

2018-2019

# STUDENT HANDBOOK



**NEW ENGLAND  
INSTITUTE OF TECHNOLOGY**

New England's Technical University | Private | Non-Profit



# NEW ENGLAND INSTITUTE OF TECHNOLOGY

## **EAST GREENWICH CAMPUS**

**ONE NEW ENGLAND TECH BLVD**

**EAST GREENWICH, RI 02818**

## **JULIAN B. GOUSE CAMPUS**

**2500 POST ROAD**

**WARWICK, RI 02886**

## **ACCESS ROAD CAMPUS**

**106 ACCESS ROAD**

**WARWICK, RI 02886**

**401-739-5000 • 800-736-7744**

## **NEIT@NEIT.EDU**

*NOTE: This Student Handbook, along with the NEIT Catalog, as updated from time to time, contains important information on university policies, rules and regulations. It is the student's responsibility to review these two publications. Please note that some programs may have handbooks and/or other documents that have additional information specific to their respective programs. The most recent version of the Student Handbook is available on the NEIT Student Website: <https://students.neit.edu>.*

*NEIT reserves the right to change, add to, delete from, modify, amend or supersede any of the provisions in this Handbook at any time without advance notice. This document is not a contract or an offer of a contract.*

## Statement of Mission and Objectives

The mission of New England Institute of Technology (NEIT) is to provide specialized undergraduate and graduate degree programs which prepare students for professional and technical careers. Through the combination of professional and technical courses and an integrated liberal arts core, academic programs emphasize the relevance of continuous learning to personal and professional growth. Upon successful completion, graduates are prepared to enter the workforce or to continue their education. As an extension of the primary mission, NEIT offers the opportunity to pursue professional and technological studies to satisfy personal interests.

As an institution primarily devoted to teaching, NEIT provides opportunities for students from diverse educational backgrounds and with varying levels of ability to study in a variety of technological fields.

### NEIT's objectives are to:

1. offer technology programs that meet the career-oriented needs of students and to assist each student in identifying and developing a career path of interest.
2. stress the relationship between theoretical knowledge and practical application.
3. provide a laboratory approach, which prepares students for business and industry.
4. enable students to develop skills in writing, oral communication, and team building.
5. use innovative learning approaches to help each student realize his or her academic potential.
6. help students to develop skills in problem solving and in thinking logically, flexibly, and critically.
7. foster the student's potential to contribute to and participate in a rapidly changing technological society.
8. provide a campus climate where our diverse student population is encouraged to respect the value of all people and to deal with social issues and responsibilities as members of our campus community and society.
9. encourage students to develop pride in the quality of their work.
10. create an appreciation for both the importance and joy of learning.
11. be environmentally responsible in the development and maintenance of its campus and to include environmentally responsible technologies in its curriculum.

## Nondiscrimination Statement

New England Institute of Technology admits qualified students of any race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, or disability to all the rights and privileges, programs and activities generally accorded or made available to students at the university. New England Institute of Technology does not discriminate on the basis of race, color, religion, national and ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment, and educational policies or scholarship, loan, athletic and other school-administered programs.

The university has designated Scott Freund, Executive Vice President, to coordinate the university's efforts to comply with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other laws, orders and regulations governing discrimination. Any questions or concerns regarding state or federal laws related to discrimination should be directed to Scott Freund at One New England Tech Blvd., East Greenwich, RI 02818; Tel. 401-739-5000; email [sfreund@neit.edu](mailto:sfreund@neit.edu).

Individuals with disabilities who seek reasonable accommodations or information concerning accommodations should contact Lee Peebles, Director of Student Life at One New England Tech Blvd., East Greenwich, RI; Tel. 401-739-5000; email [lpeebles@neit.edu](mailto:lpeebles@neit.edu).

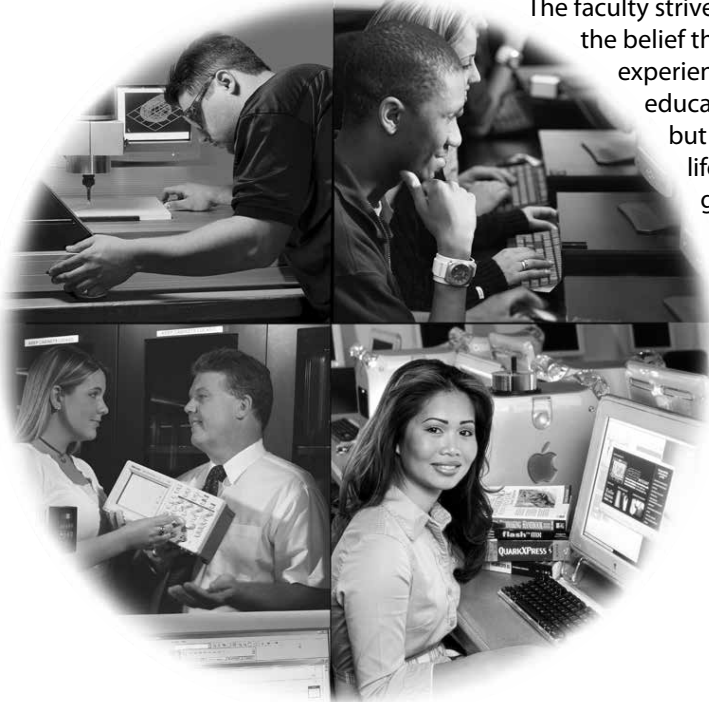
# Definition of an Educated Person

The New England Institute of Technology philosophy of education, described in the NEIT catalog in the section "Educational Philosophy", is embraced firmly by faculty and staff. This philosophy is guided and sustained by the NEIT Statement of Mission and Objectives. It is intrinsic to the culture of the university and it is manifest in how and what the faculty teach and in what they expect of NEIT graduates as educated persons.

NEIT's graduates achieve technical competence, and develop the values and standards of professional and ethical behavior that can serve them well in both the workplace and in our democratic society. These values include responsible citizenship, an appreciation of and respect for cultural diversity, and an informed world-view.

NEIT anticipates that its graduates know how to observe and to read carefully, to analyze and evaluate facts and ideas, to reach valid and well-supported conclusions, and to communicate clearly. The university expects also that its graduates appreciate other fields of knowledge - science, the arts and humanities, and the social sciences - and that they are able to integrate what they have learned from these subjects within their technical fields.

The faculty strive to instill in their students the belief that knowledge coupled with experience leads to wisdom, and that education does not end with a degree, but continues throughout one's lifetime. In the process, NEIT graduates may discover the joy to be found in learning, the hallmark of an educated person.



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## For Information or Concerns, Contact:\*

Absence from School .....	Instructor/Office of Student Support Services
Academic Dismissal .....	Office of Teaching and Learning
Academic Policies.....	Office of Teaching and Learning
Academic Support-Tutoring .....	Academic Skills Center
Accidents. ....	Instructor/Fiscal Office (Business Office - after hours**)
Accident Insurance. ....	Fiscal Office (Business Office - after hours**)
Accommodations (requests for the classroom) .....	Office of Student Support Services
Accommodations (requests for the residence hall).....	Office of Residence Life
Adding Courses.....	Registrar's Office/Office of Student Support Services
Administrative Names and Titles. ....	NEIT Catalog
Alcohol Concerns .....	Office of Student Support Services
Apparel (NEIT) .....	Bookstore
Books.....	Bookstore
Calendar, Student.....	Student Website/Office of Student Support Services
Catalog (NEIT) .....	Student Website
Challenge Exams:	
Liberal Arts.....	Department Chair - Humanities and Social Sciences, Math
Technology .....	Department Chair of Program
Change of Address, Phone, Name.....	Web for Students/ Registrar's Office
Change of Program .....	Office of Student Support Services
Complaint Procedures.....	Office of Student Support Services
Commencement.....	Office of Student Support Services/ Career Services
Computers/Software for Student Use .....	Library/ Open Computer Labs
Copy Machine .....	Library

\* In those cases where more than one office is involved, the first one to contact is listed first. For information regarding location and duties of the offices listed, please refer to the section pertaining to these offices in this Handbook.

\*\* "After hours" refers to any time after which the other offices are closed, yet the university remains open.

Course Descriptions .....	NEIT Catalog/Web for Students
Course Overload .....	Office of Teaching and Learning
Credits Toward Graduation .....	Office of Student Support Services
Credits, Transfer. ....	Office of Teaching and Learning
Criminal Actions (Reporting) .....	Department of Public Safety
Curriculum Changes .....	Office of Student Support Services
Curriculum Information .....	NEIT Catalog/Web for Students/Office of Student Support Services
Day Care Services .....	Office of Student Support Services
Degree Audit .....	Office of Student Support Services
Degree Eligibility.....	Office of Student Support Services
Degree Requirements.....	Web for Students/NEIT Catalog/Office of Student Support Services
Dropping Courses.....	Office of Student Support Services
Drug Concerns.....	Office of Student Support Services
Emergencies.....	911 /Department of Public Safety
Employment, University Work Study.....	Financial Aid Office
Employment, Full- and Part -Time.....	Career Services Office
English Tutoring .....	Academic Skills Center
English-as-a-Second Language .....	Academic Skills Center
Enrollment Verification.....	Registrar's Office/Web for Students
Emergency Evacuation Information.....	Posted in Classrooms and Labs
Evening Information .....	Business Office/Admissions Office
Faculty (to contact) .....	Office of Teaching and Learning
Faculty Names and Titles .....	NEIT Catalog/Office of Teaching and Learning
Failure of Courses .....	Office of Student Support Services
Fees .....	Student Accounts Department
Financial Aid .....	Financial Aid Office
First Aid .....	Instructor/ Department of Public Safety
Fitness Center Information .....	Fitness Center/Student Website

Grades, Questions Regarding .....	Instructor/Registrar's Office
Graduation .....	Office of Student Support Services/Career Services
Grants .....	Financial Aid Office
Health Insurance (Resident Students) .....	Student Accounts Department
Honors .....	Registrar's Office
Honor Societies .....	Office of Teaching and Learning
Housing Assistance (Off-campus) .....	Office of Student Support Services
Housing Assistance (On-campus) .....	Office of Residence Life
I.D. Cards .....	Department of Public Safety
Immunization Information .....	Admissions Office
Intramurals .....	Fitness Center/Student Website
Liberal Arts Requirements .....	Office of Student Support Services
Loans, Student .....	Financial Aid Office
Lost and Found .....	Department of Public Safety
Magazines, Periodicals .....	Library
Math Tutoring .....	Academic Skills Center
Newspapers, Daily .....	Library
Parking Stickers .....	Department of Public Safety
Payment, Tuition .....	Business Office (Admissions Office - after hours)
Payment Problems .....	Student Accounts Department
Personal Problems .....	Office of Student Support Services
Reading Skills .....	Academic Skills Center
Refunds, Tuition .....	Student Accounts Department
Registration for Courses .....	Web for Students/Office of Student Support Services/Registrar's Office
Repeating Courses .....	Office of Student Support Services
Rights to Privacy .....	Registrar's Office/Office of Student Support Services
Security Issues .....	Department of Public Safety Services
Services for Students with Disabilities .....	Office of Student Support Services

Sexual Misconduct.....“Responsible Employees” (see NEIT’s Policy Against Sexual Misconduct)

Schedule, Class ..... Web for Students/Registrar’s Office

School Supplies.....Bookstore

Student Activities ..... Office of Student Activities

Student Records ..... Registrar’s Office

Study Skills ..... Academic Skills Center

Textbooks ..... Bookstore/Library

Time Management Skills ..... Academic Skills Center

Transcripts..... Registrar’s Office

Transfer of Credit-Earned at Other Institutions .....Office of Teaching and Learning

Transfer to Another Academic Program.....Office of Student Support Services

Transportation.....Office of Student Support Services

Tuition Payment Questions/Problems.....Student Accounts Department

Tutoring..... Instructor/Academic Skills Center

Unlawful Harassment, Discrimination.....Complaint Contact Person  
(see NEIT’s Policy Against Unlawful Harassment, Discrimination and Retaliation)

Vending Machines ..... See Page 81

Veterans Affairs ..... Financial Aid Office

Withdrawal from a Course .....Office of Student Support Services

Work Study Positions..... Financial Aid Office

Writing Skills, Tutoring .....Academic Skills Center



# Student Services

NEIT's Quality Service Statement, Philosophy Statement and Ethical Standards guide NEIT employees in their efforts to assist our students in achieving their educational goals.

## QUALITY SERVICE

Quality Service for students, employees and customers at New England Institute of Technology is knowledgeable and informed employees working as a team to provide more assistance and information than expected, in a caring and professional manner, in order to empower the students to achieve their goals.

## PHILOSOPHY STATEMENT

Student services at New England Institute of Technology are premised on the recognition that NEIT students are from diverse educational backgrounds and have varying levels of ability. Guided by the principles of quality service and student retention, services are provided by supportive, caring professionals who understand the importance of assisting students in achieving their goals of earning a university degree. By addressing each student's individual needs, we encourage and assist each student to acquire the skills and abilities to be successful at NEIT as well as in the workplace.

## ETHICAL STANDARDS

Student services at NEIT are delivered with the professional integrity of service providers who believe in the worth of every student, have respect for individual differences and diversity, and are dedicated to assisting all students to achieve their educational goals.

- Service providers will treat all students with fairness, impartiality and dignity.
- Service providers will respond to student needs and requests in a timely manner.
- Service providers will work cooperatively with faculty and other staff with the common goal of student success.
- Service providers will fulfill the responsibilities of their position in compliance with NEIT's policies and procedures as well as any applicable federal laws.

# Academic Skills Center

## LOCATION

East Greenwich Campus: S103  
(401) 739-5000 Ext. 3416, [aryan@neit.edu](mailto:aryan@neit.edu)

## HOURS\*

Monday through Thursday, 8:00 a.m. to 8:00 p.m.  
Friday, 8:00 a.m. to 4:00 p.m.  
Saturday, 9:00 a.m. to 1:00 p.m.

*\* Hours of operation vary depending on the time of year. Please refer to the Academic Skills Center page on the student website, <https://students.neit.edu/>, for more information. (Click on the name of the lab for its hours of operation.)*

## WHAT SERVICES ARE OFFERED...

The Academic Skills Center provides a wide range of individualized services on a free, walk-in basis for all students, including:

- Assessment and Placement of incoming students
- Dedicated, professional tutors from “real world” backgrounds with years of teaching experience
- Proven methods for teaching students with diverse learning styles and educational backgrounds
- Personalized attention and instruction based on the needs and learning styles of each student
- Tutoring in writing, reading, research, oral communications, study skills, math, science, and physics
- Success Skills Workshop for all incoming students
- Pre-college courses in reading, writing, and math to help students prepare for the academic requirements of their associate and bachelor’s degree programs
- One-credit enrichment courses for students who want to improve their academic performance, including:
  - English Made Easy
  - Maximize Your Memory Skills
  - Reading Smarter, Not Harder
  - Academic Skill Building
  - Information Literacy

***Visit the ASC - We Specialize in Student Success!***

# Bookstore

## LOCATION

East Greenwich Campus: N104  
(401) 739-5000 Ext. 3427, [mpaiva@neit.edu](mailto:mpaiva@neit.edu)

## HOURS

Monday, 9:00 a.m. to 4:00 p.m.  
Tuesday, 9:00 a.m. to 6:00 p.m.  
Wednesday, 9:00 a.m. to 6:00 p.m.  
Thursday, 9:00 a.m. to 4:00 p.m.,  
Friday, 9:00 a.m. to 2:00 p.m.

*Extended hours are offered during the first two weeks of each quarter, and the schedule may vary during vacation weeks. All special hours are posted at the Bookstore and on the student website, <https://students.neit.edu/>.*

## WHAT SERVICES ARE OFFERED...

To ensure that students obtain the proper textbooks, the Bookstore maintains a list of all courses offered during the quarter and the required textbooks for each course. Payment may be made by cash, check, credit card or debit card (with Master Card or Visa logo) and American Express. The Bookstore also offers the following items:

- Apparel
- Art and drafting supplies
- Book bags and umbrellas
- E-Books
- Gift certificates Glassware and Gifts
- Medical reference materials and supplies
- Notebooks and stationary
- Pens, pencils and school supplies
- Textbooks, new and used
- University rings

NEIT publishes a list of books and equipment that each student will be required to purchase for each course. All books and course materials will be available at the NEIT Bookstore, but may be purchased at any bookstore of the student's choice. Most books are also available through Internet vendors.



## **TEXTBOOK RETURN POLICY**

Textbooks may only be returned if they meet the following criteria:

### **Reason for Return:**

Textbooks purchased at NEIT are eligible for return only if a student drops a course within the first two weeks of the quarter.

### **Time Limitation:**

To be eligible for return credit, textbooks must be presented at the NEIT Bookstore by the end of the second week of a new class start. The books must have been purchased no earlier than two weeks prior to the date of the same new class start.

### **Documentation Required:**

The student must present both the original sales receipt and a copy of the drop slip in order to receive credit for a returned textbook.

### **Physical Condition/Amount of Credit:**

Textbooks must be returned in "saleable" condition as determined at the discretion of NEIT Bookstore personnel. Books which are returned containing markings, writing, folded pages, or any other damage that could affect the appearance or content of the books can only be resold as "USED" textbooks, and will be eligible for credit equal to 50% of the cost of the same NEW textbook.

If your textbook was purchased as a USED book, and if it remains in saleable condition upon return, it will be credited at 50% of the cost of the same NEW textbook.

### **Form of Credit:**

A Bookstore Credit will be issued regardless of the method of payment used in purchasing the book. A 10% handling fee is charged on all books returned that meet the criteria of the Textbook Return Policy.

### **Refund Exclusions:**

Kits, software, calculators, and meters are not returnable for credit.

NOTE: If your books, or your situation, do not qualify for Return Credit under this policy, you may still be able to obtain some amount of credit for your textbooks as part of the Used Book Buyback Program. The criteria for eligibility under the Used Book Buyback Program (and the amount paid for the book) is determined by an independent contractor who operates the program at NEIT during the first four days in each new class start, and the first four days in week 10 of each quarter.

## **USED BOOK BUYBACK PROGRAM**

NEIT has an arrangement with an independent company which will pay students in cash for their used books, subject to certain restrictions with regard to condition and marketability.

Notices will be posted by the end of each quarter indicating the dates and times of the next buyback session.

# Career Services Office

## LOCATION

East Greenwich Campus: S104  
(401) 739-5000 Ext. 3458, [pblakemore@neit.edu](mailto:pblakemore@neit.edu)

## HOURS

Monday through Thursday, 8:30 a.m. to 6:00 p.m.  
Friday, 8:30 a.m. to 4:00 p.m.  
Extended hours are available by appointment for MSOT students.  
Appointments are recommended, especially for evening appointments.

## WHAT SERVICES ARE OFFERED...

The Career Services staff assists students in acquiring the skills they need to conduct an effective job search. In addition, the Career Services Office circulates the resumes of graduates to employers who are seeking candidates with technical skills. The Career Services Office also provides the following services:

- Assistance with writing resumes and cover letters
- Assistance with improving interviewing skills. Mock interview sessions are available.
- Assistance in all aspects of the job search
- Circulation of graduates' resumes to employers
- Classroom presentations on job search techniques and resume building for students in their final quarter
- General (non-technical) full- and part-time employment postings available for currently enrolled students
- On-Campus recruiting events
- Student Workshops: Resume Writing, Interview Techniques and LinkedIn Profiles

# Department of Public Safety

## LOCATION

### East Greenwich Campus: S 111 A

(401) 780-4705, [publicsafety@neit.edu](mailto:publicsafety@neit.edu)

**Direct numbers:**

NEIT East Greenwich Security Office

Emergency .....401-234-5555

Non-emergency .....401-780-4705

### NEIT Post Road Security Office

Direct line.....401-780-4706

### NEIT Access Road Security Office

Direct Line .....401-780-4707

## HOURS

East Greenwich Campus – Communications Center, S 111 A. Twenty-four hours, seven days per week.

*The Department of Public Safety (DPS) promotes a safe and secure environment based upon effective relationships and excellence in service to enrich the quality of the NEIT experience for our students, employees, and guests.*

## WHAT SERVICES ARE OFFERED...

- Student Identification Cards
- Room Access Control
- Parking Management
- Residence Hall Security
- Event Security
- Emergency response
- Foot and vehicle patrol
- Lost and Found
- Safety awareness
- Walking Escorts

**Walking Escort:** Upon request, NEIT DPS security officers provide walking escorts for NEIT students, faculty, and staff within our patrol boundaries. On the East Greenwich Campus, contact NEIT DPS for a walking escort by calling 401- 234-5555, by using one of the blue-light emergency phones located on campus or asking any Security Officer on campus. On the Post Road or Access Road campuses, call the number for the Security Office or ask any Security Officer on campus.

## Blue Light Emergency Telephones

Blue Light Emergency telephones are strategically placed throughout the East Greenwich campus. These phones automatically contact the NEIT DPS Communications Center and indicate the caller's exact location. The emergency telephones are illuminated by blue lights making them highly visible.

To use an emergency telephone:

- Press the red button to call for help
- Wait for the dispatch officer to acknowledge your call
- Speak clearly and calmly
- Explain the problem in as much detail as possible
- Follow the dispatcher's instructions

## Department of Technical Services Help Desk

### LOCATION

East Greenwich Campus: S105N  
(401) 739-5000 Ext. 3511, (401) 780-4111, [HelpDesk@neit.edu](mailto:HelpDesk@neit.edu)  
Website: <https://dots.neit.edu>

### HOURS

Monday through Thursday, 7:30 a.m. to 8:00 p.m.  
Friday, 7:30 a.m. to 4:00 p.m.  
Emails sent on weekends to the Help Desk are monitored and, as appropriate, responses are provided.  
When MSOT classes are in session: Friday, 7:30 a.m. to 8:00 p.m. and Saturday, 8:00 a.m. to 4:30 p.m.

### WHAT SERVICES ARE OFFERED...

- Audio / Visual, Digital Signage and TV support
- Classroom Technology and Computer Lab support
- Desktop Software and Hardware support
- Username and password access for Canvas, Web for Students, Email
- Wi-Fi and Network access support

# Financial Aid Office

## LOCATION

East Greenwich Campus: N110  
(401) 739-5000 Ext. 3354, [financialaid@neit.edu](mailto:financialaid@neit.edu)

## HOURS

Monday through Thursday, 8:00 a.m. to 8:00 p.m.  
Friday, 8:00 a.m. to 4:00 p.m.  
Saturday, 9:00 a.m. to 12:00 p.m.

## WHAT SERVICES ARE OFFERED...

The Financial Aid Office assists students in applying for financial aid from federal, institutional and state financial aid programs. Financial aid at New England Institute of Technology is available through various sources:

- Grants and scholarship programs
- Federal Direct Student Loans
- Federal Work-Study program
- Institutional educational loans
- Institutional payment plan
- Private educational loans

Most federal student aid is based on financial need, defined as the difference between your cost of education and the amount the federal government expects your family to contribute to your education. Although a standard formula is used to determine your “need”, family situations sometimes change. A change in your financial situation may affect your financial aid. Please contact the Financial Aid Office if any change occurs.

***Let us help you with the many programs for which you may be eligible.***

## FITNESS CENTER

# The Harry & Dorothy Labinger Fitness Center

### LOCATION

East Greenwich Campus: N260  
(401) 739-5000 Ext. 3758, [tdarby@neit.edu](mailto:tdarby@neit.edu)

### HOURS

Monday - 8:00 a.m. - 9:00 p.m.  
Tuesday - 8:00 a.m. - 9:00 p.m.  
Wednesday - 8:00 a.m. - 9:00 p.m.  
Thursday - 9:00 a.m. - 8:00 p.m.  
Friday - 9:00 a.m. - 6:00 p.m.  
Saturday - 11:00 a.m. - 2:00 p.m.  
Sunday - 2:00 p.m. - 6:00 p.m.

*Hours will be closely monitored and may be adjusted. Check the hours for the current term on the Student Website (Student Life tab, click Fitness and Recreation).*

The Fitness Center is an 8,000-sq. ft. facility featuring a group exercise studio, locker rooms with showers, a combination of aerobic and fitness equipment, and a weight area. The fitness center overlooks the patios and the campus green.

The Center also contains some of the most current equipment in the industry, including: rowers, treadmills, ellipticals, ascent trainers, bikes (Expresso, spin, upright and recumbent), climb mills, an 8-stack multi station, a mega power rack and mega half rack, dumbbells and 12 single station machines (back extension, leg press, tricep extension, shoulder press, arm curl, chest press, seated leg curl, abdominal crunch, leg extension, pectoral fly, lat pull & seated row).

Group exercise classes are held in the Center's exercise studio. The group exercise schedule appears on the Student Website (Student Life tab, click Fitness and Recreation).

Students must swipe their Student ID cards to enter the Fitness Center.

### INTRAMURALS

NEIT currently has intramural soccer, basketball, and flag football. Students interested in playing basketball should contact the Office of Student Activities at (401) 739-5000 Ext. 3565 or [mhague@neit.edu](mailto:mhague@neit.edu). For all other intramurals, contact the Fitness Center at (401) 739-5000 Ext. 3758 or [tdarby@neit.edu](mailto:tdarby@neit.edu).

Check the Student Website (Student Life tab, click Fitness and Recreation) for information about other team sports, which have included Ultimate Frisbee, volleyball and golf.

***Work out, get fit and meet other students!***

# Library & Information Commons

## LOCATION

East Greenwich Campus: S105  
(401) 739-5000 Ext. 3447, [scharette@neit.edu](mailto:scharette@neit.edu)

## HOURS

Monday to Thursday, 7:30 a.m. to 8:00 p.m.  
Friday, 7:30 a.m. to 4:00 p.m.  
Saturday, 8:00 a.m. to 1:00 p.m.  
Sunday, 2:00 p.m. to 8:00 p.m.

Website, <https://library.neit.edu>, for more information.

## WHAT SERVICES ARE OFFERED...

- Library resources include print and online books, print and online periodicals, media, databases and web resources.
- The Library website, [library.neit.edu](http://library.neit.edu), is searchable by keyword and provides access to the online catalog, full-text periodical databases, research tools, publications, videos, and tutorials.
- Librarians offer instruction on research skills, how to use periodical databases, and effectively select and cite resources for research.
- Library materials not available in the NEIT Library can be obtained through interlibrary loan.

### ***Also available:***

- 8 group study/meeting rooms
- 2 MediaScape high-tech collaborative meeting rooms
- A library instruction classroom with 28 computers
- 48 additional computers and wireless internet throughout the Library
- New book and current periodicals display areas with lounge seating
- A media room with a TV/DVD and TV/VCR

### **The Feinstein Enriching America Office**

Located in the Library and Information Commons in Room S105F. Office hours are: Tuesday, 9:30 a.m. – 4:00 p.m.; Wednesday, 9:30 a.m. – 4:00 p.m.; Thursdays, 9:30 a.m. – 3:30 p.m.; and by appointment by calling extension 3352.

# Office of Residence Life

## LOCATION

Residence Hall: Office 153  
(401) 739-5000 Ext. 3560, [reslife@neit.edu](mailto:reslife@neit.edu)

## HOURS

Monday through Friday, 9:00 a.m. – 4:00 p.m.

## Residence Life Mission Statement

The Office of Residence Life works to create an atmosphere that supports academic learning, encourages individual student growth, and fosters a community where all students feel welcomed and included. The living-learning environment in the residence hall is one that requires the civility, integrity, and cooperation of every member of the community, where the needs of the individual student are balanced with the common good. The Residence Life staff aspires to provide a student-centered environment that will develop and enrich the experiences of our student population.

## What Services Are Offered:

- Two professional Residence Life staff members oversee the residence hall and serve as a resource for the residence hall community. They reside in the residence hall and serve in a 24 hour on-call rotation.
- Resident Assistants are student leaders who also reside within the residence hall. They are committed to building a sense of community within the residence hall and are available to provide information about NEIT and Residence Life policies and procedures.
- Educational programming is provided by the Residence Life staff and other members of the NEIT community.
- A Residence Hall Council is comprised of a group of resident students who identify and implement programming for the residents.



# Office of Student Activities

## LOCATION

East Greenwich Campus: Office S120B  
(401) 739-5000 Ext. 3565, [mhague@neit.edu](mailto:mhague@neit.edu)

## HOURS

Monday through Friday  
8:30 a.m. to 6:00 p.m. (while classes are in session)

## WHAT SERVICES ARE OFFERED:

- The Office of Student Activities (OSA) coordinates a variety of student activities and events for our students, including evening and weekend activities, and assists with identifying leadership development opportunities.
- OSA serves as a resource for NEIT student clubs.
- OSA helps to match students with volunteer assignments for NEIT events, such as Commencement, Tech Nites, and New Student Orientations.
- A listing of student activities and student clubs appears on <https://student.neit.edu>, click on Student Life.

## WHY SHOULD STUDENTS PARTICIPATE?

- It is a fun way to broaden your experience at NEIT and to meet new people within the NEIT community, including your fellow students, faculty and staff.
- Participation helps you develop your leadership and interpersonal skills and enhance your resume.
- Student volunteer participation at NEIT activities and events makes the events even more special for our students and their families.

## HOW DO I GET INVOLVED?

- Watch for Student Activity announcements in your student email, on the student website, and on campus bulletin boards.
- Contact Melissa Hague, Director of Student Activities, [mhague@neit.edu](mailto:mhague@neit.edu), with your ideas for student activities and student clubs.

***Get involved, make the most of your experience at NEIT  
and meet new people who may become lifelong friends!***

# Office of Student Support Services

## LOCATION

East Greenwich Campus: N201  
401-780-4116, [studentservices@neit.edu](mailto:studentservices@neit.edu)  
Post Road Campus: CT 235  
401-780-4116, [studentservices@neit.edu](mailto:studentservices@neit.edu)  
Access Road Campus: AC 202A  
401-780-4116, [studentservices@neit.edu](mailto:studentservices@neit.edu)

## HOURS\*

Office hours for the East Greenwich campus:  
Monday through Thursday, 8:30 a.m. to 8:00 p.m.  
Friday, 8:30 a.m. to 4:00 p.m.

Extended hours are available for MSOT students by appointment.

\*The Office hours for the Access Road and Post Road Campuses are available at <https://students.neit.edu>.

## WHAT SERVICES ARE OFFERED...

The Office of Student Support Services is an information and referral service, as follows:

- Each student is assigned a Student Advisor who is the student's primary point of contact for any questions or concerns.
- All students are encouraged to meet with their Student Advisor for a degree audit to monitor progress toward a timely degree completion. During the degree audit, the Advisor will review which courses the student has completed, determine which courses remain for the student's program and discuss when to take the remaining courses.
- Students are urged to contact this office when experiencing difficulties with their course work or encountering problems that interfere with the successful completion of their programs.
- Students with disabilities who wish to request accommodations must self-identify, communicate their needs to their Student Advisor, and provide current and comprehensive documentation concerning the nature and extent of their disability. The documentation must include a specific diagnosis and describe the functional limitations of the condition, particularly as it may affect participation/performance in courses, programs, services, and activities at NEIT. Because course requirements can vary greatly, students must communicate their needs to their Student Advisor and request accommodations on a quarterly basis. Accommodations cannot be granted retroactively. Please see the full policy "Accommodations Requests for Students with Disabilities" in the University Policies and Procedures section of this Handbook.

## STUDENT ADVISORS

- Student Advisors are available to help students with problems that may affect their ability to be successful in their academic programs.

- Students are responsible for registering for classes every quarter and for staying on track for a timely completion of their program. They are encouraged to seek the assistance of their Student Advisor who is an important resource for understanding degree requirements and the registration process. Students should schedule an appointment to meet with their Student Advisor each quarter before week 7 so they are prepared to register for classes when registration opens at approximately 7:00 a.m. on Monday of week 7.
- Student Advisors may call or email students who are absent. Students who expect to miss two or more days of classes are advised to contact their instructors or the Office of Student Support Services, so arrangements can be made to keep them up-to-date on class work.

A list of Student Advisors and the programs they advise can be found on the Student Website, <https://students.neit.edu> (click Support Services tab and then Office of Student Support Services).

## COUNSELING

Counseling services are provided by an experienced, behavioral health counselor. When meeting with the counselor, students can discuss challenges and adjustments they are experiencing in their academic and personal lives, including adjusting to college demands and living away from home. Students who are experiencing more complex difficulties or who require specialized or longer-term treatment will be referred to the appropriate services off campus.

## RE-ENROLLMENT

Students who must miss a quarter should plan to resume classes as soon as possible by contacting the Re-Enrollment Coordinator at 401-780-4158. At the time of re-enrollment, the student's academic record will be reviewed to evaluate the relevancy of the student's completed courses and to determine if the student meets, as applicable, the academic requirements for the program in which the student is re-enrolling.

## OFF-CAMPUS HOUSING

A housing coordinator is available whose primary purpose is to assist incoming students and resident students who have lived in the residence hall for at least six consecutive quarters in locating off-campus housing in the area.

All rental/lease and other arrangements are strictly the responsibility of the student and the property owner. NEIT's role is limited to facilitating the acquisition of housing for those unfamiliar with the area. While efforts are made to provide students with a variety of housing options, NEIT does not make any representations about the safety of neighborhoods in which any particular housing is located. Students are advised to check with the local police regarding the safety of any neighborhood in which they are considering renting.

Students are responsible for their choice of housing.

# Office of Teaching and Learning

## LOCATION

East Greenwich Campus: S320  
(401) 739-5000 Ext. 3452, [OTL@neit.edu](mailto:OTL@neit.edu)  
Assistant Provost of Academic Affairs, Ext. 3322

## HOURS

Monday through Thursday, 8:00 a.m. to 6:00 p.m. (8:00 a.m. to 4:00 p.m. during break weeks and Intersession)  
Friday, 8:00 a.m. to 4:00 p.m.  
Extended hours are available by appointment.

## WHAT SERVICES ARE OFFERED...

The Office of Teaching and Learning oversees all academic aspects of the university. It is responsible for faculty, curricula, program development, academic records and policies, library resources, academic services, and graduation requirements. Academic policies are published in the NEIT catalog and the Student Handbook; both can be found on the student website at <https://students.neit.edu> (Campus Information tab).

## THE OFFICE OF TEACHING AND LEARNING OVERSEES

- Academic Skills Center
- Department Chairs
- Faculty
- Faculty Resource Center
- Feinsein Enriching America Program
- Library and Information Commons
- Office of Institutional Research
- Registrar's Office

# Registrar's Office

## LOCATION

East Greenwich Campus: N116  
(401) 739-5000 Ext. 3300, [registrarsoffice@neit.edu](mailto:registrarsoffice@neit.edu)  
Access Road Campus: AC 202 A

## HOURS

### East Greenwich Campus

Monday through Thursday, 8:30 a.m. to 6:00 p.m.  
Friday, 8:30 a.m. to 4:00 p.m.  
Extended hours are available by appointment for students in on-line programs.  
Registration Periods:  
Monday through Thursday, 8:30 a.m. to 8:00 p.m.  
Friday, 8:30 a.m. to 4:00 p.m.  
Saturday, 9:00 a.m. to 12:00 p.m.

### Access Road Campus

Refer to <https://students.neit.edu> for hours at the Access Road Campus.

## WHAT SERVICES ARE OFFERED...

- Certifying students for graduation
- Issuing official transcripts
- Maintaining the accuracy of student records, internal records, course schedules, attendance records, and grade records
- Providing electronic resources to add/drop classes, and to view grades, class schedule, and transcripts on <https://students.neit.edu>
- Registering students for classes
- Scheduling classes
- Verifying a student's enrollment for purposes of automobile insurance, social security benefits, and deferments on student loans

## ***Commonly asked questions that can be answered by the Registrar's Office:***

How do I resolve a conflict in my class schedule?  
How do I add or drop a course after the quarter has started?  
How do I change from day classes to evening classes?  
How do I request a transcript?

# Student Accounts Department

## LOCATION

East Greenwich Campus: N119  
(401) 739-5000 Ext. 3406, [stuacct@neit.edu](mailto:stuacct@neit.edu)

## HOURS

Monday through Thursday, 8:00 a.m. to 8:00 p.m.  
Friday, 8:00 a.m. to 4:00 p.m.  
Extended hours are available for MSOT students by appointment.

## WHAT SERVICES ARE OFFERED...

The Student Accounts Department oversees tuition payments and assists students who might be experiencing difficulty in making their payments. Most concerns and problems with payments and refunds can be addressed and resolved if the Student Accounts Department is made aware of them. Just give us a call or drop by to see us.

Payments are accepted in the Business Office in the form of cash, check, or credit cards.

Students who have concerns in any of the following areas should contact this department as soon as possible:

- Inability to make payments as originally planned
- Notification of loans denied
- Past due notices that do not agree with the student's own records
- Questions regarding company reimbursement
- Questions regarding sponsorship, i.e., Department of Vocational Rehabilitation, Veterans Administration

The Student Accounts Department communicates frequently with students by NEIT email, telephone and/or mail when it is necessary for students to meet with a staff member from this department to address and resolve together the student's account. It is critical that students respond immediately to any contact from this office. It is not the intent of the Student Accounts Department to interrupt the educational objectives of our students. However, if after attempts have been made and the student has not responded to a request from the Student Accounts Department, the student may be contacted during class time.

## NEIT REFUND REQUEST POLICY

You may be eligible for a refund as a result of excess financial aid or an overpayment to your account. You may receive the resulting credit balance either in the form of a check, or you may apply it to your account.

Please note: On rare occasions, errors occur at the bank that issued your student loan which may result in an adjustment to your Financial Aid and the amount of refund for which you may be eligible. In the event that a student received an overpayment as a result of such an error, the student is responsible for reimbursing the university for any over-payments erroneously made to the student's account.

To receive a refund of a credit balance, please follow the procedures and policies below:

- Complete a STUDENT REFUND REQUEST FORM in the Student Accounts Department.

- Refund checks will be available three (3) times monthly: on the 10th, the 20th, and the 30th day of the month (“release date”). If a release date falls on a weekend or holiday, the refund check will be available on the next business day. Requests for refunds made within three (3) business days of a release date will be paid on the next release date.
- Refund checks are available after 3 p.m. in the Student Accounts Department on the dates identified above.
- A parent must submit written approval for funds resulting from the proceeds of a Plus Loan to be released to the student
- Federal regulations require students to be attending classes on a regular basis in order for any refund to be released.
- Refund requests for payments made online via credit card will be returned to the credit card used for payments.

**Please note:** No refund will be issued during the first 2 weeks of any quarter.

***We are here to help...***

# Academic Policies and Procedures

## ACADEMIC HONESTY POLICY

Any project, paper, or examination is expected to be the student's own work and in the student's own words. Willful academic dishonesty (including but not limited to: copying another student's work or allowing one's own work to be copied; using notes, books, or electronic devices during assessments without the instructor's advance permission to the entire class; presenting information or images copied from a book, journal, or online source as one's own; or using instructors' test banks) will not be tolerated. Notwithstanding, a student with a diagnosed disability may be permitted to use notes, books, or electronic devices during assessments if the course instructor has been informed by the 504 Coordinator that the use qualifies as an accommodation for that student based on a diagnosed disability so long as the accommodation does not affect the academic integrity of the course as determined by NEIT.

Any instructor who discovers a case of academic dishonesty must report the matter immediately to the Department Chair and to the Assistant Provost. The Assistant Provost will investigate the matter through consultation with the instructor and Department Chair and will determine what action, if any, is appropriate. The student will receive written confirmation of the action taken as a result of the report of academic dishonesty.

If the Assistant Provost determines that a breach of the Academic Honesty Policy has occurred, depending on the severity of the offense, the student: may be required to redo the project, paper, or examination; may receive an F grade for that assignment; receive a failure grade for the course; or be subject to academic suspension or dismissal from the university.

A student who wishes to challenge the decision of the Assistant Provost may appeal in writing to the Provost no longer than 14 days after receiving the Assistant Provost's ruling. In all cases of appeal, the decision of the Provost is final.

## ACADEMIC PROBATION

Academic probation is a provisional status given to a student who is not meeting the university's requirements for academic achievement. A student who does not meet the university's requirements for academic achievement (see "Required Levels of Achievement") will be placed on academic probation. A student who is placed on probation must meet with a Student Advisor in the Office of Student Support Services to discuss academic challenges and develop a plan to become academically successful.

A student who has met the university's requirements for academic achievement by the end of the probationary quarter will be taken off probation. A student who has not met the university's requirements for academic achievement at the end of the probationary quarter will remain on probation for a second quarter.

A student who has met the university's requirements for academic achievement by the end of a second probationary quarter will be removed from probationary status if the student's cumulative GPA meets the minimum requirements. A student who has had a successful academic quarter but whose cumulative progress does not meet the academic standards required by his/her program will remain on probation for an additional quarter. A student in a second probationary quarter who has not had a successful academic quarter and whose achievement does not meet the cumulative GPA university requirement will be dismissed from the university.

Students may not take more than 19 credits during their first probationary quarter and not more than 16 credits during their second probationary quarter. A student who is on academic probation must contact his/her Student Advisor to review and discuss the proper course load for the successive quarter.



## ACADEMIC REGULATIONS

### Grading System

<b>Grade</b>	<b>Point Value</b>	<b>Percent</b>	
A	4.00	93-100	<b>SUPERIOR</b>
A-	3.67	90-92	
B+	3.33	87-89	<b>GOOD QUALITY</b>
B	3.00	83-86	
B-	2.67	80-82	
C+	2.33	77-79	<b>AVERAGE QUALITY</b>
C	2.00	73-76	
C-	1.67	70-72	
D+	1.33	66-69	<b>PASSING</b>
D	1.00	60-65	
F (Failure)	00.00	below 60	<b>FAILURE</b>

*Failures may not be made up, except by repeating or, with permission, by passing the course at an approved institution.*

When a student repeats a course for which an "F" grade was received, both grades will appear on the transcript, but only the higher grade will be used in calculating the grade point average.

- W Received by students who officially withdraw from a course before the end of the "drop period".
- P Satisfactory completion of a "Pass/Fail" course for credit.
- CH Challenge credit awarded as a result of passing a challenge exam.
- S Satisfactory completion of a non-credit course.
- U Unsatisfactory completion of a non-credit course.
- IPR In Progress – must be completed to meet graduation requirements.
- AU Audit indicates registration and attendance in a course for which no examinations, evaluation or credit are given.
- ML Military Leave, assigned to students who are called to active duty and must withdraw prior to the end of a quarter.
- PR Portfolio review credit awarded after assessment of student life experience portfolio.
- TR Transfer credit from another accredited postsecondary institution.

## ADMISSION TO DEGREE PROGRAMS

See the NEIT catalog on the Student Website (Campus Info Tab) for information about admission to NEIT's bachelor's and master's degree programs.

## AUDITING A COURSE

Matriculating students have the option of auditing one course per quarter with the written permission of the course instructor on a space available basis. Course auditors do not earn credit for taking the course. No grade is given; the notation of "AU" will appear on the student transcript and in the Attendance Tracking System. Course auditors are expected to participate in class discussion and activities, but do not take exams or complete assignments. Students may elect to repeat an audited course for credit in a successive quarter, although they are ineligible to take the challenge exam for that course for credit.

Students may register to audit a course after first obtaining written permission from the course instructor and then meeting with a representative of the Student Accounts Department to determine fees. Auditors must register in person at the Registrar's Office. Registration for audited courses is open the week preceding the start of classes through the first week of classes. Acceptance into the course is contingent upon space availability with students matriculating in that specific technology having first priority. Students who audit a course will be billed the current cost-per-credit audit rate.

## CHALLENGE EXAM/PORTFOLIO REVIEW POLICY COURSE CREDIT BASED ON RELEVANT EXPERIENCE CHALLENGE EXAMS

### Course Credit Earned by Examination

Department Chairs or the Director of the Academic Skills Center may authorize the administration of Challenge Exams to students for course credit with the following provisions:

1. Quarter One students may request to take a Challenge Exam prior to the start of a given quarter, and up to the end of the first week of classes of the course, provided that the student has attended no more than one class session at the time the Challenge Exam is administered.
2. Students in Quarter Two and beyond must request to take a Challenge Exam prior to the start of the quarter in which the student is registered for a given course. All humanities and social science courses must be taken no later than the end of week 9 of the preceding quarter.
3. Challenge Exams may only be taken within a student's degree program curriculum, including any technical and required liberal arts electives. Challenge exams will only be available for those courses that can be adequately assessed by means of a written examination. Any liberal arts courses within the Foreign Language or Arts core areas are ineligible for the challenge process, unless it is a required course in the program of study.
4. Challenge Exams may not be taken for any course students have previously attempted at NEIT.
5. The Challenge Exam may be taken only once.
6. The Challenge Exam process is comprehensive of the course content. Students must pass the exam with a minimum of a 73% (C grade) for consideration of course credit. (Some departments may have different requirements. Please check with the Office of Teaching and Learning.)
7. Challenge credit may not be used to satisfy the university's residency requirement.
8. A maximum of 30 credits may be accepted through a combination of Challenge Exams and Portfolio Review.

9. Students who place out of MA 100/110 Introduction to College Math, EN 100 Introduction to College Writing and/or EN 200 Workplace Communications, are required to replace those credits with another liberal arts course(s) in the math/science or communications core areas, as appropriate.

## CHANGE OF GRADES

All grade change requests must be initiated within the first two weeks of the academic quarter following the one in which the original grade was recorded. With the exception of In Progress (IPR) grades (see below), coursework required for all grade changes must be completed no later than Friday of week two of the academic quarter during which the grade change request has been initiated. Students seeking a change of grade for any course must initiate the request with the course instructor; in the absence of the instructor, students may initiate the request with the Department Chair.

The IPR grade is limited to Internship courses. Coursework required to change an IPR grade to a letter grade must be completed no later than the last day of the academic quarter following the award of an IPR grade. Failure to comply with the IPR deadline will result in a letter grade of F. Students awarded an IPR grade must complete all outstanding coursework for a letter grade.

Requests for any grade change received from students after they have earned their degrees will be approved only to correct a clerical or procedural error.

Intersession is not considered an academic quarter for the purpose of this policy.

## CLASS ATTENDANCE

Regular and prompt attendance at all classes is expected of all students. Each course syllabus clearly states the attendance policy and the makeup policy for that class. All work missed by reason of absence or tardiness, regardless of the cause, must be made up to the satisfaction of the instructor. Students who know that they will be absent are expected to obtain assignments from instructors in advance so that the necessary work will be completed before they leave or immediately upon their return.

## COURSE REGISTRATION

### Drop and Add Policy

#### Adding Courses

#### Add Period:

- A. Students may add classes via Web Registration until 10:00 p.m. of the Sunday prior to the beginning of week two of the quarter.
- B. Students may add classes in person at the Registrar's Office until 12 noon of Saturday of week one of the quarter.
- C. Students may add classes for courses that are offered during weeks one through five of the quarter, or for Intersession, either in person at the Registrar's Office or via Web Registration until Tuesday at 6 p.m. of the first week of the course.
- D. Students may add classes for courses that are offered during weeks six through ten of the quarter in person at the Registrar's Office until 6:00 p.m. on Tuesday of week six of the quarter.

### **Late Add Period for On-Campus Courses (there is no late add period for online courses):**

- A. After the Add Period, students may add on-campus courses from Monday through Saturday of week two of the quarter at the discretion of the course instructor(s). To add a course after the Add Period, the student must obtain a Late Add Approval Form from an appropriate NEIT official (Student Advisor, Department Chair, or a member of the Registrar's Office) for each class, acquire the course instructor's signature on the Late Add Approval Form, and bring the completed form(s) to the Registrar's Office. No student will be admitted through the late add process after 12:00 noon on Saturday of week two of the quarter.
- B. There is no late add period for five-week courses. Any exceptions to this policy must be approved by the Office of Teaching and Learning.

### **Dropping Courses:**

Dropping a course is a two-step process:

**Step One:** Students must contact their Student Advisor for approval to drop any course.

**Step Two:** Students must complete the drop procedure by either presenting written authorization from the Student Advisor to the Registrar's Office or by completing the electronic drop process outlined by their Student Advisor. The Registrar's Office will only complete the requested drop upon receipt of the Student Advisor's approval.

Students who have never attended a course and drop the course prior to noon on Saturday of the second week of the quarter will have the record of their registration in that course removed. No reference will appear on the university transcript.

To avoid receiving a failing grade, students must drop courses within the first five weeks of the quarter. The deadline to drop a course is Friday of the fifth week of the quarter. During Intersession and five-week courses, the deadline to drop a course is 6 p.m. on Tuesday of the third week of the course. Students will receive a grade of "W" for each dropped course they attended within the drop period.

Students who cease attending a specific course but fail to complete the two-step drop process outlined above, will receive a grade based upon the evaluation criteria outlined in the course syllabus.

**PLEASE NOTE:** Dropping a course, and reducing your credit load, may adversely affect your financial aid eligibility and your ability to graduate within the anticipated time frame. It is strongly recommended that students meet with a representative of the Student Accounts Office to discuss the potential impact on their financial aid status, and with their Student Advisor to discuss the impact on their ability to complete their degree within the anticipated time frame.

### **DEAN'S LIST AND HONORS**

At the end of each quarter, the Office of Teaching and Learning publishes a Dean's List for students enrolled in associate and bachelor's degree programs. This list recognizes students who have earned at least 10 matriculating credits and a grade point average (GPA) of at least 3.6. The grades of P, S, U, and W are not considered in the GPA calculation for the Dean's List. Graduates with a cumulative GPA of 3.6 or better are identified as having "Honors" in the commencement program.

### **ELECTRONIC DEVICES IN CLASSROOM POLICY**

It is the policy of New England Institute of Technology that the use of electronic devices is strictly prohibited during class and in the Academic Skills Center without instructor permission. The use of any electronic device during class

time is discourteous to the instructor and to the students in the class. All students are required to turn off or silence all such devices prior to the beginning of class. For the purposes of this policy, electronic devices include, but are not limited to, cell phones (including smartphones), calculators, computers (laptops, notebooks, netbooks, and handhelds), mp3 and other digital audio and video players (including DVD players), and analog and digital audio devices and video recording devices (still and movie cameras). In all cases, when permission has been granted by an instructor for the use of an electronic device in the classroom, the student shall employ such device solely in a manner appropriate to the course work and avoid distractions or interruptions to fellow students or the instructor, including leaving the room to use such device.

A student with a diagnosed disability may use an otherwise prohibited electronic device only if the course instructor has been informed by the 504 Coordinator of an accommodation for that student based on a diagnosed disability.

Any student expecting an emergency call or page should notify the instructor at the beginning of class. If an emergency call must be taken, the student will be required to leave the classroom quietly and take the call elsewhere. Under no circumstances may the student take or make phone calls during any class session.

The use of any electronic device during a course assessment (e.g., quiz, test, exam) without the prior consent of the instructor may result in a reduction of points, a required re-take of the assessment, or a failing grade for the assessment without the ability to re-take the assessment.

A student found violating this policy on the use electronic devices in the classroom shall be subject to any or all of the following actions:

- Confiscation of the device by the instructor for the remainder of the class period
- Dismissal from the class for the day on which the offense occurs
- Referral of the student to designated authority under the Student Conduct Policy and Disciplinary Procedures.

Repeated violations of this policy may result in disciplinary action up to and including suspension or dismissal from the class or the university.

## **ENGLISH AND MATH COURSE PLACEMENT**

Placement in English and math courses is determined by an assessment of the student's writing sample and math skills by the Academic Skills Center.

## **GRADE POINT AVERAGE**

Grade points are computed by multiplying the number of credit hours for the course by the weighted point value of the grade (see Grading System). For example: A grade of B+ (with a grade point value of 3.33) in Math 125, a four-credit course, is assigned 13.32 grade points, (3.33 x 4). The cumulative grade point average (GPA) is obtained by dividing the total number of grade points achieved by the number of credit hours of work completed. Courses for which transfer credit was awarded and courses with P, S, U, and W grades are not included in the GPA calculations.

## **INTERNSHIP AND CLINICAL EXPERIENCE COURSES REGISTRATION POLICY FOR STUDENTS**

The Internship and Clinical Experience courses at New England Institute of Technology are a valuable part of the technical curriculum and are highly encouraged for all students. Regardless of the number of required hours of performance and assignments in the off-site placement, which may vary among programs, students must complete

all requirements of the course within the standard 10-week quarter in which the student has registered for the Internship or Clinical Experience course.

The following policy governs the registration process of the Internship and Clinical Experience courses.

### **Internship and Clinical Experience Course Registration**

1. A site placement is required prior to registering for either an Internship or Clinical Experience course. See your department chair for the appropriate form. (Some programs have standard agreements with clinical sites. See your department chair to determine if this applies to you.) Registration for the course will be blocked until your department chair approves your site placement and notifies the Registrar.
2. Registration for all Internship/Clinical Experience courses must be completed no later than Saturday of week one of the quarter.
3. If a placement site has not been secured by the end of week one, the student must register for an alternate course identified by the department chair. The student must register for the alternate course no later than noon on Saturday of week two with a completed Late Add Form. If the student does not register for an alternate course, the student must see the Student Advisor to review his or her current status with Financial Aid and his or her academic progress mapping.

### **Completing the Internship and Clinical Experience Course**

1. Students must submit all course requirements for the Internship or Clinical Experience course to the course instructor no later than Friday of week 10. Students will receive a grade at the end of the quarter based on coursework completed.
2. Consistent with NEIT's Change of Grade Policy, students may submit additional coursework through week two of the following quarter for a change of grade. No additional work may be submitted after Friday of week 2.
3. In the event the student needs time past week 2 of the quarter following the Internship or Clinical Experience course to complete the course requirements, the student may request the instructor to submit a grade of "In Progress" (IPR). The instructor must submit the request of an IPR to the Registrar by Monday of the break week. If the instructor changes the grade to IPR, the student will be automatically registered for the non-credit Internship Extension course at an additional fee.
4. Students must complete the course requirements for the Internship Extension course by Friday of week 10 of the extension quarter. When the course is satisfactorily completed, (1) a Satisfactory (S) grade will be given for the Internship Extension course, and (2) the IPR grade for the Internship /Clinical Experience course will be changed to a passing grade by the course instructor.
5. If the Internship/Clinical Experience course is not satisfactorily completed, (1) an Unsatisfactory (U) grade will be given for the Internship Extension course and (2) the course instructor will change the IPR grade for the Internship or Clinical Experience course to the grade earned by the student.

### **LIBERAL ARTS DISTRIBUTION REQUIREMENT**

All students are required to complete 8 four-credit courses for the associate degree and 7 four-credit courses for the baccalaureate degree in a variety of areas in the liberal arts. Students select courses within the following

distribution of liberal arts core areas: Math/Science, Social Sciences, Humanities, Arts/ Foreign Language and Communications.

## **MID-QUARTER PROGRESS**

Faculty issue mid-quarter progress reports to all students earning D or F grades.

## **NON-MATRICULATED STUDENTS**

Students who are not admitted to a degree program, or who do not seek degree candidacy, may be permitted to take a limited number of courses in a Non-Matriculated Status.

Authorization to take courses is granted by the Office of Teaching and Learning based on evidence that the students are capable of successfully completing the courses for which they seek to register.

Acceptable evidence may include successful completion of university courses at other institutions of higher education, standardized test results such as the SAT, or satisfactory performance on the NEIT Assessment and Placement Test as reported by the Academic Skills Center.

Registration of non-matriculated students will be reviewed for satisfactory performance by the Office of Teaching and Learning each quarter. Non-matriculated students may register for a maximum of thirty credits. Authorization to register beyond the thirty-credit limit may be granted by the Office of Teaching and Learning.

Students registered in non-matriculated status will enjoy all the privileges of classroom participation; registration and grades for all courses will be recorded in an official university transcript. Those who subsequently wish to become degree candidates must follow the standard application procedures for admission. Credits earned in a non-matriculated status will be evaluated by the Office of Teaching and Learning as to their pertinence and applicability in satisfying the requirements for the degree for which the student applies. To be eligible to receive a degree, students must be matriculated students.

## **PORTFOLIO REVIEW ASSESSMENT**

### **Course Credit Based on Relevant Experience**

Department Chairs will review and consider for course credit a Portfolio that describes and authenticates a student's life experience with the following provisions:

1. A Quarter One student may provide to the Department Chair a Portfolio which describes and authenticates the student's life experience of the program for any course for which the student requests credit. The student's Portfolio may be submitted prior to the start of a given quarter, but no later than the end of the first week of classes, provided that the student has not attended more than one class session.
2. A student in Quarter Two and beyond must submit the Portfolio for review prior to the start of the quarter in which the student is registered for a given course. Portfolios for all humanities and social science courses must be submitted no later than week 9 of the preceding quarter.
3. A Portfolio may include: the student's resume; job descriptions of previous employment; summaries of non-matriculated courses, workshops, or trainings; certificates of course completion or licensure; military experience; letters of reference; examples of completed projects; papers written; or other documents indicating life experience for a specific course.
4. Portfolio Review credit may only be considered for courses within the student's degree program curriculum,

including any technical and required liberal arts electives. Liberal arts courses within the Foreign Language or Arts core areas are ineligible for the Portfolio Review assessment process, unless they are required courses in the program of study.

5. Portfolio Review credit may not be requested for any course a student has previously attempted at NEIT.
6. The Department Chair of the course for which a student requests credit will review the Portfolio and make an assessment of life experience equivalency to course credit.
7. Portfolio Review credit may not be used to satisfy the university's residency requirement.
8. A maximum of 30 credits may be accepted through a combination of Portfolio Review and Challenge Exams.
9. A student who receives Portfolio Review credit for MA 110 Introduction to University Math, EN 101 Introduction to Writing and Workplace Communication and/ or EN 102 Critical Thinking and University Writing is required to replace those credits with another liberal arts course(s) in the math/science or communications core areas, as appropriate.

## REQUIRED LEVELS OF ACADEMIC ACHIEVEMENT

Any student who does not meet the following standards for quarterly grade point average and/or for cumulative grade point average will be on probation for the following quarter:

<i>Credits Completed</i>	<i>Quarterly GPA</i>	<i>Cumulative GPA</i>
<b>Undergraduate Degree Programs</b>		
<36 credits completed	1.0	1.7
36-71 credits completed	1.0	1.8
72 credits and above	2.0	2.0
<b>Master's Degree Program</b>	3.0	3.0

**Note:** Students should check the Question and Answer document, located in the "Recommended Courses and Curriculum" link in Web for Students on <https://students.neit.edu>, for their respective programs to determine specific criteria (e.g., grades and/or cumulative grade point average) necessary to remain in good academic standing. Additionally, it is the student's responsibility to maintain an awareness of any changes in criteria that would affect a student's enrollment status.

## TRANSFER OF CREDIT POLICY

New England Institute of Technology will accept transfer credits from another accredited postsecondary institution which meet the following conditions:

1. An official transcript from the institution at which the coursework was completed must be submitted to the Office of Teaching and Learning.
2. The course(s) for which transfer credit is requested are equivalent in both credit hours and content to the theory and/or lab course(s) offered at NEIT. The student may be required to provide university catalog descriptions from the original institution for equivalency to be determined.
3. Coursework will be evaluated for current relevancy. Math, science, and technical courses must have been completed within 3 years of enrollment at NEIT; all other courses must have been completed within 10 years of enrollment at NEIT.



4. The student earned a grade of 'C' (73%) or above in the course. A grade of 'B' (83%) or above is required for transfer of credits for the Master of Science Degree in Occupational Therapy.
5. The student has not already attempted and failed the course at NEIT.
6. Transcripts must be received prior to the second class session of the class for any course in which the student is currently enrolled for consideration of transfer credit.
7. Transfer coursework for which credit is awarded will be recorded on the student's transcript without a grade designation and therefore will not be calculated in the student's grade point average but will be counted in computing satisfactory academic progress.
8. Requests for transfer credit from institutions located outside the U.S. will be evaluated on an individual basis with consideration of the above conditions.
9. A maximum of 50 transfer credits may be accepted.

Students should check the Question and Answer document for their respective programs to determine specific criteria (e.g., grades and/or cumulative grade point average) necessary for the acceptance of transfer credits.

Students may petition the Office of Teaching and Learning for consideration of special circumstances.

Upon completion of the credit review process, students will receive written notification of the NEIT courses for which transfer credit was accepted.

## University Policies and Procedures

### ACCOMMODATION REQUESTS FOR STUDENTS WITH DISABILITIES

#### Policy Statement:

To ensure that its programs, activities, and services are accessible to all matriculating students, NEIT is committed to providing reasonable accommodations for qualified students with disabilities. Accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an educational program, course or activity. Students in need of accommodations are required to: (a) self-identify that they have a disability, and (b) request accommodations. While parents can voice their concerns about a student, the accommodation request must come from the student.

The 504 Coordinator is the official at NEIT who determines whether a requested accommodation(s) will be provided to the student. Reasonable accommodations are determined on a case by case basis through a dialogue with the student, the 504 Coordinator, and one of the following: the Student Advisor (SA), the Student Success Coordinator (SSC), or the Director of Residence Life (DRL). Decisions about reasonable accommodations are based upon the student's specific needs and functional limitations and whether the accommodation will permit the student an opportunity to participate in an educational program, course or activity.

While NEIT aims to accommodate students to allow them to participate in the institution's educational courses, programs and activities, not all accommodation requests may be granted. Examples of accommodations that would not be provided include:

- Provision of an accommodation(s) that would fundamentally alter the nature of the course, program, or activity as determined by NEIT. (A “fundamental alteration” is a change that is so significant that it alters the essential nature of the course program or activity.)
- Provision of an accommodation that is not supported by the student’s medical documentation
- Provision of a retroactive accommodation.

## Procedures for Requesting an Accommodation(s):

Students needing accommodations are directed to make their requests to the following:

- **Academic accommodations for AS and BS level courses:** The student’s Student Advisor (SA). Because course requirements can vary greatly and a student’s desire to have an accommodation may change, students must request academic accommodations on a quarterly basis.
- **Academic accommodations for on-line or master’s level courses:** The College of Graduate & Professional Studies Student Success Coordinator (SSC). Because course requirements can vary greatly and a student’s desire to have an accommodation may change, students must request academic accommodations on a quarterly basis
- **Clinical sites and field work placements:** Directly to the clinical site or field work placement site. The student should notify his/her Student Advisor, who will assist the student in identifying whom to contact at a clinical site/field work placement site to request an accommodation.
- **Housing accommodations:** The Director of Residence Life (DRL). Students are advised to provide notice of their disability needs to the DRL well in advance of their arrival to campus (preferably at, or before, the time of their housing application), or in advance of when they will need a specific accommodation, in order to allow time to make necessary and appropriate arrangements. Returning students must request housing accommodations in advance of completing a new housing agreement and must submit updated documentation. Previous accommodations are not automatically extended without submitting updated, current and comprehensive documentation concerning the nature and extent of the disability.
- **The use of service or assistance animals:** The student’s Student Advisor (SA), the College of Graduate & Professional Studies Student Success Coordinator (SSC), or the Director of Residence Life (DRL).
- **All other accommodations:** The student should contact his/her Student Advisor (SA) or the College of Graduate & Professional Studies Student Success Coordinator (SSC).

## Medical documentation:

A student whose disability is not readily apparent must provide medical documentation of his/her disability (“documentation”) to the SA/SSC or DRL. The documentation must include a specific diagnosis and describe the functional limitations of the condition, particularly as it may affect the student’s participation/performance in courses, programs, services, activities, or housing at NEIT. If the medical documentation provided is more than three years old, NEIT may require a more recent evaluation. The student may supplement the initial medical documentation with further information if he/she chooses to do so.

## Approval of accommodations:

If the 504 Coordinator determines that a student is a qualified individual with a disability and that the accommodation requested will allow the student to fully participate in the program, course or activity for which

the accommodation is requested, the SA/SSC or DRL in consultation with the student and the 504 Coordinator, will review the student's request and identify the accommodation(s) that will be provided to the student. NEIT is not obligated to provide a student with the accommodation of his/her choice but with an accommodation which is reasonable and effective. The 504 Coordinator will make the final determination as the accommodation to be provided.

Once the specific accommodation(s) has been identified, the 504 Coordinator will issue a memo describing the accommodation(s) to be provided. The SA/SSC or DRL will make arrangements for provision of the approved accommodation. For academic accommodations, the SA/SSC will provide the faculty member teaching a course(s) for which an accommodation(s) has been approved with a memo from the 504 Coordinator describing the approved accommodation(s). The faculty member is responsible for providing the accommodation(s) that has been approved by the 504 Coordinator.

### **Conflict resolution procedures:**

Any student who believes that he/she has not been granted an accommodation to which he/she believes he/she is entitled or who is faced with the situation where an accommodation is not being appropriately implemented, should speak with his/her SA/SSC or DRL and follow the procedures outlined in the NEIT Student Conflict Resolution Procedure published in the Student Handbook.

## **ALCOHOL AND DRUG AMNESTY POLICY**

The health and safety of every student at New England Institute of Technology (NEIT) is of utmost importance. NEIT recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that a medical emergency or an incident of violence occurs (including, but not limited to, domestic violence, dating violence, stalking, or sexual assault) may be hesitant to report such incidents or to seek medical attention for themselves or others due to fear of potential consequences for their own conduct. NEIT strongly encourages students to report incidents of violence to institution officials or to seek immediate medical attention. A bystander acting in good faith, or a reporting individual acting in good faith, who either discloses any incident of violence to NEIT's officials or law enforcement or who seeks medical attention for himself/herself or another person, will not be subject to the provisions of NEIT's Student Conduct Policy for violations of alcohol- and/or drug-use policies occurring at or near the time of the commission of the incident of violence or medical emergency.

Students who seek and receive medical attention in such situations will be required to complete certain educational and/or counseling interventions and will also be subject to all fees related to their medical care. Failure to complete these referrals will be treated as a conduct matter.

## **ALCOHOL POLICY**

NEIT prohibits the possession, use, or distribution of alcohol by students on NEIT property or in NEIT buildings or at NEIT sanctioned off-campus functions and activities regardless of the age of the student. Students are subject to disciplinary action if they possess, use, distribute alcohol on-campus, or at NEIT sanctioned off-campus functions or passively allow the distribution or consumption of alcohol to take place anywhere on NEIT property, including their residence hall room. NEIT further prohibits the possession, by students, of empty alcohol containers as well as alcohol paraphernalia, including but not limited to, beer bong, funnels, and shot glasses.

The legal drinking age in Rhode Island is 21 years of age. Any student under the age of 21 who purchases or knowingly possesses an alcoholic beverage on- or off-campus is in violation of state law and in violation of NEIT policy. Any student who furnishes an alcoholic beverage to a person under age 21 years of age is also in violation of

state law and in violation of NEIT policy.

In addition to unauthorized possession, use or distribution of alcohol listed above, disruptive behavior and/or damage related to the consumption of alcohol is also in violation of NEIT policy and will be treated under NEIT's Student Conduct Policy and/or criminal laws.

## **ANIMALS ON CAMPUS POLICY**

Animals are not allowed on campus (including parking lots) unless authorized by the Executive Vice President. This policy does not apply to animals that are required for:

- Use in classroom or lab as a component of the course curriculum subject to the prior written approval of OTL,
- "Service animals" necessary to perform specific tasks for the benefit of individuals with disabilities, or,
- "Assistance animals" determined to provide emotional support to residence hall students with approved accommodations.

The use of a service animals is allowed in all areas of the university where members of the public, participants in services, programs or activities, or invitees are normally allowed to go, unless it would fundamentally alter the nature of the goods, services, programs, or activities provided by the university or is prohibited by health laws (i.e., food preparation areas, sterile laboratories, etc.).

The use of an assistance animal is only allowed in a student's assigned residence hall room and is not allowed in any other area of the residence hall or in any other university-controlled buildings, or outside upon university property except as is needed to enter and exit the campus.

A person wishing to request the use of a service animal or an assistance animal on campus must follow NEIT's procedures for requesting an accommodation, which can be found in the Employee and this Handbook. With respect to a request for the use of a service or an assistance animal, NEIT will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus.

### **Responsibilities of Individuals Using Service or Assistance Animals on Campus:**

- **Care and Supervision:** Care and supervision of the animal are the sole responsibility of the person who benefits from the animal's use. The person is required to maintain full control of the animal at all times. The person will be individually and exclusively responsible for all aspects of the caring, feeding, health, and well-being of the animal. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by NEIT.
- **Licensing:** The animal must meet all applicable state and town licensing requirements. NEIT reserves the right to request documentation that the animal has been licensed.
- **Health:** The animal must be kept clean and healthy and be immunized according to Rhode Island law. Preventive measures should be taken at all times for flea, tick, and odor control.
- **Leash:** Animals must be harnessed, leashed, or inside a carrier device, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

- **Damage:** The owner of a service or assistance animal is solely responsible for and agrees to accept and incur any and all liability and legal damages awarded to any third party as a result of bodily injury to persons or damage to NEIT's or another's property caused by his or her service or assistance animal.
- **Appropriate Animal Behavior in Public Settings:** The animal will not be allowed to sniff people, tables in eating areas, or the personal belongings of others; initiate contact with someone without the owner's direct permission; or, display any disruptive or aggressive behaviors or noises.

Both service and emotional support animals may be excluded from the campus and campus buildings if they pose either an undue hardship or a direct threat to guests or members of the campus community.

This policy also does not apply to fish in fish tanks in residence hall rooms which are 5 gallons and under and meet the conditions set forth below.

- The fish cannot pose a danger to people.
- The fish tank must be kept clean at all times.
- The fish tank must be kept in the student's room, and not in a bathroom.
- The fish tank must be removed if the student will be away from his/her room for more than 3 days, unless the student has made arrangements with another student to maintain the fish tank during his/her absence.

## **CHILDREN ON CAMPUS POLICY**

NEIT seeks to provide an environment which is conducive to study and work. NEIT classrooms, labs and workspaces, while presenting no practical risk to adults, may present hazards to children. Accordingly, children are not allowed in the work environment or in classrooms except in emergency situations with the approval of the employee's supervisor or the student's instructor. If approval has been granted in an emergency situation, children on campus must be under the constant supervision of a responsible adult at all times to protect the safety of the child and to avoid disruptions in the work or classroom environment.

## **COMPUTING AND NETWORK RESOURCES USE POLICY**

New England Institute of Technology maintains and makes available to the campus community of students, faculty, and staff, computer information systems and network infrastructure resources, (e.g., email, internet, intranet, and a wide variety of computer programs and applications, hereafter referred to as "Computing and Network Resources") to support its business activities, academic programs, and related activities.

The use of NEIT's Computing and Network Resources is a privilege. The effective use of those resources requires the mutual respect and cooperative conduct of all users to ensure that everyone has necessary access and protection from interference or harassment. Following is NEIT's policy with regard to use of, access to, and disclosure of NEIT's Computing and Network Resources.

## **Privacy and Confidentiality Considerations**

NEIT will make reasonable efforts to maintain the integrity and effective operation of its Computing and Network Resources, but users are advised that the systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, NEIT can assure neither the privacy of an individual user's use of NEIT's Computing and Network Resources, nor the confidentiality of particular messages or materials that may be created, transmitted, received, or stored thereby.

## Authorized Users

Only NEIT faculty, staff, students and other persons who have received permission under the appropriate NEIT authority are authorized users of NEIT's Computing and Network Resources. All authorized users will be issued a "user name" and a "password" to access the various Computing and Network Resources available. Certain employees may also be provided with access to specific applications which are further protected by some form of additional "user name" and "password".

The use of "user names" and "passwords" is an important aspect of NEIT's Computing and Network Resources security. Usernames and passwords are the front line of protection for information maintained on the system. PROTECT YOUR "USERNAME" and "PASSWORD"--DO NOT SHARE THEM WITH ANYONE, including students or employees. All "user names" and "passwords" are to be treated as confidential NEIT information.

## Permitted Uses of NEIT's Computing and Network Resources

The use of NEIT's Computing and Network Resources is provided to support NEIT's business activities, academic programs and related activities. Computing and Network Resources shall be used in a manner consistent with those purposes. All activities inconsistent with those purposes are considered to be inappropriate and may jeopardize a user's continued use or access to NEIT's Computing and Network Resources.

## Prohibited Uses of NEIT's Computing and Network Resources

- a. Developing or executing programs that could harass others, infiltrate the system, or damage or alter the software components of the system
- b. Violating others' privacy, tampering with security provisions, or attempting entry to non-public hosts
- c. Threatening, harassing, intimidating or otherwise violating the legal rights of others
- d. Publishing, posting, collecting, distributing or disseminating defamatory, infringing, obscene, unlawful, or other inappropriate material or information via the Internet
- e. Using computing and network resources for monetary gain or for commercial purposes that are not directly related to NEIT business or educational programs
- f. Copying, uploading or sending copies of documents or software programs in violation of copyright laws
- g. Deleting any author attributions, legal notices or proprietary designations or labels in a file in violation of copyright laws. (Software programs are protected by Section 117 of the 1976 Copyright Act. Unless they have written the program themselves, users do not have the right to make and distribute copies of programs without specific permission of the copyright holder.)
- h. Falsifying the source or origin of software or other material contained in a file in violation of copyright laws
- i. Uploading files that the user has reason to believe contain a virus or corrupted data
- j. Accessing information or data for any purpose restricted or prohibited by laws or regulations
- k. Accessing the computing or networking system in a manner that adversely affects the availability of NEIT resources to other members of the university community
- l. Excessively using computing and networking resources (e.g., tying up resources through game playing or other trivial applications; sending frivolous or excessive mail, including chain mail; downloading video, audio, etc.; or printing excessive copies of documents, files, images, or data)

- m. Attempting to access electronic mail without authorization or attempting to breach any security measures on any electronic mail or computer system or attempting to intercept or actual interception of any electronic mail or internet transmissions without proper authorization
- n. Physically abusing any computing equipment or supplies. (Incidences will be reported to Campus Security and to the appropriate Administrative Office.)
- o. Downloading or using Instant Messaging Services or social media on NEIT computers without prior consent of NEIT
- p. Removing laptop computers containing sensitive or proprietary data or information from campus
- q. Using printers for anything other than NEIT work or activities

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

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 an 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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **NEIT Access, Inspection and Disclosure of Computing and Network Resources**

NEIT reserves the right to access, inspect and disclose the contents of Computing and Network Resources as deemed necessary in its sole discretion without consent of the user.

To the extent permitted by law, NEIT reserves the right to access and disclose the contents of faculty, staff, students, and other users' electronic mail without the consent of the user.

Faculty, staff, students and other users are advised that NEIT's Computing and Network Resources should be treated like a shared filing system, with the expectation that communications sent or received with the use of NEIT resources may be made available for review by any authorized NEIT official for purposes related to NEIT business.

Any user of NEIT's Computing and Network Resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so by appropriate NEIT authority.

### **Limitations on Disclosure and Use of Information Obtained**

NEIT may, in its sole discretion, disclose the information contained in NEIT's Computing and Network Resources to the extent permitted by law, without permission of the user.

NEIT reserves the right to examine users' stored information when investigating cases of computing abuse.

## **Disciplinary Action**

Violations of the policy on Computing and Network Resources Use may result in the immediate suspension of Computing and Network Resources privileges; disciplinary action up to and including dismissal from the university; and/ or legal action.

## **DRUG POLICY**

NEIT prohibits the unlawful manufacture, possession, dispensing, use or distribution of controlled substances and illicit drugs, marijuana (in any quantity, including less than one ounce) and medical marijuana on NEIT property or in NEIT buildings or at NEIT sanctioned off-campus functions and activities. Students are subject to disciplinary action if they passively allow the use or distribution of controlled substances and illicit drugs, marijuana and medical marijuana to take place anywhere on NEIT property, including their residence hall room. NEIT prohibits the possession of drug paraphernalia, including but not limited to, bongs, Hookahs/water pipes, bowls, pipes, and syringes (other than for use with prescription medications).

Students who violate this policy are subject to the sanctions listed in the Student Conduct Policy. Decisions regarding disciplinary sanctions against a student for the unlawful possession, use or distribution of illegal drugs or alcohol will be rendered after investigation by the Vice President for Student Support Services or his/her designee.

## **ELEVATORS**

Abrupt movement in an elevator, to include jumping and pushing, may disable an elevator. If this happens, occupants must wait for repair technicians or emergency personnel to respond to release them from the elevator. Occupants should never attempt to exit a disabled elevator that is not fully stopped on a floor.

Students who are found to have intentionally disabled an elevator will be charged a fee of \$500 and may also be charged with the costs incurred by NEIT to repair the elevator and/or release the occupants. Students who intentionally disable an elevator may face disciplinary action.

## **HAZING POLICY**

“Hazing” is prohibited at NEIT. Hazing means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## **NOTIFICATION OF STUDENT RIGHTS TO PRIVACY**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their educational records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day New England Institute of Technology receives a request for access. A student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The Registrar’s Office will make arrangements for access and notify the student of the time and place where the records may be inspected.



If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

When a record contains information about more than one student, the student may inspect and review only those records which relate to the student.

Copies of records will be made available upon a student's request. Notwithstanding, transcripts will not be released if the student has a balance due on his or her student account. The fee for copies is \$0.50 per page.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NEIT to amend a record should write the Vice President for Student Support Services, clearly identify the part of the record he/she wants changed and specify why it should be changed.

If NEIT decides not to amend the record as requested, NEIT will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NEIT discloses education records, without a student's prior written consent under the FERPA exception for disclosure, to school officials with legitimate educational interests. A school official is a person employed by NEIT in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NEIT who performs an institutional service or function for which NEIT would otherwise use its own employees and who is under the direct control of NEIT with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another NEIT official in performing his or her tasks. A NEIT official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NEIT.

Upon request, NEIT also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NEIT to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202

5. The right to refuse to permit the designation of any categories of personally identifiable information as Directory Information. Directory Information is information about a student which the institution may disclose without prior written consent. NEIT has designated the following items as Directory Information:

- a. name
- b. address
- c. telephone number

- d. email address
- e. date and place of birth
- f. program of study and quarters attended
- g. participation in officially recognized activities and sports
- h. dates of attendance
- i. degrees, certificates, awards and honors received
- j. most recent previous educational agency or institution attended
- k. photographic, video or electronic images of students taken and maintained by the university.

Any student wishing to exercise this right must notify the Registrar in writing (forms are available from the Registrar).

## PERSONAL WIRED AND WIRELESS DEVICES

New England Institute of Technology has instituted a network security system, Bradford Campus Manager, to provide a more secure computing environment for our students, faculty and staff. The system registers all wireless devices before they are allowed to connect to our network.

To register your device, enter your NEIT username and password credentials when prompted. Use the same credentials you use to log on to Canvas. After entering valid credentials, please wait while your computer is scanned. Campus Manager scans all computers for operating system updates and for a current, working antivirus program. A small application called an “agent” will be installed on your computer. This agent runs as a service but is dormant unless your computer is being scanned. The agent will not slow down your computer or use resources, unless it is scanning your computer. The scan takes about a minute and is performed once every 15 days to verify continued compliance with NEIT network policies.

NEIT’s Information Security program will continually take steps to insure that the network is as secure as possible, however, all users can help by staying away from undesirable websites and by not opening email attachments from unknown sources.

## POLICY AGAINST SEXUAL MISCONDUCT

NEIT prohibits dating violence, domestic assault, sexual assault, stalking, and sex discrimination as those terms are defined below. NEIT will initiate complaint resolution and disciplinary proceedings for complaints of sexual misconduct directed toward a member of the NEIT community or by a member of the NEIT community directed toward someone outside the NEIT community, unless the information about the incident has been deemed confidential as set forth in the “Procedures for Reporting Incidents of Sexual Misconduct” below. Proceedings and disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off the NEIT campus(es).

### Definitions used to determine violations of NEIT’s Policy Against Sexual Misconduct:

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim:

1. The existence of such a relationship shall be based on the reporting party’s statement and with

consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. For the purposes of this definition –
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  - b. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed –

1. By a current or former spouse or intimate partner of the victim
2. By a person with whom the victim shares a child in common
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or an intimate partner
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- a. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- b. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress.

For the purposes of this definition:

- a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not

necessarily, require medical or other professional treatment or counseling.

**Consent:** Consent is defined by NEIT as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is under the age of sixteen (16); or who is substantially impaired\* by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

*\*Substantially impaired means an individual lacks the ability to make informed, rational judgments and/or to coherently communicate those judgments.*

**Sex Discrimination:** Sex discrimination involves treating someone unfavorably because of that person's sex. Sexual and gender-based harassment and sexual violence are forms of sex discrimination.

**Sexual harassment:** Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) Submission to such conduct is made either an explicit or implicit condition of an individual's employment or student status in a course, program or activity; or (b) Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (c) Such conduct has the purpose or effect of (i) interfering with an individual's work performance or with one's ability to participate or benefit from an educational program or activity, or (ii) creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment includes unwelcome sexual propositions, invitations, solicitations and flirtations, sexually suggestive objects, pictures, videotapes, audio recordings, artwork, calendars, cartoons or literature in work or study areas that may embarrass or offend individuals, unwelcome verbal expressions of a sexual nature including graphic sexual commentaries about a person's body, dress, appearance or sexual activities, the use of sexually degrading jokes or innuendoes, unwelcome suggestive sounds or whistles, or obscene phone calls, unwelcome and inappropriate touching, patting, pinching or obscene gestures, sexual violence, and non-sexual conduct, such as intimidation, hostility, rudeness or name calling.

The fact that an individual did not intend to sexually harass another individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristic of the behavior that determine if the behavior constitutes sexual harassment.

**Consensual Romantic or Sexual Relationships:** No faculty member shall have a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic or work-study work is being supervised by the faculty member. No supervisor shall have a romantic or sexual relationship with a student or employee who is supervised by the supervisor.

**Procedures for Reporting Incidents of Sexual Misconduct:** Whether the incident of sexual misconduct happened recently or a long time ago, you may consider reporting the incident. Reporting is a personal decision. Only you can decide if you want to report the incident and to whom to report. NEIT will not report incidents of dating violence, domestic violence, sexual assault or stalking to the Police without your consent. The various reporting options are outlined below.

Before you speak to a university employee about the incident, you should be aware of an employee's obligations under Title IX. There are two categories of employees to whom you may report incidents of sexual misconduct:

- (1) NEIT's Behavioral Health Counselor, an employee who has an obligation to keep your identity confidential if you ask him/her.

(2) "Responsible Employees", who are required to report incident(s) including your identity, to the Title IX Coordinator.

1. **Confidential Reporting of Incidents of Sexual Misconduct. TO CONFIDENTIALLY REPORT AN INCIDENT OF SEXUAL MISCONDUCT TO NEIT YOU MUST REPORT IT TO NEIT'S BEHAVIORAL HEALTH COUNSELOR.**

When reporting an incident of sexual misconduct to the Behavioral Health Counselor, you may request that the Behavioral Health Counselor maintain as confidential, personally identifiable information regarding the individuals involved in the incident. The Behavioral Counselor is not required to report the details of the incident to the Title IX Coordinator, however he/she will be asked to submit a report with information regarding the date, time and location of the incident as well as the type of conduct that occurred. The report will not include any personally identifiable information regarding the individuals involved in the incident; however, honoring your request for confidentiality may limit NEIT's ability to meaningfully investigate and pursue the matter.

2. **Non-confidential Reporting of Incidents of Sexual Misconduct.** Non-confidential reporting of an incident of sexual misconduct may be made to an NEIT "Responsible Employee". "Responsible Employees" include: NEIT Student Advisors, Residential Life Professional Staff, Resident Assistants, Student Activities Professional Staff, the Director of Fitness Center and Recreation, and Public Safety Personnel. "Responsible Employees" are required to report the names of the alleged offender (if known), the individual who experienced the alleged sexual misconduct, other individuals involved in or witnessing the alleged sexual misconduct, as well as relevant facts, including the date, time, and location to NEIT's Title IX Coordinator. You may request that NEIT keep this information confidential, however, your request may or may not be granted. The Title IX Coordinator will evaluate your request for confidentiality in the context of the university's responsibility to provide a safe and nondiscriminatory environment for all students and employees.

A student or employee who contacts NEIT's Behavioral Counselor or an NEIT "Responsible Employee" that he/she has been a victim of sexual misconduct, whether the offense occurred on campus or off campus (if the offense involved a member of the NEIT community), shall be provided with a written explanation of his or her rights and options and a copy of services available to the student or employee.

**Protective Interim Measures Available for Incidents of Sexual Misconduct:** When a report of sexual misconduct is received, NEIT may implement appropriate interim measures such as:

- Separating the parties (by implementing no-contact orders, and/or changing academic schedules where requested and reasonably available).
- Removing the alleged perpetrator from campus, if deemed necessary. The Vice President for Student Support Services or his/her designee may impose an immediate interim suspension to preserve and protect the safety and/or welfare of specific individuals on campus and/or the university community as a whole during an investigation and pending resolution. Such action may include (but is not limited to) restricting access to specific areas of campus or to specific individuals, or any other action deemed appropriate under the circumstances.
- Students and employees may also work with the local police department to seek a court-ordered restraining order.

In cases where the information about the incident remains confidential, NEIT's ability to provide interim measures may be limited.

## COMPLAINT RESOLUTION & DISCIPLINARY PROCEDURES FOR INCIDENTS OF SEXUAL MISCONDUCT

**Procedures for Filing a Complaint of Sexual Misconduct:** To file a complaint of sexual misconduct, you may do so with a Complaint Contact Person (see below). The CCPs are available to serve as a resource to any individual who has a sexual misconduct complaint or inquiry. The CCPs have information about applicable laws, NEIT policies and procedures, options available for resolution of complaints and confidentiality requirements.

### Designated Complaint Contact Persons (CCPs):

CCP	Location	Extension
Lee Peebles	Student Support Services East Greenwich Campus, Rm N201	3414
Ellyn Scott	Student Support Services East Greenwich Campus, Rm N201	3336
Tim Shirley	Student Support Services 101 Access Road Campus Bldg. AC, Rm 202E	3421
Tara Riccitteli	Student Support Services Post Road Campus, Rm CT235	3361
Danielly Jamous	Residence Life Residence Hall, Rm 154	3529
Kathleen Simpson	Residence Life Residence Hall, Rm 154	3553

Upon receipt of a complaint, the Complaint Contact Person (CCP) will forward the complaint to the Executive Vice President unless the CCP receives a complaint against the Executive Vice President in which case, he/she shall forward the complaint to the President who will then act in the place of the Executive Vice President in these proceedings. The Executive Vice President upon receipt of the complaint shall designate a Complaint Resolution Officer (CRO) and forward the complaint or report to the CRO for investigation.

**Investigation and Resolution of Reported Incidents of Sexual Misconduct:** NEIT will investigate any alleged incidence of sexual misconduct which is reported to a CCP or “Responsible Employee” unless the complainant has requested that NEIT keep the information confidential and the Title IX Coordinator, after evaluation of the request, determines that keeping the information confidential will not jeopardize the university’s ability to provide a safe and nondiscriminatory environment for all students and employees. NEIT will take steps to prevent recurrence of sexual misconduct and to remedy its discriminatory effects, as appropriate.

Investigation of incidents of sexual misconduct occurring on or off campus will be conducted in accordance with the procedures set forth below. NEIT will use best efforts to provide a prompt, fair, and impartial investigation and resolution within 60 days. If more time is needed, both parties will be notified. Investigations will be conducted by Complaint Resolution Officers (CRO’s) who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and make a determination based on the evidence that protects the safety of complainants and promotes accountability. The standard to be used in sexual misconduct proceedings shall be a preponderance of the evidence.

**Investigation Procedures:** The Executive Vice President shall designate a CRO and forward the report to the CRO for investigation. Upon receipt of a complaint of sexual misconduct, the CRO will undertake a prompt, fair, impartial investigation, and resolution. In determining whether the alleged conduct constitutes sexual misconduct, the CRO will consider the facts and surrounding circumstances in which the alleged incidents occurred.

The CRO's investigation may consist of personal interviews with the complainant, the respondent(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also involve any other methods and documents deemed pertinent by the CRO. The CRO must offer each party the same meaningful access to information that will be used during the investigation. The complainant and the respondent may provide the CRO with names of witnesses and any other pertinent information. In matters involving dating violence, domestic violence, sexual assault or stalking, both the complainant and respondent shall be entitled to be accompanied to any related meeting or proceeding by an advisor of his/her choice unless the advisor is a witness in the case. An advisor who is a witness in the case may not accompany the complainant to any related meeting or proceeding until he/she has been interviewed by the CRO. Advisors may be present but may not participate in the meeting. Should an advisor fail to comply with this requirement, he/she will be asked to leave.

After the investigation has been completed, the CRO will prepare a written report (Decision of Responsibility) containing his/her findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of NEIT's Sexual Misconduct Policy. The CRO will forward a copy of the written report to the Executive Vice President. In the event that, during the course of the investigation and unrelated to the complaint, other matters occurred that require attention, the Executive Vice President, at his discretion, may take action as necessary.

**Disciplinary Action or Sanctions:** If the CRO determines that there has been a violation of the Policy Against Sexual Misconduct, the Executive Vice President, in consultation with such other members of the administrative staff as he deems necessary, shall determine appropriate disciplinary action or sanctions to be taken against the respondent. The goal of the disciplinary action or sanctions is to stop the behavior, prevent its recurrence, and remedy its effects. Disciplinary action or sanctions may include, but are not limited to, training, referral to counseling, sanctions listed under NEIT's Student Conduct Policy, warning, reprimand, withholding of a promotion or pay increase, reassignment, suspension from school or from employment without pay, dismissal from NEIT or termination of employment, as NEIT believes appropriate under the circumstances.

Both complainant and respondent will be simultaneously informed in writing of the outcome (Notice of Outcome) of the complaint. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act commonly known as the Family Educational Rights and Privacy Act of 1974.

## **Retaliation Prohibited.**

It is unlawful to retaliate against an employee or student for filing a complaint of sexual misconduct or for cooperating in an investigation of a complaint of sexual misconduct. NEIT will not tolerate any retaliation against any employee or student for participating in the investigation or of making an allegation of sexual misconduct. However, if after investigating any complaint, NEIT determines that the complaint is not bona fide or the complainant has provided false information, disciplinary action may be taken against the complainant or individual who gave false information.

*The contact information for state and federal agencies responsible for enforcement of laws against unlawful discrimination and harassment is as follows: The State of Rhode Island Commission for Human Rights, 10 Abbott Park Place, Providence, R.I. 02903-3768, (401) 222-2661 and The United States Equal Employment Opportunity Commission, John F. Kennedy Building, 475 Government Center, Boston, Massachusetts 02203, (617) 565-3200.*

## POLICY AGAINST UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

**Unlawful Harassment, Discrimination, and Retaliation are prohibited:** The goals of New England Institute of Technology are based upon a fundamental commitment to treat employees and students with dignity and respect. New England Institute of Technology does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity or gender expression, in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs or in any phase of its employment process. Sexual and gender-based harassment and sexual violence are forms of sex discrimination.

The university has designated Scott Freund, Executive Vice President, to coordinate the university's efforts to comply with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other laws, orders and regulations governing discrimination. Any questions or concerns regarding Title IX, Section 504 or other federal, state or local laws related to discrimination should be directed to Scott Freund, Executive Vice President, New England Institute of Technology, One New England Tech Boulevard, East Greenwich, Rhode Island 02818, Tel. 401-739- 5000.

**Responsibilities of Administrative and Supervisory Employees:** All Administrative and Supervisory employees are responsible for creating an atmosphere free from discrimination and unlawful harassment. If an Administrative or Supervisory employee observes any acts of discrimination and/or harassment, he/she has the explicit responsibility and duty to inform the offender that the conduct must stop in order to prevent any further such discrimination or harassment. If the conduct does not stop, he/she shall notify the Title IX Coordinator who will take immediate and appropriate action necessary to stop the behavior, which may include, but is not limited to, assigning the matter to a Complaint Resolution Officer.

**Responsibilities of Students and Employees:** Employees and students are responsible for respecting the rights of other members of the NEIT community, including co-workers and fellow students. Any employee or student who feels she or he is being unlawfully harassed or discriminated against should, whenever possible, inform the offender that the conduct is unwelcome and must stop. If the conduct does not stop or if the individual chooses not to inform the offender that the conduct is unwelcome and must stop, the individual should follow the procedures outlined in NEIT's Complaint Resolution & Disciplinary Procedures for Incidents of Unlawful Harassment, Discrimination, and Retaliation set forth below.

**Unlawful Harassment:** Unlawful harassment is conduct based upon a person's protected status including sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity or gender expression or other status protected by law, and which has the purpose or effect of (i) interfering with an individual's work performance or with one's ability to participate in or benefit from an educational program or activity, or (ii) creating an intimidating, hostile or offensive work or learning environment.

Unlawful harassment includes verbal, physical and visual forms of harassment. Unlawful harassment is demeaning and degrading. It can affect an individual's self-esteem and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless and fearful. Verbal harassment includes conduct such as epithets, insults and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings.

*Sexual harassment* is a form of sex discrimination and is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) Submission to such conduct is made either



an explicit or implicit condition of an individual's employment or student status in a course, program or activity; or (b) Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (c) Such conduct has the purpose or effect of (i) interfering with an individual's work performance or with one's ability to participate or benefit from an educational program or activity, or (ii) creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment includes unwelcome sexual propositions, invitations, solicitations and flirtations, sexually suggestive objects, pictures, videotapes, audio recordings, artwork, calendars, cartoons or literature in work or study areas that may embarrass or offend individuals, unwelcome verbal expressions of a sexual nature including graphic sexual commentaries about a person's body, dress, appearance or sexual activities, the use of sexually degrading jokes or innuendoes, unwelcome suggestive sounds or whistles, or obscene phone calls, unwelcome and inappropriate touching, patting, pinching or obscene gestures, sexual violence, and non-sexual conduct, such as intimidation, hostility, rudeness or name calling.

The fact that an individual did not intend to sexually harass another individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristic of the behavior that determine if the behavior constitutes sexual harassment.

**Consensual Romantic or Sexual Relationships:** No faculty member shall have a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic or work-study work is being supervised by the faculty member. No supervisor shall have a romantic or sexual relationship with a student or employee who is supervised by the supervisor.

### **Retaliation Prohibited**

It is unlawful to retaliate against an employee or student for filing a complaint of unlawful harassment, or discrimination or for cooperating in an investigation of a complaint for unlawful harassment and/or discrimination. NEIT will not tolerate any retaliation against any employee or student for participating in the investigation or of making an allegation of unlawful harassment or discrimination. However, if after investigating any complaint, NEIT determines that the complaint is not bona fide or the complainant has provided false information, disciplinary action may be taken against the complainant or individual who gave false information.

## **COMPLAINT RESOLUTION & DISCIPLINARY PROCEDURES FOR INCIDENTS OF UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION**

Procedures for Reporting Incidents of Unlawful Harassment, Discrimination, or Retaliation:\*

Any employee, student or applicant for employment or admission to NEIT who feels unlawfully harassed or discriminated or who has been retaliated against or knows or suspects the occurrence of unlawful harassment, discrimination or retaliation should immediately contact a designated Complaint Contact Person (CCP).

\*To report incidences of Sexual Misconduct (dating violence, domestic violence, sexual assault, stalking, sex discrimination, or sexual harassment), see NEIT's Policy Against Sexual Misconduct.

**Designated Complaint Contact Persons (CCPs):**

<b>CCP</b>	<b>Location</b>	<b>Extension</b>
Lee Peebles	Student Support Services East Greenwich Campus, Rm N201	3414
Ellyn Scott	Student Support Services East Greenwich Campus, Rm N201	3336
Tim Shirley	Student Support Services 101 Access Road Campus Bldg. AC, Rm 202E	3421
Tara Riccitteli	Student Support Services Post Road Campus, Rm CT235	3361
Danielly Jamous	Residence Life Residence Hall, Rm 154	3529
Kathleen Simpson	Residence Life Residence Hall, Rm 154	3553

The CCPs are available to serve as a resource to any individual who has an unlawful harassment, or discrimination complaint or inquiry. The CCPs have information about applicable laws, NEIT policies and procedures, options available for resolution of complaints and confidentiality requirements.

**Complaint Procedures:**

Any employee, student or applicant for employment or admission to NEIT who wishes to file an unlawful harassment, discrimination or retaliation complaint should do so with a CCP. Upon receipt of a complaint, the CCP will forward the complaint to the Executive Vice President unless the CCP receives a complaint against the Executive Vice President in which case, he/she shall forward the complaint to the President who will then act in the place of the Executive Vice President in these proceedings. The Executive Vice President upon receipt of the complaint shall designate a Complaint Resolution Officer (CRO) and forward the complaint or report to the CRO for investigation.

NEIT will investigate any alleged incidence of unlawful harassment, discrimination, or retaliation and will make a determination as to whether a violation of NEIT's Policy Against Unlawful Harassment, Discrimination, and Retaliation has occurred. The goal of the Complaint Resolution & Disciplinary Procedures is to stop the behavior, prevent its recurrence, and remedy its effects.

**Investigation Procedures and Recommendation:** Upon receipt of a complaint of unlawful harassment, discrimination, or retaliation, the CRO will undertake a prompt, fair, impartial investigation, and resolution. In determining whether the alleged conduct constitutes unlawful harassment, discrimination, or retaliation, the CRO will consider the facts and surrounding circumstances in which the alleged incidents occurred. The standard to be used in these proceedings shall be a preponderance of the evidence.

The CRO's investigation may consist of personal interviews with the complainant, the respondent(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also involve any other methods and documents deemed pertinent by the CRO. The complainant and the respondent may provide the CRO with names of witnesses and any other pertinent information. Each person interviewed will be reminded of his/her duty to provide information and will be advised that he/she is to keep what is said in the interview confidential and not to discuss what was said with others. It is the policy of NEIT that interviews will be done privately with each individual with no one else in attendance.

After the investigation has been completed, the CRO will prepare a written report containing his/her determination as to whether there was a violation of NEIT's Policy Against Unlawful Harassment, Discrimination, and Retaliation. The CRO will forward a copy of the written report to the Executive Vice President. In the event that, during the course of the investigation and unrelated to the complaint, other matters occurred that require attention, the Executive Vice President, at his/her discretion, may take action as necessary.

**Disciplinary Action or Sanctions:** If the CRO determines that there has been a violation of NEIT's Policy Against Unlawful Harassment, Discrimination, or Retaliation, the Executive Vice President, in consultation with such other members of the administrative staff as he/she deems necessary, shall determine appropriate disciplinary action or sanctions to be taken against the respondent. The goal of the disciplinary action or sanctions is to stop the behavior, prevent its recurrence, and remedy its effects. Disciplinary action or sanctions may include, but are not limited to, training, referral to counseling, sanctions listed under NEIT's Student Conduct Policy, warning, reprimand, withholding of a promotion or pay increase, reassignment, suspension from school or from employment without pay, dismissal from NEIT or termination of employment, as NEIT believes appropriate under the circumstances.

The Executive Vice President will disclose in a timely manner, in writing to student complainants, the disposition of the complaint including a description of any actions taken in resolution of the complaint.

*The contact information for state and federal agencies responsible for enforcement of laws against unlawful discrimination and harassment is as follows: The State of Rhode Island Commission for Human Rights, 10 Abbott Park Place, Providence, R.I. 02903-3768, (401) 222-2661 and The United States Equal Employment Opportunity Commission, John F. Kennedy Building, 475 Government Center, Boston, Massachusetts 02203, (617) 565-3200.*

*September 2018*

## REFUND POLICY

1. Any refunds of tuition, student and lab fees, and meal plans for resident students are calculated on an academic quarter basis.
2. Students who withdraw from NEIT must notify the Registrar's Office in writing. Absence from class does not constitute withdrawal. Tuition and fees refunds are pro-rated based on the following schedule:

Written notification received by the Registrar:

- In the first week\* of class, will result in a refund of 75% of the quarter's tuition and fees.
  - In the second week\* of class, will result in a refund of 50% of the quarter's tuition and fees.
  - In the third week\* of class, will result in a refund of 25% of the quarter's tuition and fees.
  - After the third week\* of class, will result in no refund.
3. Resident students who withdraw from NEIT or who move out of NEIT housing for other reasons must immediately notify the Director of Residence Life in writing. Moving out of the residence hall or not staying in one's assigned room does not constitute withdrawal from housing. Students who assume residence in on-campus housing in any given quarter are responsible for all room charges for that quarter. There are no refunds.

Meal plan refunds are pro-rated based on the following schedule for resident students who withdraw from NEIT:

Written notification received by the Director of Residence Life:

- In the first week\* of class, will result in a refund of 75% of the quarter's meal plan.
- In the second week\* of class, will result in a refund of 50% of the quarter's meal plan.

- In the third week\* of class, will result in a refund of 25% of the quarter's meal plan.
- After the third week\* of class, will result in no refund.

Resident students who remain enrolled at NEIT and change to commuter status during an academic quarter must use their remaining meal plan balance before the end of the quarter in which they move out of the residence hall; and, they must use the remaining dining flex dollars before the end of the academic year (three consecutive academic quarters). There will be no refunds of meal plans or flex dollars.

4. Commuter students may purchase a declining balance meal plan from Chartwells, the company that provides food services at NEIT. Information about commuter students' meal plan refunds can be found on Chartwells' website, [Dineoncampus.com/NETech](http://Dineoncampus.com/NETech).

\* Note: A week is an academic week, which begins on Sunday and ends on Saturday. An academic quarter is comprised of ten (10) weeks.

## RIGHT TO SEARCH POLICY

New England Institute of Technology strives to provide a safe and secure environment for all members of the NEIT community. In an effort to provide such an environment, it may be necessary, on occasion, to search NEIT property including but not limited to drawers, lockers, desks, offices, closets, residence hall rooms, refrigerators, computers and information stored in NEIT computers, NEIT data storage devices, and file cabinets. NEIT reserves the right to conduct such searches as appropriate including searches without the owner present.

When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, or stolen property on campus, or in cases otherwise involving some risk of harm, NEIT reserves the right to search an individual's personal belongings that are on NEIT property. Such belongings might include but are not limited to articles of clothing, purses, briefcases, bags, safes, containers, and vehicles. Designated NEIT officials include Public Safety staff and Residence Life staff (only when the search is within the residence hall).

## SMOKING POLICY

State law prohibits smoking inside of NEIT's buildings or any outside area where smoke can migrate into a building.

Smoking is not permitted in any building on the East Greenwich campus or within 50 feet of any building entrance or exit. Smoking is not permitted on any patio, recreation field, athletic location, or on the green between One New England Tech Blvd and the residence hall. Smoking is not permitted in the residence hall, in the front of the residence hall, in the residence hall courtyard or patio or within 50 feet of any exterior wall of the residence hall.

Smoking is not permitted in any building on the Post Road and Access Road campuses or within 50 feet of any building entrance or exit.

NEIT's restrictions on smoking also apply to hookahs and electronic cigarettes, also known as e-cigarettes, personal vaporizers (PV), and electronic nicotine delivery systems (ENDS).

## SOCIAL MEDIA POLICY

While NEIT will not proactively monitor personal web sites, social networking sites, blogs, online video hosting sites, and other such Internet information repositories for student conduct violations, NEIT will address student conduct violations that are reported to NEIT. If, in the course of the investigation, violations of law or NEIT policy are identified, the student(s) may face a disciplinary response as outlined in the Student Conduct section of this Handbook.

## **SOLICITATION POLICY**

Solicitation includes the following: Soliciting or seeking to obtain membership in or support for any organization or cause; requesting contributions; posting or distributing pamphlets, petitions, advertising materials, circulars and the like of any kind; selling, purchasing or offering goods and services for sale or purchase; fundraising; promoting on- or off-campus services and events or other similar activities; or, engaging in any other conduct relating to any outside business interests or for-profit or personal economic benefit or other similar purposes on NEIT property or using NEIT resources (including, without limitation, bulletin boards, electronic monitors, computers, mail, e-mail, text messages, social media, telecommunication systems, photocopiers, telephone lists and NEIT databases).

Solicitation by students or student organizations is permitted only with the prior written approval of the NEIT Director of Student Activities. Solicitation which has been approved is limited to public areas of NEIT's facilities. Public areas include student lounges, dining areas, Tech Way, patios, lawn areas, the campus green and designated portions of some NEIT buildings and recreation areas.

Solicitation in residence halls by residents, guests, or vendors is prohibited, with the exception of solicitation in conjunction with approved student organization activities where prior approval has been granted by the Director of Residence Life, in consultation with the Director of Student Activities.

The Executive Vice President retains ultimate decision-making authority in regard to all solicitations at the university.

## **STUDENT ASSEMBLY POLICY**

A request by an NEIT student(s) or an NEIT student organization to hold an event that could be otherwise construed as an assembly (rally, march, demonstration, protest, or sit-in) must receive prior written approval by the Vice President for Student Support Services or his/her designee. Such assembly may not interfere or disrupt the orderly conduct of NEIT teaching and learning, business, or other activities, or infringe on the rights of others. Limitations, as determined by the Vice President for Student Support Services, may be placed on the time, place, and manner of any assembly on campus. Persons who are not NEIT students are not permitted to participate in assemblies on NEIT's campus. In the event the area in which the assembly is held is not restored to its original condition, the organizer will be responsible for the costs of restoring the area to its original condition. Assemblies that fail to follow this policy may subject participants to disciplinary action up to and including dismissal from NEIT.

## **STUDENT CONDUCT POLICY [Rv 1-10-19]**

A major objective at NEIT is to protect and preserve the quality of the educational environment for everyone. This objective entails two basic expectations:

- That the NEIT community expects high standards of respect, civility, integrity, and responsibility from all of its members.
- That each student is responsible for his/her conduct, and that continuation as a student is conditional upon compliance with the requirements expressed or implied in this policy.

It is expected that each member of the university community will responsibly participate in a cooperative learning experience. To ensure the success of this experience, the university requires a community which encourages mutual respect.

NEIT officials are charged with the welfare of all students. It is in this regard that NEIT reserves the right to take necessary and appropriate action to protect the well-being and safety of the campus community.

Disregard on the part of the student for the university's rules, regulations or policies, or exhibition of behavior by a student, on- or off-campus, or behavior in an electronic medium that in the sole judgment of university officials demonstrates a serious lack of respect for other members of the campus community, adversely affects the interests of the university or that could be considered a potential safety threat to the campus community, may require the immediate application of disciplinary action with sanctions up to and including dismissal. This policy applies to all students enrolled, in any capacity, at NEIT.

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action. Grounds for the application of sanctions as disciplinary action include but are not limited to:

- Violation of NEIT's policies found in the NEIT Student Handbook and Catalog;
- Violating the Alcohol and Drug Policy;
- Possessing weapons;
- Creating a fire hazard/arson;
- Hazing;
- Falsifying information/identification;
- Unauthorized use of the NEIT logo/name;
- Abuse of the student conduct system, e.g., intimidating witnesses and making false reports;
- Refusal to cooperate during the investigation of an incident that is conducted through the student conduct system;
- Sexual misconduct (Incidences of sexual misconduct are handled under NEIT's Policy Against Sexual Misconduct);
- Discrimination/harassment/retaliation (Incidences of unlawful harassment, discrimination, or retaliation are handled under NEIT's Policy Against Unlawful Harassment, Discrimination, and Retaliation);
- Attempted or actual use of electronic devices that invade a person's privacy;
- Endangering behavior – behavior that threatens or endangers the health or safety of the community or individuals;
- Complicity, through act or omission, in assisting another student, individual or group in committing or attempting to commit a violation of this Student Conduct Policy;
- Physical Violence/Assault, including the intent to cause harm;
- Bullying;
- Threats;
- Theft and attempted theft;
- Non-compliance with the requests of university officials, Department of Public Safety officials, law enforcement or fire officials acting in the performance of their duties, and failure of the student to identify him/herself to these persons when requested to do so;
- Vandalism and attempted vandalism, property damage, including graffiti;

- Disruptive, disorderly or indecent behavior;
- Gambling;
- Unauthorized entry and attempted entry;
- Possession of fireworks on campus;
- Use of drones on campus unless the use is required for an NEIT class or an NEIT-sanctioned student club project, or written consent has been provided by the Executive Vice President;
- Reckless driving on NEIT property or near the university's entrances/exits;
- Violations of local, state or federal law; and,
- Failure to exhibit good citizenship and respect for the campus community, both on- and off –campus as determined in the sole judgement of university officials.

### **Reports of Student Misconduct and Individuals Responsible for Conducting Investigations\***

Reports of violations of the Student Conduct Policy occurring within the Residence Hall or on the Residence Hall property (courtyard, entrance areas, etc.) shall be made to the Office of Residence Life. (If a staff member in the Office of Residence Life cannot be immediately contacted, reports of violations shall be made to the Department of Public Safety.) The Director of Residence Life or his/her designee\* will investigate the reported violations. Investigations may be done in collaboration with the Department of Public Safety.

Reports of violations of the Student Conduct Policy or behavior wherever they occur that could be considered a criminal action or public safety threat to the campus community shall be made to the Department of Public Safety. The Director of Public Safety or his/her designee\*\* will investigate the reported violations or behavior. Investigations may be conducted in collaboration with the Office of Residence Life or the Office of Student Support Services.

All other reports of violations of NEIT's rules, regulations or policies, or exhibition of behavior by a student, on- or off-campus, or in any electronic medium, that demonstrates a serious lack of respect for other members of the campus community, or adversely affects the interests of the university, shall be made to the Office of Student Support Services. The Director of Student Life or his/her designee\* will investigate the reported violations. Investigations may be conducted in collaboration with the Department of Public Safety.

For reports of academic violations, see the Academic Honest Policy in this Student Handbook.

For reports of sexual misconduct see NEIT's Policy Against Sexual Misconduct.

For reports of discrimination/harassment/retaliation see NEIT's Policy Against Unlawful Harassment, Discrimination, and Retaliation.

*\*The Vice President of Student Support Services, in his/her sole discretion, may assign the investigation to any individual representing one or more departments as he/she chooses.*

*\*\* Designees may include, but are not limited to Student Advisors, the Residence Hall Director, Resident Assistants or Department of Public Safety staff.*

## **Student Notification of Charge of Violation of Student Conduct Policy**

If there appears to be a violation(s) of the Student Conduct Policy, the student(s) will be charged with violating the Student Conduct Policy and notified either verbally, in writing or via electronic notice by the individual assigned to do the investigation.

The investigator will schedule a meeting with the student(s) to review and provide the student(s) an opportunity to respond to the reported violation(s). Depending on the circumstances of the incident, the Vice President for Student Support Services, the student's Student Advisor, the Director of Residence Life, the Residence Hall Director and/or a member of the Department of Public Safety may also participate in the meeting.

Students are expected to attend the scheduled meeting(s) and to arrive on time. If there are circumstances beyond a student's control that would keep the student from attending the meeting(s), the student must call within 24 hours of the meeting time, if possible, in order to provide an explanation and to reschedule. Students who do not attend a scheduled meeting(s) will be subject to further disciplinary action.

During the meeting, the investigator will review the charges of misconduct, and provide the student the right to respond to the charges, hear any evidence in support of the charges, and provide evidence against the charges, including the names of witnesses and any other pertinent information.

If the individual(s) conducting the investigation determines at the meeting that the student did violate the Student Conduct Policy, the student may be told during the meeting of the disciplinary sanction(s) to be applied.

## **Investigation of Alleged Violation(s)**

Upon the receipt of credible information that an alleged violation of NEIT policy has occurred, an investigation will be conducted. The person(s) investigating the alleged violation(s) may use any methods deemed pertinent by him/her, including interviewing witnesses prior to meeting with the student.

Incidents involving more than one student may be resolved through a single meeting with all the students.

It is the policy of NEIT that meetings with the student and the NEIT personnel assigned to the investigation will be done privately with no one else in attendance, unless in the sole discretion of NEIT, the circumstances of the violation warrant that another NEIT employee(s) attend the meeting.

The focus of inquiry during the investigation shall be whether the student is or is not responsible for violating NEIT's Student Conduct Policy. Determinations of "responsible" or "not responsible" shall be based upon a preponderance of the evidence, i.e., "more likely than not," as determined by the individual(s) investigating the alleged violation(s).

Deviations from prescribed procedures will not necessarily invalidate a decision of responsible or not responsible unless the deviation(s) resulted in significant prejudice to the student or the university.

## **Immediate Interim Suspension**

Upon receiving a notice of violation, if necessary, the Vice President for Student Support Services or his/her designee may impose an immediate interim suspension pending a review of the alleged violation(s):

- to ensure the safety and well-being of members of the NEIT community or preservation of NEIT property;
- to ensure the student's own physical or emotional safety and well-being; or,
- if the student poses a credible threat of disruption of or interference with the normal operations of NEIT.

During an interim suspension from school, the student will be prohibited from being on NEIT campuses and will be



denied access to NEIT activities, services, classes, facilities or privileges for which the student might otherwise be eligible, as the Vice President for Student Support Services or his/her designee may determine to be appropriate.

During an interim suspension from housing, the student will be prohibited from being in the NEIT residence hall and/or on the grounds of the residence hall, to include accessing the building or the grounds as a guest of a resident.

The suspension shall extend until an investigation can be completed and other disciplinary action (if any) imposed. Absences from classes are not excused and academic work that is missed may only be made up with the consent of the instructor if the student returns to NEIT within the same quarter he/she is suspended.

Instructors are under no obligation to allow work that the student missed during the suspension to be made up.

## **Disposition and Sanctions**

If the investigator determines that the student is not responsible for a violation(s) of the Student Conduct Policy, the student will be notified either verbally, in writing or via electronic notice by the individual assigned to do the investigation that the matter has been dismissed.

If a sanction is imposed, other than conversational resolution (see list of sanctions below), the student will receive in a timely manner a written disposition from the individual who conducted the investigation or from the Director of Residence Life, the Director of Student Life, or the VP for Student Support Services, which shall include any disciplinary actions to be taken.

If a student, in the judgment of NEIT, presents an immediate safety threat to the NEIT community, NEIT reserves the right to bypass these procedures and to take immediate disciplinary action up to and including dismissal from NEIT.

## **Disciplinary Action**

Disciplinary action will be based upon the nature and severity of the matter and on general principles of fair treatment. Disciplinary actions will take into account the effect of the conduct on members of the campus community, the interests of the university, the potential safety to the campus community, the student's disciplinary history, and/or whether disciplinary actions such as warnings or loss of privileges are likely to change the student's conduct. While every attempt will be made to fairly and consistently administer its disciplinary procedures, NEIT will also seek to be responsive to the facts and circumstances of each individual case. Some disciplinary actions may be more punitive than others due to the seriousness of the offense.

Any student who feels he or she was unfairly disciplined or dismissed may petition the Executive Vice President in writing as published in the Appeals Process section set forth below. The student's petition must be made within 7 business days of receiving the disposition of the student's violation.

## **Sanctions for Student Misconduct**

If a student is found in violation of the Student Conduct Policy, one or more of the following sanctions will be applied to the student. The Vice President for Student Support Services or his/her designee, which may include the individual(s) who conducted the investigation, has the authority to impose these sanctions.

Sanctions are designed to deter students from similar future behavior, prevent further misconduct, eliminate a hostile environment, and promote safety. NEIT's expectation is that after the student receives a sanction(s), the student will stop the inappropriate behavior and show responsible actions toward NEIT and members of the community going forward.

## **Sanctions (in alphabetical order):**

### **Administrative Warning**

This sanction results in a formal written notification to the student documenting that he/she is in violation of the Student Conduct Policy and that any subsequent violations of the Student Conduct Policy may result in a higher level of disciplinary action.

### **Conversational Resolution**

This sanction is typically utilized for first-time, low-level violations and includes a discussion with the student to review how the student's behavior had an impact on the NEIT community, NEIT's expectations for the behavior of its students and how the student can avoid future inappropriate behavior.

### **Disciplinary Probation**

A student will remain on disciplinary probation for a specified period of time. While on disciplinary probation, the student is given the opportunity to modify unacceptable behavior, to complete any discretionary sanctions, and to demonstrate a positive contribution to the NEIT community. A student on probation may also lose privileges that otherwise may be available to him/her. The student is made aware that any subsequent violations of the Student Conduct Policy may result in disciplinary action up to and including dismissal.

### **Discretionary Sanctions**

These include, but are not limited to, completing a writing assignment, service to the university or community, or completion of an educational program relevant to the student's violation. The fee for completing an educational program is the student's responsibility.

### **Dismissal**

This sanction results in the student being permanently separated from NEIT. The student is responsible for all financial obligations to NEIT, no refunds are made, and the student will suffer the academic consequences of his/her actions.

### **Loss of Privileges**

This sanction places restrictions on NEIT activities, services, classes, transportation and/or facilities (including housing) for a specified period of time. Such restrictions include but are not limited to: attendance in classes; housing in the residence hall as well as residency in a particular room, pod or hallway; participation in housing selection; guest privileges; use of NEIT support services or electronic resources; access to NEIT transportation; and participation in student activities or NEIT organizations.

### **Restitution**

Restitution is compensation required of students who engage in the theft, misuse, damage or destruction of institutional or private property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage he/she caused. Certain violations, such as pulling a fire alarm, may result in monetary penalties, which must be paid by the date specified when the sanction is given.

## Suspension

This sanction results in the student being separated from NEIT for a specified length of time.

The student will be prohibited from being on NEIT campuses and will be denied access to NEIT activities, services, classes, facilities or privileges for which the student might otherwise be eligible. Absences from classes are not excused and academic work that is missed may only be made up with the consent of the instructor if the student returns to NEIT within the same quarter he/she is suspended. Instructors are under no obligation to allow work that the student missed during his/her suspension to be made up. The student is responsible for all financial obligations to NEIT; no refunds are made.

## Disciplinary Action for Student Organizations

Student groups and organizations may be charged with violations of NEIT Policies. A student group or organization and its officers may be held collectively and/or individually responsible when violations of NEIT's Student Conduct Policy occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. Examples of disciplinary action that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, and restitution.

Deactivation includes loss of all privileges, including NEIT recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

## Appeals Process

An appeal is the vehicle used in requesting a waiver of:

- a sanction or disciplinary action imposed upon a student, or
- enforcement of a particular institutional policy on a student, due to extenuating circumstances (e.g., events beyond the student's control) and/or legitimate circumstances that render the policy not applicable to the student.

When the student disputes the outcome of a sanction or disciplinary procedure, the student may request an appeal for a review of the decision. Sanctions may or may not be postponed or suspended pending the outcome of this appeal, at the discretion of NEIT. The following are not within the scope of the appeal process:

- The interpretation or judgment of NEIT administrators regarding the meaning or implementation of the written regulations, standards, and/or policies of NEIT;
- The written policies, rules, requirements, or procedures of NEIT themselves; and/or,
- Sanctions imposed by the Executive Vice President for Unlawful Harassment & Discrimination and/or Sexual Misconduct.

To initiate an appeal of a student conduct matter, the student must submit a written statement within 7 business days of receiving a disposition that includes all the relevant issues, facts, and a summary of any witnesses' proposed contribution to the appeal to the Executive Vice President.

The Executive Vice President or his/her designee will review the matter and provide a final determination to the student. Based on the nature of the appeal, the Executive Vice President has the discretion to speak with the student and/or any witnesses. Past conduct may be considered in the appeals process. The Executive Vice president will render his/her decision to the student within a reasonable time of the conclusion of the appeal process. The decision will be final, and no further appeal is possible.

During periods other than when NEIT is in regular session (e.g., Intersession, break weeks), NEIT reserves the right to alter the timing of the appeals process as necessary based on faculty/staff/student availability.

The appeals process does not follow formal rules of evidence and no particular model of procedural process is required. It is the policy of NEIT that active participation by attorneys is not allowed in this process, although an attorney may be present to advise his/her client if criminal charges are contemplated.

Sanctions or dismissal of the student under this policy does not terminate the student's or guarantor's obligation to meet his or her financial obligations to NEIT.

## **STUDENT CONFLICT RESOLUTION PROCEDURE (Rv 1/10/19)**

*(Students who have concerns involving unlawful harassment, discrimination, or sexual misconduct should follow the procedures outlined in NEIT's Policy Against Unlawful Harassment, Discrimination and Retaliation or NEIT's Policy Against Sexual Misconduct.)*

New England Institute of Technology (NEIT) is committed to maintaining a campus environment where students can live, work and learn in an atmosphere of civility, and mutual respect. NEIT believes it is in the interest of the student and the university community to resolve conflicts as quickly, equitably and as informally as possible. Students who have conflicts involving staff, other students, academic matters, financial matters, or any other aspect of their university experience should follow the steps outlined below.

### **Step one:**

#### **If the conflict involves:**

- An NEIT employee (staff or faculty member) or another student, the student whenever possible, should try to discuss the matter directly with the individual involved. Students may utilize the services of their Student Advisor in an effort to resolve any non-residential living concerns.
- An academic matter (such as a grade), the student should discuss the matter directly with the faculty member involved. Students may utilize the services of their Student Advisor in an effort to resolve any concerns.
- A financial matter (such as a bill, a parking ticket fee, damage charges), the student should discuss the matter with a Student Accounts Representative. Students may utilize the services of their Student Advisor in an effort to resolve any concerns.
- A residence hall matter (other than personal conflicts between students), the student should discuss the matter with the Residence Hall Director. Students may utilize the services of their Resident Advisor (RA) in an effort to resolve any concerns. If the conflict involves a matter with a roommate, the student may utilize the services of their RA in an effort to resolve the concern by completing a Roommate Agreement.
- Any other aspect of the student's university experience, the student should notify his/her Student Advisor who will assist the student in addressing the matter.

If the matter is resolved to the student's satisfaction, the matter will be closed.

### **Step two:**

**Conflicts which are not satisfactorily resolved after following the procedures in Step 1, may be brought to the attention of the following university personnel:**

- Conflicts involving NEIT employees (staff or faculty members) may be brought to the attention of the staff

member's supervisor or the faculty member's Department Chair. The student and/or Supervisor/Department Chair may utilize the services of the student's Student Advisor in an effort to resolve the matter.

- Conflicts involving academic matters may be brought to the attention of the Department Chair. The student and/or Department Chair may utilize the services of the student's Student Advisor in an effort to resolve the matter.
- Conflicts involving financial matters may be brought to the attention of the Director of Student Accounts. The student and/or Director of Student Accounts may utilize the services of the student's Student Advisor in an effort to resolve the matter.
- Conflicts involving residence hall matters (other than personal conflicts between students) may be brought to the attention of the Director of Residential Life. The student and/or Director of Residential Life may utilize the services of the student's RA in an effort to resolve the matter.
- All other conflicts involving any other aspect of the student's university experience – Go to Step 3.

If the matter is resolved to the student's satisfaction, the matter will be closed.

### **Step three:**

**Conflicts which are not satisfactorily resolved after following the procedures in Steps 1 and 2, may be presented in writing to the Applicable University Administrator(s) (AUA) as follows:**

- Academic matters – An Assistant Provost.
- Financial matters - The Vice President of Finance
- Residence Hall matters – The Vice President for Student Support Services
- All other matters – Go to Step 4.

Upon receiving notice of a conflict in writing, the AUA (or his/her designee) will investigate the matter and respond in writing to the student.

If the matter is resolved to the student's satisfaction, the matter will be closed.

### **Step four:**

**If the matter is not satisfactorily resolved after following the procedures in Steps 1, 2 or 3, the student may appeal in writing to:**

- Academic matters or matters involving the Office of Teaching and Learning, Academic Departments, Academic Skills Center, Registrar's Office, Library - The Senior Vice President and Provost;
- All other matters - The Executive Vice President.

The Senior Vice President and Provost or the Executive Vice President or their designee will review the matter and provide a final determination in writing to the student.

It is the policy of NEIT that active participation by attorneys is not allowed in the Conflict Resolution Procedure process.

Any attempt to intimidate or retaliate against a person for raising an issue or participating in conflict resolution under this Procedure is strictly forbidden. Any person who makes such an attempt will be subject to disciplinary

action, up to and including termination.

## **Arbitration Agreement**

This Arbitration Agreement applies to any covered dispute arising out of or related to the student's enrollment at NEIT that remains unresolved after the parties participate in the procedures described in the NEIT Catalog or Student Handbook. Except as it otherwise provides, the Arbitration Agreement is intended to apply to the resolution of disputes that otherwise would be resolved in a court of law, and therefore this Arbitration Agreement requires all disputes to be resolved only by an arbitrator through final and binding arbitration pursuant to the rules of the American Arbitration Association to be held in Rhode Island and not by way of court or jury trial. Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. NEIT shall initially bear the costs associated with the conduct of the Arbitration, unless otherwise ordered by the arbitrator. All allegations, claims and defenses, as well as supporting information (including statements, testimony and documents) shall be kept confidential by the parties, and shall not be disclosed outside the arbitration proceedings except for disclosure to a party's counsel and consultants. The award of the arbitrator may be entered in any court having jurisdiction thereof.

Regardless of any other terms of this Arbitration Agreement, claims may be brought before an administrative agency if applicable law permits access to such an agency notwithstanding the existence of an agreement to arbitrate.

## **STUDENT HEALTH INSURANCE**

New England Institute of Technology (NEIT) requires all full-time students who live in NEIT housing, and all international students with F-1 visas (whether living in NEIT housing or not) to carry personal health insurance. Students in these required categories are automatically enrolled in the in the Student Health Insurance program administered by Consolidated Health Plans, Inc. and underwritten by National Guardian Life Insurance Company. The annual premium is automatically assessed to the student's account. If a domestic student can show proof of comparable private health insurance, the Student Health Insurance may be waived by electronically submitting a waiver form by the designated due date (go to [www.gallagherstudent.com/NEIT](http://www.gallagherstudent.com/NEIT)). The Student Health Insurance program is designed to protect against unexpected medical expense and to meet most students' needs while on campus and throughout the Policy Year.

## **WEAPONS POLICY**

The possession of any firearm, other weapon or materials that could be considered weapons (i.e., knife, sword, gun, gun replica) is prohibited on NEIT grounds and shall be grounds for disciplinary action and/or dismissal or termination.

"NEIT grounds" means property of NEIT or that portion of any building, structure, or vehicle, which, at the time of the violation, is being used for any activity sponsored by or through NEIT.

This policy shall not apply to active or retired law enforcement officers/agents (local, state, and/or federal) authorized to carry weapons by law or their governmental agency or to the use of simulated weapons by students and faculty as required in NEIT courses.

# Campus Safety and Security Procedures

## CAMPUS SECURITY

Call 911 whenever an immediate response is needed and follow up with a call to the Department of Public Safety's emergency number, 401-234-5555. 911 can be dialed from an NEIT telephone without entering 8 to get an outside line. Dialing 911 from an NEIT telephone without entering 8 is the preferred method, as the 911 operator will know from which building and extension the call was made. If the caller dials 8 and then 911, the building and extension is not transmitted and is lost.

Members of the NEIT community, as well as our visitors, are encouraged to accurately and promptly report to campus authorities suspicious behavior, hazardous conditions, criminal activities, or an emergency situation. For non-emergencies, call the Department of Public Safety:

<b>East Greenwich Campus</b>	<b>Access Road Campus</b>	<b>Post Road Campus</b>
(401) 234-5555	(401) 780-4707	(401) 780-4706
(401) 573-4245	(401) 255-5529	(401) 255-8868
(401) 573-4053		(401) 255-4689

Any criminal activity occurring on campus should be reported to the Department of Public Safety immediately. As necessary, the Public Safety Officer will notify local authorities of the situation. Criminal activities including murder, rape\*, robbery, aggravated assault, burglary and motor vehicle theft require immediate notice to local authorities. The Public Safety Officer will make an incident report to the Director of Public Safety.

With the exception of sexual violence involving a student, NEIT does not provide procedures that allow victims, witnesses or counselors to report crimes on a voluntary, confidential basis.

\*Rape, dating violence, domestic violence, stalking and sexual assault will only be reported to local authorities with the victim's permission.

## Department of Public Safety and Relationship with Local and State Law Enforcement Agencies

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NEIT. Security officers do not carry weapons and have no authority to make an arrest. Their presence on campus is intended to be a deterrent to criminal activity. Any security officer may call local authorities to come to campus to make an arrest on campus after consulting with his or her supervisor or, at his or her own discretion, if the supervisor cannot be reached.

The university encourages community members, students, faculty, staff, and guests to promptly and accurately report all crimes and public safety related incidents to a campus security officer.

With the exception of incidences of sexual violence\*, violations of the law will be reported to local law enforcement agencies, and when appropriate, to the Office of Student Support Services for disciplinary review. NEIT has no formal agreement but will coordinate with state and local police in the investigation of alleged criminal offenses occurring on campus.

\*Incidences of sexual violence will only be reported to local law enforcement agencies with the consent of the alleged victim.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### Emergency Notification

In the event that a situation arises on campus that in the judgment of NEIT constitutes an ongoing or continuing threat to the health or safety of students and/or employees, the institution will, taking into account the safety of the community, determine the content of the notification and initiate a campus wide “emergency notification” through NEIT’s Emergency Notification System (ENS), unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. NEIT’s Emergency Notification System (ENS) notifies all participating students, faculty and administrative employees of the threat. Notification through ENS is made via NEIT e-mail, and/or text message, and/or telephone / voice mail.

All students are enrolled in the ENS system through contact information maintained in the Registrar’s Office. Students who want to receive notifications on their cell phones must have a current cell phone number on file with NEIT. It is the student’s responsibility to always have your most current contact information on file with the Registrar’s Office. Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. (See “Change of Address or Telephone Number” procedures in the Additional Information section of this Student Handbook.)

Anyone with information warranting an emergency notification should immediately report the circumstances to NEIT Security.

### Timely Warning Reports

NEIT will make timely reports to the campus community on potentially dangerous criminal activity on or near campus which represents a serious or continuing threat to students and employees on campus or in the immediate area. Names of victims in such reports shall be withheld as confidential.

In addition to notification through ENS, NEIT, as appropriate, will issue timely warnings via the university e-mail system, in-class announcements, or other appropriate means (Reports). Any such Reports shall be provided to students and employees in a timely manner.

## FIRE SAFETY PROCEDURES AND EMERGENCY ACTION PLAN

All students must leave any facility where a fire alarm is activated as promptly as possible via the nearest available exit. No one is expected to endanger him/herself in order to assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. It is expected that individuals, as long as they are not endangering themselves, will aid anyone requiring assistance to safely evacuate the building.

NEIT tests its emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Procedures Prior to an Emergency Situation: Every student should familiarize him/herself with the emergency exits and evacuation routes from his/her respective area.

### When Alarm Sounds

When a fire alarm sounds, do the following:

- a. Evacuate the building quickly. Do not use elevators. An interlock between the fire alarm and elevator control will automatically return the car to the ground floor.



- b. Report to your building's Assembly Point and maintain a safe distance from the evacuated building. Assembly Points follow in this Handbook and are posted in classrooms. All assembly points are marked with a sign bearing the appropriate letter.
- c. Do not re-enter the building. Keep clear of evacuated areas until authorized by the Fire Officer or University Official. Stopping of fire alarm bells does not mean that re-entry is permissible.

### Evacuation Guidelines for Students Requiring Mobility Assistance

Students requiring mobility assistance or access needs should take extra proactive steps to protect themselves during evacuations. Be prepared to tell persons attempting to assist how they can best help you.

#### Use the following steps to make a plan ahead of time:

- a. Notify instructors and/or supervisors regarding the assistance you will need in the event of an emergency that requires evacuation.
- b. Locate stairwells, elevators, Areas of Refuge or Evacuation Assistance Locations, fire-fighting equipment, fire alarms and telephones in areas you spend time.
- c. Practice your planned evacuation method. Establish a buddy system if there are problems (door locks, small stair landings, etc.) that may require you to have immediate assistance.
- d. Have a communications plan, including ways to communicate with first responders.
- e. Plan for the needs of your service animal (if applicable).

#### In case of an emergency in your building, there are several options:

- a. **EVACUATE:** Use building exits, stairs, or unaffected wings of adjacent multi-building complexes. If you cannot evacuate for any reason, then:
- b. **GO TO AN EVACUATION LOCATION:** Move to an Area of Refuge or Evacuation Assistance Location. If a stairway experiences heavy traffic, wait until the area has cleared before entering the stairway. Make sure someone reports your location to first responders. For help in identifying evacuation locations/areas of refuge in buildings, call Environmental Health & Safety at extension 3706. If you cannot evacuate or reach an evacuation location then:
- c. **STAY IN PLACE:** Remain in a room with an exterior window and a solid or fire-resistant door. Call Public Safety at (401) 234-5555 or 911 to relay your location.

#### Evacuation Locations:

- a. **Areas of Refuge:** A location with two-way communication technology designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe or possible. Areas of Refuge are usually located in enclosed stairwells.
- b. **Evacuation Assistance Locations:** A location similar to an area of refuge but lacking in two-way communication technology. Evacuation Assistance Locations in a building are designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe or possible. Evacuation Assistance Locations are usually enclosed stairwells.

## Evacuation Diagrams

Evacuation Diagrams are posted in all classrooms and residence hall bedrooms. Designated areas of refuge are noted on evacuation diagrams. If for any reason there is no evacuation diagram in your area, immediately notify the Office of Auxiliary Services. Note: In the East Greenwich facility ONLY, the Areas of Refuge have 2-way communication systems.

## Assembly Points

In an emergency, occupants should report to the following designated assembly points. Access Road Campus has two assembly points along Access Road: one near the Automotive Building entrance and one in the grass area in front of the Auto Body Building. The East Greenwich Campus has five assembly points generally located on the far side of each parking lot. All assembly points are marked with a blue and white sign.

<b>BUILDING</b>	<b>ASSEMBLY POINT</b>
<b>CT Building</b> .....	Rear parking lot – Assembly Point A South side near student patio – Assembly Point B
Gouse Building .....	CT Building student patio – Assembly Point B
Automotive Building .....	North side of parking lot – Assembly Point A
Criminal Justice .....	North side of parking lot – Assembly Point A
Electrical/Marine .....	North side of parking lot – Assembly Point B
Auto Body .....	North side of parking lot – Assembly Point B
<b>East Greenwich</b>	
Door #1 .....	Walkway on Quad – Assembly Point A
Door #2 .....	Walkway on Quad – Assembly Point A
Door #3 .....	West side – Assembly Point B
Door #5 .....	West side – Assembly Point B
Door #6 .....	North side of employee parking lot – Assembly Point C
Door #7 .....	Walkway on Quad – Assembly Point A
Door #8 .....	West side – Assembly Point B
Door #9 .....	West side – Assembly Point B
Front/Academic Skills Center .....	East side, along entrance road – Assembly Point D
<b>Residence Hall</b>	
Front Entrance .....	Walkway on Quad – Assembly Point A
All other exits .....	Rear of building near road – Assembly Point E

Instructors and department heads are responsible for accounting for their students or employees. If anyone is unaccounted for, that information should be passed to Public Safety or a police/fire officer.

## Fire Alarms & Extinguishers

All students should familiarize themselves with the location of fire alarms and fire extinguishers in the areas they occupy.

In Case of Fire: If you observe a fire, do the following:

- a. Activate nearest wall-mounted fire alarm.
- b. Attempt to extinguish the fire using a fire extinguisher ONLY if you are trained in the use of hand-held fire extinguishers and can do so WITHOUT ENDANGERING YOUR SAFETY. Public Safety and Auxiliary Services are to be notified of all small fires which have been extinguished by campus personnel and any extinguisher used. Do not re-hang fire extinguishers.
- c. If one portable extinguisher does not put the fire out, you should LEAVE THE AREA AND CLOSE DOORS.
- d. Evacuate the building (see evacuation procedures above). DO NOT USE ELEVATORS and keep clear of the exits.
- e. Call 911 and state your location (building and address). NOTE: All calls will show the building address but will not show the individual office.
- f. To contact Public Safety from an NEIT extension, dial 5555; from an outside phone, dial 401-234-5555

<b>BUILDING</b>	<b>ADDRESS</b>
Automotive	101 Access Road
Auto Body	110 Access Road
Criminal Justice	65 Access Road
Electrical/Marine	100 Access Road
CT Building	2480 Post Road
Gouse Building	2518 Post Road
East Greenwich	One New England Tech Blvd.
Residence Hall	75 New England Tech Blvd.

Report to Public Safety, Police or Fire Departments if anyone is suspected of being in the building after the general evacuation.

## Fire Alarms

Fire alarms are located near exits in all NEIT buildings. Signs labeled "Exit" are posted above the doors in all areas of the building where the exit way is not immediately visible to occupants and point to the exit to be used. If the fire alarm has been activated, if smoke or fire is evident, if you smell irritating chemical odors, or if any conditions threaten your safety, EVACUATE the building. If you are disabled, let others know if you will need assistance.)

## False Alarms

A fire alarm will not only disrupt the activities of the college but will also result in dispatch of emergency equipment to the college by the Fire Department. Anyone witnessing the initiation of a false alarm should notify Public Safety immediately. The operation of a fire alarm in the absence of a fire is a criminal offense.

# Additional Information

## BULLETIN BOARDS AND POSTING OF MATERIALS

General and electronic bulletin boards are located in various campus locations and are available for the use and benefit of the campus community. Material posted on campus bulletin boards is subject to approval by the Executive Vice President or his/her designee. Material posted on residence hall bulletin boards that is intended for only the residents must be approved by the Director of Residence Life or his/her designee.

Bulletin boards are designed to provide a means to advertise campus or residence hall events, publicize services for students, and inform students and employees of off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse community that exists at NEIT. Posted items must be educational or informative in nature or they are subject to removal.

No materials shall be posted on trees, windows, walls, doors, or glass panels either inside or outside NEIT buildings. The only exceptions are materials relating to fire, health, or safety (such materials must be approved for posting by the Director of Auxiliary Services), and materials posted on bulletin boards.

## CANCELLATION OF CLASSES

In case of storm emergencies, please do not call the university to find out if classes will be held. Information about the cancellation of classes due to weather or other reasons will be sent to students by the Emergency Notification System (ENS) via NEIT email, text (on a cell phone) and/or phone. The contact information that students have on record at NEIT will be used for the ENS notification; therefore, it is important to always have your most current contact information on file with the Registrar's Office. It is the students responsibility to notify the Registrar's Office immediately in the event of a change of residence, mailing address, or telephone number.

Class cancellation information will also be sent to area radio and television stations (see the list below). NEIT cannot guarantee that the stations will post the information. It is important that students listen to and read all class announcements carefully, as there may be occasions when the cancellation does not affect all campuses, which would be the case if one campus were to lose electricity and the others do not.

When classes are held during inclement weather, students should use their own judgment and discretion with regard to attendance, as some students need to travel from outside the area to NEIT campuses and fieldwork sites. Students who choose to stay home in this circumstance should contact their instructors via email to let them know.

### TELEVISION STATIONS:

WLNE-TV/ABC6 ([www.abc6.com](http://www.abc6.com))

WPRI-TV/CBS12 ([www.wpri.com](http://www.wpri.com))

WJAR-TV/NBC10 ([www.turnto10.com](http://www.turnto10.com))

WNAC-FOX ([www.fox64.com](http://www.fox64.com))

### RADIO STATIONS:

FM DIAL: 92.3 WPRO ([www.92profm.com](http://www.92profm.com))

AM DIAL: 630 WPRO ([www.630wpro.com](http://www.630wpro.com))

## CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. NEIT will not be held liable for students' failure to notify us of such changes. Students may update their contact information on Web for Students by clicking Personal Information, and then Update Addresses and Phones. Forms are also available in the Registrar's Office or via email at [registrarsoffice@neit.edu](mailto:registrarsoffice@neit.edu).

## CLASS TIMES AND LOCATIONS

Day classes may be scheduled at any time between the hours of 7:30 a.m. and 5:35 p.m. Monday through Friday. Evening classes may be scheduled at any time between the hours of 5:45 p.m. and 10:40 p.m. Monday through Friday. Saturday classes are scheduled from 8:30 a.m. to 1:30 p.m. (Saturday classes for the Occupational Therapy Master's program are typically scheduled from 8:00 a.m. to 5:20 p.m.).

The university cannot guarantee that a student enrolling for a particular section will retain that section throughout the entire program. Classes will be scheduled for, and student and administrative services will be available at, the East Greenwich Campus, the Gouse Campus or the Access Road Campus entirely at the university's discretion. It is the student's responsibility to seek out classes and services when and where they are offered.

## COMPLETING DEGREE REQUIREMENTS ON TIME

It is in the best interest of students to complete their degree programs without interruption and to take their courses in the order in which they appear in the program's curriculum. Any deviation may result in extended time required to complete a degree as well as additional tuition and fees. An interruption in a student's education may also result in the following:

- The program degree requirements may change during the student's absence, and/or the age of the student's earned credits may expire, both resulting in the student having to take additional courses (and incur additional expense) upon his/her return.
- The academic entrance requirements, e.g., earned grades, GPA, Kaplan scores and assessment scores, may be different than when the student was last enrolled.
- There may be a wait list in place for the student's program at the time he/she wants to return, and re-enrollment may be contingent upon the student's academic competitive ranking.
- Courses the student needs may not be offered during the quarter in which the student wants to return or there may not be a seat available in the course(s) the student needs.
- There may be financial aid implications that could impact the student's ability to acquire federal aid upon his/her return.

Students should speak with their Student Advisor to seek assistance in overcoming any obstacles that may interfere with their ability to complete their degree on schedule. If a student must consider leaving for a quarter, prior to leaving the student should speak with his or her Student Advisor to find out the re-enrollment requirements for his or her program, and with a staff member in both the Student Accounts and Financial Aid departments to discuss any possible financial implications associated with missing a quarter(s).

## COMPUTER LABS

Open computer labs are available at the following locations for students who need to use a computer and a printer:

<b>Campus Location</b>	<b>Room</b>
East Greenwich .....	S111 (At Staircase, near the Library and rear entrance)
Post Road .....	CT225
Access Road .....	A28

To report an issue with a computer or a printer in an open computer lab, please immediately report the problem

to the Technical Services Department by calling 401-780-4111 or 401-739-5000 extension 3511 or by emailing: [HelpDesk@neit.edu](mailto:HelpDesk@neit.edu).

Please be as thorough as possible in describing the problem. Always include your name, ID, and a way to reach you, so that we can respond to your report.

Under no circumstances should you attempt to correct the problem yourself, as this could result in a more significant problem with the printer or computer.

## CONSECUTIVE CLASS ABSENCES

The Federal Government requires universities that take student attendance to also monitor the attendance of students who receive Title IV financial aid funds (Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans, etc.) in order to determine, in a timely manner, when a student withdraws from the university. If a student receiving Title IV financial aid has not attended classes in 14 consecutive calendar days (including weekends and holidays) and has not indicated that he/she plans to return, NEIT is required to withdraw the student from the university.

Students must contact their Student Advisor if they are unable to attend classes for any extended length of time. It is even more important for students who receive Title IV financial aid funds to contact their Student Advisor immediately if they know they will not be able to attend classes, but plan to return. If a Student Advisor has not been made aware that an absent student who receives Title IV financial aid plans to return to classes after 14 consecutive calendar days of no attendance, the Student Advisor must notify the Registrar's Office to immediately withdraw the student from NEIT.

## DAY CARE SERVICES

The Office of Student Support Services maintains a listing of local commercial resources as well as information for connecting to the statewide in-home resource listing of day care services.

## DEPARTMENT CHAIRS/COORDINATORS AND EMAIL ADDRESSES

Architectural Building Engineering Technology . . . . .	Phil Marks, Associate Professor, <a href="mailto:pmarks@neit.edu">pmarks@neit.edu</a>
Automotive Collision Repair Technology . . . . .	Henry Young, Ed.D., Assistant Provost, <a href="mailto:hyoung@neit.edu">hyoung@neit.edu</a>
Automotive Service Management . . . . .	Henry Young, Ed.D., Assistant Provost, <a href="mailto:hyoung@neit.edu">hyoung@neit.edu</a>
Automotive Technology . . . . .	Henry Young, Ed.D., Assistant Provost, <a href="mailto:hyoung@neit.edu">hyoung@neit.edu</a>
Biological Sciences. . . . .	Paula Cantwell, Associate Professor, <a href="mailto:pcantwell@neit.edu">pcantwell@neit.edu</a>
Building Construction Technology . . . . .	Joseph Sepe, Assistant Professor, <a href="mailto:jsepe@neit.edu">jsepe@neit.edu</a>
Business Management . . . . .	Christine Stevens, Ed.D., Associate Professor, <a href="mailto:cstevens@neit.edu">cstevens@neit.edu</a>
Civil Engineering Technology . . . . .	Phil Marks, Associate Professor, <a href="mailto:pmarks@neit.edu">pmarks@neit.edu</a>
Construction Management . . . . .	Phil Marks, Associate Professor, <a href="mailto:pmarks@neit.edu">pmarks@neit.edu</a>
Criminal Justice . . . . .	Ray Angell Esq., Assistant Professor, <a href="mailto:rjangell@neit.edu">rjangell@neit.edu</a>
Cyber Security and Network Engineering . . . . .	Erik van Renselaar, Professor, <a href="mailto:evanrenselaar@neit.edu">evanrenselaar@neit.edu</a>
Cyber Security Defense. . . . .	Erik van Renselaar, Professor, <a href="mailto:evanrenselaar@neit.edu">evanrenselaar@neit.edu</a>

Digital Media Production. . . . . Tom Strolla, Professor, [tstrolla@neit.edu](mailto:tstrolla@neit.edu)

Electrical Engineering Technology . . . . . Dean Plowman, Assistant Professor, [dplowman@neit.edu](mailto:dplowman@neit.edu)

Electrical Technology . . . . . Michael Petit, Associate Professor, [mpetit@neit.edu](mailto:mpetit@neit.edu)

Electro-Mechanical Engineering Technology . . . . . Dean Plowman, Assistant Professor, [dplowman@neit.edu](mailto:dplowman@neit.edu)

Electronics, Robotics & Drones Technology. . . . . Dean Plowman, Assistant Professor [dplowman@neit.edu](mailto:dplowman@neit.edu)

Engineering Management. . . . . Sheila Palmer, PhD., Assistant Professor, [spalmer@neit.edu](mailto:spalmer@neit.edu)

Game Development and Simulation Programming . . . . . Erik van Renselaar, Professor, [evanrenselaar@neit.edu](mailto:evanrenselaar@neit.edu)

Graphics, Multimedia & Web Design . . . . . Rick Mitchell, Associate Professor, [rmitchell@neit.edu](mailto:rmitchell@neit.edu)

Heating Technology . . . . . Michael Petit, Associate Professor, [mpetit@neit.edu](mailto:mpetit@neit.edu)

Humanities and Social Sciences . . . . . Suzanne Gemma, Esq., Assistant Professor, [sgemma@neit.edu](mailto:sgemma@neit.edu)

Information Technology. . . . . Erik van Renselaar, Professor, [evanrenselaar@neit.edu](mailto:evanrenselaar@neit.edu)

Interior Design. . . . . Phil Marks, Associate Professor, [pmarks@neit.edu](mailto:pmarks@neit.edu)

Marine Technology. . . . . Henry Young, Ed.D., Assistant Provost, [hyoung@neit.edu](mailto:hyoung@neit.edu)

Mathematics and Sciences . . . . . Sharon Ryan, Assistant Professor, [sryan@neit.edu](mailto:sryan@neit.edu)

Mechanical Engineering Technology . . . . . Sheila Palmer, PhD., Assistant Professor, [spalmer@neit.edu](mailto:spalmer@neit.edu)

Medical Assisting and Administration. . . . . Elizabeth O'Brien, Assistant Professor, [eobrien@neit.edu](mailto:eobrien@neit.edu)

Medical Laboratory Technology . . . . . Rebecca Silva, Assistant Professor, [rsilva@neit.edu](mailto:rsilva@neit.edu)

Nursing. . . . . Darlene Noret, DNP, Assistant Professor, Director, [dnoret@neit.edu](mailto:dnoret@neit.edu)

Occupational Therapy Assistant and Occupational Therapy . . . . . Carol Doehler, OTD, Professor, [cdoehler@neit.edu](mailto:cdoehler@neit.edu)

Paramedic Technology . . . . . Thomas Thibodeau, Assistant Provost, [tthibodeau@neit.edu](mailto:tthibodeau@neit.edu)

Physical Therapist Assistant. . . . . Laurie Miner, Ph.D., Assistant Professor, [lminer@neit.edu](mailto:lminer@neit.edu)

Plumbing Technology . . . . . Michael Petit, Associate Professor, [mpetit@neit.edu](mailto:mpetit@neit.edu)

Refrigeration/Air Conditioning Technology . . . . . Michael Petit, Associate Professor, [mpetit@neit.edu](mailto:mpetit@neit.edu)

Public Health . . . . . Magali Angeloni, Dr. Ph., Assistant Professor, [mangeloni@neit.edu](mailto:mangeloni@neit.edu)

Rehabilitation Sciences . . . . . Carol Doehler, OTD, Professor, [cdoehler@neit.edu](mailto:cdoehler@neit.edu)

Respiratory Care . . . . . Paul Mangino, Ed.D., Assistant Professor, [pmangino@neit.edu](mailto:pmangino@neit.edu)

RN to BSN . . . . . Darlene Noret, DNP, Assistant Professor, Director, [dnoret@neit.edu](mailto:dnoret@neit.edu)

Surgical Technology. . . . . Lisa Reed, Professor, [lreed@neit.edu](mailto:lreed@neit.edu)

Veterinary Technology . . . . . Darlene Jones, DVM, Associate Professor, [djones@neit.edu](mailto:djones@neit.edu)

Video Game Development and Design . . . . . Erik van Renselaar, Professor, [evanrenselaar@neit.edu](mailto:evanrenselaar@neit.edu)

Welding Engineering Technology . . . . . Dean Plowman, Assistant Professor, [dplowman@neit.edu](mailto:dplowman@neit.edu)

## IDENTIFICATION CARDS

NEIT provides all students with an identification card (ID card), given to commuter students during Registration and to resident students upon checking into the residence hall. The ID card serves as proof of an individual's status and is used throughout the campus for access to certain services, including the dining hall, fitness center, and library.

The ID card also serves as the building and room key for resident students.

All ID cards are the property of NEIT. Any transfer, alteration, falsification, or forgery of the card is prohibited, as is the fraudulent or illegal use of the card. ID cards can be possessed only by the person to whom the card was issued. Students should at no time give their ID cards to anyone, nor should they be in possession of an ID card that was not expressly issued to them by the university.

Students are required to carry their ID card with them at all times and must produce it for any university official upon request.

## Lost or Damaged Cards

Lost ID cards should be immediately reported, or returned if found, to the Department of Public Safety (East Greenwich Campus, room S111A), which is open 24 hours per day. Students who damage or lose their cards should respond to the Department of Public Safety for a new ID card. The cost for a lost or intentionally damaged replacement card is \$25.00. Students should also be aware that the ID card contains a microchip that can be damaged by close contact to magnetic items.

## Residence Hall Use

To maintain the safety of the residence hall community, residents may be asked by Public Safety to show their ID card when they enter the residence hall.

For lockouts, refer to the Lockout Policy in the Residence Life section of this Student Handbook. Students whose status changes from resident to commuter student must turn in their resident student ID card and receive a new ID card as soon as they move out of the residence hall.

## LOSS OR BREAKAGE OF NEIT EQUIPMENT OR TOOLS

Loss or breakage of university equipment or tools by the student is the responsibility of the student. The replacement cost may be added to the student's tuition bill.

## PARKING REGULATIONS

Students who desire to use university parking areas at any of NEIT's campuses must register their license plate number (one for each car) with the Department of Public Safety in order to receive a parking pass. The permit(s) issued must be attached to each vehicle. An NEIT Student I.D. is required when registering.

On all campuses, vehicles must be parked within lane markers and should not block the exit of any other vehicle whether the other car is legally parked or not. Motorcycles must park in designated areas only. Students should not park in reserved parking spaces, including parking for Admissions and visitors. Parking in disability parking spaces is only allowed with a visible state disability parking placard issued by the state. Parking is never permitted in crosswalks or fire lanes. Any infraction of the university's parking regulations will result in a parking fine and any vehicle parked in any of the university's parking lots without a parking permit may be towed at the owner's



expense. Students who have more than one parking infraction may face disciplinary action.

Any vehicle or personal property brought onto NEIT premises is the sole responsibility of its owner. NEIT assumes no responsibility for loss or damage to vehicles or personal property on NEIT premises whether due to fire, theft or any other cause.

## PERSONAL PROPERTY

Any personal property brought onto NEIT premises is the sole responsibility of its owner. Students should take appropriate precautions, and should not leave their personal property unattended. NEIT assumes no responsibility for loss or damage to personal property on NEIT premises whether due to theft, fire or any other cause.

## PRINTING

Printers are available for student use in the Library, open labs and some classrooms.

Each quarter, students will each be allocated \$15.00 worth of printed copies at no charge, which is the equivalent of 214 black and white 8 ½ X 11 prints. (See below for information about larger size and two-sided prints.)

### Print Costs:

8 ½ x 11 black and white..... .07 cents per copy

8 ½ x 11 color ..... .25 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

8x14 black and white ..... .09 cents per copy

8x14 color..... .32 cents per copy

11x17 black and white..... .14 cents per copy

11x17color ..... .50 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

Large plotters used in certain academic programs will have the cost based on per inch. The cost per square inch is:

Black and white ..... .0008 per square inch

Color..... .0028 per square inch

Any printing funds remaining at the end of a quarter will be added to the \$15 allocation for the upcoming quarter as long as the student is continuously enrolled at NEIT. Once a student is no longer enrolled at NEIT, the value of unused copies is not subject to a refund.

To check your balance or to add funds for additional printing, go to the deposit center located on each campus or log into <https://printdeposit.neit.edu>. Once you log in with your student credentials, you will see your balance and directions to add funds via PayPal.

### Deposit center locations:

- East Greenwich Campus, next to vending machines in S117
- Access Road Campus, in main lobby
- Post Road Campus, next to Security Office in the student lounge

## REPORTING STUDENT INJURIES

For insurance purposes, any student injured on campus or at an off-campus program site (e.g., clinical site, recreational sports location such as the YMCA, externship) is required to complete an accident report form with New England Institute of Technology's Human Resources Representative within 48 hours. The Human Resources Representative is located in the Fiscal Office on the third floor of the East Greenwich Building.

**STUDENT EMAIL:** <https://students.neit.edu>

New England Institute of Technology provides email accounts to all enrolled students. Students can access their email by clicking on the email link on the Student Homepage at <https://students.neit.edu>. NEIT will utilize this email service to provide important and necessary information to its students. ALL STUDENTS ARE ADVISED TO CHECK THEIR NEIT EMAIL ACCOUNTS ON A DAILY BASIS. Your NEIT email account may be the primary (and, in some cases, only) means by which information, some of which is time sensitive, will be provided to you. Examples of information sent via email may include financial aid award information, changes in class meeting times and locations, and communications from your course instructors. Students must use only their NEIT email account when communicating via email with faculty and staff. Any student needing assistance in accessing their email may contact the Help Desk at [HelpDesk@neit.edu](mailto:HelpDesk@neit.edu) or by calling 401-467-7744, ext. 3511.

## STUDENT PROJECT VEHICLES AND PERSONAL PROPERTY

Any student bringing a vehicle onto NEIT property to be worked on in either the Automotive or Auto Body facility must provide evidence that the vehicle is validly registered and carries liability insurance. All vehicles and personal property must be removed from NEIT facilities and parking lots no later than the last day of each academic quarter.

Any vehicle or personal property left on NEIT premises after the last day of the academic quarter will be removed at the owner's expense.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

University policies, rules and procedures setting forth student rights and responsibilities are published in the NEIT catalog and in the Student Handbook. It is the student's responsibility to review these publications. The most recent version of the Student Handbook is available on the student website at <https://students.neit.edu>.

## TRANSPORTATION SERVICES

### Student Transportation Services Intercampus Shuttle

Shuttle service between the East Greenwich, Post Road and Access Road campuses is provided primarily for resident students. Commuter students who are in need of transportation between the NEIT campuses should contact the Office of Student Support Services for more information.

### Off-Campus Shuttle

NEIT provides transportation from the East Greenwich campus to local shopping destinations on scheduled weekends. This service is provided on a first-come, first-served basis. The schedule for these trips is posted on the Student Website, <https://students.neit.edu/>.

## **Student Activities Transportation**

Transportation is available to NEIT students for certain off-campus field trips, recreational events, and intramural programs. Students may contact Student Activities or the Fitness Center for more information.

## **Transportation Guidelines & Operational Details**

- The schedules for all NEIT shuttles are posted on the Student Website.
- Transportation services are offered only while classes are in session. Shuttle service is not available during vacations, break periods or Intersession.
- Students are responsible for returning to the shuttle by the scheduled departure time to return to campus. If a student misses the shuttle, it is the student's responsibility to arrange for transportation back to campus at his/her own expense.
- Students must show a valid NEIT Student ID Card to board the shuttle.
- Guests are not allowed to ride on the NEIT shuttle.
- Students must adhere to all NEIT policies while riding the NEIT shuttle. Courtesy to the driver and fellow riders is expected at all times.
- Smoking is not allowed.
- Alcohol is not allowed.
- Open food or drink containers are not allowed.
- Students are advised not to walk or run into the street when the shuttle is in traffic. Students should not bang on or attempt to board a moving bus, nor should they block or attempt to open the bus door.
- NEIT shuttle drivers reserve the right to deny transport to any passenger if, in the sole judgment of the driver, the passenger's behavior is a danger to the vehicle, the driver, or other passengers.

## **VENDING MACHINES**

### **Vending machines are located as follows:**

- East Greenwich Building – S117, across from the Library
- Center for the Technologies (Post Road Campus) – Game room on first floor
- Automotive Building (Access Road Campus) -Student Lounge
- Electrical/Marine Technology Building (Access Road Campus) – Hallway outside of room A6
- High Performance/Criminal Justice (Access Road Campus) – Lounge Area at front entrance to unit 3

# Residence Life Policies and Procedures

Resident students are expected to also review and become familiar with the policies and procedures that appear in the other sections of this Student Handbook.

## ABANDONED PROPERTY

Students must remove all personal belongings from their residence hall rooms within 24 hours upon the vacating of, withdrawal from, or removal from the university or the residence hall. If students fail to remove personal belongings from the residence hall, the property shall be deemed as abandoned and disposed of by the university at its sole discretion. Any costs associated with the removal of belongings will be charged to the student.

## ACCOMMODATION REQUESTS FOR STUDENTS WITH DISABILITIES

See this policy in the University Policies section of this Student Handbook.

## ACCOMMODATION REQUESTS – SINGLE ROOMS

New England Institute of Technology understands the importance of a supportive campus environment for its students, and that this is particularly important for first-year students as they transition from high school to college. A positive and engaging first-year experience can make a significant impact on incoming students' level of satisfaction, academic performance, campus involvement, and progress toward graduation. NEIT has designed its residential program on the premise that an interactive social residence hall environment is fundamental to living and participating in a cooperative learning experience. While living on campus, students will have the opportunity to make new friends, immerse themselves in the NEIT culture, establish valuable social connections and identify unique leadership opportunities.

Based on the premise that an interactive social residence hall environment is fundamental to living and learning at NEIT, the residence hall is primarily designed to house two students per bedroom and includes a large number of community areas, e.g., lounges, a game room, and a multipurpose room. The majority of student rooms are double rooms with only a limited number of single rooms available. If a student requests a single room as an accommodation, the request, as with all accommodation requests, will be evaluated on an individual basis. An accommodation for a single room is only provided in the event that no other reasonable accommodation would allow a student to participate in NEIT's residential program as it is designed. A single room does not guarantee privacy or a quiet environment. A single room also does not guarantee an allergen-free environment. For students who have trouble concentrating and studying in their rooms, a single room is not typically warranted as there are a number of quiet study spaces in the residence hall and in other locations on campus. A single room will not prevent a student from having to interact and negotiate living arrangements with other students, such as alone time, sleep patterns, and study schedules.

## ALCOHOL AND DRUG AMNESTY POLICY

See this policy in the University Policies and Procedures section of this Student Handbook.

## ALCOHOL POLICY

See this policy in the University Policies and Procedures section of this Student Handbook.

## ANIMALS ON CAMPUS

See this policy in the University Policies and Procedures section of this Student Handbook.

## CONFISCATION

Any object or substance used to violate any provision of the Student Conduct Policy may be confiscated and disposed of as deemed appropriate by a university official.

Certain prohibited items may be confiscated, stored, and returned to the owner at the end of the quarter (or earlier by arrangement with Residence Life), provided that the items are removed from campus immediately and not returned to the premises. Alcohol and illegal items (e.g., controlled substances, drug paraphernalia, weapons) will not be returned.

NEIT assumes no obligation for the care or safekeeping of any confiscated items while in its possession. Items not retrieved by the end of each quarter will be deemed abandoned and disposed of at the university's sole discretion.

## CONSOLIDATIONS and VACANCIES

The university reserves the right to consolidate or reassign residents in order to increase room occupancy. A vacant bed may be offered to another student at any time and must be accessible to other students needing to change rooms.

Students with a vacancy in their rooms are only permitted to occupy one set of furniture. If the occupant of a room with a vacancy attempts in any way to block the filling of a vacant bed or to dissuade a prospective roommate from occupying the room, the occupant may be subject to disciplinary action.

In addition, the university reserves the right to make housing assignments or relocate a student to another space when, in the university's sole judgement, general living conditions for any resident or the well-being of the community will be improved by such a move. Students in an area in which the collective behavior of a residential community is deemed problematic may be dispersed and reassigned to a new space. Students will be responsible for any financial differences associated with the relocation.

## COOKING AND KITCHEN USE

Students are not permitted to cook in their rooms, with the exception of food that can be prepared in a microwave unit. Heating and cooking appliances such as hot plates, toasters, toaster ovens, indoor grills, and griddles are prohibited.

Students may use the common kitchen on the first floor of the residence hall, provided that such use occurs outside of quiet hours and does not interfere with Residence Life programming. The kitchen hours are:

Monday-Thursday: ..... 8:00 a.m. – 10:00 p.m.

Friday..... 8:00 a.m. – 12:00 a.m.

Saturday:..... 9:00 a.m. – 12:00 a.m.

Sunday:..... 9:00 a.m. – 10:00 p.m.

Students are responsible for cleaning up after themselves and must leave the entire kitchen area clean.

## **DAMAGES**

NEIT holds students responsible for damage to property beyond normal wear and tear. Assessments and billing for damages are done at regular intervals throughout the year and as needed.

Resident students will have 72 hours after checking in to report to the Residence Life staff any damages that were not easily visible at the time of check-in. Damages are to be reported using the Room Condition Report (RCR), which can be found in the housing software. An inspection will take place at check-out and will be compared with the original RCR as a basis for assessing any damage and/or excessive cleaning charges.

Charges for damages within a room or suite that are not attributable to a specific individual(s) will be divided among those residents living in the space. Charges for common area damages in public spaces within the residence area (for example, halls, stairways, lounges, laundry room, lobbies, bathrooms, or kitchen) that cannot be attributed to a specific individual(s) will be divided among all those living in that area, without exception. In such cases, floors, pods, or the entire residence hall community may be charged. Students who may have information about any damage that occurs in the residence area should contact a Residence Life staff member.

Students will be charged for items including, but not limited to, the following: damaged, missing, or moved furniture; uncleanliness; damaged walls, floors, carpets, doors, fixtures, or appliances; and damaged or removed window screens.

Students who are found responsible for the damage, vandalism and/or theft of university property or the personal property belonging to another individual may be subject to disciplinary action in addition to being charged financial restitution.

Common area damages are typically assessed quarterly and are charged to a student's account. Individual charges are assessed either as they occur, at the end of each quarter, or at the end of a student's residency period. Students are required to pay any damage charges within 10 days of notification by Residence Life.

## **DRUG POLICY**

See this policy in the University Policies and Procedures section of this Student Handbook.

## **ELEVATORS**

See this policy in the University Policies and Procedures section of this Student Handbook.

## **FIRE SAFETY POLICY FOR RESIDENT STUDENTS**

In order to maintain a healthy and safe living environment, New England Institute of Technology's (NEIT) residence hall complies with applicable state and municipal fire and safety laws and regulations. NEIT coordinates with the Town of East Greenwich Fire Department to ensure on-going compliance with fire safety laws and regulations. Ensuring a safe environment, however, requires the involvement of the entire NEIT community.

NEIT advises all residents to familiarize themselves with the emergency exits and evacuation routes from their locations. Evacuation diagrams are posted in all residence hall rooms. If for any reason there is no evacuation diagram in your area, immediately notify the Office of Auxiliary Services. Residents should also familiarize themselves with the location of fire alarm boxes.

Students should immediately report any fire by calling 911 or pulling a fire alarm. Extinguished fires must be reported to the Department of Public Safety. Students should also report any hazardous or potentially hazardous conditions to the Department of Public Safety.

Students who fail to comply with NEIT’s Fire Safety Policy for Resident Students are subject to disciplinary action which may jeopardize their residency status.

## Fire Alarms

All students and guests are required by Rhode Island state law to evacuate the residence hall building when a fire alarm sounds. If a fire alarm sounds, follow these instructions:

- Feel the door of your room to see if it is hot. If it is not hot, slowly open the door to check for smoke. If there is no smoke, close the windows, leave the light on, and walk briskly to the nearest exit.
- Do not use an elevator; use the nearest stairway.
- If the door is hot or the corridor is filled with smoke, return to your room and notify the Department of Public Safety. WAIT FOR A FIREFIGHTER BY THE WINDOW.
- Once outside, move away from the building to a designated assembly area (listed below).

Assembly areas are marked. Students will remain at the assembly area until informed by the fire department, the Department of Public Safety, or Residence Life staff that it is safe to re-enter the building.

### Assembly Areas

- Main exit . . . . . Assembly Point A on the quad
- All other exits . . . . . Assembly Point E behind the residence hall

All persons exiting the building should stay off roads and walkways to allow first responders access to the building.

If an assembly point is deemed to be unsafe, evacuees should move to another safe area. They should inform the Department of Public Safety or a fire department official that they have moved.

Any student who fails to evacuate the residence hall immediately upon sounding of the fire alarm will face disciplinary action.

## Evacuation of Residents with Mobility Impairments

Residents with a disability are responsible to notify the Residential Life staff of their disability. The Resident Life staff along with the Environmental Health & Safety Officer will work with the residents to ensure that they understand the building’s fire protection systems and address any issues specific to their disability.

During a fire alarm, residents and guests with mobility impairments should move to the nearest exit and allow the heavy flow of residents to pass. If able, they should then exit the building and report to the assigned assembly point. If they are unable to leave the building due to a mobility impairment, they should move to a designated Evacuation Assistance Location. These are located next to the elevator, across from the main stairway (north side) on each floor and are marked with an “Evacuation Assistance Location” sign.

Anyone at the Evacuation Assistance Location should call 234-5555 and inform NEIT Public Safety of the location. Have another resident inform Public Safety or a First Responder if you don’t have a phone with you.

If residents and guests with a mobility impairment cannot safely move to the Evacuation Assistance Location, they should return to their room, close the door and notify NEIT Public Safety of their location. If it isn’t possible to notify Public Safety, move to the window and signal for assistance.

## **Evacuation of Service/Support Animals from Residence Hall**

In the event of an emergency evacuation, the student owner, if present in the residence hall room at the time of evacuation, may evacuate his/her service/support animal if the animal is caged or under his/her control and doing so will not endanger the student or others. If an emergency occurs when the student is not present in the room, then the situation may necessitate leaving the assistance/service animal behind until the area is deemed safe for return by the incident commander or Public Safety. The resident should not attempt to enter the building to retrieve the animal.

Large caged or uncontrolled animals shall be left in place and the incident commander or NEIT Public Safety staff notified of their location. Emergency personnel will determine whether it is safe to remove an animal left in the building and may not be held responsible for injury to or loss of the animal.

## **Emergency Exits and Egress**

Hallways, corridors, and stairways are all considered part of the emergency exits and must remain clear and unobstructed at all times. No personal items, including bicycles, can be stored in hallways or stairways. Items will be confiscated at the owner's risk.

Furniture or partitions of any kind cannot obstruct the means of egress, as these items may inhibit students from escaping rooms in case of a fire. Furniture must be kept against the room walls and must not obstruct the door or heaters.

The hanging of any combustible materials such as paper or cardboard in hallways and common areas is not allowed. Approved name tags are allowed on the outside of room doors. Designated areas are maintained by NEIT for posting notices. Please see the Residence Life staff to post items in designated areas.

## **Fire Protection Equipment**

The use of fire equipment, except to extinguish a fire, is prohibited. Any person doing so will face disciplinary action and receive a fine and may be subject to criminal prosecution.

Sprinkler heads, heat detectors, smoke detectors, fire extinguishers, and fire alarm pull boxes shall remain unobstructed at all times. Items may not cover or be hung from the ceiling, light fixtures, sprinkler heads, smoke detectors, fire extinguishers, or fire exit doors. The area around these devices must be kept clear in order for them to function properly. Sprinkler heads must have eighteen inches of clearance from the distributor plate.

Obstructing, tampering with or causing fire alarm and firefighting equipment to become inoperable will lead to disciplinary action, a fine and possible criminal prosecution.

## **Student Rooms**

### **Electrical**

NEIT prohibits all electrical wiring other than that which it provides.

Extension cords are not allowed. UL approved power strips with a surge protector are allowed.

Decorative LED string lights (miniature) are allowed. Not more than three (3) sets may be connected together, and they must be UL approved. All string lights must be hung properly and safely, ensuring intact cord insulation (no thumb tacks).



## Furniture

The following types of furniture are prohibited:

- Upholstered furniture of any kind other than that provided by NEIT;
- Beanbag chairs;
- Inflatable furniture;
- Mattresses other than those provided by NEIT; and
- Egg crate foam (commercial mattress pads are allowed).

## Posters, Tapestries, and Other Decorative Furnishings in Residence Hall Rooms

Bulletin boards, posters, and paper attached directly to the wall shall not exceed 20 percent of the wall area to which they are applied. Tapestries or large wall hangings must be flame retardant and shall not exceed 50 percent of the wall to which they are applied. All items must be mounted at least 12 inches below the ceiling.

## Prohibited Items

The following items are prohibited in the residence hall:

- Natural trees;
- Candles, incense, warmers, flammable liquids, and flame lamps;
- Hookahs, electronic cigarettes/vapes, and other smoking devices. No smoking of any sort is allowed;
- Plug-in air fresheners (free-standing fresheners, sprays, and potpourri are allowed);
- Quartz halogen lamps;
- Lava lamps;
- Space heaters;
- Electric blankets;
- Electric frying pans, hot plates, indoor grills, stoves, woks, or other cooking appliances;
- Toasters, toaster ovens, broilers, and popcorn poppers;
- Air conditioners;
- Personal microwaves except as available through the approved NEIT vendor;
- Personal refrigerators except as available through the approved NEIT vendor;
- Coffee makers, curling irons, hair straighteners, irons, and other such appliances, unless they have an automatic shut off. Students must have proof of automatic shutoff;
- Gas or charcoal grills;
- Explosives, fireworks, or fuels of any kind;
- Fog machines;

- Hover-boards or other motorized devices; and
- Non-surge protected extension cords.

## Inspections

Residence Life staff will periodically inspect all student rooms for health and safety violations at any time without prior notice to the student. If any serious violation is found, the staff will take immediate action to correct it, including confiscation of items or property. Less serious violations will result in a notice of violation, and the student will be given 48 hours to make the needed correction. In some instances, occupants of the room may face disciplinary actions for fire safety violations.

## Disciplinary Action and Fines

Students who violate the Fire Safety Policy for Resident Students will face disciplinary action up to and including dismissal. In addition, the following fines will be imposed for each violation of the following:

- \$500 for pulling a fire alarm when there is no fire;
- \$150 for obstructing or tampering with a fire alarm or firefighting equipment;
- \$150 for engaging in any prohibited activity that activates a fire alarm; and
- \$25 for possession of a candle, incense, warmer, flammable liquids, or flame lamps.

Students will also be responsible for the cost of any damages that occur as a result of their violation of the Fire Safety Policy for Resident Students.

## FURNITURE

Student rooms are furnished with a bed and mattress (extra-long twin), set of drawers, desk and chair, and a closet for each student.

Bed risers, cinder blocks, and other devices used to elevate the height of the beds are prohibited. Lofting beds is prohibited. Beds can be bunked ONLY by NEIT staff at the request of a residence hall occupant. Students must submit the request using a Work Order form in My Housing. Students are not permitted to bunk beds by themselves. When a bed is bunked, it will be equipped with a bed rail and a ladder. All residents using bunk beds in the residence halls acknowledge that failure to use bed rails or ladders provided with the bunked beds is dangerous and unsafe. Students assume the risk of injury for the failure to use provided bed rails and ladders.

Shades are provided for windows. University furniture may not be removed from a student's room. Students will be billed for any furnishings that are lost or damaged.

Lounge furnishings are placed in public common areas for use by all students and guests. University furniture or property may not be moved from community spaces to other areas or to student rooms. Students found removing university furniture from their rooms or moving items from common areas to their personal rooms may face disciplinary action and/or be charged for missing or damaged furniture.

All students must also adhere to the university's Fire Safety Policy and Room Personalization Policy, which outline in greater detail what furnishings are allowed and prohibited in the residence hall.

## GUESTS

For purposes of this policy, a guest is defined as any non-NEIT student or any NEIT commuter student who is visiting the residence hall. Guests also include resident students who are visiting a room that is not their own. A host is any NEIT resident student with whom a guest is visiting, whether that guest is registered. Hosts are responsible for the conduct of their guests and the consequences of that conduct.

All NEIT resident students wishing to host an off-campus guest on campus must register their guest at the front desk of the residence hall.

Resident students may have guests in the residence hall subject to the following conditions:

1. Residents must obtain permission from their roommates to host a guest.
2. Guests must be accompanied by their hosts at all times.
3. The room/suitemates' right to access and privacy must be respected.
4. Guests must sign in and out of the residence hall with their host present.
5. Guests must be at least 18 years of age or older.
6. A resident may host a guest younger than 18 only with approval from the Director of Residence Life or designee. The request to host a guest younger than 18 must be made during regular business hours, Monday through Friday, 9 a.m. to 4:00 p.m. If approved, the guest must be accompanied by a parent or legal guardian at all times, and must leave the residence hall by 8:00 p.m. Under no circumstances are guests under the age of 18 permitted to spend the night in the residence hall.
7. Guests must possess valid photo identification that includes their date of birth while on NEIT property and present that identification to an NEIT official when asked.
8. Residents are permitted to host no more than two guests at the same time.
9. Residents may host guests overnight (after 12:00 a.m.) for a maximum of two nights in a seven-day period. All guests, including non-students, commuter students, and resident students of other room assignments, are limited to visiting overnight no more than two nights in a seven-day period, regardless of the host.
10. Guests are expected to comply with all residence hall regulations and NEIT policies. Guests who are students at other institutions and who have violated an NEIT policy or residence hall regulation may be referred to their institution for disciplinary action.
11. Guests may not stay overnight in the common areas of the residence hall.
12. Guests may not be in the residence hall during break periods.
13. Only NEIT students are permitted to be guests during final examination periods. They must leave the residence hall by 11:00 p.m.
14. Guests who are not accompanied by a host or who do not adhere to NEIT policies may be asked to leave immediately and/or may be removed and restricted from campus.

## HALL SPORTS

Because of the potential for noise, personal injury, and damage to the building, hall sports of any kind are prohibited inside the residence hall. The use of roller blades, bicycles, skateboards, and scooters is also prohibited indoors. Water games and devices are restricted to outdoor use only.

## HEALTH AND SAFETY INSPECTIONS

The Office of Residence Life conducts health and safety inspections of the residence hall periodically throughout the year. These inspections can occur at any time and consist of a visual assessment of the rooms to check for cleanliness, overloaded electrical circuits, and items that are not permitted in the residence hall, including fire safety violations. Prohibited items discovered during these inspections will be confiscated and may be discarded, and any policy violations will be documented.

If violations are found, students will be given 24 hours to make the needed correction.

Students wishing to claim individual responsibility for violations should contact the Residence Director within 48 hours of the inspection. If no claim is made within this time frame, all members of the room or suite in which the violation occurred will be held responsible.

If violations of the Student Conduct Policy are discovered during the course of an inspection, residents may also be subject to disciplinary action.

## HOUSING CONTRACTS

Only those NEIT students who have a current Housing Contract are permitted to reside in NEIT housing. Individuals, including non-resident NEIT students, living in NEIT housing illegally, along with the residents who have permitted them to stay in their room or suite, may face legal or disciplinary action.

NEIT resident students must adhere to policies published in the NEIT Student Handbook and Residence Life policies and procedures found on the Residence Life website or in other published materials.

## HOUSING DEPOSITS

New resident students must pay a \$400 nonrefundable housing deposit to reserve a space in the residence hall. If a student chooses not to live on campus after paying this deposit, the deposit will not be refunded. The only instance in which this deposit would be refunded is if NEIT does not assign the student to a room. This deposit will be held as a damage deposit for as long as the student is a resident. The damage deposit, minus the cost for any damage, will be credited to the student's account following the student's final quarter of residency.

Returning resident students must pay a \$200 nonrefundable room reservation deposit each spring prior to completing the Returning Student Housing Application. This deposit will be credited to the student's account to offset future housing costs. Returning resident students who fail to pay this deposit by the stated deadline will be excluded from the housing selection process and will not be guaranteed a space in the residence hall. Students who withdraw from housing prior to the start of the Summer Quarter will not be refunded the Room Reservation Deposit.

## HOUSING WITHDRAWALS

A resident student who wishes to discontinue living in the residence hall must immediately notify the Director of Residence Life in writing. The student will have 24 hours after the withdrawal date to vacate the

room, remove all personal belongings, and complete the checkout process with a member of the Residence Life staff. Students who fail to complete this process prior to moving out of the residence hall will be charged a \$200 Improper Checkout Fee.

In accordance with NEIT's Refund Policy published in the university catalog, a student who assumes residence in any given quarter is responsible for all room charges for that quarter. Meal plan refunds are pro-rated according to the schedule outlined in the Refund Policy.

## **IDENTIFICATION CARDS**

See this policy in the University Policies and Procedures section of this Student Handbook.

## **IMMEDIATE INTERIM HOUSING SUSPENSION**

The Director of Residence Life or his/her designee may impose an Immediate Interim Housing suspension if credible information is received that a student allegedly has:

- jeopardized the safety and well-being of members of the NEIT community or preservation of NEIT property,
- jeopardized his/her own physical or emotional safety and well-being; or
- posed a credible threat of disruption of or interference with the normal operations of NEIT.

After taking such action, the Director of Residence Life or his/her designee will notify the student in writing of the interim suspension, including the reasons for the interim suspension.

During the interim housing suspension, the student will be prohibited from being in the residence hall or on the grounds of the residence hall until such time as a determination can be made that the student does not pose a threat to him or herself or to others, or to the continuance of normal NEIT operations.

## **INTERRUPTION OF SERVICES**

The university is not liable for the failure or interruption of utilities or services due to power/electrical issues, weather, or acts of nature.

## **LOCKOUTS**

Students must have their NEIT ID Card on their person at all times, especially when they leave their residence hall room. Students who are locked out should first contact an RA. If an RA is not available, students should call the Residence Life Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. After hours or on the weekend, students should call Public Safety for assistance.

Residents must produce their ID Card immediately after being let back into their room in order to verify their identity and ensure the card is not lost.

Students determined to be abusing the lockout service (i.e., excessive number of lockout calls during a specified period of time) may face disciplinary action.

Students are prohibited from leaving their doors propped open when they are not present in the room/suite.

## **MAILROOM PROCEDURES**

Resident students' mail will be available for pick up at the Resident Student Mailroom counter or the self-service lockers located outside of the Mailroom (room S111C, corridor adjacent to the Public Safety Office). Upon receipt

of student letters and packages, students will receive an NEIT email that will provide the pick-up location. Students should NOT go to the Mailroom until they have received an NEIT email stating their mail has arrived. Even though Amazon or the postal service may send an email indicating that a package(s) or mail has been delivered, students cannot pick up their mail until the NEIT Mailroom has received and/or processed the mail during regular business hours.

For letters and packages placed in the lockers, students will be notified of the locker number and provided an access code. The lockers can be accessed daily from 6:00 a.m. to 11:00 p.m. All other mail not placed in the lockers will be picked up at the Mailroom counter. Student ID cards will be required.

Resident students with outbound U.S. Postal Service letters and packages with the required postage or prepaid delivery can be processed during regular business hours. At no time should any package or letter be left unattended at the Mailroom. Mail processed at the Mailroom may not be picked up by the U.S. Postal Service until the next business day.

**Hours:** Monday – Friday 11:00 a.m. – 12:30 p.m.  
2:45 p.m. – 3:45 p.m.

### **Resident students' mailing address:**

New England Institute of Technology  
Student Name and Room Number  
75 New England Tech Boulevard  
East Greenwich, RI 02818

### **MISSING STUDENT NOTIFICATION POLICY**

The purpose of this policy, in compliance with the Higher Education Opportunity Act of 2008, is to provide students with procedures and information for reporting a missing person. The policy applies specifically to students who reside in NEIT's residence hall(s).

#### **Contact Person**

Resident students who are 18 years of age or older or who are emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person or persons who will be notified by Public Safety or a local law enforcement agency within 24 hours of a determination that a student is missing. The identity of the contact person(s) will remain confidential with the exception of law enforcement and staff designated to respond to missing person reports.

For resident students under the age of 18 and not emancipated minors, NEIT is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing.

#### **Notification Procedures for Missing Persons**

If a student is believed to be missing, defined as an individual who has not been seen or heard from for 24 hours or more and whose whereabouts is unknown, a report should be made to one of the following:

- Director of Residence Life
- Residence Director
- Public Safety

If the report is made to residence life staff, residence life staff will contact Public Safety immediately, and they will work cooperatively as follows:

- Checking the missing student's residence hall room
- Attempting to contact the missing student via cell phone, email, social media, or other means
- Identifying and contacting other individuals who may have knowledge of the missing student's whereabouts
- Checking card access logs and video monitoring recordings to determine last use of the card and track card for future uses.
- Working with Department of Technical Services (DoTS) to determine last login and use of the NEIT student portal and email systems.

Public Safety will gather all essential information related to the missing person and conduct a thorough investigation. No later than 24 hours after the missing person report is first received, Public Safety will notify the individual's designated contact(s) or (for persons under 18 years of age and not emancipated minors) the subject's parent or guardian to inform them that the resident student is believed to be missing.

Regardless of the student's age, emancipation status or whether the student has designated a contact person, Public Safety will, within 24 hours of the report, notify the local law enforcement agency with jurisdiction in the area where the student is missing.

All inquiries by the media or the general public regarding missing persons will be referred to the Executive Vice President. All public statements will be coordinated through that office.

## **PARKING REGULATIONS**

See this information in the Additional Campus Information Section of this Student Handbook.

## **QUIET HOURS**

The residence hall should be reasonably quiet at all times. Students are expected to consider other residents in regards to the volume of their conversations, televisions, stereos, computers, or other electronic equipment.

Loud or boisterous behavior is disruptive and unacceptable. Stereo systems in particular are considered privileged items and should be used for personal enjoyment. They are to be used within the confines of one's room at a volume that does not infringe on the rights of others within the community. Speakers may not be placed in windows or aimed outside. Disorderly noise and the use of sound equipment is subject to regulation by the Office of Residence Life and Public Safety.

Certain hours are designated as quiet hours. These quiet hours are considered important for study and sleep in the residence hall, and they are to be observed and enforced by all members of the community in a spirit of civility.

Sound must not be audible beyond the limits of any individual room, hallway, or common area.

Quiet hours are:

Sunday through Thursday: 10:00 p.m. – 8:00 a.m.

Friday through Saturday: 12:00 a.m. – 9:00 a.m.

During the final week of every quarter, 24-hour quiet hours are enforced so that students may prepare for final exams.

Students should attempt to address disruptive conduct with one another in a calm and respectful manner; however, should the behavior continue, a member of the Residence Life staff or Public Safety should be contacted for appropriate action. Serious or repeated offenses will result in disciplinary action and/or the confiscation of sound equipment.

## **REFUND POLICY**

See this policy in the University Policies and Procedures section of this Student Handbook.

## **RIGHT OF ENTRY INTO RESIDENCE HALL ROOMS**

NEIT respects its resident students' reasonable expectation of privacy in their rooms and makes every effort to ensure privacy in NEIT residences. However, in order to protect the health and safety of the university's students and maintain the property of the university, NEIT reserves the right to enter student residence hall rooms in the interest of preserving a safe and an orderly living and learning environment. For this reason, residents are not permitted to change or add private locks\* or security devices to any NEIT property, including but not limited to residence hall rooms, NEIT furniture, or to any part of the residence hall building.

When, in the sole judgment of NEIT officials, entry into a student's room is necessary to preserve a safe and orderly living environment, designated NEIT officials have the authority to enter and inspect a student's residence hall room and are authorized to use a pass key to gain entrance to a room if the assigned occupant(s) is not present or if they are refused entry after knocking and identifying themselves. Designated NEIT officials include Residence Life staff, Public Safety staff, the Environmental Health and Safety Officer, and Facilities staff. Whenever possible, the purpose of the entry will be stated to the occupant(s) of the room.

\*A private lock is permitted on NEIT furniture equipped with a fixture for a lock. When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, or stolen property on campus, or in cases otherwise involving some risk of harm (emergency situations), students in residence halls are required to remove personal locks on NEIT furniture when directed to do so by a Designated NEIT Official.

## **RIGHT TO SEARCH**

See this policy in the University Policies and Procedures section of this Student Handbook.

## **ROOM CHANGES**

The Office of Residence Life is responsible for room assignments and reassignments. Students may not change rooms without prior written authorization from Residence Life. Changing rooms is not necessarily the best way to resolve roommate issues; therefore, students are expected to make a genuine effort for mutual adjustment and compromise. Students who are having challenges with their roommate or suitemate should first discuss the situation with the individual(s) involved. If additional assistance is needed, students should seek the advice of their Resident Assistant. The Residence Director is also available to support students in mediating any conflicts. As part of resolving the matter, a roommate agreement may be created, and students will be expected to adhere to the agreement. Should any student attempt to force a roommate to move out by instigating or perpetuating conflict, Residence Life reserves the right to determine which student will be relocated.

Room changes are not allowed during the first two weeks or the last week of any quarter. Students who wish to change rooms over a quarter break must complete all housing procedures, including moving possessions, before they leave for the break.



Unauthorized room changes may result in disciplinary action.

## **ROOM OCCUPANCY: ARRIVALS, DEPARTURES, AND BREAK PERIODS**

The residence hall opens and closes on the dates posted on the university calendar. Students are required to be familiar with NEIT's quarter and break periods and plan accordingly. Students are not permitted to arrive early or stay late. It is each student's responsibility to find alternative housing for the times the residence hall is closed.

### **Arrivals**

Students are required to check in with Residence Life prior to moving into their assigned rooms. Those students who fail to complete the check-in process and complete a Room Condition Report forfeit the ability to appeal any damage charges.

### **Departures**

Students are expected to vacate their rooms by the scheduled date and time. If students are moving out of the hall at the end of a given quarter, they must vacate their rooms within 24 hours of their last final exam or project, or by the posted closing time, whichever comes first. Likewise, if a student's room and board contract is terminated for any reason, the student will have 24 hours to vacate the room.

The residence hall closes at the end of the Spring Quarter, and all students must vacate their rooms and remove all personal belongings at that time.

Upon moving out of the residence hall, students must complete the formal checkout process with a member of the Residence Life staff, or else a \$200 Improper Checkout Fee will be assessed. Prior to checking out, students must remove all personal belongings and items that were not originally in the room, clean their assigned spaces, and return the furniture to its original location. As part of the check-out process, students should schedule a time, on a schedule provided by Residence Life, to have a member of the Residence Life staff inspect the room with the student present prior to the student's leaving the residence hall. Failure to do so, will relinquish the student's ability to appeal any charges for damage to the room, furniture and/or bathroom, if applicable. Students who do not schedule an appointment for an inspection of the room by Residence Life must, upon departure, notify Residence Life of their departure by checking out at the residence hall front desk or by emailing the Residence Life staff at [reslife@neit.edu](mailto:reslife@neit.edu) within 24 hours of leaving the residence hall. Failure to do so will result in an assessment of a \$200 Improper Checkout Fee.

Personal items left in the room will be disposed by the university at the risk and expense of the residents. No on-campus storage for personal items is available.

### **Break Periods**

The residence hall closes during the Thanksgiving and Winter Break periods. All students are expected to vacate the premises by the specified time scheduled. Students may not enter the residence hall during these break periods.

During the quarter break periods – Summer/Fall break and Winter/Spring break – all residents are expected to vacate the residence hall, unless advance permission has been granted by Residence Life. Students who stay during break week and fail to obtain prior approval will be charged a fee and may face disciplinary action. Students wishing to stay over these breaks must apply to do so through the process outlined by Residence Life. There will be a fee for students who stay in the Residence Hall during a break period. No guests are allowed in the residence hall during a break period.

## ROOM PERSONALIZATION

Students are not permitted to paint, wallpaper, renovate, or modify their rooms in any way, or attempt to make their own repairs to damages made in their rooms. Any alteration to the interior or exterior of a room is considered damage and is not allowed.

Students are only permitted to use white poster putty to affix items to the walls. Items should not exceed the poster putty manufacturer's specified weight limit. Students who hang anything too heavy for poster putty or use anything other than poster putty, including but not limited to tacks, nails, duct tape, Command Strips or similar products, that results in damage to the walls will be charged for any repairs upon moving out of the room.

Curtains may not be hung in the windows. Curtains may be hung in the closet openings using only tension rods. No materials can be placed in, on, or outside of windows. Residence Life reserves the right to require the removal of any decorative items in view of the public.

All students must also adhere to the NEIT's Fire Safety Policy, which outlines in greater detail what furnishings and personal decorations are allowed and prohibited in the residence hall.

## ROOM SELECTION

Housing contracts terminate at the end of the Spring Quarter. Room selection for resident students who intend to return to housing beginning in the Summer Quarter is conducted during the prior Spring Quarter. Only NEIT students residing in campus housing at the time of the room selection process are eligible to participate.

The Office of Residence Life maintains and provides students with the housing selection rules and procedures for the room selection process. Students who wish to return to housing in the Summer Quarter must pay a Room Reservation Deposit and submit the online Returning Student Housing Application by the stated deadline to be eligible to select a room.

Students who secure a room are required to be registered full-time for Summer Quarter classes and have made financial arrangements with the university by the published deadlines in order to retain their assignment.

## SANITATION AND HYGIENE

Students are expected to keep their rooms and living areas in a clean and habitable condition at all times. Housekeeping services are provided for public areas, but residents are required to maintain individual rooms and private bathrooms within suites. Because resident students are living in close quarters, they are also expected to practice the basic principles of personal hygiene.

Students are responsible for emptying their own trash and recycling from their rooms/suites and disposing of it in designated trash rooms. Personal trash and belongings may not be left in common areas, including public bathrooms and laundry rooms.

Perishable foods must be refrigerated, and other food items should be stored in closed containers to avoid attracting and harboring pests and to avoid contamination of food.

If it is determined that a student's living area falls below acceptable health or safety standards, as determined by the university, the student will be required to take corrective action. Students may incur charges for excessive cleanups in individual rooms or common areas.

## **SMOKING POLICY**

See this policy in the University Policies and Procedures Section of this Student Handbook.

## **SOLICITATION**

See this policy in the University Policies and Procedures Section of this Student Handbook.

## **STUDENT CONDUCT POLICY**

See this policy in the University Policies and Procedures Section of this Student Handbook.

## **STUDENT HEALTH INSURANCE**

See this information in the University Policies and Procedures Section of this Student Handbook.

## **TRANSPORTATION SERVICES**

See this information in the University Policies and Procedures Section of this Student Handbook.

# East Greenwich Campus



- Parking Lots**
- A-1
  - A-2
  - B
  - C-1
  - C-2
  - D

- Legend**
- 1. Richard I. Gouse Building
  - 2. Seth Kurn Student Center
  - 3. Meltzer Residence Hall
  - 4. Basketball Courts
  - 5. Sports Field

# Post Road Campus



**CT – Center for the Technologies**

**G – Gouse Building**

**1 – Student Parking**

## Access Road Campus



**A Building**

**AB Building**

**AC Building**

**AD Building**

**1 Student Parking**



# FALL QUARTER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<b>SEPTEMBER 30</b> Last Day to drop on web <b>WEEK 1</b>	<b>OCTOBER 1</b> <b>CLASSES BEGIN</b>	Last day to add weeks 1-5 courses (8:00 PM) <b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	Last day to register at Registrar's Office (NOON) <b>6</b>	
<b>7</b> <b>WEEK 2</b>	Last Day to register on web <b>Columbus Day Holiday Observed</b> (NO CLASSES) <b>8</b>	First day to late add 10-week courses <b>9</b>	<b>10</b>	<b>11</b>	<i>Check your schedule for Friday classes</i> <b>12</b>	Last day to late add 10-week courses (Noon) <b>13</b>	
<b>14</b> <b>WEEK 3</b>	<b>15</b>	Last day to drop weeks 1-5 courses (6:00 PM) <b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	
<b>21</b> <b>WEEK 4</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	
<b>28</b> <b>WEEK 5</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>NOVEMBER 1</b>	Last day to drop 10-week courses at Registrar's Office (4:00 pm) <b>2</b>	Last day to drop 10-week courses by email to Student Advisor (Noon) <b>3</b>	
<b>4</b> <b>WEEK 6</b>	<b>5</b>	Last day to add weeks 6-10 courses (6:00 PM) <b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>11</b> <b>WEEK 7</b>	WEB REGISTRATION BEGINS <b>Veterans Day Holiday Observed</b> (NO CLASSES) <b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<i>Check your schedule for Friday classes</i> <b>16</b>	<b>17</b>	
<b>18</b>	<b>◀ THANKSGIVING BREAK WEEK ▶</b>						<b>24</b>
<b>25</b> <b>WEEK 8</b>	<b>26</b>	Last day to drop weeks 6-10 courses (6:00 PM) <b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>DECEMBER 1</b>	
<b>2</b> <b>WEEK 9</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>9</b> <b>WEEK 10</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>CLASSES END</b> <b>15</b>	
<b>◀ BREAK WEEKS ▶</b>							



# WINTER QUARTER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>JANUARY</b> Last day to drop on web <b>WEEK 1</b>	<b>CLASSES BEGIN</b>	Last day to add weeks 1-5 courses (8:00 PM)				Last day to register at Registrar's Office (NOON)
Last day to register on web <b>WEEK 2</b>	First day to late add 10-week courses					Last day to late add 10-week courses (Noon)
<b>WEEK 3</b>	<b>Martin Luther King Holiday Observed</b> (NO CLASSES)	Last day to drop weeks 1-5 courses (6:00 PM)			Check your schedule for Friday classes	
<b>WEEK 4</b>					<b>FEBRUARY</b>	
<b>WEEK 5</b>					Last day to drop 10-week courses at Registrar's Office (4:00 PM)	Last day to drop 10-week courses by email to Student Advisor (NOON)
<b>WEEK 6</b>		Last day to add weeks 6-10 courses (6:00 PM)				
<b>WEEK 7</b>	WEB REGISTRATION BEGINS <b>President's Day Holiday Observed</b> (NO CLASSES)				Check your schedule for Friday classes	
<b>WEEK 8</b>		Last day to drop weeks 6-10 courses (6:00 PM)			<b>MARCH</b>	
<b>WEEK 9</b>						
<b>WEEK 10</b>						<b>CLASSES END</b>
<b>◀ BREAK WEEK ▶</b>						





# SPRING QUARTER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MARCH</b> 24 Last day to drop on web <b>WEEK 1</b>	<b>CLASSES BEGIN</b> 25	Last day to add weeks 1-5 courses (8:00 PM) 26	27	28	29	Last day to register at Registrar's Office (NOON) 30
Last day to register on web <b>WEEK 2</b> 31	<b>APRIL</b> 1 First day to late add 10-week courses	2	3	4	5	Last day to late add 10 week courses (NOON) 6
7	8	Last day to drop weeks 1-5 courses (6:00 PM) 9	10	11	12	13
<b>WEEK 3</b>						
14	15	16	17	18	19	20
<b>WEEK 4</b>						
21	22	23	24	25	Last day to drop 10-week courses at Registrar's Office (4:00 PM) 26	Last day to drop 10-week courses by email to Student Advisor (NOON) 27
<b>WEEK 5</b>						
28	29	Last day to add weeks 6-10 courses (6:00 PM) 30	<b>MAY</b> 1	2	3	4
<b>WEEK 6</b>						
<i>Commencement</i> 5	6	7	8	9	10	11
<b>WEEK 7</b>						
12	13	Last day to drop weeks 6-10 courses (6:00 PM) 14	15	16	17	18
<b>WEEK 8</b>					<i>Check your schedule for Friday classes</i>	
19	20	21	22	23	24	25
<b>WEEK 9</b>						
26	Memorial Day Holiday Observed (No Classes) 27	28	29	30	31	<b>JUNE CLASSES END</b> 1
<b>WEEK 10</b>						
<b>◀ BREAK WEEK ▶</b>						



# INTERSESSION 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>JUNE</b> Last day to drop on web <b>WEEK 1</b>	<b>CLASSES BEGIN</b>	Last day to register for Intercession Classes				
<b>WEEK 2</b>						
<b>WEEK 3</b>		Last day to drop Intercession classes (6:00 PM)				
<b>WEEK 4</b>						
<b>WEEK 5</b>	<b>JULY</b>			Independence Day Holiday Observed (NO CLASSES)		<b>CLASSES END</b>
<b>◀ BREAK WEEK ▶</b>						

**Make sure to register for  
Summer Quarter Classes that begin  
on July 15th.**



# SUMMER QUARTER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>JULY</b> 14 Last day to drop on web <b>WEEK 1</b>	<b>CLASSES BEGIN</b> 15	16 Last day to add weeks 1-5 courses (8:00 PM)	17	18	19	20 Last day to register at Registrar's Office (NOON)
21 Last day to register on web <b>WEEK 2</b>	22 First day to late add 10-week courses	23	24	25	26	27 Last day to late add 10 week courses (NOON)
28 <b>WEEK 3</b>	29	30 Last day to drop weeks 1-5 courses (6:00 PM)	31	<b>AUGUST</b> 1	2	3
4 <b>WEEK 4</b>	5	6	7	8	9	10
11 <b>WEEK 5</b>	12 Classes are held today No holiday observance	13	14	15	16 Last day to drop 10-week courses at Registrar's Office (4:00 PM)	17 Last day to drop 10-week courses by email to Student Advisor (NOON)
18 <b>WEEK 6</b>	19	20 Last day to add weeks 6-10 courses (6:00 PM)	21	22	23	24
25 <b>WEEK 7</b>	26 Web Registration Begins	27	28	29	30	31
<b>SEPTEMBER</b> 1 <b>WEEK 8</b>	2 Labor Day Holiday Observed (NO CLASSES)	3 Last day to drop weeks 6-10 courses (6:00 PM)	4	5	6 <i>Check your schedule for Friday classes</i>	7
8 <b>WEEK 9</b>	9	10	11	12	13	14
15 <b>WEEK 10</b>	16	17	18	19	20	21 <b>CLASSES END</b>
<b>◀ BREAK WEEK ▶</b>						<b>OCTOBER</b>



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