**2023-2024**

# 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.*

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## Statement of Mission and Objectives

The mission of New England Institute of Technology (NEIT) is to provide specialized undergraduate and graduate degree and certificate 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*.

Individuals with disabilities who seek reasonable accommodations or information concerning accommodations should contact NEIT's 504 Coordinator, Scott Freund at One New England Tech Blvd., East Greenwich, RI; Tel. 401-739-5000; email *sfreund@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 worldview.

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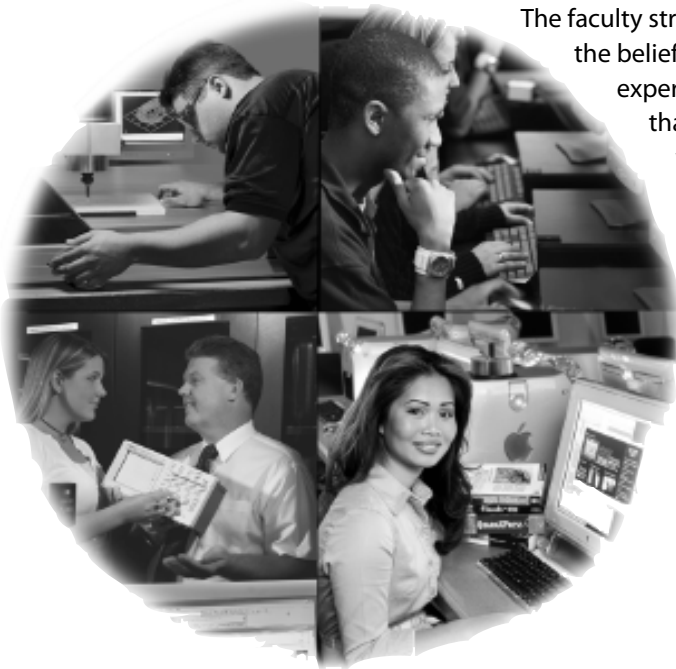
The faculty strive to instill in their students the belief that knowledge coupled with experience leads to wisdom, and that education does not end with a degree, but continues throughout one's lifetime. In the process, NEIT graduates may discover the joy to be found in learning, the hallmark of an educated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

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**University Policies and Procedures**

## Campus Safety and Security Procedures

## Additional Information

# For Information or Concerns, Contact:*

Absence from School . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Instructor/Student Advisor/Student Success Coordinator

Academic Dismissal  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Office of Teaching and Learning/Student Advisor

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) . . . . . . . . . . . . . . . . . . . Student Advisor/Student Success Coordinator

Accommodations (requests for the residence hall) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Student Advisor

Adding Courses . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Registrar's Office/Student Advisor/Student Success Coordinator

Administrative Names and Titles . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . NEIT Catalog

Alcohol Concerns. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Student Advisor/Student Success Coordinator/Counselor

Apparel (NEIT). . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Bookstore

Books        . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Bookstore

Calendar, Student . . . . . . . . . . . . . . . . . . . . . . . . . . . . Student Website/Student Advisor/Student Success Coordinator

Catalog (NEIT). . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . *www.neit.edu*

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. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Student Advisor/Student Success Coordinator

Complaint Procedures . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Student Advisor/Student Success Coordinator

Commencement . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Student Advisor/Student Success Coordinator/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.

# 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's diverse student body represents individuals with various educational backgrounds and varying levels of ability. Guided by the principles of quality service and student retention, while fostering a community of mutual respect, services are provided by supportive, caring professionals who understand the importance of assisting students in achieving their goals of completing their educational programs. 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, respect 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, *lperentin@neit.edu*

## HOURS*

Hours of operation vary depending on the time of year.

Students can visit https://neit.instructure.com/courses/47139 for hours and other helpful resources.

## 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:

- Dedicated, professional tutors from "real world" backgrounds with years of teaching experience
- Personalized attention and instruction based on the individual needs and learning styles of each student
- Tutoring in writing, reading, research, oral communications, study skills, math, science, physics, and specialty areas, such as nursing and respiratory care
- Online tutoring is available through the Writing Center for students in undergraduate and graduate programs
- 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:
    - Maximize Your Memory Skills
    - Academic Skill Building
    - Information Literacy
    - Communication Skills
- Assessment and Placement of incoming students

*VISIT THE ASC – WE SPECIALIZE IN STUDENT SUCCESS!*

# Bookstore

East Greenwich Campus: N104
(401) 739-5000 Ext. 3427, *mpaiva@neit.edu*
*Bookstore.neit.edu*

## HOURS

Monday, 9:00 a.m. to 4:00 p.m.
Tuesday, 9:00 a.m. to 4:00 p.m.
Wednesday, 9:00 a.m. to 4:00 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 term, 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 term 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 stationery
- 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 term.

### Time Limitations:

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.

### 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 term.

## 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 term 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*

## HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

**Appointments are recommended and are required for evening appointments.**

## WHAT SERVIUCES 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 term
- General (non-technical) full- and part-time employment postings available for currently enrolled students
- On-Campus recruiting and employer networking events
- Student Workshops: Resume Writing, Interview Techniques and LinkedIn Profiles

# Department of Public Safety

## LOCATION

East Greenwich Campus: S 111A
(401) 780-4705, *egsecurity@neit.edu*
Direct numbers:
NEIT East Greenwich Department of Public Safety
Emergency. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 401-234-5555
Non-emergency. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 401-780-4705

## NEIT POST ROAD PUBLIC SAFETY

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

## NEIT ACCESS ROAD PUBLIC SAFETY

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

## HOURS

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

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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.

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

Walking Escort: Upon request, NEIT DPS Public Safety Officers provide walking escorts for NEIT students, faculty, and staff within our patrol boundaries. On the East Greenwich Campus, contact Public Safety for a walking escort by calling 401-234-5555, by using one of the blue-light emergency phones located on campus, or by asking any Public Safety Officer on campus.

On the Post Road or Access Road campuses, call the number for the Public Safety Office (Post Road, 401-780- 4706; Access Road, 401-780-4707), or ask any Public Safety Officer.

## 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*
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 4:00 p.m. and Saturday, 8:00 a.m. to 1:00 p.m.
Emails are monitored after closure.

## 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, Student Website
- Wi-Fi and Network access support
- Remote Access Assistance
- Any other technical issues

# Financial Aid Office

## LOCATION

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

## HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m. Friday, 8:30 a.m. to 4:00 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 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.*

# The Harry & Dorothy Labinger Fitness Center

## LOCATION

East Greenwich Campus: N260
(401) 739-5000 Ext. 3758

## HOURS

Check the Student Website (Student Life tab, click Fitness and Recreation) for the Fitness Center hours.

The Harry & Dorothy Labinger 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 fitness industry, including: rowers, treadmills, ellipticals, ascent trainers, bikes (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 and seated row).

Students must swipe their Student ID cards to enter the Fitness Center and they are required to abide by all Fitness Center policies, which can be found on the Student Website (Student Life tab and then Fitness and Recreation) and on the front desk of the Fitness Center.

# Library & Information Commons

## LOCATION

East Greenwich Campus: S105
(401) 739-5000 Ext. 3578 or 3472, *ryork@neit.edu* or *ill@neit.edu*

## HOURS

Monday through Friday, 8:00 a.m. to 4:00 p.m.*
Saturdays 8:00 a.m. to 2:00 p.m.
 *See 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, 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, both in person and virtually.

- Library materials not available in the NEIT Library can be obtained through interlibrary loan.

**Also available:**

- 10 group study/meeting rooms of varying sizes (containing 53 seats)

- 2 Media:Scape high-tech collaborative meeting rooms

- A library instruction classroom (S111) with 27 computers

- 48 additional computers and wireless Internet throughout the Library

- New book and current periodicals display area with lounge seating

- A media room with a TV/DVD and TV/VCR

**The Feinstein Enriching America Program Office**
Located in the Library and Information Commons in Room S105F.
Carolyn Taylor, M.Ed., Coordinator/Instructor, 401-739-5000 x3352, *ctaylor@neit.edu* Office hours are by appointment.

# Office of Residence Life

Residence Hall: Office 153

## HOURS

(401) 739-5000 Ext. 3560, *reslife@neit.edu*
Monday through Friday, 9:00 a.m. to 4:00 p.m.

## RESIDENCE LIFE MISSION STATEMENT

The Office of Residence Life works to create an atmosphere for its diverse community that supports academic learning, encourages individual student growth, and fosters a community where all students feel welcomed and included. The living 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

- Professional Residence Life staff members oversee the residence hall and serve as a resource for the residence hall community. They serve in a 24-hour on-call rotation.

- Resident Assistants are student leaders who 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.

- Gender-Inclusive Housing is available to support our LGBTQIA+ community.

## 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 terms 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 Student Activities

## LOCATION

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

## HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.
Student Activities staff are also available during scheduled evening student activities.

## WHAT SERVICES ARE OFFERED

- The Office of Student Activities (OSA) coordinates a variety of student activities and events for our students, including some 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 appears on *https://student.neit.edu*, click on Student Life.

## STUDENT CLUBS

NEIT offers a variety of student clubs that are listed on https://student.neit.edu. Clubs have a faculty advisor and elected student officers, and provide students the opportunity to enhance their leadership skills, get involved in activities of interest to them and meet new people. Students with an idea for a new student club should contact the Director of Student Activities at mhague@neit.edu.

## THE STUDENT ADVISORY COUNCIL (SAC)

The Student Advisory Council (SAC) serves as an advisory committee to NEIT's President and other university officials as appropriate. The SAC provides a means for students to express their views and to provide input on policies and practices that directly affect the student body. Members are the student-elected presidents of technical clubs and the Residence Hall Council president.

The SAC meets twice per year with the university's President, Vice President for Student Support Services, and the Student Activities Director. Additional meetings are held as needed.

## ESPORTS CENTER

S105A, East Greenwich Campus

Monday through Friday, 12:00 p.m. to 10:00 p.m.
Saturday, 4:00 p.m. to 10:00 p.m.

Esports Coordinator/Coach, Brandon Eigenbrode, *beigenbrode@neit.edu*

NEIT's esports programs offer students the opportunity to compete on competitive teams against other colleges and universities. The esports teams play the most popular collegiate game titles, and the university's membership in NECC (National Esports Collegiate Conference) and CCL (College Call of Duty League) allows players the opportunity to compete at the highest levels in their game.

All students who do not want to compete at the conference level, are encouraged to join NEIT's esports intramurals and play against their classmates or to come to the Esports Center and play video games on their own. They may also come just to watch other students play and to meet others with common interests.

## INTRAMURALS

NEIT intramurals are all co-ed and offer students an opportunity to meet new people, exercise and have fun!

NEIT intramurals include, soccer, basketball, flag football, Ultimate Frisbee, bowling, and volleyball. Students interested in participating in intramurals should contact the Office of Student Activities to sign up.

Check the Student Website (Student Life tab, click Fitness and Recreation) for information about the schedule for intramurals.

## 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 the Director of Student Activities, mhague@neit.edu, with your ideas for student activities.

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

# Office of Student Support Services (OSSS)

## LOCATION

East Greenwich Campus: N201
401-780-4116, *studentservices@neit.edu*

Post Road Campus: CT 235
401-780-4116, *studentservices@neit.edu*

Access Road Campus: AC 202A
401-780-4116, *studentservices@neit.edu*

## HOURS*

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

**Office hours for the Access Road campus:**
Monday through Thursday, 8:30 a.m. to 4:30 p.m. F
riday, 8:30 a.m. to 4:00 p.m.

**Office hours for the Post Road campus:** Call the Office of Student Support Services at 401-480-4116.

# Student Success Office (SSO)

## LOCATION

East Greenwich Campus: N201
401-739-5000, ext. 3441/3558, *jzaino@neit.edu*

## HOURS*

Monday through Friday 8:00 a.m. to 4:00 p.m.

Appointments outside of these hours are available upon request.

## WHAT SERVICES ARE OFFERED THROUGH OSSS AND SSO

East Greenwich Campus: N201
401-739-5000, ext. 3441/3558, *jzaino@neit.edu*
Monday through Friday 8:00 a.m. to 4:00 p.m.
Appointments outside of these hours are available upon request.

The Office of Student Support Services (OSSS) is an information and referral service for students enrolled in traditional, on-campus associate, bachelor and certificate programs. The Student Success Office (SSO) provides information to, and referrals for, students enrolled in online, hybrid, and graduate programs.

- Each student is assigned a Student Advisor from OSSS or a Student Success Coordinator from the Student Success Office who is the student's primary point of contact for any questions or concerns.
- All students are encouraged to meet with their Student Advisor or their Student Success Coordinator

for a degree audit to monitor progress toward a timely degree completion. During the degree audit, the Student Advisor or the Student Success Coordinator 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 or Student Success Coordinator, 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 or Student Success Coordinator and request accommodations each term. 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 ADVISING

- Student Advisors and the Student Success Coordinator 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 term and for staying on track for a timely completion of their program. They are encouraged to seek the assistance of their Student Advisor or the Student Success Coordinator who is an important resource for understanding degree requirements and the registration process. Students should schedule an appointment to speak with their Student Advisor or the Student Success Coordinator each term before week 5, so they are prepared to register for classes when registration opens at approximately 7:00 a.m. on Monday of week 5.

- Student Advisors and the Student Success Coordinator work collaboratively with instructors and 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, so arrangements can be made to keep them up-to-date on class work.

A list of Student Advisors and the name of the Student Success Coordinator 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 term 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.

# Office of Teaching and Learning

## LOCATION

East Greenwich Campus: S320
(401) 739-5000 Ext. 3438, *OTL@neit.edu*

## HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

## 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
- College of Graduate and Professional Studies
- College of Health Sciences
- Department Chairs
- Department of Online Learning
- Faculty
- Feinstein 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, *regoffice@neit.edu*
Access Road Campus: AC 202 A

## HOURS

East Greenwich Campus
Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 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, 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
- Issuing diplomas
- 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 request a transcript?

How do I verify my enrollment for the term?

# Student Accounts Department

## LOCATION

East Greenwich Campus: N119
(401) 739-5000 Ext. 3406, *stuaccounts@neit.edu*

## HOURS

Monday through Thursday, 8:00 a.m. to 4:30 p.m.
Friday, 8:00 a.m. to 4:00 p.m.

## 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
- Past due notices that do not agree with the student's own records
- Questions regarding company reimbursement
- Questions regarding sponsorship

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 online at *Students.neit.edu*.
- 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

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 mailed out 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 term.

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

# Academic Policies and Procedures

## ACADEMIC INTEGRITY POLICY

Throughout a student's academic experience at New England Institute of Technology, they will have the opportunity to learn, research, participate, and share experiences in online and on-ground courses. Many of the courses require testing, writing, and communication skills to assess meeting the course and program outcomes of learning. The Academic Integrity Policy of the university is written to ensure that each student's own work and others' is protected, and that students receive the greatest benefit from their educational experiences. Our collective goal is to maintain the highest standard of integrity and excellence, as we learn about ethical practices in professional work settings.

Academic dishonesty is prohibited in any form here at the university. Academic dishonesty includes but is not limited to cheating, fabrication, facilitation of dishonest actions, plagiarism, and improper use of one's own work or use of a non-approved AI generative tool.

- Cheating—intentional use or attempted use of deception as one's academic work;
- Fabrication—intentional falsification and/or invention of any information or citation;
- Facilitating dishonesty—intentionally working with others to commit an act of dishonesty;
- Plagiarism—failing to credit the work of others, copying and pasting materials from the web or another student, or using an author's words/work as one's own, even if the source citation is provided;
- Improper use of one's own work—the unauthorized act of submitting work for a course that includes work done for previous courses and/or projects as though the work in question were newly done for the present course/project.
- Use of non-approved artificial intelligent tools/ChatGPT, improperly referencing the use of *approved AI tools are acts of academic dishonesty.

Any project, paper, or examination is expected to be the student's own work, and in the student's own words. Willful academic dishonesty (specific examples include but are not limited to: copying and pasting materials from online sources with or without proper citation, unapproved AI use; 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 advanced 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. Attempts to engage in any of the conduct described above or the facilitation of any of this conduct by another individual will be treated as conduct constituting academic dishonesty for purposes of this policy.*

*Approved use of AI tools must be properly documented and cited to abide within university policies on Academic Integrity Policy. You are to cite all referenced materials following the APA guidelines, and other required citation formats. For questions and assistance use the Academic Skills Center for writing help or speak with your faculty.

Notwithstanding, a student with a 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 a reasonable accommodation for that student based on a diagnosed disability as long as the accommodation does not affect the academic integrity of the course as determined by NEIT.

All faculty at NEIT are requested to enable the plagiarism checking tool, TurnItIn, for major writing assignments.

The instructor reserves the right to submit any student submission to TurnItIn. By taking a course, the student agrees that all submitted work may be examined for detection of plagiarism. Any instructor who determines a case of academic dishonesty must follow the Faculty Guidance to Report Academic Dishonesty Policy and immediately notify their Department Chair and the Assistant Provost. **See Faculty Guidance to Report Academic Dishonesty.

In the case of a Level II incident (as defined below), the Assistant Provost will investigate the matter through consultation with the instructor and Department Chair and will determine what action, if any, is appropriate. If the Assistant Provost determines that a breach of the Academic Integrity 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; may receive an F grade for the course; or may be subject to academic suspension or dismissal from the university. The student will receive written confirmation of the action taken as a result of the report of academic dishonesty. This confirmation will be copied to the course instructor, the Department Chair, and the Department Chair of the student's major.

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

*Faculty may choose to supplement this university-wide Academic Integrity Policy with additional plagiarism guidelines specific to a course or program. Any supplemental requirements regarding academic integrity must be included in the course syllabus. The language of NEIT's Academic Integrity Policy applies to any faculty or program's supplemental policies. Additionally, any programs that use a software application as a lockdown browser for testing or assignments to support academic integrity are included within the language of this policy.

**Faculty Guidance to Report Academic Dishonesty**

The NEIT Academic Integrity Policy is a guide to address the process for suspicion or acts of academic dishonesty. This policy applies to all on-ground and online classes.

If a case of academic dishonesty is suspected, the instructor will notify the student that there is a question of academic dishonesty and provide the student an opportunity to respond. The instructor will need to notify the student of any suspicious acts no later than within 7 days of the discovery. The student will be provided 3 days to respond to the questionable incident. Faculty are obligated to report any incident of academic dishonesty, intentional or otherwise, to their Department Chair and the Assistant Provost.

**Level I incident:**

The instructor determines the incident of academic dishonesty was due to the student's confusion or novice experience with correct integration and citing of sources. The instructor decides to offer the student an informal resolution, and the student agrees to the terms.

The incident, including the corrective action taken, is reported to the instructor's Department Chair and the Assistant Provost. The information will be kept on file in the Office of Teaching and Learning in case other level I incidents are or have been reported. More than one reported level I incident of academic dishonesty may result in more severe disciplinary actions.

**Level II incident:**

A level II incident is any intentional act of academic dishonesty. The instructor must report a level II incident immediately to their Department Chair and the Assistant Provost. The Assistant Provost, in consultation with the

instructor and Department Chair, will determine an appropriate disciplinary action. The student and the student's Department Chair will be notified of the incident and resulting disciplinary action. More than one reported level II incident may result in academic suspension or dismissal.

If a student suspects academic dishonesty, they should contact their chair for further guidance.

## ACADEMIC PROBATION AND DISMISSAL

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 or Student Success Coach 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 term will be taken off probation. An undergraduate or graduate student who has not met the university's requirements for academic achievement at the end of the probationary term will remain on probation for a second term. A doctoral student who has not met the university's requirements for academic achievement at the end of the probationary term will be dismissed.

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

**Academic Dismissal Appeal Process**

1. Complete the "Appeal of Dismissal or Denial of Re-Entry" form attached to the Dismissal letter received from the Registrar or access the form on the NEIT Student TechNet under the Campus Info > Student Forms menu.

2. The student submits the completed form to *dnoret@neit.edu*.

3. Appeal deadlines:

    - For a term that has a one-week break: 3 pm on Wednesday of the first week of classes

    - For a term that has a greater than one week break: 9 am on the Friday before the start of the first week of classes.

    - For the spring term to Intersession term: to be determined on an individual basis with notice to the student.

4. After review, the Assistant Provost will provide immediate written notice to the student of their decision:

    - The dismissal is overturned, and the student is permitted to continue into the next term.

    - The dismissal is upheld, and the student is not permitted to continue into the next term.

5. If upon first appeal, the student's dismissal is upheld, the student may further appeal to the "Dismissal Appeals Committee." The student must submit an **Appeal of Dismissal or Denial of Re-Entry** form to the Committee at otl@neit.edu. A committee member will then contact the student to schedule

an appeals meeting. After the student meets with the committee, the committee will make its recommendation to the Provost. The student will be notified in writing by the Provost of the appeal decision. The Provost's determination is final.

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

## ACADEMIC REGULATIONS
### Grading Systems

| Grade | Point Value | Percent | |
|-------|-------------|---------|--|
| A | 4.00 | 93-100 | SUPERIOR |
| A – | 3.67 | 90-92 | |
| B+ | 3.33 | 87-89 | GOOD QUALITY |
| B | 3.00 | 83-86 | |
| B- | 2.67 | 80-82 | |
| C+ | 2.33 | 77-79 | AVERAGE QUALITY |
| C | 2.00 | 73-76 | |
| C – | 1.67 | 70-72 | |
| D+ | 1.33 | 66-69 | PASSING |
| D | 1.00 | 60-65 | |
| F (Failure) | 0.00 | Below 60 | FAILURE |

*Failures must be repeated at NEIT or, with permission from the Office of Teaching and Learning, by passing an equivalent 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.

INC    Incomplete - must be completed to meet graduation requirements.

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 term.

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 graduate degree programs.

## AUDITING A COURSE

Students may choose to register for classes on an audit basis when space is available in the class (laboratory, doctoral and online courses may not be audited). No credit or grade is earned for an audited course, but it will be recorded on the student's academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements and does not have an impact on GPA calculation. The academic work required in an audit situation is at the discretion of the course's instructor.

Students who are auditing a class are not eligible to receive financial aid for that class.

Satisfactory academic progress may be impacted if the student is registered for a class as an audit but then subsequently withdraws from the audited class. If this change causes the student to complete less than the required pace completion, the student will fail to meet the pace standard. Audited classes do impact a student's maximum time frame as they are considered attempted hours.

Interested students must meet with the Student Advisor/Student Success Coordinator and Student Accounts to complete a Course Audit Request Form. (Note: Prerequisite course requirements must be completed.)

Audited courses are subject to normal tuition fees, and must be registered by the end of the add/drop period.

## CHALLENGE EXAM/PORTFOLIO REVIEW POLICY

## COURSE CREDIT BASED UPON RELEVANT EXPERIENCE

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. Term One students may request to take a Challenge Exam prior to the start of a given term, 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 Term Two and beyond must request to take a Challenge Exam prior to the start of the term in which the student is registered for a given course. All Challenge Exams for humanities and social science courses must be taken no later than the end of week 9 of the preceding term.

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 for students in both the associate and bachelor's degree programs.

9.  A maximum of one course may be accepted as Challenge Exam or Portfolio Review credit for students in the master's degree programs.

10. Students who place out of MA 105 Basic College Math with Lab or MA 100/110 Introduction to College Math are required to replace those credits with another liberal arts course 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 term following the one in which the original grade was recorded. Except for 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 term 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/clinical/fieldwork courses. Coursework required to change an IPR grade to a letter grade must be completed no later than the last day of the academic term 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 term 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, if allowed by the department, 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. Attendance for online courses is determined based upon weekly activity in the course.

# COURSE REGISTRATION

## Drop and Add Policy, Adding Courses
## Add Period:

### Important Information
- Registration opens at 7:00 AM on Monday of the 5th week of the current term.
- *Intersession registration opens Monday of the 5th week in the spring term.
- Courses are available on a first come, first serve basis and fill fast, register early!
- If a course fails to reach a minimum of 10 enrolled students, it is subject to cancellation.

### Add Period
Web registration opens at 7 a.m. on Monday of week 5.

Students may add classes until 10:00 p.m. of the Sunday prior to the beginning of Week Two of the Term.

Students may add five-week classes until Tuesday at 6 p.m. of Week One.

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

After the Add Period ends, students may add on-campus courses until Saturday of week Two of the term at the discretion of the course instructor(s). To add a course after the Add Period, the student must obtain permission from the faculty or the department chair. No student will be admitted through the late add process after 12:00 noon on Saturday of Week Two. There is no late add period for online or five-week courses.

## Dropping Courses:

Students must contact their Student Advisor or admissions officer (up until Saturday of Week Two) for approval to drop any course.

Students who drop a course within the first two weeks of the semester will have their record deleted. There will be no reference on the college transcript. All students are encouraged to review their credit load with Financial Aid for any impact on their financial aid status.

To avoid receiving a failing grade, students must drop courses within the first five weeks of the term. The deadline to drop a course is Friday of the fifth week of the term. During Intersession and five-week courses, the deadline to drop a course is 6 p.m. on Tuesday of the third week of the term.

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 the credit load may adversely affect financial aid eligibility and ability to graduate within the anticipated time frame. It is strongly recommended that students meet with a representative of the Financial Aid 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.

### Section Changes
Section Changes, whether they be from day: day, day: evening or evening: evening, are considered in a similar manner to adding and dropping courses. As one section is being dropped while another is being added. Students have until Friday of week 5 to drop any course without academic consequences.

A section change is also adding a course, albeit the same course, but there is no guarantee that the instructor, curriculum, assignments, rate of instruction, attendance policy, or textbook will be consistent with the course being dropped. It is possible that the student who enters a new course after week two will be behind in assignments and course content. For this reason, it is not academically sound for students to switch course sections beyond week two. The only exceptions to this rule are courses that are taught by the same instructor for both the added and dropped course. In this case, the student needs to obtain written authorization from the entering instructor.

## DEAN'S LIST AND HONORS

At the end of each term, the Registrar's Office 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 non-academic use of electronic devices is strictly prohibited during class and in the Academic Skills Center without instructor permission. The non-academic 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, 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 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 may be determined by either an online or in-person assessment of the student's writing sample and math skills by the Academic Skills Center or by review of recent college or high school transcripts.

## GRADE POINT AVERAGE

Grade Point Averages (GPA) include the attempted credits for successful completion of courses, non-passing grades, incomplete (i.e., grade of I), and repeated courses. Withdrawals (W), are documented on the academic record but do not count toward the GPA.

Audited and remedial coursework are not included in attempted credits or GPA.

**Earned credits include:**
Successful completion of courses (i.e., grades of A+, A, A-, B+, B, B-, *C+, *C, *C-, *D+, *D are included in the GPA. Transfer credits that are awarded are on the academic record as transfer accepted but are not calculated in the GPA.

Audited and remedial coursework are not included. *Check program specific grade requirements.

**Attempted Credit Hours and Successfully Completed Credit Hours:**

All credit-bearing courses are calculated into "hours attempted" for financial aid purposes. Courses with passing grades are hours successfully completed (Courses with Grades of F, W, U are not considered as hours successfully completed).

Repeated courses are counted in the "hours attempted" calculation for financial aid purposes.

**Course Repeats**
When a course is repeated, both grades appear in the transcript. However, only the highest grade is factored into the GPA. Each repeat is considered an attempt.

**GPA calculation:** A GPA's 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 weighted 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.

**Transferring to a new program:**
Any student who is transferring into another program may petition to have the previous courses that do not apply to the new program excluded from their GPA. The coursework will remain on the student's transcript as part of the permanent academic record and financial aid requirements. Credits that may be applicable to the new program may still apply based on review of the transfer to a new program.

## INTERNSHIP AND CLINICAL EXPERIENCE COURSES
## REGISTRATION POLICY

Internship courses at New England Institute of Technology are a valuable part of the curriculum and, if offered in a program, 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 term in which the student has registered for the internship course.

Clinical/fieldwork experiences are required in some programs and are a valuable part of the curriculum. Regardless of the number of required hours of performance and assignments in the off-site placement, which varies among programs, students must complete all requirements of the course within the standard 10-week

term in which the student has registered for the Internship course.

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

## Internship and Clinical/Fieldwork Experience Course Registration

1. A site placement is required prior to registering for either an Internship or Clinical/Fieldwork Experience course. See the department chair for the appropriate form. (Some programs have standard agreements with clinical sites. See the department chair to determine if this applies.) Registration for the course will be blocked until the department chair approves the site placement and notifies the Registrar.

2. Registration for all Internship/Clinical/Fieldwork Experience courses must be completed no later than Saturday of week one of the term.

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 an Internship and Clinical/Fieldwork Experience Course

1. Students must submit all course requirements for the Internship or Clinical/Fieldwork Experience course to the course instructor no later than Friday of week 10. Students will receive a grade at the end of the term based on coursework completed.

2. Consistent with NEIT's Change of Grade Policy, students may submit additional coursework through week 2 of the following term 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 term following the Internship or Clinical/Fieldwork 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 Extension course at an additional fee.

4. Students must complete the course requirements for the Extension course by Friday of week 10 of the extension term. 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/Fieldwork Experience course will be changed to a passing grade by the course instructor.

5. If the Internship/Clinical/Fieldwork Experience course is not satisfactorily completed, (1) an Unsatisfactory (U) grade will be given for the Extension course and (2) the course instructor will change the IPR grade for the Internship/Clinical/Fieldwork Experience course to the grade earned by the student.

## INTERSESSION COURSES

Intersession courses, offered between the spring and summer terms, are intensive, five-week versions of NEIT's standard ten-week liberal arts courses. Courses in the majors and English courses are not offered during Intersession. Intersession allows current students the opportunity to take necessary courses they were unable to take in a previous term, to get ahead of their schedule to have a lighter course load in a future term(s), and/or

to retake a course for a better grade. Due to the rigor of the five-week courses, students may not take more than two courses during Intersession unless approved by the Office of Teaching and Learning.

***Withdrawals/Non-Attendance***

It is the student's responsibility to officially request to be dropped from their attended course(s) by the second week in the intersession for a "W" grade. Students who do not attend any of their courses during the first two weeks will be withdrawn at the beginning of the third week of Intersession for non-attendance. Students taking more than one course who attended one course and not the other course(s), are still considered active based on attendance activity, and will not be withdrawn from the non-attended course(s) without an official request.

## LIBERAL ARTS DISTRIBUTION REQUIREMENTS

For most programs, 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 may be able to select courses within the following distribution of liberal arts core areas: Math/Science, Social Sciences, Humanities, Arts/ Foreign Language and Communications.

## MID-TERM PROGRESS

Students who do not meet the grading standards at midterm will receive a midterm progress report.

## NON-MATRICULATING STUDENTS

Students who are not enrolled in 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 college 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 term. 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. All degree candidates must be formally admitted as 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 Term One student may provide to the Department Chair a Portfolio which describes and authenticates the student's life experience to the Department Chair of the program for any course for which student requests credit. The student's Portfolio may be submitted prior to the start of a given term, 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 Term Two and beyond must submit the Portfolio for review prior to the start of the term 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 term.

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 for students in both the associate and bachelor's degree programs.

9. A maximum of one course will be accepted as either Challenge Exam or Portfolio Review credit for students in the master's degree programs.

10. A student who receives Portfolio Review credit for MA 105 Basic College Math with Lab or MA 110 Introduction to College Math are 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 end-of-term grade point average and/or for cumulative grade point average will be on probation for the following term:

| Credits Completed | End of term GPA | Cumulative GPA |
|---|---|---|
| **Undergraduate Degree Programs** | | |
| <36 credits completed | 1.0 | 1.7 |
| 36-71 credits comlpeted | 1.0 | 1.8 |
| 72 credits and above | 2.0 | 2.0 |
| **Bachelor's Degree Program** | 2.0 | 2.0 |
| **Master's Degree Program** | 3.0 | 3.0 |
| **Doctoral Degree Program** | 3.0 | 3.0 |

**Note:** Students should check the Question and Answer document, located in the "Academic Programs" 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 in that program.

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 postsecondary institution, regionally accredited by an agency approved by the Council for Higher Education Accreditation (CHEA), which meet the following conditions:

1.  An official transcript from the institution at which the coursework was completed must be submitted to the Enrollment Management Office.

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 college catalog descriptions from the original institution for equivalency to be determined.

3.  Coursework in general education not leading to a degree will be evaluated for current relevancy; therefore, 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.  Coursework related to the curriculum in a specific major must be evaluated by the relevant Department Chair.

5.  At the discretion of the Department Chair, courses that are not equivalent in both credit hours and content of required courses within an academic major, may be substituted for/accepted as technical electives.

6.  A student who has earned an associate degree will be considered to have met all associate-level general education requirements, unless any course(s) are prerequisites to coursework within the academic major.

7.  A student who has earned a bachelor's degree will be considered to have met all bachelor-level general education requirements, unless any course(s) are prerequisites to coursework within the academic major.

8. A maximum of 46 quarter (30 semester) transfer credits may be accepted for an associate degree program, 58 quarter (38 semester) transfer credits for an Applied Technical Studies associate degree program, 42 quarter (28 semester) transfer credits for a bachelor's degree program, and 4 quarter (3 semester) transfer credits for a master's degree program. No transfer credits are accepted for doctoral programs.

**A further detailed breakdown is provided in Table 1.0, which follows.**

| | Source of Transfer Credit | DEGREE LEVEL | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| | | AS | ATS | BS | MS | Dr |
| Minimum Quarter Credits for Degree | | 92 | 92 | 88 | varies | varies |
| Maximum Transfer Credit (in quarter credits) | | 46 | 58 | 42 | 4 | 0 |
| Any combination of transfer credits from these sources may not exceed the Maximum Transfer Credit for the specific degree level and the General Education-Technical Credit distribution | College | | | | | |
| | General Education | 32 | 32 | 28 | n/a | 0 |
| | Technical | 14 | 14 | 14 | n/a | 0 |
| | CLEP | 25 | 25 | 0 | 0 | 0 |
| | CLEP Transfer | 46 | 50 | 0 | 0 | 0 |
| | Experiential | 30 | 30 | 30 | 4 | 0 |

**Table 1 .0 Transfer credit allocation by source and degree level.**

9. The minimum earned grade for undergraduate coursework in a non-health science program is a "C" (73%), or above.

10. The minimum earned grade for undergraduate health science coursework will be held to the grade rules for the degree and program.

11. The minimum earned grade for relevant graduate coursework is a grade of "B" (83%).

12. Transcripts must be received prior to the second class session of any course in which the student is currently enrolled for consideration of transfer credit.

13. Transfer coursework for which credit is awarded will be recorded, by the Enrollment Management Office, 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.

14. The Enrollment Management Office will make notifications regarding award of transfer credit to the Business Office and the Registrar. Student notifications will subsequently be made by the Enrollment Management Office.

15. Requests for transfer credit from institutions located outside the U.S. will be evaluated on an individual basis with consideration of the above conditions.

16. To convert semester hours to quarter hours, multiply earned semester hours by 1.5.

Students may petition the Enrollment Management Office 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.

*NEIT reserves the right to refuse admission to any student for any reason other than race, color, religious belief, sex, sexual orientation, gender identity or expression, national origin, age, or disability.*

# University Policies and Procedures

## ACCOMMODATION REQUESTS FOR STUDENTS WITH DISABILITIES

### Policy Statement

To ensure that its programs, activities, and services are accessible to all 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) or the Student Success Coach (SSC). 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 certificate, AS and BS level courses:** The student's SA. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.

- **Academic accommodations for on-line, master's or doctoral level courses:** The SSC. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.

- **Clinical sites and fieldwork placements:** Directly to the clinical site or field work placement site. The student should notify their SA, 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 SA/SSC. Students are advised to provide notice of their disability needs to the SA/SSC 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. Previous accommodations are not automatically extended. The student may be required to submit updated, current and comprehensive documentation concerning the nature and extent of the disability.

- **The use of service or assistance animals:** The student's SA/SSC.

- **All other accommodations:** The student should contact their SA/SSC.

## Medical Documentation:

A student whose disability is not readily apparent must provide medical documentation of their disability ("documentation") to the SA/SSC. 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 they choose 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 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 their 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 will make arrangements for provision of the approved accommodation(s). 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 they have not been granted an accommodation to which they believe they are entitled or who is faced with the situation where an accommodation is not being appropriately implemented, should speak with their SA/SSC.

## 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 bongs, funnels, shot glasses and items used for drinking games, such as beer pong tables.

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 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 or toilet the animal.

A student 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 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.

- If fleas, ticks or other pests are detected, the animal shall be immediately removed from the residence hall and/or campus until such time as the Service Animal's Owner provides proof that the animal has been treated and, for residential student owners, that the residence has been treated using approved fumigation methods by an NEIT-approved pest control service. The  Animal Owner will be billed for the expense of any pest treatment. NEIT shall have the right to bill the Animal Owner's NEIT account for unmet obligations under this provision.

- 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 assistance 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 their room for more than 3 days, unless the student has made arrangements with another student to maintain the fish tank during their absence.

## CHILDREN ON CAMPUS

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 and 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.

## COMMUNICABLE DISEASES (INCLUDING COVID 19)

New England Institute of Technology (NEIT) aims to deliver its mission while protecting the health and safety of its students, faculty, staff and the community while minimizing the potential spread of disease within our community. Communicable diseases are diseases or illnesses that can be transmitted from one human to another.

An inherent risk of exposure to communicable disease, including but not limited to COVID-19, exists in any public or communal place where people are present, including shared living spaces such as apartments and residence halls.

In accordance with the Rhode Island Department of Health (RIDOH) regulations, the following immunizations are required of all entering full-time students: Tetanus, Diphtheria, Pertussis Vaccine, Measles, Mumps and Rubella Vaccine, Varicella (chickenpox) Vaccine, Hepatitis B Vaccine, and Meningococcal Vaccine (students under the age of 22 only), unless the student is exempt from the immunization requirements because of medical or religious reasons. Students are required to provide documentation that the student has completed the required immunizations.

In addition to the immunization requirements above it is strongly recommended that all students follow CDC guidelines for COVID-19 vaccination which recommend that everyone be up to date with COVID-19 vaccines including booster doses.

All students are required to comply with all health and safety policies, procedures, and communications issued by NEIT.  Students who do not comply with the provisions of NEIT's health and safety policies, procedures, and communications will be subject to disciplinary action, including, but not limited to losing their housing privileges or application of disciplinary sanctions up to and including dismissal from the university.

## 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

Although Rhode Island has legalized the recreational use of cannabis for adults over the age of 21, New England Institute of Technology (NEIT) is subject to federal laws that expressly prohibit the possession, use or distribution of cannabis on university property or as part of university-sponsored events.

The Drug-Free Schools and Communities Act and the Drug Free Workplace Act both condition NEIT's receipt of federal funding, including student financial aid, on the university's implementation of programs and policies to prohibit the use of any illegal drug. Cannabis remains an illegal drug under federal law, and therefore cannot be permitted on campus for recreational or medical purposes.

Accordingly, university policies that prohibit the possession, use or distribution of cannabis on university-owned property or as part of any university sponsored event or activity, remain in full force and effect.

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 their 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. (Educational records are those records directly related to a student and maintained by the institution or by a party acting for the institution). An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. An eligible student's rights include:

1. The right to inspect and review the student's education records within 45 days after the day the New England Institute of Technology ("NEIT") 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 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.

NEIT is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. The fee for copies is $0.50 per page. Notwithstanding, transcripts will not be released if the student has a balance due on his or her student account.

Information concerning retention, safety, security, and disposal of records can be found in NEIT's Written Information Security Policy (WISP) published in the Student Handbook. A student's official transcript, which is maintained by the Registrar, is a permanent academic record.

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 they want 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 when authorized by FERPA, including to NEIT officials whom the university has determined to have legitimate educational interests. A school official, typically includes 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 PII 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 school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NEIT.

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) e-mail address

e) date and place of birth

f) enrollment status (undergraduate or graduate; full-time or part-time

g) program of study and terms attended

h) participation in officially recognized activities and sports

i) dates of attendance

J) degrees, certificates, awards and honors received (including dates conferred or received)

k) most recent previous educational agency or institution attended

l) 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).

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other School officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7)) · To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) · To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) · Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31(a)(15))

## 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.

**Unlawful Harassment:** Unlawful harassment is a type of discrimination that demeans or threatens a person on the basis of characteristics that are protected by law. 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.

**Discrimination:** Discrimination is any treatment – including harassment – on the basis of a protected characteristic. NEIT does not engage in and will not tolerate harassment or discrimination based on 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.

**Retaliation:** Retaliation is an act of intimidation, harassment, or reprisal against an individual for initiating a good faith complaint, participating in any proceeding under this policy, or for otherwise exercising their rights under this policy or the law.

**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 Executive Vice President 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 off ender 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.

**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 anycomplaint,NEITdeterminesthatthecomplaintisnotbonafideorthecomplainanthas provided false information, disciplinary action may be taken against the complainant or individual who gave false information.

## COMPLAINT RESOLUTION AND DISCIPLINARY PROCEDURES FOR 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 Title IX Prohibited Conduct (dating violence, domestic violence, sexual assault, stalking, sex discrimination, or sexual harassment), see NEIT's Title IX Reporting, Investigation, and Grievance Procedures below.

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

| CCP | Location | Extension |
|-----|----------|-----------|
| Danielle Lavendier | Student Support Services, East Greenwich Campus, Rm N201 | 3336 |
| Lee Peebles | Student Support Services, East Greenwich Campus, Rm N201 | 3414 |
| Liz Robberson | Student Support Services, East Greenwich Campus, Rm N201 | 3440 |
| Tim Shirley | Student Support Services, 101 Access Road Campus Bldg. AC, Rm 202E | 3421 |
| Kristen Tomlan | Student Support Services, East Greenwich Campus, Rm N201 | 3311 |
| Danielly Jamous | Residence Life, Residence Hall, Rm 154 | 3529 |

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 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 clear and convincing 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 their 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 their 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 their 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 complainant and respondent, 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.*

## REFUND POLICY

1. Any refunds of tuition, student and lab fees, and meal plans for resident students are calculated on an academic term 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 term's tuition and fees.
   - In the second week* of class, will result in a refund of 50% of the term's tuition and fees.
   - In the third week* of class, will result in a refund of 25% of the term's tuition and fees.
   - After the third week* of class, will result in no refund.

3, Resident students who withdraw from NEIT or who plan to move out of NEIT housing for other reasons must immediately notify the Office of Residence Life by completing the Housing Move-Out Form located in My Housing on the Student Website. 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 term are responsible for all room charges for that term. There are no refunds.

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

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

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

- In the third week* of class, will result in a refund of 25% of the term'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 term must use their remaining meal plan balance before the end of the term 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 terms). 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.

   * Note: A week is an academic week, which begins on Sunday and ends on Saturday. An academic term 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. If a personal belonging(s) to be searched is locked inside of an item, the individual is required to open it when directed by a Designated NEIT Official. If the individual refuses to remove a lock from a personal item, and in NEIT's reasonable determination there is an eminent risk of harm, NEIT reserves the right to open the locked item.  If there is no eminent risk of harm, NEIT reserves the right to confiscate the item until such time as the matter is resolved. If more than 3 months pass before the matter is resolved due to the individual's lack of cooperation in the matter, NEIT reserves the right to open and/or discard the locked item and its contents. If the locked item is owned by NEIT, such as residence hall furniture and individual lockers, NEIT reserves the right to break the lock to conduct a search. NEIT 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 their designee. Such assembly may not interfere with 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 it is 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

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 (community standards).

- That each student is responsible for their 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, both in person and online. 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:

- Violating NEIT's policies found in the NEIT Student Handbook and Catalog;

- Violating the Alcohol and Drug Policy;

- Violating community standards;

- Possessing weapons;

- Creating a fire hazard/arson;

- Hazing;

- Falsifying information/identification;

- Unauthorized use of the NEIT logo/name;

- Abusing the student conduct system, e.g., intimidating witnesses and making false reports;

- Refusing to cooperate during the investigation of an incident that is conducted under this policy;

- Sexual misconduct (Incidences of sexual misconduct are handled under NEIT's Title IX Reporting, Investigation and Grievance Procedures)

- 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 or creates a reasonable fear that such a result will occur, including but not limited to acts or threats made directly or indirectly by oral or written words, drawings, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.

- 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 and Cyberbullying;

- 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 judgment 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 their 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 their 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 their 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 Integrity Policy in this Student Handbook.

For reports of sexual misconduct, see NEIT's Title IX, Reporting, Investigation and Grievance Procedures in this Student Handbook.

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

NEIT reserves the right to bypass the procedures in this Policy and to take immediate disciplinary action up to and including dismissal from NEIT, if in the judgment of NEIT, a student presents an immediate safety threat to the NEIT community or its members.

*The Vice President of Student Support Services, in their sole discretion, may assign investigations to any individual representing one or more departments as they choose.*

** Designees may include, but are not limited to Student Advisors, Residence Life Coordinator, Residence Life Graduate Assistant, Resident Assistants or Department of Public Safety staff.*

## Investigations of Alleged Violation(s)

Upon the receipt of credible information that an alleged violation of NEIT policy has occurred, an investigation will be conducted, as necessary. The person(s) investigating the alleged violation(s) may use any methods deemed pertinent by them, 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

The Vice President for Student Support Services or their designee may impose an immediate interim suspension at any time:
- 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 their 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.

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 term he/she is suspended. Instructors are under no obligation to allow work that the student missed during the suspension to be made up.

## Mutual No Contact Orders

New England Institute of Technology may at any time, issue mutual No-Contact-Orders (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact. NCOs can be issued verbally, electronically and/or in writing.

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

If after a review of the information acquired during an investigation 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 a Student Advisor, the Director of Residence Life or designee.

The individual who sent notification to the student of a violation(s), or a designee, will schedule a Conduct Meeting with the student(s) to review and provide the student(s) an opportunity to respond to the alleged violation(s) charges. The Conduct Meeting may be held in person, by videoconference or by phone. Students are required 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. Failure to appear or call may result in a determination being made as to whether or not the student was responsible for the alleged violation(s) and a sanction(s) may be applied if the student is found responsible.

It is the policy of NEIT that Conduct Meetings with the student and the NEIT staff member conducting the meeting 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 individual conducting the Conduct Meeting will review with the student(s) 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 meeting determines during the meeting that the student did violate the Student Conduct Policy, the student may be told then of the disciplinary sanction(s) to be applied.

## Disposition and Sanctions

If the individual conducting the conduct meeting 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 that individual that the matter has been dismissed.

If a sanction is imposed, other than a verbal warning, the student will receive in a timely manner a written disposition from the individual who conducted the Conduct Meeting or from the Director of Residence Life, Residence Life Coordinator, Residence Life Graduate Assistant, Director of Student Life, or the VP for Student Support Services, which shall include any disciplinary actions to be taken.

## 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 their designee, which may include the individual(s) who conducted the investigation and/or the Conduct Meeting, has the authority to impose these sanctions.

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

# SANCTIONS (IN ALPHABETICAL ORDER)

## 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; residence hall 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 or engaging in any prohibited activity that activates 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 term he/she is suspended. Instructors are under no obligation to allow work that the student missed during their suspension to be made up. The student is responsible for all financial obligations to NEIT; no refunds are made.

## Verbal Warning

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.

## Written 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.

## 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.

- 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 Title IX Reporting, Investigation, and Grievance Procedures

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 their 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 their 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 their 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

*(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 Title IX, Reporting, Investigation and Grievance Procedures" in this Student Handbook.*

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.

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 their 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, maybe presentedin writingtotheApplicableUniversityAdministrator(s)(AUA)asfollows:

- 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 their 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 anddocuments)shallbekeptconfidentialbytheparties, andshallnotbedisclosedoutsidethe 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.

Neither NEIT nor anyone else who later becomes a party to this arbitration agreement will use it to stop a student from bringing a lawsuit concerning NEIT's acts or omissions regarding the making of a Federal Direct Loan or the provision by NEIT of educational services for which a Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or the student may be a member of a class action lawsuit for such a claim even if he/ she does not file it. This provision does not apply to other claims. Only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of a Federal Direct Loan or the provision of educational services for which the loan was obtained.

## 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. If a student can show proof of adequate 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). Students that do not obtain a waiver are required to enroll in the Student Health Insurance program administered by Arthur J. Gallagher & Co. and underwritten by UnitedHealthcare Student Resources. The annual premium for students enrolled in the Student Health Insurance program will be assessed to the student's account. TheStudentHealthInsuranceprogramisdesignedtoprotectagainstunexpectedmedicalexpense and to meet most students' needs while on campus and throughout the Policy Year.

## 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, peer-to-peer file sharing, 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*, especially the FAQ's at *www.copyright.gov/help/faq*.

## TITLE IX REPORTING, INVESTIGATION AND GRIEVANCE PROCEDURES

Reports of incidents of Title IX sexual harassment, including dating violence, domestic violence, sexual assault, and stalking (collectively "Title IX Prohibited Conduct"), are made to the Title IX Coordinator whose contact information is as follows:

- Name: Scott Freund

- Role: Title IX Coordinator
- Office Location: Executive Offices,
- 1 New England Tech Blvd, East Greenwich, RI
- Phone Number: (401) 739-5000
- Email Address: *sfreund@neit.edu*
- Office Mailing Address:

  > New England Institute of Technology,
  > One New England Tech Boulevard,
  > East Greenwich, Rhode Island 02818

Any person may report Title IX Prohibited Conduct to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be a Complainant. Such a report may be made at any time (including during non-business hours) by telephone, electronic mail, or mail, using the contact information listed for the Title IX Coordinator above in accordance with NEIT's Title IX Reporting, Investigation, and Grievance Procedures which can be found on the Student Website, *https:// students.neit.edu/*, under the Support Services tab.

## WEAPONS POLICY

The possession of weapons (defined below) is prohibited on NEIT grounds, even if otherwise permitted by law. Possession of weapons on NEIT grounds shall be grounds for disciplinary action and/or dismissal or termination.

"Weapon"as defined by NEIT, includes, but is not limited to, objects or substances whose primary purpose is to cause or threaten harm including but not limited to guns and f i rearms of all types, stun guns, air guns, spear guns, machetes, swords, knives, daggers, dirks, stilettos, sword-in-cane, bowie knives, or similar weapons design edtocutandstabanother,blackjacks,slingshots,metalknuckles,slapgloves,bludgeons, clubs, martial arts weapons including so called "Kung-Fu" weapons, cross bows, bows and arrows, incendiary devices, explosives of any type, multi-pronged stars with sharpened edges designed to be used as a weapon and commonly known as throwing stars or any other object or substance used to cause or threaten harm. For purposes of this policy, weapons also include realistic or toy replicas or items that resemble weapons or shoot projectiles, to include, gel blasters, Nerf guns, or any similar type toy.

"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.
- The use of simulated weapons by students and faculty as required in NEIT courses or in activities coordinated by the Office of Student Activities (e.g., laser tag)
- The use of knives required in NEIT courses.
- The possession and/or use of disabling chemical sprays when used for self-defense.

## WRITTEN INFORMATION SECURITY POLICY (WISP) – STUDENTS

New England Institute of Technology's (NEIT's) Written Information Security Policy (WISP) is intended to ensure the confidentiality, integrity, and availability of data and resources through the use of effective and established

information security processes and procedures. The WISP ensures that NEIT:

1. Establishes a comprehensive approach to information security

2. Complies with international, federal and state regulations including but not limited to:
    a. FERPA (Family Educational Rights and Privacy Act)
    b. GLBA (Gramm Leach Bliley Act)
    c. PCI (Payment Card Industry Data Security Standard
    d. HIPPA (Health Insurance Portability and Accountability Ac)

## Scope

The policy requirements and restrictions defined in this document shall apply to network infrastructures, databases, external media, encryption, hardcopy reports, films, slides, models, wireless, telecommunication, conversations, and any other methods used to convey knowledge and ideas across all hardware, software, and data transmission mechanisms including systems that create, maintain, store, access, process or transmit institutional data. This policy also applies to information resources owned by others, such as contractors of NEIT or entities in the private sector, in cases where NEIT has a legal, contractual or fiduciary duty to protect said resources while in NEIT custody. In the event of a conflict, the more restrictive measures apply. This policy covers NEIT's network system which is comprised of various hardware, software, communication equipment and other devices designed to assist NEIT in the creation, receipt, storage, processing, and transmission of information. This definition includes equipment connected to any NEIT domain or VLAN, either hardwired or wirelessly, and includes all stand-alone equipment that is deployed by NEIT at its office locations, at remote locales or in cloud environments.

## Definitions

1. Computing & Network Resources – Information systems and network infrastructure resources (e.g. email, Internet, Intranet, and a wide variety of computer/technical programs, applications and services) made available to the campus community including students, faculty and staff.

2. Institutional data - Institutional data is information created, collected, maintained, transmitted, or recorded by or for the university to conduct university business. Institutional data includes, but is not limited to, information in paper, electronic, audio, and visual formats.

3. Data stewards - Data stewards are designated university officials, typically department managers/functional directors, whose functional areas of responsibility include the creation or origination of institutional data.

4. Data custodians - Data custodians are individuals authorized by the data steward(s) who have operational responsibility for the administration of the systems and devices that store, process, transmit, or provide access to institutional data.

5. Enterprise Asset/Device – Any asset/device that is owned by NEIT.

6. BYOD Asset/Device – Any asset or device that is not owned by NEIT.

7. Asset/Device Types

   a. Computers – Laptops and Desktops running a full Operating System (OS) such as Windows MacOS or Linux.

   b. Mobile Devices – phones, tablets, Chromebook and similar devices. i.e. iPad, iPhone, Android phone, Android tablet, etc.

   c. Gaming devices – Network connected gaming devices. i.e. Xbox, PlayStation, Switch, etc.

   d. Network Devices – Network infrastructure devices which are used to provide network transport/communication services. I.e. Routers, switches, firewalls, access points, etc.

   e. Internet of Things (IoT Devices) - All other network connected devices. i.e. Smart TV, Smart Speakers (Google Home, Eco Dots), Smart Lighting, etc.

## Roles and Responsibilities

The first line of defense in data security is the individual NEIT user. Security is a team effort and shared responsibility. Security is part of a proactive mindset. Being security minded means you take precautions and follow best practices that will reduce your risk of becoming a victim of fraud or other criminal activity.

NEIT users (including students) are responsible for:

1. Protecting data they encounter from unauthorized disclosure, use, modification and deletion

2. Complying with NEIT's WISP

3. Reporting suspected information security incidents to Department of Technology Services (DOTS)

BYOD Owners are responsible for:

1. Device owners are responsible for the operation, privacy and security of their assets/devices.

2. Users are required to keep their BYOD assets/devices up to date with critical and security patches.

3. Users are responsible for any operation, privacy or security issues associated with their assets/devices.

The Chief Information Officer is responsible for:

1. Coordinating the development and maintenance of NEIT's Information Security Program

2. Acting as NEIT's Qualified Individual as required by GLBA compliance.

The Executive Committee is responsible for:

1. Ensuring NEIT's WISP is enforced across the entire organization.

2. Security is considered throughout NEIT's strategic planning process.

3. Supporting and enforcing security operations including adequate funding, training and staffing.

The DOTS Information Security Team is responsible:

1. For maintaining ongoing training programs to inform all users of these requirements

2. Coordinating information security incident response

3. Provide information security consulting services throughout the organization

4. Developing security baselines and guidelines

5. Auditing and assessing posture and compliance with governance, regulation and compliance as well NEIT policies and procedures.

System Administrators and DOTS are responsible for:

1. Controlling and monitoring access to the data, systems, and applications they administer

2. Providing technical support and guidance to system users

3. Managing vendor relationships

Public Safety is responsible for:

1. Managing and maintaining physical security controls for access to institutional data and systems

Data Stewards are responsible for:

1. The management and proficiency of data stored in an organization

2. Develop, implement and monitor data standards

3. Provide support for data related questions

Data Custodians are responsible for:

1. The technical data environment

2. Managing the data structure

Vendors, contractors, service providers, and third-parties are responsible for:

1. Establishing and maintaining their own information security controls

2. Protecting institutional data and systems they have access to

**Information Security Policy Lifecycle**

NEIT's WISP will be reviewed and updated on a minimum of an annual basis using the process below:

1. NEIT's Chief Information Officer (CIO) and Information Security Architect (ISA) will identify updates and changes to be made.

2. Updates and changes will be developed into a new draft.

3. The draft will be reviewed by other members of NEIT's community including:
   a. SMT
   b. Legal Council

4. The CIO and ISA will work with reviewers to make any adjustments to the draft.

5. The draft will be sent to the Executive Committee for review and approval.

6. Once approved, the updated draft will be published and disseminated to all NEIT users for review and acknowledgement.

## Institution Wide Policies

### Policy Exceptions

Unless otherwise specified, all exceptions to NEIT's WISP must be approved in writing by the CIO and ISA prior to being put in place.

### Disciplinary Action

Violations of the NEIT's Written Information Security policy may result in the immediate suspension of Computing & Network Resources privileges, disciplinary action, including but not limited to, suspension or expulsion, and/or legal action.

### Institution Wide Policies

Applies to all users of NEIT's computing and network resources including but not limited to students, faculty, and staff, service providers, vendors and contractors.

### Acceptable Use Policy

The use of NEIT's Computing & 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.

**Privacy and Confidentiality Considerations:** NEIT will make reasonable efforts to maintain the integrity and effective operation of its Computing & Network Resources, but users are advised that the systems should in no way be regarded as secure media 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 & 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 & Network Resources. All authorized users will be issued a "username" and a "password" to access the various Computing & Network Resources available. The use of "usernames" and "passwords" is an important aspect of NEIT's Computing & 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 other employees. All "usernames" and "passwords" are to be treated as confidential NEIT information. Users are responsible for all activity associated with their user accounts.

**Permitted Uses of NEIT's Computing & Network Resources:** The use of NEIT's Computing & Network Resources is provided to support NEIT's business activities, academic programs and related activities. Computing & 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 & Network Resources.

**Prohibited Uses of NEIT's Computing & Network Resources:**

1. Revealing your account password to others or allowing use of your account by others.

2. Violating others' privacy; breaching, tampering with, or circumventing security controls; or attempting unauthorized access to Computing & Network Resources or institutional data.

3. Executing any form of unauthorized network monitoring or access which will intercept data restricted or prohibited by laws/regulations or not intended for the individual.

4. Accessing any data, system or technology in a manner that adversely affects the availability or security of Computing & Network Resources or institutional data.

5. Development or introduction of malicious programs or files into Computing & Network Resources (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). Uploading files that the user has reason to believe contains a virus or corrupted data.

6. Developing or executing programs that could harass others, infiltrate the system, or damage or alter the components of the system.

7. Threatening, harassing, intimidating or otherwise violating the legal rights of others.

8. Developing, publishing, posting, collecting, distributing or disseminating defamatory, infringing obscene, unlawful, or other inappropriate material or information.

9. Using Computing & Network Resources for monetary gain or for commercial purposes that are not directly related to NEIT business or educational programs.

10. Copying, uploading, sending copies, or falsifying the source or origin of documents, software programs or other materials in violation of copyright laws.

11. 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.)

12. Excessively using Computing & Network 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).

13. Physically abusing any Computing & Network Resources computing equipment or supplies. (Incidences will be reported to Public Safety and to the appropriate administrative office.)

14. Downloading or use of unapproved software, technology or systems; Instant Messaging; or Chat Services on Computing & Network Resources without prior approval of the DOTS Information Security Team.

15. Removing endpoints containing sensitive or proprietary data or information, from campus without authorization.

16. Using personal or external accounts to conduct NEIT business is strictly prohibited. NEIT business must be conducted using NEIT accounts.

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

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

2. 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.

3. Faculty, staff, students and other users are advised that NEIT's Computing & Network Resources should be

treated like a shared filing system, i.e., 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.

4.  Electronic mail and other data of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). NEIT may access, inspect, and disclose such records under conditions that are set forth in the statute.

5.  Any user of NEIT's Computing & Network Resources who makes use of an encryption device or other means to restrict or inhibit access to institutional data must provide access to such institutional data when requested to do so under appropriate NEIT authority.

6.  Limitations on Disclosure and Use of Information Obtained: NEIT may, in its sole discretion, disclose the information contained in NEIT's Computing & Network Resources to the extent permitted by law, without permission of the user.

**Authentication Policy**

1.  All passwords must be managed by single sign on. Users will not be allowed to change passwords in Windows or in Web for Students/Faculty.

2.  Passwords must meet the following requirements:

    a.  Minimum length of 14 characters
    b.  Must be changed on an annual basis and whenever suspected of being compromised
    c.  Must contain three of the following:
        i.   Upper case letters
        ii.  Lower case letters
        iii. Numbers
        iv.  Symbols
    d.  Must not:
        i    Match any of the previous 5 passwords
        ii   Contain any part of the username
        iii  Contain dictionary or easily guessable words
        iv   Contain any part of a previously compromised password
        v    Match or use part of passwords used outside of NEIT

3.  Passwords must not be shared with ANYONE. Users cannot under any circumstance give their password to students, employees, contractors or temporary workers. No DOTS employee should ever ask a user for their password; users should not be asked to share passwords with DoTS and they should not share passwords with anyone if they are asked including DOTS.

4.  Passwords must never be written down or stored digitally in an unsecure method. (i.e. Word, Excel text files). Passwords stored digitally must make use of a password manager. The Help Desk can assist with setting up a password manager.

5.  Passwords must never be sent through email. Sending of passwords through email is not permitted.

6.  Users must answer security questions with legitimate answers - Users should not make up answers because they may need to use the answers later to unlock accounts. Users must not use the same or similar

passwords for NEIT accounts that they use for personal accounts such as banking, online shopping, social media, etc.

7. Users must use a unique password for all systems not integrated with single sign on.

8. Multi-actor authentication is required for the following:

   a. All NEIT Email.

   b. Remote access to NEIT's campus network.

   c. Other systems, technologies and data as determined by the ISA.

## Asset/Device Security

1. All computers accessing NEIT's Computing & Network Resources must be running active, up to date malware protection. Enterprise endpoints must use NEIT's enterprise managed antivirus installed in managed mode.

   a. Malware protection must be enabled at all times.

   b. Files must be scanned on access.

2. All computers accessing NEIT's Computing & Network Resources must be running a currently supported operating system.

3. Assets/Devices which store, process, transmit or access institutional data not classified as public must be protected to prevent unauthorized access.

   a. Automatic screen locking mechanisms which require the use of a pin, password or other form of authentication must be configured.
   b. Mobile devices must be encrypted
   c. Computers should be encrypted and use host based firewalls where possible
   d. Mobile devices must not be "rooted", "jail broken" or have other similar security bypasses in place

4. Unused and unnecessary software must be removed from enterprise assets/devices.

5. All software must be approved for use. DOTS may prohibit use or installation of software on enterprise assets/devices.

6. Theft or loss of any asset/device which stores, processes, transmits or accesses institutional data not classified as public must immediately be reported to DOTS.

7. Use physical security devices to lock down computers that are in public or otherwise unsecured spaces. Laptops must not be stored overnight or for long periods of time in vehicles. When traveling, laptops must be kept out of sight (i.e. in a trunk).

## Bring Your Own Device (BYOD)

## Restrictions, Risks, Liabilities and Disclaimers

1. Use of BYOD Network Devices are not permitted on any NEIT campus. Unmanaged or "dumb" switches may be used only in Residence Halls.

2. Microphone and Voice enabled BYOD devices are only permitted in Residence Hall residence rooms.

3. Operating any BYOD device in a manner which bridges or extends NEIT's network is prohibited.

4. NEIT is not responsible for the maintenance, backup or loss of data on a BYOD device.

5. NEIT is not responsible for the security of BYOD devices connected to NEIT's campus network or systems

6. NEIT is not responsible for the loss, theft or damage of BYOD devices. This includes when a BYOD device is used for academic or business activities.

7. NEIT may require the installation of mobile device management or other management agents on BYOD devices used for conducting NEIT business.

8. Institutional data must only be stored, processed, transmitted or access via BYOD device if necessary to perform job duties.

9. NEIT reserves the right to inspect BYOD devices used for business purposes for institutional data or other information.

10. NEIT may wipe or destroy institutional data stored on BYOD devices used for business purposes. While NEIT will take efforts to prevent loss of personal data, we cannot guarantee that personal data will not be lost.

11. NEIT reserves the right to disconnect/disable access to any BYOD device without notification.

12. NEIT reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation.

## Remote Access

1. All individuals and machines connected remotely to NEIT's Computing & Network Resources are subject to NEIT's Written Information Security Policy.

2. Only approved remote access technologies are permitted. All remote access technologies must be evaluated and approved by the ISA prior to use.

3. Users are required to disconnect remote access technologies when not in use.

4. Secure remote access must be strictly controlled with strong encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases.

5. Authorized Users shall protect their login and password, even from family members.

6. Individuals are required to report the loss or theft of a device with VPN access installed immediately.

7. Individuals are not permitted to remotely access another individual's system unless they are required to do so in performing their job or supporting/conducting academic activities.

8. The use of remote support tools such as GoToAssist, LogMeIn Rescue, Bomgar, etc is permitted only when receiving external support from a vendor/manufacturer. Establishment of permanent or unattended access through these technologies is prohibited.

9. Students are only permitted Virtual Desktop Infrastructure (VDI) access to lab systems. Students are not permitted use of VPN or other remote access technologies for access to NEIT internal networks

10. Remote access to NEIT's systems must be protected using multi-factor authentication

## Data Classification and Governance

Classification Levels

1. Public – Public data is institutional data that is intended for public use and has no access or management restrictions.

2. Internal - Internal data is institutional data used to conduct university business and operations. It may only be accessed and managed by users whose role, function, or assignment requires it. Unless otherwise indicated, internal is the default level for institutional data.

3. Private - Private data is institutional data classified as private due to legal, regulatory, administrative or contractual requirements; intellectual property or ethical considerations; strategic or proprietary value; and/or other special governance of such data. Access to and management of private data requires authorization and is only granted to those users as permitted under applicable law, regulation, contract, rule, policy, and/or role.

4. Restricted - Restricted data is institutional data that requires the highest level of protection due to legal, regulatory, administrative, contractual, rule, or policy requirements. Access to and management of restricted data is strictly limited as unauthorized use or disclosure could substantially or materially impact the university's mission, operations, reputation, finances, or result in potential identity theft.

## Data Types and Classifications

Data types and classifications can be found in the NEIT Data Classification Standard.

## Data Collections

Data Stewards may wish to assign a single classification to a collection of data that is common in purpose or function. When classifying a collection of data, the most restrictive classification of any of the individual data elements should be used. For example, if a data collection consists of a student's name, address and social security number, the data collection should be classified as Private even though the student's name and address may be considered Public information.

## Data Handling

1. Data classified as Public is permitted to be stored and transmitted freely both electronically and in hard copy. Data transmitted in email and over public networks (Internet) does not need to be encrypted.

2. Data classified as Internal, Private or Restricted must only be captured, created, processed transmitted or stored via DOTS approved technologies, systems or applications.

   a. Electronic data classified as Internal or Private must be protected from disclosure to unauthorized parties when being transmitted over networks. This is commonly achieved using encrypted communication methods. Data transmitted in email destined for any external recipient (those without an @ neit.edu or @email.neit.edu email address) must use NEIT's encrypted email solution.

   b. Data classified as Restricted is not permitted to be captured, transmitted or stored electronically in email. Other electronic storage locations must be approved by DOTS. Hard copies must be kept to a minimum and secured in locations with restricted access.

   c. Storing of credit card information is strictly prohibited.

3. Any data that is classified as Internal, Private or Restricted that is received via an insecure method must be protected in any response or forwarding of the information. For instance, a SSN in the body of an email received by NEIT must be removed or encrypted when responding.

    a. Users are not permitted to request information in a manner which is insecure.

4. Data classified as Internal, Private or Restricted are not permitted to be stored in personal/non- NEIT accounts, cloud storage or similar technologies.

5. Propagation and duplication of data must be kept to a minimum and performed only as needed.

    a. Storing of Internal, Private or Restricted data on removable media must only be performed as needed and must be securely deleted when no longer needed. Removable media should be encrypted.

6. Data must not be solely stored on endpoints (computers and mobile devices) unless the endpoint is backed up via a DOTS approved method.

7. Email is not to be used as a storage method for institutional data.

8. Institutional Data must be returned to NEIT and removed from non-NEIT systems upon departure from NEIT.

9. Requests for data deletion must be handled by DOTS. Contact privacy@neit.edu for more information.

## Data Retention

All data retention, electronic or hard copy, must comply with RECORD RETENTION AND DISPOSAL POLICY below.

## Data Destruction

1. All data destruction, electronic or hard copy, must comply with data retention requirements.

2. All media containing data classified entirely as Public can be disposed of using any method.

3. All media containing data classified as Internal, Private or Restricted must be destroyed using industry accepted standards which prevent re-assembly of the data.

## Information Security Incident Response Management

Information security incident response is the set of activities taken to plan for, detect and correct the impact of an information security incident. An information security incident is:

1. An event that suggests a violation of NEIT's information security policies or posture has or is likely to occur.

2. An event which impacts one or more information assets and poses a clear threat to the confidentiality, integrity or availability of information resources.

The ISA will organize an incident response team which will include those individuals who must be present to handle the systems and functional areas that can minimize the impact of an incident as it occurs.

1. NEIT's Information Security Incident Response Management will complement NEIT's Emergency Preparedness and Response Plan.

2. All members of the NEIT community are required to promptly report any suspected or confirmed information security incident involving NEIT or associated information systems to the Help Desk, Information Security Architect or CIO. Events reported to the Help Desk will be escalated to the ISA/CIO.

3. The ISA/CIO are responsible for evaluating potential incidents to determine if an information security incident has occurred.

4. The ISA is responsible for coordinating all technical and forensic efforts.

5. The incident response team is responsible for recovery, containment and remediation efforts. Members of the NEIT community must cooperate with incident investigations and may not interfere, obstruct, prevent, retaliate against or dissuade others from reporting an incident or cooperating with an investigation.

6. During incident investigations, DOTS is authorized to monitor relevant resources and retrieve information without notice or further approval including confiscating or disconnecting equipment.

7. Any external disclosure of information must be reviewed and approved in writing by the ISA, CIO and legal counsel before being shared externally.

   a. Responsibilities for communicating with external parties will follow the "Individual Responsibilities" section defined in NEIT's Emergency Preparedness and Response Plan

## RECORD RETENTION AND DISPOSAL POLICY
### Retention Periods

ACT = while active, or enrolled
PERM = permanent
ALDA = after last date of attendance
LIFE = life of affected individual
AYE = award year end (June 30)

## STUDENT RECORDS

### Applications and Admissions

#### Students Who Enter

Completed Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Readmission Forms. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Related Correspondence. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Entrance Examination Results . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Letters of Recommendation. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Until Admitted

#### Students Who Are Accepted but Do Not Enter

Acceptance Letters . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 years
Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 years
Correspondence . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 years
Transcripts. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 years

#### Individual Student Records

Grade Reports and Transcripts . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Change of Grade Forms. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Date of Graduation and Degree Received . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Advanced Placement Records. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Class Schedules . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year ALDA
Registration Forms . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year

Pass/Fail Requests . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year
Drop/Add Requests . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year
Transfer Credit Evaluations. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Curriculum Change Authorizations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Personal Data Information Forms. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year ALDA
FERPA Requests . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Life of Requested Record
Student Consent to Release Records. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Transcript Requests. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year
Name change Authorizations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Tuition . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Fee Charges. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Medical Records (includes immunization records) . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA

**International Students**
Student I-20s. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Statement of Financial Responsibility. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Employment Authorization (work permit) if granted. . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA
Passport Number. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years ALDA

**Resident Life Records** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year
**Student Activity Records** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .1 year
**Faculty Maintained Files** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .ACT
**Disciplinary Records**
**Dismissal or degree revocation**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Academic Probation, Suspension. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .ACT
Student Conduct/Disciplinary Records . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .7 years ALDA

**Financial Aid Records**

Application for Financial Aid (with attachments) . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Financial Aid Awards . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Financial Aid Transcripts . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Amount and Date of Each Loan or Grant. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Federally Guaranteed Loans
Name & Address of Lender. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Original Promissory Note . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . PERM
Sources & Amounts of Financial Assistance . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Repayment History. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Student's Job Placement. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years
Federal Work Study Records . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .AYE + 4 years

**Career Placement Records**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5 years

**Student Safety and Health Records**

Accident Reports. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .6 years
Log of Illness and Injuries . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .6 years
Student Exposure to Toxic Substance Records. . . . . . . . . . . . . . . . . . . 30 years after exposure
Chemical Identification Lists . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .30 years

# Campus Safety and Security Procedures

## CAMPUS SECURITY
## DEPARTMENT OF PUBLIC SAFETY AND CAMPUS SECURITY

The Department of Public Safety (DPS) officers are non-sworn, they do not carry weapons and do not possess powers of arrest. DPS is under the auspices of the Director of Public Safety who is the campus liaison to the East Greenwich and Warwick Police Departments and works in close relation with all including state and federal law enforcement agencies. DPS members also act as first responders to campus emergencies. DPS does not have any written agreements with local police agencies at this time. Criminal activities including murder, robbery, aggravated assault, burglary and motor vehicle theft require immediate notice to local authorities.

Public Safety Officers (PSOs) have the authority to ask persons for identification and to determine whether individuals have lawful business at NEIT. Their presence on campus is intended to be a deterrent to criminal activity. Any PSO may call local authorities 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.

With the exception of incidences of sexual violence, violations of the law can 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 victim.

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.

## REPORTING PROCEDURES

Any time an immediate response is needed on campus, call 911. After calling 911, call NEIT Public Safety at 401-234-5555 or at extension 5555 for additional response.

Members of the NEIT community, as well as our visitors, are encouraged to accurately and promptly report suspicious behavior, hazardous conditions, criminal activities, or an emergency situation to the NEIT Department of Public Safety (DPS):

| Phones to use: | NEIT Phone: | Non-NEIT Phone: | |
|---|---|---|---|
| | Dial 5555 | Dial 401-234-5555 | |
| Or by location: | Post Road Campus | East Greenwich Campus | Access Road Campus |
| | 401-780-4706 | 401-780-4705 | 401-780-4707 |

Any criminal action should be reported to NEIT DPS immediately. If a criminal action is witnessed and the victim of the crime elects or is unable to make such a report, any witnesses should report the criminal action to DPS.

## 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 by 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 students' responsibility to always have their most current contact information on file with NEIT. 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.) 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.

Anyone with information warranting an emergency notification should immediately report the circumstances to NEIT's Department of Public Safety.

## 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 their 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 Gouse Bldg. 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.

| BUILDING | ASSEMBLY POINT |
|---|---|
| CT Building | 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 |

**East Greenwich**

| | |
|---|---|
| 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 |

**Residence Hall**

| | |
|---|---|
| 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

G. Report if anyone is suspected of being in the building after the general evacuation to public safety, police, or fire department.

## 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.)

A fire alarm will not only disrupt the activities of the university but will also result in dispatch of emergency equipment to the university 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 their 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 their 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, students should not call NEIT 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 the 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.

Students can also update this information on Web for Students.

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*)          WJAR-TV/NBC10    (*www.turnto10.com*)

WPRI-TV/CBS12  (*www.wpri.com*)          WNAC-FOX   (*www.fox64.com*)

**RADIO STATIONS**:

FM DIAL: 92.3 WPRO (*www.92profm.com*)    AM DIAL: 630 WPRO (*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 liable for student's 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*.

## 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, Post Road 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 their 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 term 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 or the Student Success Coordinator for Online Learning 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 term, prior to leaving the student should speak with his or her Student Advisor the Student Success Coordinator for Online Learning 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 term(s).

## COMPUTER LABS

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

| Campus Location | Room | |
|---|---|---|
| East Greenwich | S111 | (Near the Public Safety Office) |
| 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*.

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 or the Student Success Coordinator for Online Learning 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 or the Student Success Coordinator for Online Learning immediately if they know they will not be able to attend classes, but plan to return. If a Student Advisor or the Student Success Coordinator for Online Learning 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 or the Student Success Coordinator for Online Learning must notify the Registrar's Office to immediately withdraw the student from NEIT.

## DEPARTMENT CHAIRS/COORDINATORS AND EMAIL ADDRESSES

Architectural Building Engineering Technology . . . . . . . . . . . . . . . . Phil Marks, Associate Professor, *pmarks@neit.edu*

Automotive Collision Repair Technology . . . . . . . . . . . . . . . Robert Kennedy, Assistant Professor, *rkennedy@neit.edu*

Automotive Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Robert Kennedy, Assistant Professor, *rkennedy@neit.edu*

Biological Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rebbecca Silva, Assistant Professor, *rsilva@neit.edu*

Building Construction Technology . . . . . . . . . . . . . . . . . . . . . . . . Daniel Ducharme, Instructor, *dducharme@neit.edu*

Business Management . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Hank Johnson, Associate Professor, *hjohnson@neit.edu*

Construction Management . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Phil Marks, Associate Professor, *pmarks@neit.edu*

Criminal Justice . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Ray Angell Esq., Professor, *rangell@neit.edu*

Cybersecurity and Network Engineering . . . . . . . . . . . . . . .E. Martin Truchon, Associate Professor, *etruchon@neit.edu*

Cybersecurity Defense . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .E. Martin Truchon, Associate Professor, *etruchon@neit.edu*

Digital Media Production . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Tom Strolla, Professor, *tstrolla@neit.edu*

Electrical Engineering Technology . . . . . . . . . . . . . . . . . .Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Electrical Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Electronics, Robotics & Drones Technology . . . . . . . . . .Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Engineering Management . . . . . . . . . . . . . . . . . . . . . . . . .Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Game Development and Simulation Programming . . . . .E. Martin Truchon, Associate Professor, *etruchon@neit.edu*

Graphics, Multimedia & Web Design . . . . . . . . . . . . . . . John Szymkowicz, Associate Professor, *jszymkowicz@neit.edu*

Health Science . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mary Benn, Assistant Professor, *mbenn@neit.edu*

Heating Ventilation and Air Conditioning Technology . . . . . . . . . . . . . . . . . . Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Humanities and Social Sciences . . . . . . . . . . . . . . . . . . .Suzanne Gemma, Esq., Associate Professor, *sgemma@neit.edu*

Information Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . .E. Martin Truchon, Associate Professor, *etruchon@neit.edu*

Interior Design . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Phil Marks, Associate Professor, *pmarks@neit.edu*

Marine Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Robert Kennedy, Assistant Professor, *rkennedy@neit.edu*

Mathematics and Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Sharon Ryan, Associate Professor, *sryan@neit.edu*

Mechanical Engineering Technology . . . . . . . . . . . . . . . Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Medical Laboratory Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rebbecca Silva, Assistant Professor, *rsilva@neit.edu*

Nursing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Elizabeth Raposa, DNP, Assistant Professor, *eraposa@neit.edu*

Occupational Therapy Assistant and Occupational Therapy . . . . Randy Fedoruk, OTD, Professor, *rfedoruk@neit.edu*

Occupational Therapy (Post-Professional Doctorate). . . . . . . . . . . Carol Doehler, OTD, Professor, *cdoehler@neit.edu*

Paramedic Technology. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Sean Thompson, *sthompson@neit.edu*

Physical Therapist Assistant . . . . . . . . . . . . . . . . . . . . . . . . . . . .Laurie Miner, Ph.D., Associate Professor, l*miner@neit.edu*

Plumbing Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Public Health. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Magali Angeloni, Dr. Ph., Assistant Professor, *mangeloni@neit.edu*

Refrigeration/Air Conditioning Technology . . . . . . . . . Michael Eggeman, Associate Professor, *meggeman@neit.edu*

Rehabilitation Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Randy Fedoruk, OTD, Professor, *rfedoruk@neit.edu*

RN to BSN . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Elizabeth Raposa, DNP, Assistant Professor, *eraposa@neit.edu*

Respiratory Care. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Paul Mangino, Ed.D., Assistant Professor, *pmangino@neit.edu*

Surgical Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Lisa Reed, Professor, *lreed@neit.edu*

Veterinary Technology . . . . . . . . . . . . . . . . . . . . . Christopher Hannafin, DVM, Assistant Professor, *channafin@neit.edu*

Video Game Development and Design . . . . . . . . . . . . . . . .E. Martin Truchon, Associate Professor, *etruchon@neit.edu*

Welding Engineering Technology . . . . . . . . . . . . . . . . . . Michael Eggeman, Associate Professor, *meggeman@neit.edu*

## EMERGENCY CONTACT INFORMATION

Students (except students in 100% online programs) are expected to designate an emergency contact person for the university to contact in the case of a personal emergency (i.e. student is injured, becomes ill, is transported to the hospital, or where there is reason to believe that notification may reduce imminent risk to the student or others). 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. Emergency Contact Information is considered confidential and will only be used for a personal emergency.

Students can enter/update their emergency contact information on the Student Website on Web for Students (enter "secure area" then click on Personal Information).

## 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 on campus 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 contact 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 and by punching a hole in the card.

### Residence Hall Use

To maintain the safety of the residence hall community, residents are required to show their ID card to the Public Safety Officer or Desk Assistant who is seated at the entrance of 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.

## 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 term, students will each be allocated $15.00 worth of printed copies at no charge, which is the equivalent of 187 black and white 81/2 X 11 prints. (See below for information about larger size and two-sided prints.)

Print Costs:  . . . . 8-1/2 x 11 black and white . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 08 cents per copy

8-1/2 x11 color . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 25 cents per copy

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

8-1/2 x14 black and white . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 10 cents per copy

8-1/2 x14 color . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 32 cents per copy

11x17 black and white  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15 cents per copy

11x17 color . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 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 term will be added to the $15 allocation for the upcoming term 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.

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

## STUDENT 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

NEIT 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 at 401-739-5000, ext. 3441 or visit room N201 on the East Greenwich campus.

### Public Transportation

A Rhode Island Public Transport Authority (RIPTA) bus stops at the East Greenwich Campus at door SC4 (rear of the building). The bus route number is 16, "Bald Hill/NEIT/Quonset." To review the schedule, go to https:// www. ripta.com/schedules/.

### 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.

- 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.

- The following are not allowed on NEIT shuttles: smoking, alcohol, and open food or drink containers.

- 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.

## VEHICLES ON CAMPUS

### Permit Required

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 permit. The permit(s) issued must be attached to each vehicle. An NEIT Student I.D. is required when requesting a permit.

Parking permits are provided by the Department of Public Safety. Permits are issued during orientation or can be picked up at the Public Safety Office at the East Greenwich campus, S111A. Student must present their student ID and vehicle registration to receive a permit. Students may also apply for a permit online at:

https:// www.neit.edu/Student-Life/Public-Safety/Student-Parking-Permit-Form.

Students may receive a permit for only one vehicle. If there are circumstances that require a student to temporarily have more than one vehicle on campus at the same time, the student must receive written permission from the Director of Public Safety or their designee.

All students' cars parked on NEIT campuses must be properly registered, insured, and have a parking permit affixed permanently to the outside lower left corner of the windshield (driver's side). All cars without valid parking permits or permits not properly displayed may be cited or towed at the owner/operator's expense.

### Parking Rules

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 are not allowed to 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 not permitted in crosswalks or fire lanes. Any infractions 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 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.

### Guest Parking

Resident students who are planning to have a guest visit campus with a car, must apply for a Guest Parking Pass with Public Safety. The guest must show Public Safety their license and registration. Once authorized and

the guest pass is issued, the Guest Pass must be visibly displayed on the dashboard while the car is parked on campus.

Any violations of this policy will result in fines or possible loss of privileges for the host.

Parking bans for designated NEIT parking lots are essential for efficient and timely snow removal and to ensure adequate parking for guests who are attending NEIT events. When a ban is scheduled to go into effect, resident students will usually be notified by text or email and told to which lot they need to move their vehicles and the length of time they need to keep their vehicles in that parking lot. Violation of the parking ban may result in a fine or towing the vehicle at the owner/operator's expense.

### Leaving Vehicles on Campus

Students cannot leave their vehicles on campus during break periods or during Intersession without the written permission of the Director of Public Safety or their designee. Vehicles that remain in the parking lot without authorization may be towed at the owner/operator's expense.

Vehicles abandoned for more than two consecutive days may be towed at the owner's expense.

### Working on Vehicles

Students are prohibited from working on vehicles while parked on NEIT property other than as required in the labs of NEIT's automotive courses. This includes performing mechanical/electronic repairs as well as repairs to the exterior of vehicles. Students who violate this policy may face disciplinary action and, if applicable, may be charged for any damage to NEIT property, including for paint and oil stains.

### Parking Maps

See Campus Maps in this Student Handbook.

## 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 from the

end of their housing contract (or the time posted by Residence Life, whichever is first) or 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.

The university assumes no liability for the loss or damage of students' personal property if property has been abandoned.

## 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.

## COMMUNICABLE DISEASES (INCLUDING COVID 19)

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

Students are reminded they are required to read and follow the communicable diseases including COVID-19 related policies and procedures established by NEIT. Noncompliance with the university's rules, regulations or policies pertaining to communicable diseases including COVID-19, on- or off-campus, may require the immediate application of disciplinary action up to and including removal from the residence hall and/or dismissal.

## 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 term (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 term 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 judgment, 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. (Only MicroChill microwaves are allowed in the residence hall.) Heating and cooking appliances such as hot plates, air fryers, 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 should not leave food that is heating unattended on the stove and/or in the oven. If a fire alarm is set off due to smoke resulting from unattended food that is being heated, the student will be fined and may face disciplinary action. (See Disciplinary Action and Fines, within Fire Safety Policy for Resident Students in this Student Handbook.)

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 term, 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 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 exists 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 Residents with Mobility Impairments

Residents with a mobility impairment are responsible to notify the Residential Life staff of their mobility impairment. 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 mobility impairment.

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 their service/support animal if the animal is caged or under their 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).

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).

### Poster, 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;
- 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, air fryers, 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;

- Grills of any kind;
- 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 and/or if prohibited items are found, the staff will take immediate action to correct it, including confiscation of items of 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.

Students who live in suite style rooms are not allowed to move the NEIT furniture from one room of the suite to the adjoining room.

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:

- Residents must obtain permission from their roommates to host a guest.

- Guests must be accompanied by their hosts at all times.

- The room/suitemates' right to access and privacy must be respected.

- Guests must sign in and out of the residence hall with their host present.

- Guests must be at least 18 years of age or older. 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.

- 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.

- Residents are permitted to host no more than two guests at the same time.

- 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.

- 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.

- Guests may not stay overnight in the common areas of the residence hall.

- Guests may not be in the residence hall during break periods.

- Guests may not stay overnight in the residence hall during a move-in period.

- Beginning at 9 a.m. on the Saturday of week 9 (the Saturday before finals week), only NEIT students are

permitted to be guests throughout the final exam period (week 10).

- 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 Life Coordinator 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 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 (students who never lived in the residence hall or students who return to the residence hall after an interruption in their residency) must pay a $225 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 term of residency.

Returning resident students (students who did not have an interruption in their residency from the previous term) must pay a $200 nonrefundable room reservation deposit each spring when 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 complete the Returning Student Housing Application and submit

the room reservation deposit by the deadline stated by the Office of Residence Life will be excluded from the housing selection process and will not be guaranteed a space in the residence hall. If space is available, there will be a $275 late application fee added to the student's room reservation deposit of $200 for failure to complete the Returning Student Housing Application and pay the room reservation deposit by the stated deadline.  Students who withdraw from housing prior to the start of the Summer Term will not be refunded the room reservation deposit or the late application fee, if applicable.

## HOUSING WITHDRAWALS

A resident student who wishes to discontinue living in the residence hall must immediately notify the Office of Residence Life by completing the Housing Move-Out form, located in My Housing. 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. (If the withdrawal date is at the end of a given term, the student must vacate their room within 24 hours of the student's last final exam or project, or by the posted closing time, whichever comes first.) 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 term is responsible for all room charges for that term. 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 their 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 their 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 their 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 himself 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 should contact Public Safety if they are unable to return to their room or the building because they are without their ID card.

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 NEIT's receipt of student letters and packages, students will receive a message to their 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 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 should be picked up at the Mailroom counter. Students will be required to show their ID card.

On campus mail services are for resident students only. If nonresident students receive mail, it will be sent back to the sender.

Letters and packages will be held in the mailroom for only two weeks from date of arrival. After that time, mail will be sent back to the sender, whenever possible. NEIT will not pay return postage if a package cannot be returned to the sender; these items will be disposed of at the discretion of the Office of Residence Life. Resident students should use only the residence hall address (below) to receive mail. Any mail delivered to NEIT's mailing address (1 New England Tech Blvd) will be sent back to the sender.

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

Mailroom hours are posted outside the mailroom and are subject to change.

### Resident students' mailing address:

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

## MEAL PLANS

All resident students are required to purchase a meal plan. The selection of a meal plan is made when students complete their housing application. Students who wish to make a change to their meal plan selection must do so no later than 7 days before classes begin for the term.

## 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 Life Coordinator
- 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.

## POLICY AGAINST UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION

See this policy in the University Policies and Procedures 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 regard 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 term, 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.

## RESIDENCE HALL SECURITY PROCEDURES

Security is the responsibility of all residents. The following precautions will help to ensure your protection and the safety and security of your residence hall community:

- Do not prop open your residence hall room door;
- Do not prop open any of the residence hall's exterior doors;

- Do not exit (or enter) any door designated as an emergency exit unless there is an actual emergency;

- Always lock your room whenever you leave, even if it's only to go to the hallway bathroom or visit your neighbor;

- Do not make any modifications to room locks in an effort to have the door remained unlocked;

- Do not allow strangers to enter the building with you. If an unauthorized person pushes past you or follows you through the door, immediately inform Public Safety or a Residence Life staff member;

- Report suspicious persons or packages to Public Safety or a member of the Residence Life staff. Failure to comply with any of the procedures indicated above may result in disciplinary action.

## 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 and inspect 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, other than on NEIT furniture equipped with a fixture for a lock, 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 its contents 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.

When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, NEIT prohibited items, or stolen property on campus, or in cases otherwise involving some risk of harm, NEIT reserves the right to search an occupant's personal belongings that are on NEIT property.

If a personal belonging(s) to be searched is locked inside of an item, the occupant is required to open it when directed by a Designated NEIT Official. If the occupant refuses to remove a lock or if the occupant is not present during a search, and the locked item is owned by NEIT, such as a desk, NEIT reserves the right to break the lock to conduct a search. If the occupant refuses to remove a lock from a personal item that is not owned by NEIT or if the occupant is not present during a search, and in NEIT's reasonable determination there is an eminent risk of harm, NEIT reserves the right to open the locked item.  If there is no eminent risk of harm, NEIT reserves the right to confiscate the item until such time as the matter is resolved. If more than 3 months pass before the matter is resolved due to the occupant's lack of cooperation in the matter, NEIT reserves the right to open and/or discard the locked item and its contents.

## 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 Life Coordinator 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 term. Students who wish to change rooms over a term 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 term 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 term, 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 no more than 24 hours to vacate the room.

The residence hall closes at the end of the Spring Term, and all students must vacate their rooms and remove all personal belongings within 24 hours of their last final exam or project, or by the posted closing time, whichever comes first.

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.

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.

Students who plan to not return after a break period that falls within the timeframe of the student's housing contract must complete the Move-out Form, which is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a $200 Improper Checkout Fee.

### Break Periods

The residence hall closes during the Summer-Fall Term break period, Thanksgiving Vacation, Fall-Winter Term break period, and Winter-Spring Term break period. The residence hall is closed during Intersession. Students must vacate the residence hall during vacation and break periods, and cannot enter the residence hall during these periods. Before leaving the residence hall for Intersession, all personal items must be removed from the residence hall, and students must clean their assigned spaces and return the furniture to its original location.

Students who do not leave the residence hall by the date/time required by the Office of Residence Life may face disciplinary action and be charged a fee.

Students who plan to not return after a break period that falls within the timeframe of the student's housing contract must complete the Move-out Form before the end of the student's current term. The form is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a $200 Improper Checkout Fee.

## ROOM PERSONALIZATION

Students are not permitted to paint, wallpaper, renovate, or modify their rooms or bathrooms 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 or a bathroom is considered damage and is not allowed. This includes changing showerheads.

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.

Light strips that adhere to surfaces are not allowed because they damage surfaces upon removal.

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 Term. Room selection for resident students who intend to return to housing beginning in the Summer Term is conducted during the prior Spring Term. 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 Term must pay a Room Reservation Deposit when submitting the Returning Student Housing Application by the stated deadline to be eligible to select a room and to match with a desired roommate.

Students who secure a room are required to be registered full-time for Summer Term 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.

## TITLE IX REPORTING, INVESTIGATION AND GRIEVANCE PROCEDURES

See this policy 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.

## VEHICLES ON CAMPUS

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

**LOT A2**

**LOT D**

**LOT A1**

**5**

**2**

**1**

**LOT B**

**LOT C2**

**LOT C1**

**4**

**3**

**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

| A | Building |
| --- | --- |
| AB | Building |
| AC | Building |
| AD | Building |
| 1 | Student Parking |

# NEW ENGLAND TECH

# FALL TERM 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **OCTOBER** 1<br>Last day to drop courses on web<br>**WEEK 1** | 2<br>CLASSES BEGIN | 3<br>Last day to add weeks 1-5 courses | 4 | 5 | 6<br>Last day to register by appt. with Student Advisor | 7 |
| 8<br>Last day to register on Web for Students<br>**WEEK 2** | 9<br>*Columbus Day Holiday*<br>(NO CLASSES) | 10<br>First day to late add 10-week courses | 11 | 12 | 13<br>Last day to late add 10-week courses<br>*Check your schedule for Friday classes* | 14 |
| 15<br>**WEEK 3** | 16 | 17<br>Last day to drop weeks 1-5 courses | 18 | 19 | 20 | 21 |
| 22<br>**WEEK 4** | 23 | 24 | 25 | 26 | 27 | 28 |
| 29<br>**WEEK 5** | 30<br>WEB REGISTRATION BEGINS | 31 | **NOVEMBER** 1 | 2 | 3<br>Last day to drop 10-week courses by appt. with Student Advisor | 4<br>Last day to drop 10-week courses by email to Student Advisor |
| 5<br>**WEEK 6** | 6 | 7<br>Last day to add weeks 6-10 courses | 8 | 9 | 10<br>*Veterans Day Holiday*<br>(NO CLASSES) | 11 |
| 12<br>**WEEK 7** | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 ◄ **THANKSGIVING BREAK WEEK** ► | 22 | 23 | 24 | 25 |
| 26<br>**WEEK 8** | 27 | 28<br>Last day to drop weeks 6-10 courses | 29 | 30 | **DECEMBER** 1 | 2 |
| 3<br>**WEEK 9** | 4 | 5 | 6 | 7 | 8 | 9 |
| 10<br>**WEEK 10** | 11 | 12 | 13 | 14 | 15 | 16<br>CLASSES END |

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# WINTER TERM 2024

**NEW ENGLAND TECH**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **JANUARY** 7 — Last day to drop courses on web — WEEK 1 | 8 **CLASSES BEGIN** | 9 Last day to add weeks 1-5 courses | 10 | 11 | 12 Last day to register by appt with Student Advisor | 13 |
| 14 Last day to register on Web for Students — WEEK 2 | 15 *Martin Luther King, Jr. Holiday* (NO CLASSES) | 16 First day to late add 10-week courses | 17 | 18 | 19 Last day to late add 10-week courses — *Check your schedule for Friday classes* | 20 |
| 21 — WEEK 3 | 22 | 23 Last day to drop weeks 1-5 courses | 24 | 25 | 26 | 27 |
| 28 — WEEK 4 | 29 | 30 | 31 **FEBRUARY** 1 | 2 | 3 | |
| 4 — WEEK 5 | 5 **WEB REGISTRATION BEGINS** | 6 | 7 | 8 | 9 Last day to drop 10-week courses by appt. with Student Advisor | 10 Last day to drop 10-week courses by email to Student Advisor |
| 11 — WEEK 6 | 12 | 13 Last day to add weeks 6-10 courses | 14 | 15 | 16 | 17 |
| 18 — WEEK 7 | 19 *Presidents Day Holiday* (NO CLASSES) | 20 | 21 | 22 | 23 *Check your schedule for Friday classes* | 24 |
| 25 — WEEK 8 | 26 | 27 Last day to drop weeks 6-10 courses | 28 | 29 **MARCH** 1 | | 2 |
| 3 — WEEK 9 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 — WEEK 10 | 11 | 12 | 13 | 14 | 15 | 16 **CLASSES END** |

◄ **BREAK WEEK** ►

# NEW ENGLAND TECH

# SPRING TERM 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **MARCH** 24 Last day to drop courses on Web **WEEK 1** | **CLASSES BEGIN** 25 | 26 Last day to add weeks 1-5 courses | 27 | 28 | 29 Last day to register by appt. with Student Advisor | 30 |
| 31 Last day to register on Web for Students **WEEK 2** | **APRIL** 1 First day to late add 10-week courses | 2 | 3 | 4 | 5 Last day to late add 10-week courses | 6 |
| 7 **WEEK 3** | 8 | 9 Last day to drop weeks 1-5 courses | 10 | 11 | 12 | 13 |
| 14 **WEEK 4** | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 **WEEK 5** | **WEB REGISTRATION BEGINS** 22 | 23 | 24 | 25 Last day to drop 10-week courses by appt. with Student Advisor | 26 Last day to drop 10-week courses by email to Student Advisor | 27 |
| 28 **WEEK 6** | 29 | 30 Last day to add weeks 6-10 courses | **MAY** 1 | 2 | 3 | 4 |
| 5 *Commencement* **WEEK 7** | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 **WEEK 8** | 13 | 14 Last day to drop weeks 6-10 courses | 15 | 16 | 17 | 18 |
| 19 **WEEK 9** | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 **WEEK 10** | *Memorial Day Holiday* (No Classes) 27 | 28 | 29 | 30 | *Check your schedule for Friday classes* 31 | **JUNE** **CLASSES END** 1 |

◄ **BREAK WEEK** ►

# NEW ENGLAND TECH

# INTERSESSION 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **JUNE** 2<br>Last day to drop courses on web<br>**WEEK 1** | **CLASSES BEGIN** 3 | Last day to register for Intersession Classes 4 | 5 | 6 | 7 | 8 |
| 9<br>**WEEK 2** | 10 | 11 | 12 | 13 | Last day to drop Intersession classes 14 | 15 |
| 16<br>**WEEK 3** | 17 | 18 | *Juneteenth Holiday* (No Classes) 19 | 20 | 21 | 22 |
| 23<br>**WEEK 4** | 24 | 25 | 26 | 27 | 28 | 29 |
| 30<br>**WEEK 5** | **JULY** 1 | 2 | 3 | *Independence Day Holiday* (NO CLASSES) 4 | 5 | **CLASSES END** 6 |
| | | ◄ **BREAK WEEK** ► | | | | |

# INTERSESSION 2024

## June 3 — July 6, 2024

- An opportunity to stay on-track or get ahead in your degree progress
- 5-week classes
- Day and evening classes
- Liberal arts classes only (non-technical)

### Sample Schedule
HU 289   Tues. & Thurs. 8:30 am to 12:00 pm
MA 100   Mon., Wed., & Thurs., 8:30 am – 12:00 pm

## SUMMER TERM  July 15 — September 21, 2024

- This is a term of technical and liberal arts classes and is **Mandatory**
- Not all summer term classes will be available in the fall term

# NEW ENGLAND TECH

# SUMMER TERM 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **JULY** 14<br>Last day to drop courses on Web<br>WEEK 1 | **CLASSES BEGIN** 15 | 16<br>Last day to add weeks 1-5 courses | 17 | 18 | 19<br>Last day to register by appt. with Student Advisor | 20 |
| 21<br>Last day to register on Web for Students<br>WEEK 2 | 22<br>First day to late add 10-week courses | 23 | 24 | 25 | 26<br>Last day to late add 10-week courses | 27 |
| 28<br>WEEK 3 | 29 | 30<br>Last day to drop weeks 1-5 courses | 31 | **AUGUST** 1 | 2 | 3 |
| 4<br>WEEK 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11<br>WEEK 5 | **WEB REGISTRATION BEGINS** 12 | 13 | 14 | 15 | 16<br>Last day to drop 10-week courses by appt. with Student Advisor | 17<br>Last day to drop 10-week courses by email to Student Advisor |
| 18<br>WEEK 6 | 19 | 20<br>Last day to add weeks 6-10 courses | 21 | 22 | 23 | 24 |
| 25<br>WEEK 7 | 26 | 27 | 28 | 29 | 30 | 31 |
| **SEPTEMBER** 1<br>WEEK 8 | *Labor Day Holiday* (NO CLASSES) 2 | 3<br>Last day to drop weeks 6-10 courses | 4 | 5 | *Check your schedule for Friday classes* 6 | 7 |
| 8<br>WEEK 9 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15<br>WEEK 10 | 16 | 17 | 18 | 19 | 20 | **CLASSES END** 21 |

◀ **BREAK WEEK** ▶