students are **not** authorized to park in these spaces at any time while color zone regulations are in effect.
 15. **Handicap Parking:** Throughout the campus there are designated handicapped parking spaces available for students, employees, or visitors requiring handicapped parking. A certified handicapped parking permit issued by the state in which the motor vehicle is registered is required, in addition to a parking permit or visitor pass, for handicapped parking on campus. **Students having a state issued handicap placard must register it with the Parking and Transportation Office.** Once a handicap permit is registered and verified the student may park in any regulation parking space available. All unauthorized vehicles will be cited with a fine of \$100.00 and/or towed at owner/operator expense. In addition, anyone found to be fraudulently using a handicap placard or plate will be referred to the Office of Student Conduct and Community Standards. Note: This violation does not qualify for an appeal. The Department of Public Safety cannot authorize parking in a handicapped parking space.
 16. **Lot Closures:** Public Safety may occasionally need to restrict parking in a particular parking lot(s) for a special event. The Department of Public Safety will do their best to insure that proper notice is made but may not be able to due to timing of necessary closures. These restrictions may be announced via signs placed at the entrance to the affected Lot(s) and may be announced in the PDQ publication if time allows. Vehicles left in the lot after the lot closure has taken effect will be considered to be in violation.
 17. **Parking Bans:** In emergencies, the Director of Public Safety may temporarily impose parking limitations. These limitations will be announced via University-

wide email, voicemail, radio (WQRI 88.3 FM) and signs placed at the entrance to campus. Emergency closure information may also be obtained by calling (401) 254-4400 or extension 4400 from on campus. Vehicles found in violation of these limitations are subject to citations and fines and/or towing at owner/operator expense.

18. **Courtesy Escorts:** Escorts are available for students who have difficulty traveling on campus following medical treatment. Students needing courtesy escorts must notify the Parking and Transportation Office in writing. Escorts may either be by University Shuttle or a Public Safety patrol vehicle. Escorts will be available to and from class, as well as, to his/her vehicle. Students are still required to park in their designated lot.
19. **Rides:** Students wishing a ride from the parking lot to elsewhere on campus or vice versa must utilize the University Shuttle during its operating hours. Public Safety may not provide rides after hours. It is the student's responsibility to arrange for transportation after the shuttle hours.
20. **Temporary Parking Passes:** Temporary Parking Passes may be obtained at the main gate Information Center on an individual basis. Students who are authorized a permanent pass but are using another vehicle on a short-term basis must get a temporary permit. Temporary permits are available 24 hours a day.
21. **Student Employees: Resident students who are employed by the University will not be issued staff permits.**
22. **Disabled Vehicles:** If a student or guest's vehicle becomes disabled for any reason (i.e. mechanical failure, flat tire or injury rendering the operator unable to drive) the owner/operator must notify Public Safety immediately. The owner/operator is responsible for having the vehicle moved or towed as soon as possible. Public Safety reserves the right to have a vehicle towed at the owner/operator expense if the vehicle is leaking fluids or causing a dangerous situation. Any motor vehicle parked on Roger Williams University property that causes a dangerous or hazardous situation or requires removal due to a University authorized parking ban will be towed at owner/operator expense if the owner cannot be notified in a reasonable and timely manner.
23. **Emergency Removal:** Any motor vehicle that requires removal due to an unforeseen circumstance (i.e. facilities needs access to a building or a maintenance emergency) will be towed at no expense if the owner cannot be notified. This rule does not apply during winter parking bans (normal or extended winter parking ban).
24. **Revocation of Privileges:** Parking privileges may be denied, revoked or suspended for any of the following reasons:
 - a. As a result of a Student Conduct meeting or sanction imposed by the Department of Public Safety;
 - b. Upon receiving four violations within a semester (violations received during the winter intersession are applied to the spring semester and violations received during the summer are applied to the fall semester);
 - c. Using a permit on a vehicle other than for which it was registered;
 - d. Falsifying an application, permit or obtaining a permit under false pretenses;
 - e. Failure to return a revoked permit to the Department of Public SafetyA revocation of parking privileges will normally be accompanied by a ban

from driving the vehicle or any other vehicle on campus for the duration of the loss of privilege. The Department of Public Safety will give written notice of such suspension, any other sanction and a deadline for returning the parking permit to Public Safety. A \$100.00 fine will be assessed to the student's account for failure to return the parking permit to the Department of Public Safety during the allotted time. An additional fine of \$100.00 will be assessed to the student's account for each additional parking violation received during the student's parking revocation period. The vehicle will also be subject to the additional expense of citation and/or towing at the owner's/operator's expense. **The revocation period lasts for four academic weeks from the date that the parking permit is returned to the Department of Public Safety and will automatically reset with any additional violations received during the revocation period.** At the conclusion of the revocation period, students will be required to apply for a new permit and will be subject to the permit application fee.

25. **Additional Sanctions:** Should a traffic violation warrant additional sanctions, a report will be submitted to the Office of Student Conduct and Community Standards for adjudication. Such violations include, but are not limited to: driving on sidewalks, grass or other non-roadways, speeding or reckless driving, traveling the wrong direction on a one way road, operating a vehicle in a manner that endangers others, and failure to obey other traffic control signs. The revocation may be extended to include the denying of a vehicle on campus during the next semester if the amount of citations warrant.
26. **Speed Limit:** The posted speed limit on campus is 15 miles per hour. A citation for a violation of excess speed may be issued to the student after the violation has occurred. The determination of excess speed is subject to the officer's reasonable discretion. An actual rate of travel is not required.
27. **Violations and Fines:** Any violation of this policy is subject to the following:
 - a. Citations and fines
 - b. Towing
 - c. Immobilization with a boot
 - d. Referral to Student Conduct and Community Standards
 - e. Additional fines and/or sanctions by the University

FEE	OFFENSE
\$30.00	Parking/Moving Violations
\$100.00	Freshman Car Violation
\$80.00	Boot Removal Fee
\$100.00	Parking under Bayside Quad Arches or within the Quad itself or along the roadway around Bayside
\$100.00	Parking in a Handicap Spot
\$100.00	Revoked Privileges
\$100.00	Fire Lane
\$100.00	Parking Ban

**Subject to change without notice*

28. **Jumpstarts/Lock Outs:** For safety and liability reasons, the Department of Public Safety does not jump start vehicles nor does Public Safety have the ability to unlock any vehicles. It is the owner/operator responsibility to arrange for such services.
29. **Revenues:** Revenues collected for permit fees and parking violations are credited to the General Fund that contributes to the maintenance, improvements and additions to existing parking areas and the regulation of parking and traffic throughout campus.
30. **Park at Own Risk:** Students, employees, and visitors park at Roger Williams University at their own risk and without any liability to the University. Roger Williams University assumes no responsibility or liability for fire, theft, damage to or loss of any automobile or any article left therein. Only permission to park is granted and no bailment is created.

WINTER PARKING BAN POLICY

PURPOSE

Roger Williams University makes every attempt to remove snow from parking lots, sidewalks and entrances to buildings during and after winter storms. Due to the prospect of fast-changing weather in New England, a Winter Parking Ban (WPB) is essential for efficient and timely snow removal and for the University to conduct its important daily mission. **The WPB will begin at the first “declared” snowstorm in November or automatically on December 1 and runs nightly from midnight to 7:00 a.m. and will remain in effect until March 31 of the following year. Violation of the Winter Parking Ban Policy may result in citations and or towing.**

NORMAL WINTER PARKING BAN (NWPB) IMPLICATIONS FOR STUDENT PARKING

Once the NWPB begins, it will operate nightly from midnight to 7:00 a.m. until March 31. During the NWPB, overnight student parking is authorized only in On-Campus Resident parking lots or spaces (Orange Permit required), Lot A (near parking garage) and the first and second level of the Parking Garage.

EXTENDED WINTER PARKING BAN (EWPB) IMPLICATIONS FOR STUDENT PARKING

Once the WBP begins, **and there is an expected snow emergency**, a EWPB may be placed in effect **from midnight to 7:00 a.m. or hours extended as needed for the expected snow emergency**. During the EWPB, overnight student parking is authorized for On-Campus Residents only (Orange Permit required) and in the following parking lots or areas: Lot A & B (near Parking Garage) or First and Second Level of the Parking Garage.

If Lot A, B and or the first and second Levels of the Parking Garage are filled, On-Campus Residents (Orange Permits) are then authorized to park in lot C during an EWPB and are **required to remove their vehicles from these lots once the EWPB is cancelled**.

During the EWPB parking is prohibited in the On-Campus Resident Parking Lots in the vicinity of Stonewall and Willow Residence Halls (Lot G) and in the vicinity of Bayside Circle (Lots E & F).

PROHIBITED OVERNIGHT PARKING LOTS OR SPACES

During the WPB (NWPB or EWPB) students are prohibited to park in any Faculty, Staff or Visitor parking lots or spaces, Inner Campus non-resident parking spaces, Lot H (Commuter or Lower Ferry Road Parking Lot), Lot D (North Lot or Law Student Parking Lot) and the Parking Garage roof deck (third level) as well as the ramp leading to the third deck.

LEAVING VEHICLES ON CAMPUS DURING BREAK PERIODS OR ANY EXTENDED TIME DURING THE WPB

Any permitted or registered vehicle left on campus during the WPB for any extended period (more than one day or during winter or spring break periods) must be parked in the first or second level of the Parking Garage and registered with the Department of Public Safety. This policy includes: Athletic Teams, Students, Faculty or Staff and who are traveling during the WPB.

APPEALING A PARKING VIOLATION

The Student Senate adjudicates student parking appeals. Should a student wish to appeal a parking citation, the student must complete a Parking Appeals Application, which is available at the Student Senate Office, and place it in the Parking Appeals Committee mailbox in the Senate office by 5:00 p.m. on or before the fourteenth (14th) day after the citation was issued. If the appeal is for a citation received by a guest, the student whom the guest was visiting must file the appeal. Appeals filed by guests will be denied without being heard. Revocation of parking privileges is not subject to appeal, only individual citations. The following procedures are to be followed when submitting an appeal:

DEFINITIONS

1. Parking Appeal Form (Section I) – the sheet that contains all the questions about the appeal (name, date, make model and year of vehicle, etc.). This form may be obtained at the Student Senate Office. This form should be printed neatly or typed.
2. Explanation (section II) – the detailed explanation of the circumstances appellant, surrounding the citation. This must be typewritten and attached to the Parking Appeals Form and should be limited to one page.
3. Map – will be provided with the Parking Appeal Form. The student appealing the citation should clearly mark where he or she was parked at the time the citation was issued.
4. Parking/Appeal Application – the Parking Appeal Form, Explanation, and Map constitute the Parking/Appeal Application.
5. File/Received – in the Student Life Committee mailbox in the Senate Office by 5:00 p.m. on or before the fourteenth (14th) day after the citation was issued.

PROCEDURE

1. Appeals must be filed/received no later than 2 weeks (14 days) after the date the citation was issued. No late appeals will be accepted. There are no exceptions. The two-week time period runs only while classes are in session for the Fall and Spring terms.
2. Parking Appeals Forms (Section I) can be obtained in the Student Senate office (Campus Recreation Center). The appeal form must be NEATLY printed or typed and fully legible.

3. All parking appeal Explanations (Section II) must be typed, should be limited to one page and attached to the appeal form. **Hand written or printed explanations will be denied without being heard.**
4. All appeals must be complete. Incomplete appeal applications will not be considered. A complete application consists of:
 - Completed Parking Appeal Form (Section I) neatly printed or typed.
 - Typewritten, detailed Explanation (Section II) of the appeal not to exceed one page in length.
 - Map of the RWU parking lots, clearly marked by the appellant with the approximate location of the vehicle at the time the citation was issued.
5. All valid Parking/Appeal Applications will be read, discussed, and voted on by the Parking Appeals Committee within two weeks from the date received. Appeals filed two weeks before finals or during the Winter/Summer sessions will be held until the Parking Appeals Committee reconvenes at the start of the next semester.
6. All decisions will be mailed to the appellant at the address given on the appeal form.
7. All decisions of the Parking Appeals Committee are final. There are no exceptions. Decisions cannot be appealed nor can the same citation be re-appealed.

BICYCLE, ROLLER BLADE & SKATEBOARD POLICY

Skateboarding, biking, and use of roller blades on campus are allowed for responsible recreation and transportation purposes. However, the performance of “stunts” is not allowed on campus for safety reasons. Students are encouraged to continue to use skateboards for transportation around campus provided they exercise necessary caution for personal and pedestrian safety. A student who is using a skateboard or roller blades for transportation may continue to do so even when passing by restricted areas provided the primary purpose remains transportation. Any discourse between students, public safety and administrators regarding potential violations of the revised policy must be conducted in a civil and respectful manner.

SHUTTLE SERVICE

The University provides scheduled shuttle service to enhance the quality of life for students and the University community. This free service, scheduled and operated by the Department of Public Safety provides transportation to and from classes during the week. There is a shuttle that operates on Wednesdays for shopping in the Town of Bristol. Shuttle service may be suspended with or without warning due to inclement weather or other unforeseen circumstances.

Shuttle schedules are posted at all shuttle stops and various locations throughout campus or can be obtained from the Shuttle Service webpage at:

<http://www.rwu.edu/about/university-offices/public-safety/transportation/shuttle-schedules>.

WEEKEND AND HOLIDAY TRANSPORTATION

Saturday, Sunday and Holiday service provides transportation between the main campus, Almeida, Baypoint, and the town of Bristol starting at 10:00 a.m.

SHOPPING SERVICE TO SEEKONK SQUARE

Shuttle service to Seekonk Square is provided on Saturdays beginning at noon. This service is provided on a first-come basis. The shuttle will only pick up at Seekonk Square

if they have dropped students off. Students are responsible for making sure they are on board by the last shuttle back to campus. If a student misses the last shuttle back it is their responsibility to arrange for transportation back to campus.

UNIVERSITY CLOSING TRANSPORTATION

When the residence halls close for holidays or university breaks, shuttle service is available to Providence Amtrak, Bonanza/Peter Pan, Greyhound Bus Terminals, T.F. Green Airport and the New London Ferry Terminal for those students who sign up. Advance sign-up is required to accommodate planning and reservation processing. There is a set schedule for this transportation. The transportation schedule will be announced in the RWU PDQ and posted under announcements prior to the date of departure. Reservation sign ups must be submitted by going to <http://www.rwu.edu/about/administration/publicsafety/transportation/hours.htm> and clicking on the outbound link of the date needed. A reply email will be sent back confirming the time of departure from campus.

RETURN TRANSPORTATION

Return transportation is provided on those Sundays when the residence halls reopen after a major break starting at T.F. Green Airport and stopping at the Providence train and bus stations. Scheduled times will be announced in the RWU PDQ prior to the date of scheduled return. Return transportation from the New London Ferry is at 5:00 p.m. and is a non-stop express service back to the University. Students can submit their request at <http://www.rwu.edu/about/administration/publicsafety/transportation/hours.htm> and click on the link of the date needed for return. Email requests will not be answered after 12:00 p.m. on the Friday before the Sunday of the University reopening. Any questions or comments concerning the shuttle service can be emailed to ShuttleService@rwu.edu.

For the latest dates and times of departures/pickups please check:

<http://www.rwu.edu/about/administration/publicsafety/transportation/hours.htm>.



XI. ADVERTISING

ADVERTISING & SOLICITATION POLICIES GENERAL INFORMATION

As a private institution of higher education and to protect the members of its community, Roger Williams University maintains a strict non-solicitation and advertising policy covering its entire campus. Only those activities provided for herein will be permitted.

The Department of Student Programs and Leadership has authority over **all Student Senate chartered club and organization advertising** with the exception of the University's Marketing & Communications Department and the Department of Residence Life and Housing. All forms of advertising must be approved by the Department of Student Programs and Leadership for Student Senate Clubs and Organizations. Print advertisements must display a Department of Student Programs and Leadership approval stamp for **Student Senate Clubs and Organizations**. All forms of advertisements must prominently display the name of the sponsoring group.

Once advertisements are approved, the Department of Student Programs and Leadership staff will post in designated areas of the Campus Recreation Center. The Department staff will also deliver approved advertisements to the Department of Residence Life and Housing for posting in the residence halls for Student Senate chartered Clubs and Organizations. The Department of Student Programs and Leadership approval does not guarantee that advertisements will be posted in the residence halls as the Department of Residence Life and Housing must approve.

Any exceptions to these policies must be granted by the Director of Student Programs and Leadership or his/her designee.

LIMITATIONS

- There will be no advertising on any glass or wall that is not an approved location including doors. Posting is also prohibited on the exterior of any building, in or on trees, light posts, pillars, windows, doors, sidewalks (with the exception of the Department of Student Programs & Leadership approved sidewalk chalk), fences, walkways, trash cans, the statue of Roger Williams and any other area designated off limits by the manager of the area and/or facility.
- It will not interfere with any public exit.
- All requests must be approved by the Department of Student Programs & Leadership and may be subject to appropriate revisions.
- Advertisements will not contain vulgar, obscene, and/or questionable words or statements as determined by the Department of Student Programs & Leadership.
- Advertisements will not be discriminatory as determined by the Department of Student Programs & Leadership.
- Advertisements may not cover existing signs.
- Except for regulated banners, print advertisements will not be larger than 11" x 17" (half the size of a standard poster board) and can only be hung by thumbtacks, staples, or painter's tape.
- Advertisements may not be distributed by hand to individuals or placed on cars. Recognized student groups may distribute information by reserving a

table in the Commons. Students cannot harass passersby, or force anyone to take what they are distributing. Doing so will result in loss of table reservation and advertising privileges. Students must follow all guidelines pertaining to table usage as listed in the table reservation section of his policy.

- No advertisements may contain language relating to alcohol (e.g. drink or pitcher specials of any sort, kegs, etc.)
- All forms of advertising are subject to approval and revisions by the Department of Student Programs & Leadership staff.
- All advertisements must include the following information:
 - Name of all sponsoring clubs/organizations/departments/campus groups
 - Location of event
 - Time of event
 - Contact information

DESIGN CENTER/COPY REQUESTS

- All requests must be approved by the Department of Student Programs and Leadership and may be subject to appropriate revisions; they must be submitted at least 5–7 business days in advance.
- All banners must be printed by the Department of Student Programs and Leadership Design Center.
- Information on submitting online requests can be found at <http://www.rwu.edu/campus-life/get-involved/student-programs-leadership/design-center>

BANNER RESERVATION

- Banner space may be reserved in the Commons and the Campus Recreation Center. Specific location information is available in the Department of Student Programs and Leadership.
- Banner space must be secured through the Department of Student Programs and Leadership before you request your banner(s).
- Banner space may be reserved for up to five (5) consecutive days.
- Only Department of Student Programs and Leadership staff persons are authorized to place and remove banners.

SANDWICH BOARDS

Sandwich boards are available for larger advertisements; they are reserved on a first-come first-serve basis and may be obtained through the Department of Student Programs and Leadership. Reserving of sandwich boards is given to Student Senate chartered Clubs and Organizations, departments should contact Public Safety for sandwich boards. They are to be placed in front of the Campus Recreation Center or the Commons. The group reserving the sandwich board is responsible for putting the sandwich board out in the morning at these specific locations. Lost sandwich boards will be billed to the group responsible for the reservation.

BULLETIN BOARDS

Advertisements may be placed in approved glass enclosed bulletin boards in the Campus Recreation Center and any other Department of Student Programs and Leadership approved bulletin board. Only Department of Student Programs and Leadership staff are authorized to place and remove materials on the bulletin boards. Advertisements must display the Department of Student Programs and Leadership approval stamp.

TABLE RESERVATION

Locations and tables are reserved on a first-come first-serve basis. Student groups and campus departments may reserve tables for a maximum of 3 days within the same week (Mon–Fri), and no more than 8 days in a month. Priority for reserving tables is given to Student Senate chartered Clubs and Organizations.

VISEX TV ADVERTISING

Visex and electronic marquee requests are available in the Department of Student Programs and Leadership; they must be submitted at least 5 business days in advance. Requests are subject to approval by the Department of Student Programs and Leadership for Student Senate chartered clubs and organization and must adhere to all aspects of the Advertising Policy in terms of content. Those looking to be trained in the Visex program should contact the Department of Student Programs and Leadership.

SIDEWALK CHALK

Only recognized student clubs and organizations may receive permission to chalk.

Sidewalk chalk is permitted only in the following areas:

- Sidewalks in D'Angelo Common (Does not include porticos of Gabelli School of Business and the University Library.)
- Sidewalks in front of Residence Halls (This requires additional approval from the Department of Residence Life and Housing.)
- Sidewalks leading to Campus Recreation Center (Does not include brick entryway at bottom of stairs.) All other locations are strictly prohibited.
- All sidewalk chalk must be approved by the Department of Student Programs and Leadership. Student groups must submit a copy of all text and/or graphics to be chalked to the Director of Student Programs and Leadership via email at least 5 Business Days in advance of chalking. All advertising policies and limitations also pertain to sidewalk chalk.

Approval maybe taken away depending on inclement weather

VIOLATIONS

Advertisements in violation of the policy will be immediately removed by Department of Student Programs and Leadership staff. Violations of the advertising policy will result in the following actions:

- First Violation: A written warning will be sent to the club or organization and their advisor.
- Second Violation: A fine of \$50 will be issued.
- Third Violation: Suspension of all club and organization advertising privileges and possible student conduct action.

DEMONSTRATIONS POLICY

The University affirms and insures the right to peaceful assembly and free speech. However, any obstruction or disruption of teaching, research, or other University activities and procedures is prohibited. Reasonable limitations, as determined by the Vice-President of Student Life, may be placed on the time, place, and manner of any event or demonstration on campus.



CAMPUS RESOURCES

ACADEMIC ADVISING

Undeclared students and students changing a major
See Center for Student Academic Success Main Office

ADMISSION (UNDERGRADUATE)

Admission & Alumni Center
(401) 254-3500
Dean of Admission: Amy Tiberio
admit@rwu.edu

ADMISSION (GRADUATE)

Admission & Alumni Center
(401) 254-6200, Fax (401) 254-3557
gradadmit@rwu.edu

ALUMNI RELATIONS & ANNUAL GIVING

Alumni & Admissions Center
(401) 254-3005
Chief Advancement Officer
Bruce Keeler
alumni@rwu.edu

ARCHITECTURE (SCHOOL OF)

School of Architecture, Art
& Historic Preservation
(401) 254-3605
Dean: Stephen White, AIA
swhite@rwu.edu

The School of Architecture, Art, and Historic Preservation is a diverse educational community of students and faculty dedicated to the creation and stewardship of the built and cultural environments. We bring together students from many backgrounds and experiences and prepare them for leadership in professional practice, service, and individual creative pursuits. We achieve this through multidisciplinary educational programs guided by the principles of inquiry, conscience,

Tolerance, and mutual influence. Education in the School encourages complementary goals of learning and practice, reflection and action, and focuses on readying the students for a variety of roles within a global society, with its continuing need for educated citizens who have the knowledge, skills, and dedication to improve our surroundings. We are committed to balance between creation and conservation, aesthetic and technical achievement, national and international perspectives, individual exploration and communal involvement, classroom and lifelong learning. This is achieved through a variety of situations such as studios, lectures, seminars, internship, study abroad, field work, public forums, and required community service, all of which exist as relevant tools for contemporary life and practice, and as a means towards advancing the cause of a humane and civilized environment for all.

ARCHITECTURE LIBRARY

See Library

ARMY ROTC

(401) 254-3678
Michael Fowler
mfowler@rwu.edu

Army Reserve Officers Training Corps (ROTC) is offered by the University and is available to all male and female students. Physically qualified American citizens who complete the entire four-year program are eligible to be commissioned in the U.S. Army. Delayed entry into active service for the purpose of graduate study is available.

Military science course work is designed to complement other instruction offered at the University. Emphasis throughout is on the development

of individual leadership ability and preparation of the student for future leadership roles in the Army. Professional military education skills in written communications, human behavior, history, mathematical reasoning, and computer literacy are fulfilled through required University Core Curriculum requirements and the military science curriculum. Please see the descriptions of the available programs (four year, three year and two year programs) for additional information. Significant scholarship opportunities are available to students participating in the ROTC program. These scholarships are based on performance and not on financial need.

ATHLETICS

Campus Recreation Center, 1st Floor
(401) 254-3050, Fax (401) 254-3535
Director: Dave Kemmy
dkemmy@rwu.edu

Roger Williams University sponsors 24 varsity sports, most of which compete at the NCAA Division III level and are members of the Commonwealth Coast Conference. The Roger Williams Athletic Department is dedicated to the Division III philosophy of the student-athlete, and the intrinsic value of athletics in education. Competition in athletics helps students discover what kind of person they would like to become. It also develops leadership, integrity, courage, and the ability to work with others to achieve a common goal. Being part of a collegiate varsity team is an experience that not all will have, but those who do will remember forever. Roger Williams University also runs an extensive recreation program including fitness/wellness programs, intramural sports, and intercollegiate club sports to service the entire student body as well as the community as a whole. The Campus

Recreation Center has helped raise the level of all the Hawks' teams as well as provide fabulous fitness, recreation, and intramural opportunities for the entire Roger Williams community.

VARSITY TEAMS

Men's	Women's	Co-Ed
Cross Country	Cross Country	Sailing
Soccer	Soccer	Equestrian
Basketball	Basketball	
Baseball	Softball	
Tennis	Tennis	
Lacrosse	Lacrosse	
Wrestling	Volleyball	
Swimming	Swimming	
& Diving	& Diving	
Track & Field	Track & Field	
Golf	Field Hockey	
Polo	Polo	

Club Teams

Co-Ed Crew
Men's Ice Hockey
Men's Rugby
Women's Rugby
Men's Volleyball
Cheerleading
Ultimate Frisbee

FITNESS CENTER

Campus Recreation Center, 1st Floor
(401) 254-5222
Fitness Coordinator: Dr. Mark J. Andreozzi
mandreozzi@rwu.edu

AQUATICS CENTER

Campus Recreation Center, 2nd Floor
(401) 254-3421
Aquatics Coordinator: Matthew Emmert
memmert@rwu.edu

BOOKSTORE – MAIN CAMPUS

The Commons, Lower Level
rwu.bncollege.com
(401) 254-3036 [undergrad]
(401) 254-4592 [law]
Store Manager: Michele Marsella

Semester Hours:

Monday–Tuesday, 9:00 a.m.–6:00 p.m.

Wednesday–Thursday, 9:00 a.m.–5:00 p.m.

Friday, 9:00 a.m.–4:00 p.m.

Saturday, 12:00 p.m.–4:00 p.m.

Summer Hours:

Monday–Thursday, 9:00 am–4:00pm

Friday, 9:00 am–2:00pm

BURSAR

Administration Building, 1st Floor

(401) 254-3520, Fax (401) 254-3674

Bursar: Deborah Sylvia

bursar@rwu.edu

Regular Hours:

Monday–Thursday, 8:30 a.m.–5:00 p.m.

Friday, 8:30 a.m.–4:30 p.m.

Summer Hours:

Monday–Friday, 8:30 a.m.–4:30 p.m.

The Bursar's Office is the place to go regarding financial issues pertaining to your student account. It is our intent to provide service to our customers in a professional manner in order to create a welcoming and proactive environment for our students and parents.

Students are encouraged to visit the Bursar's Office for clarification on our procedures and policies. We are here to assist you with questions concerning existing balances, tuition charges, payment due dates, payment arrangements and payment plans. An understanding of how outstanding balances can interfere with the ability to register for classes is central to our mission.

TUITION: BILLING

Student Account Center (SAC) is a one-stop, real time, online environment for all your billing account needs. This site allows you to receive billing statements, view up-to-the-minute account activity, make payments, and enroll in an optional semester monthly payment plan. RWU does

not mail paper statements.

Only the student is given initial access to SAC. Students can grant access to parents and other authorized users at <https://rwu.afford.com>.

TUITION: PAYMENTS

In Person – Payment of any Roger Williams University bill may be made in person by cash, personal check or money order at the Office of the Bursar.

Via Mail – Payments can be mailed to: Roger Williams University, TMS Billing Services, P.O. Box 809190, Chicago, IL 60680-9190. All checks should have the student's ID number in the memo section of the check.

Online – Payments by American Express, MasterCard, Visa, Discover or checking and saving account ACH may be made online at <https://rwu.afford.com>. Please note there is a convenience fee for using a credit card.

Scholarship and Loan Checks – should be mailed to Roger Williams University, Bursar's Office, One Old Ferry Road, Bristol, RI 02809-2921.

LOANS, GRANTS & SCHOLARSHIPS

Financial Aid will be credited to returning students' accounts starting 10 days prior to the start of classes if all of the necessary information is received and verified by the Office of Student Financial Aid and Financial Planning. Perkins Loans and Stafford Loans are credited once the student has completed a Financial Aid Entrance Interview and signed the necessary promissory note(s). Outside scholarships, 110 RWU Student Handbook and Resource Guide including state grants will be credited upon receipt of funds. All other loans that indicate Roger Williams University as the payee, or one of the named payees, must be deposited by Roger Williams University. They cannot be endorsed and returned to the student/ parent. Refunds may be

considered only if the student's account reflects a credit balance after all the proper charges and credits have been recorded on his/her account.

TUITION: CREDIT ADJUSTMENT POLICY

Any applicable credit to reduce tuition charges for students who leave the University will be granted upon presentation of an approved and signed Withdrawal from the University form or the Add/Drop form in accordance with the following schedule:

FROM THE BEGINNING DATE OF THE FALL AND SPRING SEMESTER:

Prior to the first day of classes:

100% Tuition, Room & Board

Within the first week:

100% Tuition & Forfeit One Week
of Room & Board; fees non-fundable

Within the second week:

80% Tuition, Room & Board; fees
non-refundable

Within the third week:

60% Tuition, Room & Board; fees
non-refundable

Within the fourth week:

40% Tuition, Room & Board; fees
non-refundable

After the fourth week:

No Refund

WINTER & SUMMER INTERSESSIONS:

Prior to first class meeting:

100% of Tuition

Prior to second class meeting:

50% of Tuition

Prior to third class meeting:

25% of Tuition

After third class meeting:

No Refund

REFUNDS

Any outstanding balance on a student's account is deducted from the tuition credit.

All student fees are for a full semester and are not refundable. Any credits which would result in a refund due the student as authorized by the Office of the Bursar will require approximately two (2) weeks for processing. Refunds are made payable to, and given directly to, the student unless we are otherwise informed by the student. The account must reflect a credit balance to be eligible for a refund. Credits for any and all forms of financial aid, including student loans, will be considered in accordance with applicable regulations.

The Office of the Bursar does not provide check cashing services for students. All banking services required by students must be personally arranged with local banking facilities. It should be noted, however, in an extreme emergency situation, a student may be allowed to cash a check with the Bursar's approval.

Creating and maintaining open lines of communication between family members, students and the Bursar's Office is vital in contributing to a smooth registration process and an enjoyable college experience. For further information, please visit us at <http://www.rwu.edu/about/university-offices/bursar>.

CAMPUS ENTERTAINMENT NETWORK (CEN)

See Student Programs & Leadership

CATERING

See Dining Services

CENTER for CAREER & PROFESSIONAL DEVELOPMENT (CCPD)

Global Heritage Hall

(401) 254-3224, Fax (401) 253-3497

Associate Dean: Stephen Cantine
careers@rwu.edu

Hours:

Monday–Friday, 8:00 a.m.–5:00 p.m.

Drop-In Hours:

Monday & Thursday 9:00 a.m.–11:00 a.m.

Tuesday & Wednesday 1:00 p.m.–3:00 p.m.

The CCPD prepares our students and alumni for life after college by helping individuals understand their personal and professional values and interests and acquire the skills necessary to obtain professional employment or admission into graduate school.

We provide on-going educational opportunities for students and alumni to learn to manage their careers. CCPD professionals are dedicated to the pursuit of excellence in teaching, advising and role modeling.

The CCPD provides students and alumni a life-long connection to the University and to our local, national and global communities. We strive to initiate, encourage, facilitate and maintain relationships throughout the University and working world to ensure the best possible outcome for all parties involved. In this way, the CCPD naturally bridges the University and our students – past, present and future – to the world.

CENTER FOR STUDENT ACADEMIC SUCCESS (CSAS)

Main Library, 1st and 2nd Floor

The Center for Student Academic Success is an integrated hub of academic resources and support located on the first and second floors of the Learning Commons. CSAS is comprised of a Advising and Peer Mentorship; Tutorial Support Services; and Student Accessibility Services.

ADVISING AND PEER MENTORSHIP

Main Library, 2nd Floor

(401) 254-3456

Associate Director: Morgan Cottrell
mcottrell@rwu.edu

Senior Academic Advisor: Karen Johnson
kjohnson@rwu.edu

Senior Retention Advisor:

Elizabeth Niemeyer
eniemeyer@rwu.edu

Office Hours:

Monday–Friday, 9:00 a.m.–5:00 p.m.

Advising and Peer Mentorship serves the entire undergraduate population. A team of three professional staff advisors and 60 trained peer mentors are dedicated to working with students to achieve academic goals and assist with the transition to college life. The primary initiatives of the office include academic advising for undeclared students and students in major transition, a comprehensive peer mentorship program for all new RWU students, and a variety of tailored retention programs that aim to assist students in making academic progress. The office supports the exploration and development of educational and career goals while promoting student responsibility in the decision making process. It is the office's aim to help each student understand the value of a liberal arts education in today's economy, as well as the necessity of acquiring job-ready skills through a variety of academic offerings, campus resources and co-curricular opportunities. Staff and mentors provide accurate answers to questions, sensitive and appropriate referrals to other campus resources, and guidance throughout the school year.

TUTORIAL SUPPORT SERVICES (TSS)

Main Library, 2nd Floor

(401) 254-3219

Associate Director: Karen Bilotti
kbilotti@rwu.edu

Website: <http://rwu.edu/go/tss>

Office Hours:

Monday–Friday, 9:00 a.m.–5:00 p.m.

Tutoring Center Hours:

Monday–Thursday, 9:00 a.m.–8:00 p.m.

Friday 9:00 a.m.–3:00 p.m.

Sunday 2:00 p.m.–8:00 p.m.

TSS assists all University undergraduates in their efforts to achieve academic success. The members of the TSS staff work with students individually and in small tutorial groups. TSS is a resource for students looking for guidance with building academic skills as well as maintaining a strong academic standing.

The services of TSS include:

THE WRITING CENTER

(401) 254-3630

Associate Director: Karen Bilotti

kbilotti@rwu.edu

The Writing Center provides faculty and peer tutoring for all writing courses and writing assignments in the majors. The Center’s mission is to assist students in becoming better writers and to aid the student in the on-going process of writing, not to edit or “fix” papers. Students leave the Writing Center feeling encouraged to complete their assignments using their own analytical and mechanical skills. Peer tutors are available on a walk-in basis. Students are advised to schedule appointments to work with faculty tutors.

Please visit the Writing Center at:

<http://www.rwu.edu/go/writingcenter>

THE MATH CENTER

(401) 254-3252

Coordinator: Rick Fullerton

rfullerton@rwu.edu

Through the tutor in the classroom

program, The Math Center provides tutoring for all math courses and mathrelated topics across the curriculum. Faculty and peer tutors are available to assist students with grasping general concepts and skills, completing homework assignments, and preparing for tests. Peer tutors are available on a walk-in basis. Students are advised to schedule appointments to work with faculty tutors.

Please visit the Math Center at:

<http://www.rwu.edu/go/mathcenter>

THE SCIENCE TUTORING CENTER

(401) 254-3873

Coordinator: Tracey McDonnell Wysor

twysor@rwu.edu

The Science Tutoring Center provides tutoring for introductory Science courses, including Chemistry I and II, Physics I and II, and Biology I and II. Peer tutors in the Science Tutoring Center are students who have demonstrated academic proficiency in these courses. Tutors conduct study groups, one-on-one and small group tutoring sessions, attend class discussion and provide review sessions before tests. Tutors’ schedules are available at the Center and through the Science faculty.

Please visit the Science Tutoring Center at:

<http://www.rwu.edu/go/sciencetutor>

STUDENT ACCESSIBILITY SERVICES

1st Floor, Main Library

(401) 254-3736

Associate Director: Lisa Bauer

lbauer@rwu.edu

(401) 254-3841

Services Coordinator and Adaptive

Technology Specialist: Laura Choiniere

lchoiniere@rwu.edu

(401) 254-3038

Administrative Assistant: Patsie Almonte

palmonte@rwu.edu

Hours:

Monday–Friday, 8:00 a.m.–5:00 p.m.

Student Accessibility Services (SAS) at Roger Williams University is a strategy-based service. SAS supports approximately 10% of the total undergraduate population at the University. Students registered with SAS are expected to adhere to the same academic standards as the rest of the University. A student's initial connection and ongoing interaction with SAS is self-propelled.

SAS services are available to all students with documented disabilities that substantially limit a major life activity, such as learning, hearing, seeing, reading, walking, and speaking. The most successful students are self-advocates who identify their own needs and take personal initiative in problem-solving and decision-making. The most commonly requested accommodations are: extended time for test-taking, testing in the SAS Testing Center, note-taking assistance and requests for alternate/electronic texts and student/SAS staff meetings.

Students are eligible to receive services/accommodations only after documentation is received, reviewed and approved by the SAS office. Outreach to faculty and parents is generated ONLY by a student via written request. Disability-related information is confidential and is never shared outside the SAS office without a student's permission.

SAS is a self-generated service for students to utilize as a support tool to assist in their educational process. SAS does not mandate alterations in course work, waivers of class absences or extensions to class assignments.

Documentation requirements can be found on our website:

<http://www.rwu.edu/go/sas>

Roger Williams University is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide equal access to facilities, educational and co-curricular programs, campus activities and employment opportunities to qualified individuals with disabilities.

CONFERENCES (OFFICE OF)

Campus Recreation Center,
2nd Floor, Suite 215
(401) 254-3067, Fax (401) 254-3377
Coordinator: Kaye Neves
conferences@rwu.edu

CONTINUING STUDIES (SCHOOL OF)

1 Empire Plaza
Providence, RI 02903
(401) 254-3530, Fax (401) 254-3560
Dean: Jamie Scurry
jscurry@rwu.edu

COUNSELING CENTER

Center for Student Development,
2nd Floor
(401) 254-3124
Interim Director: Dr. Christopher Bailey
cjbailey@rwu.edu

Hours:

Monday–Friday, 8:00 a.m.–5:00 p.m.

The counseling staff provides a spectrum of services to help students, particularly freshmen, succeed at Roger Williams University. These services include individual, group counseling and consultation. A support group offered to students struggling with homesickness is geared especially for freshmen and is advertised at the beginning of fall semester. We also offer various groups including such topics as loss and dealing with anxiety.

All full-time undergraduate and graduate students other than law students are eligible to use all of our services free

of charge. Our services are confidential with regard to legal and professional guidelines of the state of Rhode Island, which means that we cannot share information about the fact or nature of a student's visit to the Counseling Center without the student's permission.

CROSSINGS YEARBOOK

See Student Programs & Leadership

DEAN OF STUDENTS

Center for Student Development, 1st Floor

(401) 254-3161

Dean of Students: Dr. Lisa Landreman

llandreman@rwu.edu

Associate Dean of Students:

Allison Chase Padula

(401) 254-3042

achasepadula@rwu.edu

DESIGN CENTER

See Student Programs & Leadership

DINING SERVICES

The Commons

Phone: (401) 254-3874/ (401) 254-5372

Hours:

Monday - Thursday, 7:00 a.m.–8:00 p.m.

Friday, 7:00 a.m.–7:00 p.m.

Saturday & Sunday:

Continental Breakfast, Brunch, Dinner

9:00 a.m., 10:00 a.m.–2:00 p.m.,

5:00 p.m.–7:00 p.m.

DINING HALL & RWU STUDENT ID* POLICIES:

1. All students living on campus in University housing whose rooms do not have kitchens are required to participate in a board plan, either a Carte Blanche or a 200 Block Plan.
2. Board Plan students must present their RWU Student ID to gain entry into the Dining Hall. If the ID is lost or stolen it should be reported

immediately, either in person at the Dining Services ID Office, or by calling 254-3874. It can also be turned off by logging into GET Funds.

A temporary pass will be issued to gain entry into the Dining Hall.

3. To replace a lost or stolen Student ID card, a non-refundable fee of \$25.00 is charged. Once a replacement ID has been issued, the old ID will not be able to be reactivated.
4. Students using their ID debit feature to gain entry into the dining locations or make purchases at off campus locations that accept the ID may be asked for additional proof of identification.
5. Students or guests not on the board plan may enter the Dining Hall by paying with either Cash or Points.
6. RWU Student ID's are nontransferable. The use of another student's ID or allowing fraudulent use of your own Student ID, through intent or neglect, is not permitted.
7. Students are expected to comply with all reasonable requests made by members of the Dining Services Management or Staff.

Students failing to comply with these policies will be referred to the Office of Student Conduct and Community Standards.

CATERING

Lower Commons

rwu.catertrax.com

(401) 254-3829

catering@rwu.edu

ID OFFICE

Lower Commons

(401) 254-3874

idoffice@rwu.edu

Hours:

Monday–Friday, 8:00 a.m.–3:00 p.m.

ECO-REPS

Roger Williams University has formed a group of Peer Leaders known as “Eco-Reps.” Begun in the fall of 2009, this team of 12 residential students is involved with sustainability initiatives throughout the University and is charged with promoting and educating about Sustainability (“Reducing, Reusing, & Recycling”) amongst their peers in the residence halls, throughout the University at large and in the local public school systems. These are PAID POSITIONS of up to 10 hours per week: payroll (up to 6 positions) or work study (up to 6 positions).

Our priorities include increasing Recycling in the residence halls by 20%, as well as increasing water and power conservation in the residence halls.

Eco-Reps Online Application: <https://rwu.edu/campus-life/campus-beyond/green-living/eco-reps-application>

For more information about Roger Williams University’s Green Efforts, please go to <http://www.rwu.edu/campus-life/campus-beyond/green-living>.

EDUCATION (SCHOOL OF)

School of Law building, ground level
(401) 254-3309, Fax (401) 254-3710
Interim Dean: Robert McKenna,
rmckenna@rwu.edu

The Elementary Teacher Education program offers unique opportunities for undergraduates and graduate students to develop the knowledge, skills, and dispositions necessary to teach all children in America’s increasingly diverse and global classrooms. Students complete courses, field-based assignments, and clinical experiences in a learner-centered environment that emphasizes connecting theory and practice. Upon successful completion of the program, students are recommended to the Rhode Island

Department of Education for certification to teach in grades 1–6. Undergraduates enroll in the program as an Education major, and graduate students matriculate in a Master of Arts in Teaching (M.A.T.) program. Students are formally admitted to the program after they have met Rhode Island Department of Education skills requirements.

The Secondary Teacher Education program gives students a rich background in educational history and philosophy, cognitive psychology, and the art and practice of teaching. Undergraduates who wish to teach at the secondary level double major in a content area and in Education. Upon successful completion of the Secondary program, students are recommended to the Rhode Island Department of Education for certification to teach in grades 7–12 in one of the following content areas: English, social studies, history, mathematics, biology, chemistry, or foreign languages.

Certification to teach dance and foreign languages in grades K–12 is also available. As is the case in the Elementary program, Secondary students complete course work and classroom-based experiences in a learner-centered environment that enables them to acquire the knowledge, skills, and dispositions to teach successfully in America’s increasingly diverse and global classrooms.

Students are formally admitted to the program after they have met Rhode Island basic skills requirements. SED offers the three courses required for certification to teach at the Middle School level (grades 5–8). The Middle School Certification program is open to undergraduates in the Secondary program, and to undergraduates in the Elementary programs that have completed at least 21 credit hours in a content area. SED also offers a Master’s degree program in Literacy that leads to an advanced

certificate in Reading.

The SED offers an undergraduate degree in Educational Studies. The Educational Studies program provides students with a strong background in the field of education and prepares students for productive careers and future study in a field committed to serving the larger community. Students in the Educational Studies major have a wide range of career and advanced education options in non-profit, corporate, as well as educational settings. This major does not lead to teaching certification.

ENGINEERING (SCHOOL OF)

School of Engineering, Computing & Construction Management

(401) 254-3314

Dean: Robert Potter

bobpotter@rwu.edu

The mission of the School of Engineering, Computing and Construction Management is to deliver the highest quality undergraduate professional educational experience enabling our graduates to excel in the practice of their professional discipline or the pursuit of an advanced degree. The School offers three programs: Computer Science; Construction Management (accredited by the American Council for Construction Education, ACCE); and, Engineering (accredited by the Accreditation Board for Engineering and Technology, ABET). The ABET-accredited engineering program at Roger Williams University consists of courses in mathematics, science, and engineering fundamentals during the first two and one-half years of study. Students have the option to tailor their specific program by selecting appropriate courses to specialize in Civil Engineering, Computer Engineering, Electrical Engineering, or Mechanical Engineering. The curriculum is designed

to achieve a balance between science and engineering, provide an understanding of the economic and social implications of engineering activity, and develop critical problem solving skills. Students studying for a degree in engineering acquire the necessary knowledge and analytical skills to become successful practicing, licensed engineers or to pursue graduate studies. Our ACCE-accredited Construction Management program provides students with expertise in: computer-aided design and other computer applications; construction equipment, materials, and planning; estimating and scheduling techniques; and project management and control. A minor in Business Management is integrated into the CM program. CM program graduates are employed in all sectors of the construction industry.

Our Computer Science program provides students with the education necessary to excel in the ever-expanding computing environment. With emphasis on high integrity software and internet security, our graduates are highly sought after by many different organizations and businesses.

FACILITIES

North Campus Building

(401) 254-3136

Hours:

Monday–Friday, 7:30 a.m.–4:30 p.m.

To make a facilities request please visit: myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp

FEINSTEIN CENTER FOR SERVICE LEARNING AND COMMUNITY ENGAGEMENT

Global and Community

Engagement Building

(401) 254-3765, Fax (401) 254-3523

Director: KC Ferrara
kferrara@rwu.edu

Roger Williams University consistently committed itself to educating our students beyond the classroom in a way that combines meaningful work in the community, enhanced academic learning, and an increased sense of civic responsibility. The Feinstein Center is dedicated to supporting, exploring, and encouraging collaborations between the University and our community partners. When our students move outside campus boundaries and into the community, their expertise is tested and their perspective is forever changed as they contribute to the important work done by non-profit organizations in our area. Students will join in this tradition of service through our annual Community Connections program, a day-long community service project that will reach thousands of individuals and approximately 70 nonprofit agencies in Rhode Island and Southeastern Massachusetts. And that's just the beginning – the Feinstein Center helps our students connect with the community 12 months a year through the Community Service Work Study, long and short term service experiences, Alternative Spring Break, fundraising and charitable giving programs, community based internships and more! RWU students engaged in over 100,000 hours of service last year, locally, nationally, and globally, making an enormous impact on the community and experiencing learning as part of a larger community.

FEINSTEIN COLLEGE OF ARTS & SCIENCES

(401) 254-3660
Interim Dean: Dr. Robert Cole
rcole@rwu.edu
Associate Dean: Dr. Roberta Adams
radams@rwu.edu

Associate Dean: Dr. Jason Jacobs
jjacobs@rwu.edu

The Feinstein College of Arts and Sciences offers an array of programs designed to foster critical, creative, and independent thinking, responsible citizenship, and life-long learning through rigorous study and application in the Arts and Sciences. In addition, the College provides all undergraduate students at the University the opportunity to engage in a focused interdisciplinary investigation of the complex world around us through the courses that comprise the University's Core Curriculum Program.

FINANCE

Bridge House
(401) 254-3886
Controller: Nicole Turner
nturner@rwu.edu

FINANCIAL AID

Administration Building, 1st Floor
(401) 254-3100, Fax (401) 254-3356
finaid@rwu.edu

Roger Williams University strives to maintain an active, resourceful, and equitable program of financial assistance for students who would not otherwise be able to attend this institution. The criteria for financial assistance is that of demonstrated need and academic achievement. There are two types of aid available: Gift and Self-Help.

Gift aid can consist of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Roger Williams University grants and scholarships, and state scholarships and grants from participating states. These are awards that the student does not pay back.

Self-Help can consist of the

Federal Perkins Loan, the Direct Federal Subsidized and Direct Federal Unsubsidized Loan, Federal Work-Study, and Roger Williams University Work-Study.

All students who are awarded loans as part of their financial aid package must sign a promissory note and complete an entrance interview before receiving the proceeds of their loans. Student loans must be repaid.

Students awarded work-study are paid these awards biweekly based on their hours worked. This money is generally used for miscellaneous living expenses and is not credited toward their balance with the Bursar's Office.

HOW AND WHEN TO APPLY

In order to assess the financial need of each applicant in a uniform manner all freshman and transfer applicants must file both a CSS/Financial Aid Profile application for institutional aid and the Free Application for Federal Student Aid (FAFSA) for Federal aid. All returning students are required to file the FAFSA and instead of the CSS/Financial Aid Profile application, the Roger Williams Data Form. Returning students who filed a FAFSA for the prior academic year should automatically receive Renewal FAFSA information directly from the

Department of Education sometime late in the fall semester by email or postal mail. If for some reason they do not receive one, they can file a new FAFSA.

The CSS/Financial Aid Profile registration form, the FAFSA, and the Roger Williams Data Form are all available in the Office of Student Financial Aid and Financial Planning, which is open weekdays all year from 8:00 a.m. to 4:30 p.m.

The CSS/ Financial Aid Profile application, for institutional aid, must be completed and submitted to the College Board before December 15 to assure that it is received by the January 1 priority date. The FAFSA, for Federal aid, must be completed and submitted to the Federal processor between January 1 and January 15 to assure that it is received by the February 1 priority date. The Roger Williams Data Form must be completed and submitted to the RWU Office of Student Financial Aid and Financial Planning by February 1. It is important to meet this priority date in order to be considered for the maximum aid possible.

To be considered for financial aid, a student must be admitted to a degree or eligible certificate program and enrolled for a minimum of 6 credits for every semester for which they wish to receive aid. Changes in where a student resides

FULL-TIME SEMESTERS COMPLETED*	MINIMUM GPA	MINIMUM CREDIT HOURS COMPLETED
End of 1st Semester	1.70*	12
End of 2nd Semester	1.80	24
End of 3rd Semester	1.90	36
End of 4th Semester	2.00	48
End of 5th Semester	2.00	60
End of 6th Semester	2.00	72
End of 7th Semester	2.00	84
End of 8th Semester	2.00	96
End of 9th Semester	2.00	108
End of 10th Semester	2.00	120

*Does not include semesters when a student has withdrawn for medical reasons.

while taking classes (e.g. residence hall versus at home) or credit load from semester to semester may substantially affect a student's financial aid award.

SATISFACTORY PROGRESS POLICY

Students who receive financial aid from the University must maintain a satisfactory level of academic progress in accordance with University's Rate of Progress, Maximum Time Allowance, and Minimum Quality Point Average policy to continue receiving financial aid. See the chart below for details of this policy.

**Transfer students will be considered to have completed one semester of full-time study for every twelve credits of posted transfer credit. For example a student who transfers twenty-four credits must have a GPA of 1.9 at the end of their first semester at the University to achieve Academic Good Standing. While part-time students do not have a rate of progress requirement they must meet the GPA requirement for full-time students based on the number of credit hours they have completed. For example, a part-time student who has completed between 24 and 35 credits would be expected to have a GPA of 1.80. A part-time student who has completed 48 credits would be expected to have a GPA of 2.0.*

Any student who does not meet this requirement but feels that there are mitigating circumstances may file an appeal by submitting a letter of explanation to the Office of Student Financial Aid, Roger Williams University, One Old Ferry Road, Bristol, RI 02809-2921.

FITNESS CENTER

See Athletics

GABELLI SCHOOL OF BUSINESS

(401) 254-3128

Dean: Susan McTiernan
smctiernan@rwu.edu

The Mario J. Gabelli School of Business emphasizes excellence in classroom engagement and experiential learning opportunities to develop independent thinkers who understand the responsible and global application of theory to practice. We are student-centered with a primary emphasis on excellence in teaching. We are committed to research and service activities that enhance the quality of instruction. Our vision is to be the school of choice for those who seek excellence in business education framed by personal attention and enhanced by experiential opportunities and the strongest emphasis on positive outcomes for students.

The school is accredited by the AACSB: The Association to Advance Collegiate Schools of Business. Only 601 schools of business, or less than 5% worldwide, have earned this distinguished hallmark of excellence in management education. To maintain accreditation a business program must undergo a rigorous internal review every five years, at which the program must demonstrate its continued commitment to the 21 quality standards relating to faculty qualification, strategic management of resources, interactions of faculty and students, as well as a commitment to continuous improvement and achievement of learning goals in degree programs. The business majors are accounting, business law (3+3), economics (BS), finance, international business, management, and marketing.

The school supports a variety of business career-oriented student organizations, including Delta Sigma Pi (a national professional fraternity), Beta Gamma Sigma (an honor society for

business programs), Beta Alpha Psi (an honor society for accounting and finance students), SAM (Society for the Advancement of Management), the Alternative Investments Club, the Economics Club, the Financial Management Association, and the American Advertising Federation.

GENDER & SEXUALITY CENTER

Location: Maple Hall – Tower 9,10,11
Dr. Jen Stanley, Director
jstanley@rwu.edu

Includes: SAFE, The Locker Room, and The Women's Center

The Gender Resource Center is committed to fostering an inclusive experience for all. It is the place on campus where students, faculty, and staff connect for resources, services, education, and leadership programs related to gender identity and sexuality.

SAFE (SEXUALITY ADVOCACY FOR EVERYONE)

Location: Gender & Sexuality Center
Dr. Laura D'Amore, Faculty Advisor
Dr. Jason Jacobs, Faculty Advisor
Racheal Pozerski, Faculty Advisor

SAFE is the campus-wide gay-straight alliance group at Roger Williams University. The group advocates for LGBTQQ equality and celebrates diversity through weekly club meetings, and various educational and entertaining events throughout the year. Annual events include: Bingo for a Cure on World AIDS Day, Pride Week during April, and Transgender Day of Remembrance. SAFE is highly involved with other diversity organizations on campus, and often advises and advocates for issues of multiculturalism on campus.

THE LOCKER ROOM

Location: Gender & Sexuality Center
Corey Brown, Advisor

www.facebook.com/rwulockerroom

The Locker Room was designed to be a safe venue for men at Roger Williams University to discuss what it means to be a man. It was created out of a need for men to have fun and feel comfortable in their own skin while grappling with the constantly changing culture. Each seminar-style session is facilitated by a professional staff member who encourages participants to engage in reflective exercises and activities that encourage discussion. This program, which began in the fall of the 2009 academic year, was effective because of these participant interactions. Those in attendance were able to comfortably discuss topics such as male privilege, the gender binary, and the societal definitions of masculinity.

THE WOMEN'S CENTER

Location: Gender & Sexuality Center
Mary Randazzo, Advisor

(401) 254-3294

<https://www.facebook.com/groups/128091187238227>

The Roger Williams University Women's Center serves as a support and resource area for all students. Members of the Women's Center meet weekly Wednesdays at 4:00 p.m. to develop awareness programs and other educational opportunities for the campus and local community. Exploring current issues facing women and intersections of identity, this group also serves as a support network for the campus community and each other. The Women's Center creates, facilitates and sponsors programming to educate and enrich the lives of all RWU students.

ALL students are invited to join the

Women's Center. Meetings are held Wednesdays at 4:00 p.m.

HAWKS' HERALD (STUDENT NEWSPAPER)

See Student Programs & Leadership

HEALTH EDUCATION

Center for Student Development.

Room 210

Phone (401) 254-3413, Fax (401) 254-3305

For an appointment call (401) 254-3491

Director: Donna Darmody

ddarmody@rwu.edu

MISSION STATEMENT

The Director of Health Education, Alcohol and Other Drug Abuse Prevention Coordinator and the Student Health and Wellness Educators (HAWEs) work together to provide education and support to Roger Williams University students in maintaining a healthy lifestyle. We strive to motivate individuals to develop the physical, mental, social, intellectual and spiritual dimensions of self and make choices toward a more successful and healthier existence.

HAWES (HEALTH AND WELLNESS EDUCATORS)

There are 10 stipend positions for students to work out of the Health Education office as a HAWE. Additional opportunities include internships, work study positions and independent study opportunities in the areas of psychology, media, communication, health behavior, statistics and education.

OUR MISSION

We as Health and Wellness Educators are students interested in promoting healthy lifestyles. We work together to educate the RWU community about alcohol and other drugs, safe sex and general wellness. Our motto is "Helping People Help Themselves."

WE BELIEVE...

- That health is an individual choice
- That people can choose to make lifestyle changes
- That motivation for change comes from within an individual

HEALTH EDUCATION PROGRAM SERVICES

- The RWU Alcohol Incident Referral (AIR) Program
- The AIR program at RWU is an educational/assessment program done by the Director of Health Education and HAWEs in cooperation with the Office of Student Life. Students violating alcohol or other drug use campus/housing policy are sanctioned to do the AIR program. It uses a Brief Alcohol Screenings In College Students (BASICS) model
- Workshops and Presentations (Alcohol and Other Drugs, Nutrition, Stress, Sexual Health)
- Individual Consultations/Wellness
- Coaching
- Resource Library
- Campus Promotions and Prevention Campaigns
- AlcoholEdu-mandated Freshmen on-line program
- National, Regional and RWU Student Alcohol and Other Drug Use Data Collection and Analysis
- Social Norm Marketing Campaigns
- Research and Marketing Internships

HEALTH SERVICES

Center for Student Development, 2nd Floor
(401) 254-3156, Fax (401) 254-3305

Director: Anne Mitchell

amitchell@rwu.edu

Hours:

Monday–Friday, 8:30 a.m.–5:00 p.m.
by Appointment (emergency care provided on a walk-in basis.)

MISSION STATEMENT

Roger Williams University Health Services is committed to providing quality health care and disease prevention education to all students. We acknowledge the need for physical, mental, spiritual, and environmental health, required to achieve academic and personal goals. We believe an individual shares the responsibility for their health and well-being thus health education is an integral component of all care provided.

CONFIDENTIALITY

All information and records pertaining to any aspect of your health care are confidential. Only those directly involved in your treatment or payment for your care (insurance company), will have access to your medical information. Otherwise, no information will be released without consent of the patient unless required by law or court order. The following represent situations in which information can be released without patient consent as exempt by Rhode Island General Law (5-37.3):

- Medical review committees, research, audits
- Between health care providers for the purposes of coordinating care
- To third party health insurers for the purposes of adjudicating health care claims
- To the Worker's Compensation Commission
- To public health authorities or medical examiner, as provided by law
- To malpractice insurance carrier or lawyer during malpractice litigation
- To appropriate law enforcement personnel or person if patient is in imminent danger to himself or another individual
- To appropriate law enforcement personnel if patient is attempting

to obtain narcotics from health care provider illegally

- To public health authorities in order to carry out their functions as described by law (i.e. investigation of communicable/reportable diseases, control of public health hazards, enforcement of sanitary laws, certification and licensure of professionals)

HEALTH SERVICES' POLICY ON CLASS ABSENCE

Health Services will notify faculty by e-mail or letter when a student is seriously ill requiring extended absence, hospitalization, or has been sent home for an extended illness. Health Services will not provide written excuses for minor, self-limiting illnesses.

SERVICES OFFERED

- Evaluation of illness or injury (no cost for initial evaluation at HS)
- Well visits such as GYN exams/contraception
- Plan B (emergency contraception)/STI and HIV testing
- Vaccines (Flu, Meningitis, PPD, MMR, HepA/B, Td, Tdap, Varicella, HPV)
- Laboratory and Pharmacy services available
- Referrals as needed to community medical resources

Some additional fees may apply.

EMERGENCY MEDICAL CARE

Transportation to off campus medical facilities is available when Health Services is closed. To obtain care, on campus contact the CORE/RA on duty, or call Public Safety at (401) 254-3333 from a cell phone.

For Emergencies off campus call 911. Be prepared to present a private insurance card, if seen off campus.

INSURANCE

In our ongoing focus on ensuring that all Roger Williams University students have access to a strong array of healthcare options, and in keeping with the new federal health care reform requirements, we would like to provide you with some important information on how we offer and administer health insurance for our students.

All full-time undergraduate (both residential and commuter), all Master's in Architecture students, all first- and second-year School of Law students, all Master's of Law students and all international students on an F-1 or J-1 visa are automatically enrolled in the University-sponsored Student Health Insurance Plan for coverage effective August 14, 2016–August 13, 2017. All students must demonstrate proof of adequate health insurance under an existing plan, or purchase the University-sponsored Student Health Insurance Plan. Those students who do not waive the insurance and those not covered under an existing insurance plan will see a separate charge of \$2,332 on their University tuition bill.

Coverage terms for international students traveling on J-1 visas have been modified to conform to Federal guidelines for J-1 travelers; this modification will result in an additional cost of \$117 to the standard student health insurance premium charge. ***Please note that all residential and commuter full-time undergraduate students, all Master's in Architecture students, all first- and second-year School of Law students, all Master's of Law students and all international students must provide proof of insurance, or they will be enrolled in the University-sponsored plan.***

Waiver Process: If you are currently

insured under another insurance policy and do not wish to have coverage under the University-sponsored plan, you may waive out of the insurance. To waive the University Student Health Insurance, www.rwu.edu/go/insurance please click on the “Waiver” tab and follow the instructions. ***The deadline to submit a waiver is August 15, 2016. FAILURE to complete the on-line Waiver Form by the deadline August 15, 2016 will result in your mandatory purchase of the University's Student Insurance Plan for the 2016-2017 academic year, without the possibility of later waiver, refund or cancellation.***

All Full-Time Graduate (non-Master's in Architecture) Students and Third-Year School of Law Students
Full-time graduate (non-Master's in Architecture) students with 6+ credits and third-year School of Law students are encouraged, but are not required, to enroll in the University's sponsored Student Health Insurance Plan. Students who wish to enroll in this plan voluntarily may purchase this insurance directly through CHP at www.rwu.edu/go/insurance, click on the “Enroll” tab above. ***Please note that the deadline to enroll is August 15, 2016. No enrollment will be accepted after this date.***

Waivers are not automatically carried over from year-to-year, so you must submit a new waiver if you do not wish to be enrolled in the University's plan, even if you waived for the previous academic year.

As has always been our practice, all full-time undergraduate day students have access to Student Health Services. Visits for illness or injury are covered under the semester fee. Fees will be incurred for well visits, lab work, x-rays, prescriptions and referrals. Therefore a

current insurance card must be on file at Health Services to facilitate direct insurance billing or bills for these services will be directed to the responsible party.

BILL OF RIGHTS

You have the right to:

- Receive considerate and respectful care.
- Have any services or treatments thoroughly and clearly explained to you.
- Know your diagnosis, what treatment is most appropriate, and what risks may be involved in that treatment.
- Have all common side effects of a drug explained.
- Know the contents of your medical records through interpretation by your provider.
- Be assured of confidentiality.

HIV/AIDS STATEMENT

The University complies with all federal and state laws concerning employment of students, faculty and staff infected with HIV. Confidential HIV testing is available through Health Services. For information contact RWU Health Service, x3156.

IMMUNIZATION

All students enrolled at Roger Williams University are required by R.I. State law to show proof of the following immunizations:

- 1 Tdap & last dose of Td or Tdap with 10 years
- Measles, Mumps, Rubella (MMR)
Two doses, both given after 12 months of age, disease confirmed by office record or positive titre.
- Tuberculosis screen to be done if indicated by risk.
- Hepatitis B three doses of Hep B vaccine or positive titre.
- Varicella one dose of vaccine after age one, or two doses after age 13,

or disease confirmed by titre or office record of disease.

- Meningitis vaccine: One dose of vaccine is required for students previously unvaccinated (under 22 yrs of age). A second booster dose is required if the first dose was given before 16 years of age.

HPV vaccines are strongly recommended but not required.

Failure to comply with this will result in delay of check in and inability to register for classes. Questions regarding this should be directed to Roger Williams University Health Service (401) 254-3156.

BLOOD BORNE PATHOGEN CONTROL PLAN

All accidents or injuries involving exposure to blood borne pathogens occurring while on campus, no matter how slight, must be reported immediately to the Department of Public Safety. Students should seek medical evaluation within 24 hours and are encouraged to seek medical attention from their personal physician or a physician at the local walk-in units. No attempt should be made on the part of the student to clean the area. The Department of Public Safety will contact Facilities Management to have the area properly and expeditiously cleaned and safeguarded.

Every attempt should be made at the site to identify the source of the blood (name and phone number of source individual). The student should obtain any record of vaccination for Hepatitis B and provide date to the attending physician.

HELP DESK (INFORMATION TECHNOLOGY)

See MediaTech Help Desk

HUMAN RESOURCES

North Campus Building
(401) 254-3028, Fax (401) 254-3370
human_resources@rwu.edu

Hours:

Monday–Friday, 8:30 a.m.–5:00 p.m.

HUMANITIES (DIVISION OF)

See Feinstein College of Arts & Sciences

ID OFFICE

See Dining Services

INFORMATION TECHNOLOGY

Law School, Lower Level

Hours:

Monday–Friday, 8:00 a.m.–4:30 p.m.

INSTITUTIONAL ADVANCEMENT

Administration Building
(401) 254-3302
Lisa J. Raiola, MPH
VP of Institutional Advancement
lraiola@rwu.edu
Christine Parker
Chief Development Officer
cparker@rwu.edu

INTER-CLASS COUNCIL (ICC)

See Student Programs & Leadership

INTERCULTURAL CENTER

Maple Hall, Tower 1
Main Phone: (401) 254-3121
Fax: (401) 254-3688
Director: Don Mays

Hours:

Daily from 5:00 a.m.–9:00 p.m.

Located on the north side of Maple Hall, the Roger Williams University (RWU) Intercultural Center (The Center) champions the charge of “Welcoming everyone of all nationalities, faiths and personal identities.”

OUR MISSION

The Intercultural Center (The Center) provides the Roger Williams University community with opportunities and an environment that encourages relationship and community building. It provides forums that enhance the personal exploration and development of its community members regarding personal identity, academic excellence and exemplary citizenship. The Center challenges community members to be life-long learners and active members of our global society.

WHO WE ARE AND WHAT WE OFFER...

Containing a kitchen, lounge, classroom, prayer room, computer resources and professional staff, The Center is utilized by members of our community as a place to host informal socials, educational programs and cultural events, as well as group meetings. The Center is accessible by all members of the University community and has extensive hours of operation. We encourage all members of the RWU community to take advantage of our resources and desire to raise the level of discourse around issues of diversity, racism and societal pluralism.

INTERNATIONAL STUDENT SERVICES

The Center offers support to international students on immigration issues, interpersonal help and exposes them to cultural opportunities both on and off-campus. In addition, The Center offers programs that are designed to foster a higher level of interest and understanding to the broader campus about various cultures.

MULTICULTURAL STUDENT AFFAIRS

Through student support, programming and outreach to traditionally underrepresented college students,

The Center, open to everyone, helps create an inclusive and welcoming campus community. Advising and referrals are available on multicultural issues and academic and personal development. The Center also partners with faculty, staff and students interested in examining issues of personal identity, diversity and inclusion.

OFFICE OF SPIRITUAL LIFE

The Office of Spiritual Life welcomes students, faculty, staff and alumni from all religious traditions, as well as those who are in exploration. RWU has an in-residence University Multifaith Chaplain, the Reverend Nancy Hamlin Soukup, and affiliated chaplains from the Jewish, Catholic, Protestant and Islamic traditions. These religious professionals offer pastoral care to all members of the University community. Moreover, the office supports specific faith group programming on campus and encourages interfaith dialogue throughout the University. In nearby Bristol and surrounding towns, many houses of worship welcome RWU students to their sanctuaries for religious services.

LESBIAN, GAY, BI-SEXUAL & TRANSGENDER QUEER, QUESTIONING, INTERSEX & ALLIES (LGBTQQIA) COMMUNITY SUPPORT
The Center is the direct resource area for all allies of the LGBTQQIA community. Our office works to raise awareness of issues related to the LGBTQQIA community. The office serves as a practical resource and support for the Sexuality Advocacy for Everyone (SAFE) student club. We also work to support individual LGBTQA students, faculty and staff through programming and referrals.

TOP SEVEN THINGS TO KNOW:

1. **OFFICE NAME:** Intercultural Center, The Center.

2. **FACETS OF OFFICE:** Multicultural & International Student Affairs, LGBTQ Student Affairs, and Office of Spiritual Life.
3. **WHO WE SERVE:** The entire RWU community with specialized focus on exploring ideas of diversity, social justice, and global citizenship.
4. **PURPOSE:** To support and challenge RWU students to become critical thinkers and compassionate global citizens.
5. **WHAT'S IN THE INTERCULTURAL CENTER:** A full kitchen, spacious lounge, computer lab corner, multipurpose room, prayer space, study space, and staff offices.
6. **GROUPS AFFILIATED WITH OUR OFFICE:** Multicultural Student Union (MSU), Hillel – Jewish Student Group, Muslim Students' Association (MSA), Catholic Campus Ministry – Catholic Student Group, InterVarsity Christian Fellowship, Intercultural Leadership Ambassadors (ILA), Rhode Island Community Ambassador Program Scholarship (RICAPS), Sexuality Advocacy for Everyone (SAFE), and Diversity Leadership Program (DL mentoring).
7. **SHARING IDEAS:** Hosts and supports student leadership of community conversations and civil discourse across multiple perspectives.

INTERNATIONAL STUDENT SERVICES

See Intercultural Center

INTER-RESIDENCE HALL ASSOCIATION (IRHA)

See Student Programs & Leadership

JUSTICE STUDIES (SCHOOL OF)

Offices Located in Feinstein College of Arts & Sciences, 1st Floor
(401) 254-3021, Fax (401) 254-3431

Interim Dean: Robert McKenna
rmckenna@rwu.edu

The Roger Williams University School of Justice Studies offers students an exciting view into the inner workings of our legal system through undergraduate and graduate degrees in Criminal Justice and Cybersecurity and Networking and undergraduate degrees in Legal Studies, Security Assurance Studies, and Forensic Science. The Roger Williams University School of Justice Studies offers classes in several separate but interrelated programs leading to a Bachelor of Science degree. Students may choose a major in criminal justice (BS), in which they will receive a comprehensive overview of the criminal justice system, including courts, policing, and corrections; they may choose to major in legal studies (BS), a program incorporating an interdisciplinary approach to the study of law, preparing students for law school or other law related professions; they may choose to major in security assurance studies (BS), where they study a variety of disciplines to provide a broad exposure to the many different areas of security assurance; they may choose to study networking and security (BS), a program which provides student with the opportunity to study aspects of computing and technology security; or they may choose to study forensic science (BS) which is an interdisciplinary degree program that provides a strong scientific background coupled with criminal justice courses.

The School of Justice Studies also provides a graduate degrees in Public Administration and Leadership, as well as several certificated.

Note: The legal studies major is not approved by the American Bar Association and is not intended to prepare students to work as paralegals.

LAW (SCHOOL OF)

ACADEMIC AFFAIRS

School of Law, 1st Floor, Suite 106
(401) 254-4618
Associate Dean: Diana Hassel
dhassel@rwu.edu

ACADEMIC SUCCESS

School of Law, 2nd Floor, Suite 204
(401) 254-4568
Director: Kathryn Thompson
kthompson@rwu.edu

ADMISSIONS

School of Law, 1st Floor
(401) 254-4555
Assistant Dean: Michael Donnelly-Boylen
mdonnelly-boylen@rwu.edu

PROGRAMS & EVENTS

School of Law, 2nd Floor, Suite 284
(401) 254-4652
Director: Chelsie Horne
chorne@rwu.edu

BUSINESS AFFAIRS

School of Law, 1st Floor, Suite 106
(401) 254-4506
Assistant Dean: Kathleen Massa
kmassa@rwu.edu

CAREER DEVELOPMENT

School of Law, 1st Floor, Suite 175
(401) 254-4578
Assistant Dean: Veronica Paricio
vparicio@rwu.edu

DEAN OF STUDENTS

School of Law, 1st Floor, Suite 106
(401) 254-4593
Assistant Dean: Lorraine Lalli
llalli@rwu.edu

DEAN

School of Law, 1st Floor, Suite 106
(401) 254-4502
Dean: Michael Yelnosky
myelnosky@rwu.edu

DIVERSITY & OUTREACH

School of Law, 2nd Floor, Suite 295

Director: Deborah Johnson

(401) 254-4522

FEINSTEIN CENTER FOR PRO BONO & EXPERIENTIAL EDUCATION

School of Law, 2nd Floor, Suite 243

(401) 254-4653

Executive Director: Laurie Barron

lbarron@rwu.edu

FINANCIAL AID

School of Law, 2nd Floor, Suite 287

(401) 254-4510

Assistant Director: Kathryn Politano

Assistant Director: Tracey Rezendes

gradfinaid@rwu.edu

LIBRARY

School of Law, First Floor, Suite 148

(401) 254-4530

Assistant Dean: Raquel Ortiz

ortiz@rwu.edu

MARINE AFFAIRS

School of Law, 2nd Floor, Suite 284

(401) 254-4613

Director: Julia Wyman

jwyman@rwu.edu

STUDENT FINANCE & RECORDS

School of Law, 2nd Floor, Suite 294B

(401) 254-4660

Director: Linda Vieira

lvieira@rwu.edu

LGBTQQ

See Intercultural Center – SAFE

LIBRARIES

UNIVERSITY LIBRARY

library.rwu.edu

(401) 254-3375

Dean of Library Services:

Elizabeth P. Learned

elearned@rwu.edu

(401) 254-3625

Library Hours:

Monday–Thursday, 7:30 a.m.–2:00 a.m.

Friday 7:30 a.m.–6:00 p.m.

Saturday 10:00 a.m.–8:00 p.m.

Sunday 10:00 a.m.–2:00 a.m.

ARCHITECTURE LIBRARY

School of Architecture, 1st Floor

library.rwu.edu/architecturelib

(401) 254-3679

Library Hours

Monday–Thursday, 8:00 a.m.–Midnight

Friday 8:00 a.m.–6:00 p.m.

Saturday 12:00 p.m.–5:00 p.m.

Sunday 12:00 p.m.–Midnight

To use the RWU Library and its resources, students first must activate their library account. Their library barcode is found on the back of their student ID. They can activate their library barcode by stopping by the Main Library circulation desk at their earliest convenience. An activated card is necessary to use many of the library's services including HELIN Loan, Interlibrary Loan, Electronic Reserves and off-campus access to all databases. Printed materials placed on course reserve in the library are also available to students. Students may check out reserve items from the libraries' circulation desks for a three hour loan period or for one to three days.

Our Rhode Island library consortium, HELIN (Higher Education Library Information Network), is a consortium of local academic libraries including RWU, Community College of Rhode Island, Johnson & Wales University, Providence College, Rhode Island College, Salve Regina University, and Wheaton College (Mass). Students have direct borrowing privileges at all of these libraries.

The RWU library web site, <http://library.rwu.edu>, provides access to the RWU library catalog, to electronic books and journals, and to

several hundred periodical and reference databases providing full-text content, citations and abstracts. The library web site also provides access to various web resources, research subject guides to aid students in their research, and current news about new acquisitions and library-sponsored events and programs. For additional information, call the library information desk at (401) 254-3375.

LOCKER ROOM (THE)

See Gender & Sexuality Center

MAILROOM

Mail Center

(401) 254-3147, Fax (401) 254-3791

Hours:

Monday–Friday, 10:30 a.m.–4:00 p.m.

MARKETING & COMMUNICATIONS

Law School, Basement

(401) 254-3875, Fax (401) 254-3185

MATH CENTER

See Center for Academic Development

MATH & NATURAL SCIENCES (DIVISION OF)

See Feinstein College of Arts & Sciences

MEDIATECH HELP DESK (INFORMATION TECHNOLOGY)

(401) 254-6363

mediatech@rwu.edu

Hours:

120 hours/week during the academic semester (including late nights and weekends). Hours are posted on it.rwu.edu website.

The MediaTech service desk is conveniently located in the University Library Learning Commons. Services include software and hardware support,

computer repair, equipment loan, printing, and public computers. Other computer labs are located in the Global Heritage Hall, Architecture, Marine and Natural Science, Engineering and Psychology buildings, as well as, our Providence campus. A sustainable printing program has been put into place to encourage responsible printing habits. Black and white pages are \$.07/printed page and color printing is \$.17/printed page. Students use/charge their RWU Unicards to release print jobs at public printing/copying stations. Roger Williams University provides internet service and Cox digital television to students in all residence halls. Please visit the Student Service section of the Information Technology website for more useful technology information for students, including information about rCloud and available discounts: <http://it.rwu.edu>

MULTICULTURAL STUDENT UNION (MSU)

See Student Programs & Leadership

OFFICE OF GENERAL COUNSEL

(401) 254-5379, Fax (401) 254-5758

Joseph P. Sassi, Esq.

jsassi@rwu.edu

Rachel A. Nuzzo, Esq.

rnuzzo@rwu.edu

PAYROLL

Bridge House

(401) 254-3324

Payroll Manager: Bonnie Hockhousen

bhockhousen@rwu.edu

PERFORMING ARTS (DIVISION OF)

See Feinstein College of Arts & Sciences

PERFORMING ARTS CENTER

(401) 254-3626, Fax (401) 254-3634

Chair: Jeffrey Martin

jmartin@rwu.edu

THEATRE BOX OFFICE
(RESERVATIONS)
(401) 254-3666

PRESIDENT'S OFFICE

Administration Building, 2nd Floor
(401) 254-3201, Fax (401) 254-3158
President: Donald J. Farish
dfarish@rwu.edu

PROVOST'S OFFICE

Administration Building, 2nd Floor
(401) 254-3058
Provost: Andrew Workman
aworkman@rwu.edu

PUBLIC SAFETY

North Campus Building
Emergency: (401) 254-3333
Non-Emergency: (401) 254-3611
Director: Steven Melaragno
smelaragno@rwu.edu

The primary goal of the Roger Williams University Department of Public Safety is to maintain a safe and secure campus for all students, faculty and staff. The Roger Williams University Department of Public Safety is organized under the Vice President for Student Life. The Department strives to provide quality security, safety and crime prevention services that meet the needs and standards of a progressive academic institution. Public Safety Officers provide a 24-hour, seven-day-a-week service consisting of limited access control, vehicular patrol, foot patrol and bicycle patrol. Officers do not carry firearms nor do they have police powers of arrest. However, the Department of Public Safety works closely with state and local police in matters of mutual concern.

Roger Williams University Department of Public Safety also has close and highly effective working relationships with myriad other organizations, on and off

campus. Working closely with the Dean of Student Life, Department of Residence Life and Housing, Department of Student Programs and Leadership, Department of Health Services, Office of Facilities Management, and Student Senate, the Department of Public Safety endeavors to meet the needs of the student population. Additionally, well-established relationships with local, state and federal agencies enhance campus security and law enforcement operations.

The Department consists of the Bristol Campus Public Safety Officers, the Providence Metropolitan Center Public Safety Officers and Passenger Shuttle Operators. The Department of Public Safety provides a shuttle service on the Bristol campus for those students desiring a ride between parking areas, residence halls, classrooms, libraries or other on campus facilities.

Maintaining a safe and secure campus is a community responsibility. We encourage all individuals who are on this beautiful campus to be conscious of their surroundings and assist in making security and safety a matter of routine in their activities.

The Department of Public Safety can be reached at any time by calling (401) 254-3611. On-campus emergencies should be reported by calling extension 4357 (HELP) from any on-campus telephone.

PURCHASING

North Campus Building
(401) 254-3220, Fax (401) 254-3468
Director: Thomas Kane
tkane@rwu.edu

REGISTRAR

Administration Building, 1st Floor
(401) 254-3510, Fax (401) 254-3363
Registrar: Joan Romano
jromano@rwu.edu

Office Hours:

Monday–Thursday, 8:30 a.m.–5:00 p.m.

Friday 8:30 a.m.–4:30 p.m.

The Office of the Registrar is responsible for the maintenance of student academic records, registration of courses, processing of grades, certification of graduation, issuance of transcripts, and the dissemination of various student information reports.

Detailed information regarding University academic policies and procedures can be found in the official University catalog that is available on the RWU website. As part of the myRWU portal, students are able to access their academic information through the web. They can register online and view information such as:

- Class schedule
- Unofficial transcript
- Test scores
- GPA
- Open courses
- Grades

Students go to www.rwu.edu. From the RWU website they click on “myRWU” located to the lower left of the screen. They then follow the prompts to log in.

Visit the Registrar’s website at registrar.rwu.edu for the semester course schedule, frequently-used forms, the list of prospective graduates and information on obtaining your transcript. There are also links to other important websites.

**RESIDENCE LIFE AND HOUSING
(DEPARTMENT OF)**

Center for Student Development,
1st Floor

(401) 254-3161

Director of Housing: Tony Montefusco
tmontefusco@rwu.edu

A significant part of each student’s college experience will happen outside of the

classroom, in the residence halls. To meet the ever-changing interests and needs of our diverse student population, the University offers student housing to suit a variety of preferences and lifestyles - from co-ed residence halls to individual units and suites. Six University residence halls overlook the gentle, protected waters of the Mt. Hope Bay, a popular haven for local boaters. The view of the water provides a relaxing diversion for students living here. For upperclassmen and transfer students, the University offers apartment style housing approximately two miles away from campus at the Almeida Apartment Complex. Baypoint, located less than two miles from campus, is perfect for students looking for a quiet environment, complete with a pool, fitness center and dining facility right on site! For those interested in living with students who have similar academic majors or interests, the Department of Residence Life and Housing offers a variety of academic, special interest and self-proposed Living Learning Communities (LLCs).

The University’s Residence Life and Housing program operates on the basis of community; establishing mutual respect and concern for all members.

Students living in University housing are expected to:

- Accept responsibility for personal behavior;
- Preserve University and personal property;
- Maintain an acceptable level of cleanliness;
- Cooperate with neighbors for a harmonious living environment.

Each residence hall has its own Hall Council, addressing issues specific to that building, as well as creating fun social opportunities for the students living there. The individual Hall Councils are governed by the Inter-Residence Hall

Association (I.R.H.A.).

A staff of approximately 90 trained paraprofessional Resident Assistants, including eight Head Resident Assistants, and eight professional Coordinators of Residence Education (C.O.R.E.s), live in the residence halls in an effort to foster community and serve as a resource for students. The Department of Residence Life and Housing staff helps to establish community standards and enforce the policies governing residential living. This community approach promotes and facilitates self-governance, self-discipline and acceptance of adult responsibility. R.A.s also coordinate and facilitate educational and social programs for students to participate in.

SAFE

See Gender & Sexuality Center

SCIENCE TUTORING CENTER

See Center for Academic Development

SHUTTLE SERVICES

The University provides scheduled shuttle service to enhance the quality of life for students and the University community. This free service, scheduled and operated by the Department of Public Safety provides transportation to and from classes during the week. There is a shuttle that operates on Wednesdays for shopping in the Town of Bristol. Shuttle service may be suspended with or without warning due to inclement weather or other unforeseen circumstances. Shuttle schedules are posted at all shuttle stops and various locations throughout campus or can be obtained from the Shuttle Service webpage at:

<http://www.rwu.edu/about/administration/publicsafety/transportation/schedules.htm>.

WEEKEND AND HOLIDAY TRANSPORTATION

Saturday, Sunday and Holiday service provides transportation between the main campus, Almeida, Baypoint, and the town of Bristol starting at 10:00 a.m.

UNIVERSITY CLOSING TRANSPORTATION

When the residence halls close for holidays or university breaks, shuttle service is available to Providence Amtrak, Bonanza/Peter Pan, Greyhound Bus Terminals, T.F. Green Airport and the New London Ferry Terminal for those students who sign up. Advance sign-up is required to accommodate planning and reservation processing. There is a set schedule for this transportation. The transportation schedule will be announced in the RWU Daily Dose and MyRWU prior to the date of departure. Reservation sign ups must be submitted by going to: <http://www.rwu.edu/about/university-offices/public-safety/transportation/outboundinbound-transportation-sign> and clicking on the outbound link of the date needed. A reply email will be sent back confirming the time of departure from campus.

RETURN TRANSPORTATION

Return transportation is provided on those Sundays when the residence halls reopen after a major break starting at TF Green Airport and stopping at the Providence train and bus stations. Scheduled times will be announced in the RWU PDQ prior to the date of scheduled return. Return transportation from the New London Ferry is at 5:00 p.m. and is a non-stop express service back to the University. Students can submit their request at <http://www.rwu.edu/about/university-offices/public-safety/transportation/outboundinbound-transportation-sign>

and click on the link of the date needed for return. Email requests will not be answered after 12:00pm on the Friday before the Sunday of the University reopening. Any questions or comments concerning the shuttle service can be emailed to: ShuttleService@rwu.edu.

For the latest dates and times of departures/pickups please check: <http://www.rwu.edu/about/university-offices/public-safety/transportation/hours-operation>.

SOCIAL SCIENCES (DIVISION OF)

See Feinstein College of Arts & Sciences

SPECIAL EVENTS

Admission & Alumni Center

(401) 254-3154

Director: Heidi Dagwan

hdagwan@rwu.edu

SPIEGEL CENTER FOR GLOBAL & INTERNATIONAL PROGRAMS

Spiegel Center for Global and International Programs, Global & Community Engagement Center, “The Farmhouse”

(401) 254-3899

Kate Greene, Director of International Program Development

Kevin C. Hayden, Director of Study Abroad Programs

Rebecca Denson,

Administrative Assistant

STUDY ABROAD

Central to Roger Williams University’s mission is the belief that a complete college education today involves study abroad. Our message to students is simple: Go Global! Experience other cultures. Develop a global perspective. Carry the knowledge gained from study abroad into your life-long learning and careers, whatever path you may choose. We invite you to explore the many

options of Roger Williams University Study Abroad through the Spiegel Center for Global and International Programs. The Center in the Global & Community Engagement Building, often referred to as “The Farmhouse”.

The Spiegel Center for Global and International Programs is here to help students navigate the broad scope of Roger Williams University’s study abroad opportunities. Currently there are over sixty different programs that students can take advantage of. These include semester programs in Italy, Ireland, France, Australia, South Africa, China, Spain, Argentina, and Japan to name just a few. There are also several summer and winter study abroad options available. The best way to find out about these study abroad opportunities is to visit the Spiegel Center for Global and International Programs located in “The Farmhouse”, or log on to www.rwu.edu/academics/study-abroad.

INTERNATIONAL SCHOLAR SERVICES

The center, in concert with academic departments and student services at the Intercultural Center, assists J Exchange Visiting scholars and students with their arrival and adjustment to Roger Williams University. J visa eligibility is determined and all immigration documents needed are prepared and issued for non-immigrant J students and J scholars and their dependents so they may obtain visas to come to Roger Williams University to study, teach and/or conduct research. We assist international students, scholars and their dependents with immigration benefits and procedures as well as advise them about their rights and responsibilities as non-immigrants living, studying and working in the United States.

GLOBAL & INTERNATIONAL CO-CURRICULAR CAMPUS PROGRAMS

Each semester the center sponsors an array of global and international programs on campus designed to broaden horizons and promote engagement with the world. We collaborate with faculty and student groups to develop campus programs, guest speakers, and other initiatives, as well as site visits to the United Nations in New York and international development conferences in Washington, DC.

SUMMER INSTITUTES

RWU's coastal campus on the shore of Narragansett Bay is a lovely location for summer institutes and we welcome students from countries around the world for summer programming. Students from around the globe travel to RWU for programs such as the U.S. State Department-sponsored Middle East Partnership Initiative (MEPI) Leadership Institute, cultural programs, and other academies.

GLOBAL PARTNERSHIPS

The center cultivates and helps maintain RWU global partnerships at home and abroad. These global partnerships provide outstanding opportunities for both our students and faculty members in global learning, teaching and research. They also contribute to the development of a global campus community through the international exchange of students and faculty.

OFFICE OF SPIRITUAL LIFE

See Intercultural Center

STUDENT ACCESSIBILITY SERVICES

See Center for Academic Development

STUDENT ADVOCACY

*See Center for Student Academic Success
Main Office*

STUDENT CONDUCT AND COMMUNITY STANDARDS (DEPARTMENT OF)

Center for Student Development,
1st Floor
(401) 254-3042, Fax (401) 254-3863
Director: Heidi Hartzell
hhartzell@rwu.edu
communitystandards.rwu.edu
@RWUStuConduct

The Student Conduct and Community Standards' office serves to support the development of students' personal, social, and academic abilities. Students join with faculty and administration in creating this learning environment. Education, protection, and restoration are our primary values and intended outcomes. We uphold the behavioral standards and academic integrity of the University by adjudicating violations of the Code of Student Conduct in a fair and consistent manner. We seek to enhance the educational missions and core values of the University and the Division of Student Life by setting and promoting high standards while treating each student with dignity and respect.

STUDENT PROGRAMS & LEADERSHIP

Roger Williams University
Recreation Center
(401) 254-3088, Fax: (401) 254-3355
Director: Carol Sacchetti
csacchetti@rwu.edu

Hours:

Monday–Friday, 8:00 a.m.–6:00 p.m.

MISSION STATEMENT

The mission of the Department of Student Programs and Leadership (SPL) is to engage students in meaningful out of classroom experiences that foster student learning through social, intellectual, spiritual, cultural, and

interpersonal development. These experiences are designed to support the mission of the University and to promote civility, responsibility, character and leadership development, and community involvement.

In addition to overseeing all the clubs and organizations on campus and leadership programs, SPL also coordinates Weeks of Welcome (WOW), Homecoming & Family Weekend, and New Student & Family Orientation, the Hawk's Nest, the Design Center and the Crossings Yearbook. Event Operations is also orchestrated through SPL.

There are a number of job opportunities in SPL including office assistant, design center, yearbook staff, hawk's nest attendant, building manager, concierge, and stage crew. They include work-study and payroll.

GET INVOLVED

At Roger Williams University, SPL works to give opportunities for students to get involved in clubs, organizations, campus media, spirit initiatives, and leadership programming. A full list of what students can get involved in can be found on the department website or by visiting www.OrgSync.com. There are more than 70 clubs and organizations coordinated by SPL and the Student Senate.

LEADERSHIP

The Department of Student Programs and Leadership believes in student learning through social, intellectual, spiritual, cultural, and interpersonal development; the SOAR program, based on the Social Change Model of Leadership Development, embodies these beliefs.

The Social Change Model emphasizes the need to understand oneself and others in an effort to create community change. It is less about the leader and a hierarchy and more about the leadership community. The model is inclusive

in that it is designed to enhance the development of leadership qualities in all participants – those who hold formal leadership positions as well as those who do not. A leader is not necessarily a person who holds a formal leadership position or who is perceived as a leader by others.

There are seven critical values in the model of leadership: Congruency, Consciousness of Self, Commitment, Collaboration, Common Purpose, Controversy with Civility, & Citizenship. These concepts and values fall into three levels within the SOAR curriculum: Emerge, Develop, & Lead.

STUDENT SENATE

See Student Programs & Leadership

STUDY ABROAD

See Spiegel Center for Global & International Programs

THEATRE BOX OFFICE

See Performing Arts Center

WRITING CENTER

See Center for Academic Development

WOMEN'S CENTER

See Gender & Sexuality Center

WQRI 88.3 (RADIO STATION)

See Student Programs & Leadership

YEARBOOK, CROSSINGS

See Student Programs & Leadership



CAMPUS MAPS









- I. UNIVERSITY MAP
- II. SMOKING MAP
- III. PARKING MAP

I. UNIVERSITY MAP

1. Alumni & Admission Center
2. Global Heritage Hall
3. Maple Hall
4. Cedar Hall
5. Willow Hall
6. Center for Student Development
7. Fine Arts Center
8. Feinstein College of Arts and Sciences – South Hall
9. Feinstein College of Arts and Sciences and School of Justice Studies
10. School of Engineering, Computing and Construction Management
11. Mario J. Gabelli School of Business
12. University Library
13. Administration Building
14. School of Architecture, Art and Historic Preservation
15. The Commons
16. Campus Recreation Center
17. Public Safety & Information
18. School of Law, School of Education and Law Library
19. Performing Arts Center
20. North Campus Residence Hall
21. Performing Arts Annex
22. Bayside Courts (Whitecap, Tidewater, Sea Breeze)
23. Marine and Natural Sciences Building
24. Stonewall Terrace
25. Mail Room
26. ELS Language Center
27. Global & Community Engagement
28. North Office Building
29. Richard L. Bready Mount Hope Bay Sailing & Education Center
30. James L. Maher Center (Privately Owned)
31. Almeida Apartments
32. Walking Path
33. Baypoint Residence & Conference Center
34. Mount Hope Bridge House
35. President's Residence
36. Waterfront and Learning Platform

BRISTOL CAMPUS

One Old Ferry Road
 Bristol, Rhode Island 02809
 (401) 253-1040
 www.rwu.edu

-  Dining Areas & Snack Bars
-  Bookstore
-  Health Services
-  Bus Stop
-  US Bank ATM
-  Santander Bank ATM
-  Citizen's Bank ATM
-  Bank of America ATM



REV0816

II. SMOKING MAP

- 1. Parking Garage**
Ground Floor, Northwest Corner
- 2. Lot A**
- 3. North Residence Hall**
Gazebo near Parking Lot
- 4. School of Law**
Gazebo in Parking Lot, Northwest Corner
- 5. ELS Language Center**
Gazebo on the Grass
- 6. Bayside**
Gazebos in Courtyards
- 7. Marine & Natural Sciences Building**
Gazebo on the Grass
- 8. Architecture/Administration Buildings**
Gazebo on West Side of Administration Building
- 9. Stonewall Terrace**
Gazebo between Stonewall & Pond
- 10. Cedar Hall/Maple Hall**
Gazebo between Buildings
- 11. Willow Hall/Cedar Hall**
Gazebo between Buildings
- 12. Willow Hall**
Gazebo by Southern Exit of University
- 13. Lot H**
- 14. Lot 7**
- 15. Lot C**
Gazebo on Grass
- 16. Feinstein College of Arts & Science**
Northwest Corner, Gazebo on Grass

UNIVERSITY POLICY: NO SMOKING ON CAMPUS

Except in the following designated smoking areas



Smoking areas designated by:



III. PARKING MAP

Permit Identification:

- Blue Permit:** Administration, Professional Staff and Full-Time Faculty
Red Permit: Staff and Part-Time Faculty
Green Permit: Commuter, Graduate
Silver Permit: Law
Orange Permit: Resident (including Baypoint and Almeida)
Yellow Permit: Visitor (Lot 1 and 11)

For more detailed information on issues such as winter parking bans, please refer to the Student Handbook on the web at:

<http://www.rwu.edu/about/university-offices/public-safety/parking>




Please note the following instructions:

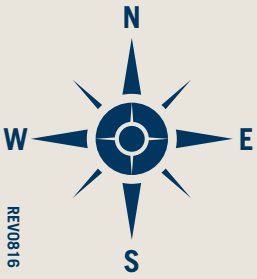
1. Your parking permit must be permanently affixed to the outside of the windshield, driver's side lower corner.
2. Parking permit regulations will be **strictly enforced** 7:00 a.m. to 5:00 p.m., Monday through Friday.
3. **Violators will be ticketed** with a minimum fine of \$30.00 and/or towed at owner/operator expense.
4. Visitor, handicap, fire lane and University-designated reserved parking space violations will be strictly enforced at all times.
5. Handicap-designated parking is clearly identified and can be found throughout campus.

Map Key:

- | | |
|---|---|
| 1. Alumni & Admission Center | 19. Performing Arts Center |
| 2. Global Heritage Hall | 20. North Campus Residence Hall |
| 3. Maple Hall | 21. Performing Arts Annex |
| 4. Cedar Hall | 22. Bayside Courts (Whitecap, Tidewater, Sea Breeze) |
| 5. Willow Hall | 23. Marine and Natural Sciences Building |
| 6. Center for Student Development | 24. Stonewall Terrace |
| 7. Fine Arts Center | 25. Mail Room |
| 8. Feinstein College of Arts and Sciences – South Hall | 26. ELS Language Center |
| 9. Feinstein College of Arts and Sciences and School of Justice Studies | 27. Global & Community Engagement |
| 10. School of Engineering, Computing and Construction Management | 28. North Office Building |
| 11. Mario J. Gabelli School of Business | 29. Richard L. Bready Mount Hope Bay Sailing & Education Center |
| 12. University Library | 30. James L. Maher Center (Privately Owned) |
| 13. Administration Building | 31. Almeida Apartments |
| 14. School of Architecture, Art and Historic Preservation | 32. Walking Path |
| 15. The Commons | 33. Baypoint Residence & Conference Center |
| 16. Campus Recreation Center | 34. Mount Hope Bridge House |
| 17. Public Safety & Information | 35. President's Residence |
| 18. School of Law, School of Education and Law Library | 36. Waterfront and Learning Platform |

Roger Williams University Parking Map 2016-2017

-  Emergency Phone
-  Campus Shuttle Stops
-  Electric Vehicle Charging Station



REV0816



WHO'S WHO

SENIOR ADMINISTRATION

President	Dr. Donald Farish
Chief of Staff	Richard Hale
Provost and Senior Vice President for Academic Affairs	Dr. Andrew Workman
Executive Vice President for Finance and Administration	Jerome Williams
Vice President for Student Life	Dr. John J. King
Vice President for Enrollment Management & Marketing	TBD
Vice President for Institutional Advancement	Lisa Raiola
Vice President for University Outreach and Engagement	Peter Wilbur
Vice Provost for Academic Affairs	Dr. Robert Cole
Associate Provost for Advancement of Teaching and Learning	Dr. Robert Shea

DEANS OF UNDERGRADUATE PROGRAMS AND SERVICES

Interim Dean, Feinstein College of Arts and Science	Dr. Robert Cole
Dean, School of Architecture, Art and Historic Preservation	Stephen White
Dean, Mario J. Gabelli School of Business	Dr. Susan McTiernan
Dean, School of Engineering, Computing and Construction Management	Dr. Robert Potter, Jr.
Interim Dean, School of Justice Studies	Robert McKenna
Dean, School of Continuing Studies	Jamie Scurry
Interim Dean, School of Education	Robert McKenna
Dean, University Library	Dr. Elizabeth Peck Learned

ADMINISTRATIVE STAFF

Center for Student Academic Success

Associate Director- Main Office	Morgan Cottrell
Senior Academic Advisor – Main Office	Karen Johnson
Senior Retention Advisor – Main Office	Elizabeth Niemeyer
Associate Director – Student Accessibility Services	Lisa Bauer
Associate Director – Tutorial Support Services	Karen Bilotti
Math and Science Tutor Coordinator	Richard Fullerton
Science Tutor Coordinator	Tracey McDonnell Wysor

Admissions

Dean of Admission	Amy Tiberio
Director of Admission Outreach & Events	Amanda Marsili
Director of Graduate Admission	Marcus Hanscom
Director of Undergraduate Admission Recruitment	Shamika Cameron

Athletics

Director of Athletics, Intramural and Recreation	David Kemmy
Assistant Director of Athletics for Academic Services/ Head Coach Men's Basketball	Michael Tully
Assistant Director of Athletics for Recreation & Facilities Services	Michael Gallagher
Assistant Director of Athletics and Senior Woman Administrator	Joyce Maudie

Head Athletic Trainer	Joshua King
Fitness Coordinator/Club Sport Director	Mark Andreozzi
Assistant Director of Athletics for Aquatics and Waterfront/ Head Sailing Coach	Amanda Callahan
Intramural Coordinator/Head Lacrosse Coach	Marty Kelly
Aquatics Coordinator/Head Co-Ed Swimming & Diving Coach	Matthew Emmert
Athletics Communication Director	Nick Williams
Equipment Manager/Head Baseball Coach	Jason Tower

Bursar Office

Bursar	Deborah Sylvia
Associate Bursar	Elizabeth Hannon
Assistant Bursar	Ayanna Samuel

Center for Career and Professional Development

Associate Dean	Stephen Cantine
Associate Director	Susan Caizzi
Career Advisor	Alexandra Finney

Center for Counseling and Student Development

Interim Director	Dr. Christopher Bailey
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Community Partnership Center

Assistant Vice President for Outreach and Engagement	Arnold Robinson
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Dining Services

Bon Appétit General Manager	James Gubata
Sous Chef	Don Fitting
Bon Appétit Catering Manager	Joe Carney
Bon Appétit Upper Commons Manager	Joshua Hennessy
Senior Chef & Assistant Director of Culinary Operations	Jonathan Cambra

Enrollment Management

Vice President for Enrollment Management & Marketing	TBD
Assistant Vice President for Enrollment Management	Tracy DaCosta

Environmental Health & Safety

Director	Kathy Souza
Assistant Director	Caitlin Conley

Facilities Management

Director	John Tameo
Associate Director of Maintenance Services	Jim Finn
Associate Director of Custodial Services and Special Events	Gerry Keaveney

Feinstein Center for Service Learning & Community Engagement

Director. KC Ferrara

Financial Aid

Associate Director Diane Usher

Assistant Director. Cathy Lee Hague

Assistant Director. Kathryn Politano

Assistant Director. Tracey Rezendes

Financial Aid Counselor. Michelle Cordeiro

Financial Aid Counselor. Tina Bacon

Global and International Programs

Director of International Program Development Katherine Greene

Director of Study Abroad Programs. Kevin Hayden

Health Education Program

Director of Health Education &

Alcohol/Drug Prevention Coordinator Donna Darmody

Health Services

Director. Anne Mitchell

Information Technology

Chief Information Officer Daryl Ford

Director. Jim Galib

Director Support Services Karen Ethier

Intercultural Center

Director. Don Mays

Associate Director MiNa Chung-Brcak

Assistant Director International Student Affairs Cassidy Hammond

University Multifaith Chaplain The Rev. Nancy Soukup

Public Safety

Director. Steven Melaragno

Associate Director Pamela Moffatt-Limoges

Registrar

Registrar Joan Romano

Assistant Registrar Barbara Furtado

Graduation Coordinator. Anabela Bonanca

Coordinator of Placement & First Year Academic Programs Angela Raymond

Residence Life & Housing

Director of Housing & Acting Director of Residence Life Tony Montefusco
Assistant Director of Housing Katie Graffum
Associate Director of Housing Theresa Capelo
Assistant Director of Residence Life Daniel DiCamillo
Coordinator of Residence Education Corey Brown
Coordinator of Residence Education Kyle McAuliffe
Coordinator of Residence Education Racheal Pozerski
Coordinator of Residence Education Mary Randazzo
Coordinator of Residence Education Michelle Salvagno
Coordinator of Residence Education Nicholas Frias
Coordinator of Residence Education Mary Elizabeth Sabo

Student Life

Vice President of Student LifeDr. John J. King
Associate Vice President/Dean of StudentsDr. Lisa Landreman
Associate Dean of StudentsAllison Chase Padula
Associate Dean/Title IX Coordinator &
Director of Gender & Sexuality CenterDr. Jennifer Stanley
Director of Student Conduct and Community Standards Heidi Hartzell
Assistant Director of Student Conduct and Community StandardsBlair Schaeffer
Coordinator of Student Conduct and Community Standards Lisa Lyons
Coordinator of Health Education &
Alcohol/Drug Prevention Coordinator Donna Darmody
Assistant to VP of Student Life/Director of Special Projects Scott Yonan

Student Programs & Leadership

Director Carol Sacchetti
Assistant Director Adrienne Harris
Assistant Director John Zajieck
Assistant Director Kasey Geremia
Manager of Event Operations Gordon Wood

DRUGS AND YOUR BODY

The impact of drug use on your body varies and, at best, is unpredictable. Recreational drugs fall into the following categories: psychoactive drugs; stimulants; depressants; hallucinogens; and narcotic analgesics. The major effect of these drugs is on the central nervous system. Symptoms can range from impairment of motor function to severe central nervous system depression resulting in death.

Some drug use may result in altered mental and emotional status, the extreme case being psychosis. Drugs act on other body systems as well. The surest way to avoid physical damage due to drugs is to avoid their use. More detailed information about drugs or help is available through the Health Education office ext. 3413, located on the second floor of the Center for Student Development CSD Rm 210.

Students who are concerned about their drug use are also encouraged to use the resources at Health Services and the Center for Counseling and Student Development.

DRUGS:

CATEGORIES & EFFECTS

1. NARCOTICS

Possible effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea. *Effects of overdose:* Slow and shallow breathing, clammy skin, convulsions, coma, and possible death. *Withdrawal syndrome:* Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

- a. **Opium** (Dover's Powder, Paregoric, Papapectorin): *Medical Uses:* Analgesic, antidiarrheal. *Dependence (Phys/Psy):* High/High. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* Oral, smoked.
- b. **Morphine** (Morphine, M-8 Contin, Rouanol, Roxanol-SR): *Medical Uses:* Analgesic, antitussive. *Dependence (Phys/Psy):* High/High. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* oral, smoked, injected.
- c. **Codeine** (Tylenol w/Codeine, Empirin w/Codeine, Robitussin AC, Fiorinal w/Codeine): *Medical Uses:* Analgesic, antitussive. *Dependence (Phys/Psy):* Moderate/Moderate. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* Oral, injected.
- d. **Heroin** (Diaostytmorphene, Horse, Smack): *Medical Uses:* None. *Dependence (Phys/Psy):* High/High. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* Injected, inhaled, smoked.
- e. **Hydromorphone** (Dilaudid): *Medical Uses:* Analgesic. *Dependence (Phys/Psy):* High/High. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* Oral, injected.
- f. **Meperidine** (Pethidine, Demerol, Mepergan, Pethadol): *Medical Uses:* Analgesic. *Dependence (Phys/Psy):* High/High. *Tolerance:* Yes. *Duration:* 3-6 hours. *Administration:* Oral, injected.
- g. **Methodone** (Dolophine, Methodone, Methadose): *Medical Uses:* Analgesic. *Dependence (Phys/Psy):* High/High-Low. *Tolerance:* Yes. *Duration:* 12-24 hours. *Administration:* Oral, injected.
- h. **Other Narcotics** (Numorphan, Percodan, Percoset, Tydon, Tussonex, Fentanyl, Darvon, Lomotil, Tagar): *Medical Uses:* Analgesic, antidiarrheal,

antitussive. *Dependence (Phys/Psy):* High-Low/High-Low. *Tolerance:* Yes. *Duration:* Variable. *Administration:* Oral, injected.

2. **DEPRESSANTS** (Downers)

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol. *Effects of overdose:* Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death. *Withdrawal syndrome:* Anxiety, insomnia, tremors, delirium, convulsions, possible death.

- a. **Chloral Hydrate** (Noctec): *Medical Uses:* Sedative, hypnotic. *Dependence (Phys/Psy):* Moderate/Moderate. *Tolerance:* Yes. *Duration:* 5-8 hours. *Administration:* Oral.
- b. **Barbiturates** (Amytal, Butisol, Fioninel, Lotussate, Nembutal, Seconal, Tuinal, Phenobarbital): *Medical Uses:* Anabolic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent. *Dependence (Phys/Psy):* High-Moderate/High-Moderate. *Tolerance:* Yes. *Duration:* 1-16 hours. *Administration:* Oral.
- c. **Benzodiazepines** (Advan, Delmane, Diazepam, Librium, Xanax, Serax, Zentran, Valium, Tranuone, Vertren, Verapod, Hepon, Pougom, Peppol): *Medical Uses:* Anticonvulsant, sedative, hypnotic. *Dependence (Phys/Psy):* Low/Low. *Tolerance:* Yes. *Duration:* 4-8 hours. *Administration:* Oral.
- d. **Methaqualone** (Qualude): *Medical Uses:* Sedative, hypnotic. *Dependence (Phys/Psy):* High/Moderate. *Tolerance:* Yes. *Duration:* 4-8 hours. *Administration:* Oral.
- e. **Glutenhimide** (Doriden): *Medical Uses:* Sedative, hypnotic. *Dependence (Phys/Psy):* High/Moderate. *Tolerance:* Yes. *Duration:* 4-8 hours. *Administration:* Oral.
- f. **Other Depressants** (Equanil, Miltown, Nalauder, Placodyl, Valmid): *Medical Uses:* Sedative, hypnotic. *Dependence (Phys/Psy):* Moderate/Moderate. *Tolerance:* Yes. *Duration:* 4-8 hours. *Administration:* Oral.

3. **STIMULANTS** (Uppers)

Possible effects: Increased awareness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite. *Effects of overdose:* Agitation, increase in body temperature, hallucinations, convulsions, possible death.

- a. **Cocaine** (Coke, Flake, Snow, Crack): *Medical Uses:* Local anesthetic. *Dependence (Phys/Psy):* Possible/High. *Tolerance:* Yes. *Duration:* 1-2 hours. *Administration:* Sniffed, smoked, injected.
- b. **Amphetamines** (Biphetamine, Delcobee, Decamyn, Dexedrine, Obetrol): *Medical Uses:* Attention Deficit Hyperactivity disorders, weight control. *Dependence (Phys/Psy):* Possible/High. *Tolerance:* Yes. *Duration:* 2-4 hours. *Administration:* Oral, injected.
- c. **Methamphetamine** (crystal, tweak, Desoxyn): *Medical Uses:* Weight control. *Dependence (Phys/Psy):* Possible/High. *Tolerance:* Yes. *Duration:* 2-4 hours. *Administration:* Oral, injected.
- d. **Methylphenidate** (Ritalin): *Medical Uses:* Attention Deficit Hyperactivity disorders. *Dependence (Phys/Psy):* Possible/High. *Tolerance:* Yes. *Duration:* 2-4 hours. *Administration:* Oral, injected.
- e. **Other Stimulants** (Adipex, Cylert, Didrex, Ionamin, Mellet, Plaghen,

Sanorex, Tenuate, Tapanil, Prolu-2): *Medical Uses*: Weight control.
Dependence (Phys/Psy): Possible/High. *Tolerance*: Yes. *Duration*: 2-4 hours.
Administration: Oral, injected.

4. **HALLUCINOGENS** (Psychedelics)

Possible effects: Illusions and hallucinations, poor perception of time and distance.
Effects of overdose: Languor, more intense “trip” episodes, psychosis, possible death.
Medical Uses: There are no medical uses for these kinds of drugs.

- a. **LSD** (Acid, Microdot): *Dependence (Phys/Psy)*: None/Unknown. *Tolerance*: Yes. *Duration*: 8-12 hours. *Administration*: Oral
- b. **Mescaline and Peyote** (Mesc, Button Cactus): *Dependence (Phys/Psy)*: None/Unknown. *Tolerance*: Yes. *Duration*: 8-12 hours. *Administration*: Oral
- c. **Amphetamine Variants** (2.5-DMA, PIAA, STP, MDA, MDMA, TMA, DOM, DOB): *Dependence (Phys/Psy)*: Unknown/Unknown. *Tolerance*: Yes. *Duration*: Variable. *Administration*: Oral, injected.
- d. **Phencyclidine** (PCP, Angel Dust, Hog): *Dependence (Phys/Psy)*: Unknown/High. *Tolerance*: Yes. *Duration*: Days. *Administration*: Smoked, oral, injected
- e. **Phencyclidine Analogues** (PCE, PCPy, TCP): *Dependence (Phys/Psy)*: Unknown/High. *Tolerance*: Yes. *Duration*: Days. *Administration*: Smoked, oral, injected.
- f. **Psilocybin** (Mushrooms): *Dependence (Phys/Psy)*: None/Unknown. *Tolerance*: Yes. *Duration*: 2-6 hours. *Administration*: Oral.

5. **CANNABIS** (Marijuana)

Possible effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior. *Effects of overdoes*: Fatigue, paranoia, possible psychosis. *Withdrawal syndrome*: Insomnia, hyperactivity, and depressed appetite occasionally reported.

- a. **Marijuana** (Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks): (Hash, Thc) *Medical Uses*: None. *Dependence (Phys/Psy)*: Unknown/Moderate. *Tolerance*: Yes. *Duration*: 2-4 hours. *Administration*: Smoked, oral.

6. **CLUB DRUGS**

These drugs have been separated from the other categories because of their increased and widespread use by young adults at all night parties such as raves, trances dance clubs and bars.

- a. **MDMA (ECSTACY)** Methylenedioxyamphetamine (XTC, Clarity, Lovers Speed): Similar to the stimulant amphetamine and the hallucinogen mescaline. *Dependence (Phys/Psy)*: Possible/High. *Tolerance*: Yes. *Duration*: 4-6 hours. *Administration*: Oral. *Immediate effects*: Increased sense of alertness, energy, heart rate, blood pressure, body temperature (malignant hyperthermia) leading to muscle breakdown and kidney and cardiovascular failure. Increased sense of alertness, dehydration, hypertension, heart or kidney failure and seizures. *Long-term effects*: Possible permanent damage to the neurons that release serotonin resulting in depression and memory impairment.
- b. **Gamma-hydroxybutyrate** (GHB) (G, Liquid G, Liquid Ecstasy): *Medical Uses*: None. *Dependence (Phys/Psy)*: Unknown. *Tolerance*: Yes. *Duration*: Up to

4 hours. *Administration*: Oral (clear liquid, white powder, tablet, and capsule). GHB is abused either for its intoxication/sedative/euphoric properties or for its growth hormone releasing effects which can build muscles and enhance sexual function. Immediate effects relieve anxiety, relaxation, but as dose increases the sedative effects may result in sleep and eventual coma and death. Overdose signs are drowsiness, nausea, vomiting, loss of consciousness, loss of reflexes, impaired breathing and ultimately death. It is often used in combination with alcohol, which intensifies the effects. GHB has been increasingly involved in poisonings, overdoses, date rapes and fatalities. **It also falls under the category of PREDATORY DRUG.**

- c. **Ketamine** (Special K, K, Vitamin K, Cat Valiums): *Medical Uses*: Anesthetic. *Dependence*: Unknown. *Tolerance*: Unknown. *Duration*: 2-3 hours. *Administration*: Injection (liquid), snorted or smoked (white powder). Ketamine is abused for its dreamlike states or hallucinations. At lower doses can cause impaired attention, learning ability and memory. At higher doses Ketamine can cause delirium, amnesia, impaired motor function, high blood pressure, depression, and potentially fatal respiratory problems.
- d. **Rohypnol** (Flunitrazepam) (Roofies, Rophies, Roche, Forget-me-pill): *Medical Uses*: Insomnia, sedative and pre-surgery anesthetic. *Dependence*: No. *Tolerance*: No. *Duration*: Up to 12 hours. *Administration*: Oral (dissolved in beverages), snorted. Immediate effects include decreased blood pressure, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention. Rohypnol causes anterograde amnesia: inability to remember events experienced while under the effects of the drug. These effects are aggravated by concurrent use of alcohol. Because Rohypnol and GHB are tasteless and odorless and dissolve easily in carbonated beverages they have been involved in many date rapes. **It also falls under the category of PREDATORY DRUG.**

PRESCRIPTION (RX) DRUG FACTS

WHAT ARE THEY?

Prescription drugs are medicines that are prescribed to a patient by a doctor to manage pain, treat or cure a health condition such as pain, mental disease, diabetes, cancer, or common infections. These drugs are regulated by the Food and Drug Administration (FDA) and are shown to have medical benefits when prescribed and taken exactly as directed by a health provider. For people who are suffering, these drugs allow them to control their symptoms, cure or treat their diseases, control pain, or fight an infection. **However, these medicines are only safe when taken exactly as directed by a doctor, healthcare provider, or as indicated on the packaging. This includes following directions on dosages, how often to take these drugs, and never taking any drug that is not prescribed for you.**

Taking prescription drugs that are not prescribed to you - or taking them in any way other than directed by a doctor — is considered non-medical use or abuse and can be as dangerous as taking an illegal drug, such as cocaine or heroin. “Misuse” of a prescription drug is taking it to treat a medical condition but not as directed by a doctor or packaging; “abuse” is taking prescription drugs with the sole intention of getting

high. **When misused or abused, many prescription drugs can be as dangerous and addictive as “street” drugs.** In recent years, there has been a dramatic increase in the number of poisonings and even deaths associated with the abuse and misuse of prescription drugs, including prescription painkillers and anti-depressants.

In other words, **even if a medication is prescribed to you, taking larger doses than prescribed, taking it more often than directed, or using it in a way that it is not intended, is abuse** and can also lead to severe health consequences and addiction. Between 1995 and 2005, treatment admissions for dependence on prescription pain relievers such as oxycodone (OxyContin) and hydrocodone/acetaminophen (Vicodin) grew more than 300 percent. Taking prescription drugs without a prescription, not taking them as directed, or mixing them with alcohol are all unsafe and potentially deadly. A 2008 study based on 224,355 U.S. death certificates for which people died from medication errors showed that **there was a 3,196 percent increase between 1983 and 2004 in deaths at home from combining prescription drugs with alcohol and/or street drugs. It’s illegal.**

Additionally, getting prescription drugs without a prescription, called “diversion,” is illegal and may put you at risk for arrest and prosecution. Regardless of how you acquire a prescription medication, using these types of drugs without a valid prescription — written for *you* — is unsafe and illegal.

BATH SALTS

What are the street names/slang terms? (K2, Molly)

Bath Salts are sold under a number of different “brand” names, and as different products, such as plant feeder or insect repellent. Brand names include: Bliss, Blue Silk, Cloud Nine, Drone, Energy-1, Ivory Wave, Lunar Wave, Meow Meow, Ocean Burst, Pure Ivory, Purple Wave, Red Dove, Snow Leopard, Stardust, Vanilla Sky, White Dove, White Knight, and White Lightning.

What are bath salts?

Bath Salts are substituted cathinones, which are synthetic, concentrated versions of the stimulant chemical in Khat. Methylenedioxypropylvalerone (MDPV), mephedrone and methylyone are the chemicals most often found in Bath Salts.

What does it look like?

Bath Salt products are sold in powder form in small plastic or foil packages of 200 and 500 milligrams under various brand names. Mephedrone is a fine white, off-white or slightly yellow-colored powder. It can also be found in tablet and capsule form. MDPV is a fine white or off-white powder.

K2 is typically sold in small, silvery plastic bags of dried leaves and marketed as incense that can be smoked. It is said to resemble potpourri.

How is it used?

Bath Salts are usually ingested by sniffing/snorting. They can also be taken orally, smoked, or put into a solution and injected into veins.

What are its short term effects?

Short-term effects include very severe paranoia that can sometimes cause users to harm themselves or others. Effects reported to Poison Control Centers include suicidal thoughts, agitation, combative/violent behavior, confusion, hallucinations/psychosis, increased heart rate, hypertension, chest pain, death or serious injury. The speed of onset is 15 minutes, while the length of the high from these drugs is 4-6 hours.

What are its long term effects?

Unknown.

What is its federal classification?

On October 21, 2011, DEA published a final order in the Federal Register exercising its emergency scheduling authority to control three of the synthetic stimulants that are used to make bath salts. As a result of this order, these synthetic stimulants are designated as Schedule I substances under the Controlled Substances Act.

SYNTHETIC MARIJUANA

With names like Spice, K2, No More Mr. Nice Guy, and hundreds of others, the drugs often called “synthetic marijuana” are – in reality – very different from marijuana. They contain powerful chemicals called cannabimimetics and can cause dangerous health effects. The drugs are made specifically to be abused. Like many other illegal drugs, synthetic marijuana is not tested for safety, and users don’t really know exactly what chemicals they are putting into their bodies.

These synthetic drugs can be extremely dangerous and addictive. Health effects from the drug can be life-threatening and can include:

- Severe agitation and anxiety.
- Fast, racing heartbeat and higher blood pressure.
- Nausea and vomiting.
- Muscle spasms, seizures, and tremors.
- Intense hallucinations and psychotic episodes.
- Suicidal and other harmful thoughts and/or actions.

Poison center experts – as well as many federal, state, and local government officials – have called synthetic drug use a risk to the public’s health and a hazard to public safety.

The harmful effects from these products were first reported in the U.S. in 2009. Since then, the drugs have spread throughout the country. Poison centers received 5,202 calls about exposures to these drugs in 2012 alone.

What should you do if someone has used synthetic marijuana?

Call your local poison center at 1-800-222-1222. These experts can help you decide whether someone can be treated at home or whether he or she must go to a hospital.

Dial 9-1-1 immediately if someone:

- **Stops breathing.**
- **Collapses.**
- **Has a seizure.**

PLACES OF WORSHIP

Note: Please visit house of worship website for times of services.

BRISTOL

First Baptist Church of Bristol (Baptist)

250 High Street

Bristol, RI

(401) 253-6131

<http://www.firstbaptistchurchbristol.org/>

Freedom Road Baptist Church (Baptist)

10 Leila Jean Drive

Bristol, RI

(401) 254-0440

<http://www.frbc-ri.org/>

Our Lady of Mt Carmel Parish (Catholic)

141 State Street

Bristol, RI

(401) 253-9449

<http://olmcbristol.org>

St Elizabeth Church (Catholic)

577 Wood Street

Bristol, RI

(401) 253-8366

<http://www.saintelizabethchurch.net/>

St Mary's Church of Bristol (Catholic)

330 Wood Street

Bristol, RI

(401) 253-3300

<http://www.stmarybristolri.org/home>

Mt. Hope Christian Fellowship (Christian)

250 High Street

Bristol, RI

(401) 254-0133

[http://www.netministries.org/see/
churches/ch14451](http://www.netministries.org/see/churches/ch14451)

First Congregational Church (Congregational)

281 High St. Bristol, RI

(401) 253-7288

<http://fccbristol.org/>

St. Michael's Episcopal Church (Episcopal)

399 Hope Street

Bristol, RI

(401) 253-7717

<http://www.stmichaelsbristolri.org/>

United Brothers Synagogue (Jewish)

205 High Street

Bristol, RI

(401) 253-3460

<http://www.unitedbrotherssynagogue.org/1.html>

PORTSMOUTH

St Anthony's Rectory Parish (Catholic)

2836 E Main Road

Portsmouth, RI

(401) 683-3636

St Barnabas Rectory Parish (Catholic)

1697 E Main Road

Portsmouth, RI

(401) 683-1343

<http://www.stbarnabasportsmouth.4lpi.com>

St Paul's Episcopal Church (Episcopal)

2679 E Main Road

Portsmouth, RI

(401) 683-1164

<http://stpaulsportsmouthri.org/>

Kings Grant Fellowship (Evangelical)

1000 W Main Road

Portsmouth, RI

(401) 683-0505

<http://kingsgrantfellowship.com>

Faith Fellowship Church (Evangelical)

2576 E Main Road

Portsmouth, RI

(401) 683-6542

**Portsmouth United Methodist
(Methodist)**

2732 E Main Road
Portsmouth, RI
(401) 683-4005
<http://www.pumcri.org>

TIVERTON

North Tiverton Baptist (Baptist)

198 Main Road
Tiverton, RI
(401) 624-3333
<http://www.ntbaptistchurch.org/>

St Christopher's Church (Catholic)

1554 Main Road
Tiverton, RI
(401) 624-6644
<http://www.sstandctiverton.org>

Holy Ghost Church (Catholic)

311 Hooper Street
Tiverton, RI
(401) 624-8131
<http://holyghostcc.org/>

**Holy Trinity Episcopal Church
(Episcopal)**

1956 Main Road
Tiverton, RI
(401) 624-4759
<http://holyltrinitychurch.org/>

**Kingdom Hall of Jehovah's Witnesses
(Jehovah's Witness)**

615 Fish Road
Tiverton, RI
(401) 625-5846
<http://www.watchtower.org/>

**Christ Temple United Pentecostal
(Pentecostal)**

1198 Fish Road
Tiverton, RI
(401) 625-1891

WARREN

The Baptist Church In Warren (Baptist)

407 Main Street
Warren, RI
(401) 245-3669

**Methodist Church of Warren
(Methodist)**

25 Church Street
Warren, RI
(401) 245-8474
<http://www.gbmg-umc.org/warrenri/>

MIDDLETOWN

**Evangelical Friends Church
(Evangelical)**

70 Bliss Mine Road
Middletown, RI
(401) 847-1490
<http://www.efcnewport.com/>

Temple Shalom Study (Jewish)

223 Valley Road
Middletown, RI
(401) 846-9002
<http://www.templeshalomri.org/>

BARRINGTON

Barrington Baptist Church (Baptist)

25 Old County Road
Barrington, RI
(401) 246-0188
<http://www.bbcri.org/>

Holy Angels Church (Catholic)

341 Maple Avenue
Barrington, RI
(401) 245-7743

St. Luke's Parish (Catholic)

108 Washington Road
Barrington, RI
(401) 246-1212
<http://www.stlukesparish.com/>

St. John's Episcopal Church (Episcopal)

191 County Road

Barrington, RI

(401) 245-4065

<http://www.stjohnsbarrington.org/>

**Temple Habonim Barrington Center
(Jewish)**

165 New Meadow Road

Barrington, RI

(401) 245-6536

<http://www.templehabonim.org/>

St. James Lutheran Church (Lutheran)

49 Middle Highway

Barrington, RI

(401) 246-0227

<http://stjames-ri.org/>

**Barrington United Methodist
(Methodist)**

230 Washington Road

Barrington, RI

(401) 245-2385

<http://barringtonumc.com/>

**Barrington Presbyterian Church
(Presbyterian)**

400 County Road

Barrington, RI

(401) 245-2218

<http://barringtontable.wordpress.com>

SEEKONK, MA

Faith Christian Center (Christian)

95 Sagamore Road

Seekonk, MA

(508) 336-4110

<http://www.fcc-church.com/>

SWANSEA, MA

**New Hope Christian Church
(Christian)**

1436 GAR Highway

Swansea, MA

(508) 324-4500

<http://www.nhcc.ws/>

NEWPORT

United Baptist Church (Baptist)

30 Spring Street

Newport, RI

(401) 847-3210

<http://ubcnpt.com>

St Joseph's Parish (Catholic)

5 Mann Avenue

Newport, RI

(401) 847-0065

CrossPoint Church (Christian)

14 Rhode Island Avenue

Newport, RI

(401) 846-3064

www.crosspointri.org

**First Presbyterian Church of Newport
(Presbyterian)**

4 Everett Street

(corner of Broadway & Everett)

Newport, RI

(401) 847-1749

<http://www.fpcnewport.com/>

**Channing Memorial Church
(Unitarian)**

135 Pelham Street

Newport, RI

(401) 846-0643

<http://www.channingchurch.org/>

Trinity Episcopal Church

One Queen Anne Square

Newport, RI

(401) 846-0660

www.trinitynewport.org

PROVIDENCE

Calvary Baptist Church (Baptist)

747 Broad Street

Providence, RI

(401) 461-7507

<http://www.calbaptistri.org/>

Islamic Center Of Rhode Island (Islam)

39 Haskins Street

Providence, RI

(401) 274-3986

<http://www.rimasjid.org/>

Muslim American Dawah Center of Rhode Island (Sunni Islam)

247 Lockwood Street

Providence, RI

(401) 861-8896

Temple Beth-El (Jewish)

70 Orchard Avenue

Providence, RI

(401) 331-6070

<http://www.temple-beth-el.org/>

Vedanta Society of Providence

227 Angell Street

Providence, RI

(401) 421-3960

<http://www.vedantaprov.org>

PAWTUCKET

**Shambhala Meditation Center
(Shambhala Buddhist)**

541 Pawtucket Avenue, 2nd Floor

Pawtucket, RI

(401) 726-3456

<http://providence.shambhala.org/>

ASHLAND, MA

**New England Hindu Temple
(Sri Lakshmi Temple)**

117 Waverly Street

Ashland, MA

(508) 881-5775

<http://www.srilakshmi.org/default.aspx>

NORTH SMITHFIELD

Masjid Al-Islam (Islam)

40 Sayles Hill Road

North Smithfield, RI

(401) 762-0107

<http://masjidalislam.wordpress.com>

Providence Zen Center

99 Pound Road

Cumberland, RI

Office/Voicemail: (401) 658-1464

<http://www.providencezen.org>

BRAINTREE, MA

**Vietnamese Buddhist Center
(Buddhist)**

155 Quincy Avenue

Braintree, MA

(781) 848-7519

EMERGENCY NUMBERS

EMERGENCY (fire, police, ambulance) (outside the University)	911
Campus EMERGENCY.	(401) 254-3333
Public Safety (Non-Emergency).	x3611
Health Services.	x3156
Bristol County Medical Center	(401) 253-8900
Newport Hospital	(401) 846-6400
Rhode Island Hospital.	(401) 444-4000
Roger Williams Medical Center	(401) 456-2000
Women & Infants Hospital	(401) 274-1100
Bristol Police	(401) 253-6900
Bristol Fire Department	(401) 253-6611
Bristol Rescue Squad	(401) 253-6611
Portsmouth Police	(401) 683-0994
Providence Police.	(401) 272-3121
Poison Control	(401) 444-5727

Roger Williams
University

One Old Ferry Road
Bristol, RI 02809
(401) 254-3000

www.rwu.edu