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STUDENT HANDBOOK



**RHODE
ISLAND
COLLEGE**

Student Handbook

Revised July 2024



Dear Students,

Welcome to Rhode Island College! We are excited that you have chosen to join the RIC community. I am confident that your upcoming year here will be both fulfilling and rewarding.

This Student Handbook is designed to help you navigate your time at RIC by providing essential information on policies, procedures, regulations, resources and activities. It serves as a valuable resource for understanding student life, assessing your needs, and guiding you through the various programs and opportunities available to enhance your experience. Additionally, it outlines the College's institutional priorities and policies, ensuring that our community remains aligned with our mission while respecting the rights of all individuals.

Rhode Island College is proud of its diverse and inclusive campus, where we value equity, inclusion, and justice. These principles, along with our holistic approach to education, prepare students to become global citizens with a strong commitment to the welfare of others.

Our campus culture is vibrant, offering numerous opportunities for engagement through programming, athletics, on-campus living, events, community service, and a wide range of clubs and organizations. We strongly encourage you to participate in at least one co-curricular activity. With so many options, there's something for everyone who wants to get involved.

Whether you are a new or returning student, you are embarking on an incredible journey. The faculty, staff, and administration at RIC are here to support you every step of the way. This is your chance to grow intellectually, emotionally, culturally, and socially in an environment that embodies the mission, vision, and values of Rhode Island College. We urge you to make the most of everything our campus has to offer and to embrace the spirit of being an Anchor!

Thank you once again, and welcome to RIC.

Sincerely,

Ted Zito
Assistant Vice President for Student Success and Dean of Students

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INTRODUCTION

This handbook provides information about policies, procedures, regulations, resources and activities at the College with which each Rhode Island College student should be familiar. In many instances additional detailed information may be found in the [Rhode Island College Undergraduate Catalog](#) and the [Manual of Academic Policies and Procedures \(MAPP\)](#) publications. The policies stated herein are subject to revision, notice of which is made through normal channels of communication. Students are held responsible for checking their Rhode Island College e-mail account, as this is the primary form of communication for the College.

MISSION STATEMENT

By ensuring access to an intellectually invigorating liberal arts education and high-quality professional programs vital to our state's future, we provide opportunities for individuals to enhance and transform their lives; contribute to the advancement and wellbeing of families and communities; and bolster the overall quality of life, both in Rhode Island and across wider society.

VISION

We are tenaciously striving to become Rhode Island's most student-centered institution of higher learning. This intentional focus will galvanize our efforts to: improve outcomes for all students; enliven teaching, learning, research, creative work, and service; and weave the College more tightly into the fabric of our state's distinctiveness.

VALUES

Consideration & Open-Mindedness

We treat one another with respect, strive to remain open to new ideas, and acknowledge the importance of considering multiple perspectives.

Academic Quality

We believe the most critical ingredients for a high-quality teaching and learning environment are: sustained, meaningful interaction between faculty and students; ongoing support for faculty to be leaders in their respective disciplines; an emphasis on opportunities for intensive engagement; and adherence to the principles of academic freedom and equitable access to knowledge.

Diversity, Equity & Inclusion

We are cultivating an inclusive institution that fosters diversity within our community and seeks to continuously improve equity in opportunities and outcomes for everyone.

Student Agency

We work in close partnership with each and every student to honor their individual aspirations, appreciate their unique needs, and do our best to ready them to thrive along whatever paths they choose.

Empowerment

We empower individuals to become increasingly adept at navigating their own avenues for growth and change as they pursue their goals.

Collaboration

We appreciate the inherent value of collaboration and its tremendous potential not only to improve our effectiveness but also to connect people who share a common purpose.

Accountability

We are responsive and accountable to a wider public – and to one another.

Community

We want RIC to be a place that welcomes – and works for – everyone, and to be an institution of which all students, employees, alumni, and the people of Rhode Island can feel proud.

SECTION I: STUDENT CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

As an academic community, Rhode Island College (the “College”) is dedicated to providing safe and vibrant learning and working environments for all of its members. The purpose of the Student Code of Conduct and Conduct Review Process is to promote student growth and development, and to preserve the atmosphere of learning necessary to the well-being of all students.

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

The College expects all students and student organizations to abide by all policies implemented by the College, including the Code of Conduct and related Conduct Review Process, as well as all state, local, and federal laws. In the case that a student is charged with, pleads guilty or nolo contendere to, or is convicted of a felony at any point during their enrollment at the College, the student must immediately notify the College. If necessary, to protect the health and safety of the campus community or its members, the College may place a student who has been charged with a felony on an interim suspension until the student’s charges have been dismissed or until there is a judgment of conviction or acquittal. If a student is convicted of a felony while enrolled at the College, the College may expel the student.

Jurisdiction

The Code of Conduct and Conduct Review Process shall apply to all students and all student organizations. Any student who is found responsible for violating the Code of Conduct is subject to disciplinary sanctions and could be subject to criminal charges. It is the expectation of the College that all students shall be responsible for their conduct from the time of admission through graduation, including while participating in any student organization. (Separate and apart from the student admissions review process, if an individual who has been accepted to the College violates the Code of Conduct prior to their enrollment in academic courses, the College reserves, in its sole discretion, the right to revoke that individual’s acceptance to attend the College). The Code of Conduct shall apply to prohibited conduct by a student whether the conduct occurs on or off campus.

If a student withdraws from the College while a conduct matter is pending, the College will place a hold notification in the student’s education records and in the relevant College database system, and the student will not be permitted to re-enroll in the College until after the conduct matter has been adjudicated and/or resolved.

Relevant Definitions

The terms referenced herein should be interpreted to have the following meanings:

- **Administrative Hearing:** a hearing that consists of a meeting or meetings with a single Decision Maker to adjudicate a disciplinary charge.

- **College Community Members:** Persons who are affiliated with the College, including members of the College administration, faculty, staff, student body, alumni, visitors, volunteers, vendors, invitees, and contractors.
- **Enrolled Student (“student”):** An individual who is attending the College as a student, full-time or part-time, and is registered in academic courses.
- **Student:** All persons (other than faculty, staff, or administrators) who have accepted an invitation of admission to Rhode Island College, who are enrolled in, or taking or auditing College courses, either full or part-time, in-person or remotely. Persons who are not currently enrolled for a particular term, or are between terms, but who have a continuing relationship with the College (e.g., students on a leave of absence with an intent to return) are considered students.
- **Preponderance of the Evidence:** An evidentiary standard that is met if the greater weight of the evidence demonstrates that it is ‘more likely than not’ that a violation of the Code of Conduct has occurred.
- **Complainant:** Any person who is alleged to have been subject to another student’s misconduct. In the absence of a student complainant, the College is the complainant.
- **Respondent:** Any student or student organization accused of violating the Code of Conduct.
- **Decision Maker:** College official authorized to resolve allegations and/or impose outcomes for students alleged to have violated College Conduct.
- **Hearing Board:** The full Hearing Board consists of trained students, faculty, and staff who serve as a collective Decision Maker authorized to resolve allegations and/or impose outcomes for students who have alleged to have violated the Code of Conduct. Every effort will be made to have Hearing Board representation from the aforementioned groups, however hearings may occur by designee at the discretion of the Dean of Students.
- **Designee:** Refers to a staff or faculty member who has the responsibility for implementing the Student Conduct process or administering a Hearing Board, in part or in whole.
- **Possession:** Physically holding or controlling the subject item or owning or controlling a room, vehicle, or other area where the item is present, knowingly, or unknowingly.
- **College Premises/Property:** all land, buildings, facilities, and other property in the possession of or owned, leased, used, operated, or controlled by the College.
- **Student Organization:** An organization comprised of student members that is officially recognized by the College. A student organization or members of a student organization may be held collectively or individually responsible for violations of the Code of Conduct. The president of the student organization will serve as the student organization’s representative during the Conduct Review Process. If the president is unable to serve, any member of the executive board of the student organization may serve. If the student organization does not have an executive board, the student organization must appoint one student to represent the student organization during the Conduct Review Process. Failure to do so will result in the College proceeding with the Conduct Review Process without a representative of the student organization present.

PROHIBITED CONDUCT/ VIOLATIONS OF THE CODE OF CONDUCT

As members of the Rhode Island College community, students and student organizations have a responsibility to uphold Code of Conduct as well as adhere to federal, state, and local laws. The Dean of Students shall make the determination on what constitutes a violation of the Code of Conduct and shall establish the specific code violation(s) as appropriate.

The following are groups of behaviors that constitute misconduct. The following list is intended to represent the types of acts that constitute violations of the Code of Conduct. Although the list is extensive, it should not be regarded as all-inclusive. All community members are responsible for knowing and observing all College policies and procedures. College departments may maintain specific policies or guidelines enforceable by their respective procedures separate from community standards action. The College reserves the right to review off-campus incidents to determine if a violation of the Code of Conduct has occurred and whether resolution through the conduct review process is warranted. Students engaging, attempting to engage, or assisting in the following behaviors are subject to disciplinary action:

I. Conduct Affecting the College Community

- a) Engaging in conduct that interferes with student learning or the mission of the College is prohibited.
- b) Disruption, obstruction, or interference with college activities, including but not limited to teaching, research, administration, meetings, public events, disciplinary proceedings, and public service functions on or off campus, the right of access to university facilities or freedom of movement of any person on College premises is prohibited.
- c) Engaging in commercial sales or solicitation of members of the College community without proper authorization is prohibited. Any person desiring to sell any products or services on campus must have written permission from a member of the College's leadership team or designee.
- d) Engaging in disorderly behavior/conduct or conduct that threatens the health or safety of any individual is prohibited. Communication that a community member would reasonably interpret as a serious expression of intent to harm is prohibited. Examples include, but are not limited to physical abuse, verbal abuse, threats, intimidation, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person, including oneself.
- e) Failing to adhere to College policies, officially promulgated College rules or regulations is prohibited.
- f) Failing to comply with reasonable directions from College employees and/or representatives acting in the performance of their official duties is prohibited.
- g) Failing to present a student ID when requested to do so by a College employee and/or representative is prohibited. The expectation of the College is that students will carry their student ID with them at all times while on campus.
- h) Obstructing or interfering with the Conduct Review Process or any other institutional disciplinary or adjudicatory process is prohibited.
- i) Intentionally initiating or causing a false report to be made is prohibited.

- j) Possessing weapons on campus is prohibited. (See [Weapons on Campus Policy](#) for definition of weapons.) Items found in violation of this provision will be confiscated and disposed of. Weapon-like items such as but not limited to firearms, tasers, stun guns, sprays designed to incapacitate, bows and arrows, sling-shots, blowguns, BB guns airsoft, pellet and paintball are also prohibited.
- k) Possessing fireworks, including dangerous chemicals or other explosives, except when appropriately used with permission from a member of the College leadership team or designee and in connection with a College-sponsored activity, is prohibited. Items found in violation of this provision will be confiscated and disposed of.
- l) Candles, incense, candle warmers and related paraphernalia on campus that have not been specifically approved by a member of the College leadership team or designee are prohibited. Items found in violation of this provision will be confiscated and disposed of.
- m) Smoking or using any type of electronic delivery smoking device or atomizer in any College building, vehicle, or other facility and within 50 feet of any entrance or exit thereto is prohibited. Items found in violation of this provision will be confiscated and disposed of.
- n) The possession of any items designated as restricted items in the residence halls is prohibited. Items found in violation of this provision will be confiscated and disposed of. (In limited instances, confiscated items may be returned to the student at the end of the semester, in the sole discretion of the College).
- o) Causing or contributing to campus community risk is prohibited. This includes, but is not limited to, violating College regulations or local, state, or federal orders in place to ensure the health and safety of the College community such as orders related to national pandemics or natural disasters, or failing to abide by College policies, procedures, and any other requirements in place to help reduce the risk of contracting or spreading infectious diseases.
- p) Engaging in academic disruption conduct is prohibited. Violations involving academic disruptions will be adjudicated in accordance with the Academic Standards set forth in the [Manual of Academic Policies and Procedures](#), not the Conduct Review Process.

II. Conduct Affecting Others

- a) Endangering or attempting to endanger the health or safety of others is prohibited. This includes both intentional and negligent conduct that endangers the health and safety of another individual.
- b) Abusive behavior, including physical or verbal abuse, threats, harassment, stalking (including cyberstalking), privacy violations, or any other actions that endanger or threaten the physical or psychological health, safety, or well-being of oneself, another individual, a group, or members of a student organization.
- c) Conduct that is lewd, indecent, obscene, or degrading to others, including, but not limited to actions based on gender, race, religion, cultural background, ability, or sexual orientation.
- d) Discriminatory Harassment and/or Bias Related Conduct - Verbal or physical behavior that denigrates or displays hostility towards an individual based on race, color, gender, sexual identity or expression, national origin, religion, age, disability, or sexual orientation.

- e) When determining if an action constitutes harassment, the Dean of Students or their designee will evaluate the full context of the behavior, considering the need to protect the College environment, individual rights, freedom of speech, academic freedom, and advocacy. It is important to note that an action that may be offensive to an individual or group may not qualify as harassment or a violation of the Code of Conduct.
- f) Harassment is defined as behavior that is so severe, pervasive, or objectively offensive that it undermines and detracts from the victim's ability to fully participate in the College's programs, activities, and mission, effectively denying them equal access to educational or work environments, resources, and opportunities.
- g) Engaging in intimidation is prohibited. This includes intent to place another individual in fear of bodily harm, injury, or death.
- h) Engaging in intrusion of privacy is prohibited. This includes filming, recording, photographing, or by other means secretly viewing another individual or their private information without that individual's consent in a location in which the individual has a reasonable expectation of privacy or in a manner that violates a reasonable expectation of privacy.
- i) Engaging in hazing or attempted hazing against others is prohibited. Hazing includes any conduct or method of initiation into any student organization, whether College-recognized or not, that willfully or recklessly endangers the physical or mental health of any person, or which destroys or removes public or private property.
- j) Engaging in or attempting to engage in threatening behavior is prohibited. Threatening behavior includes intent to commit violence against another individual or causing that individual to reasonably fear for their own health or safety.
- k) Fighting or engaging in violence is prohibited.
- l) Violating the Council on Postsecondary Education's Nondiscrimination Policy and Complaint Procedures is prohibited. Alleged violations of that policy will be adjudicated in accordance with the [Council on Postsecondary Education's Nondiscrimination Policy and Complaint Procedures](#).
- m) Violating the Council on Postsecondary Education's Title IX Sexual Harassment Policy is prohibited. Alleged violations of that policy will be adjudicated in accordance with the [Council on Postsecondary Education's Title IX Sexual Harassment Policy and Procedures](#).
- n) Illegal gambling of any kind is prohibited.

III. Conduct Affecting Property

- a) Intentionally or negligently vandalizing or damaging or attempting to vandalize or damage College property or the property of others is prohibited.
- b) Possessing the property of others without consent from the owner is prohibited.
- c) Failing to return College property within the prescribed time period is prohibited.
- d) Tampering with fire safety or other emergency equipment is prohibited.
- e) Failure to follow fire safety or other emergency rules and procedures is prohibited.

- f) Engaging in unauthorized occupancy, trespass, or use of College property is prohibited.
- g) Engaging in unauthorized use of the College's name, logo, or seal is prohibited.

IV. Dishonest Conduct

- a) Engaging in academic dishonesty is prohibited. This includes cheating, plagiarism, or other forms of academic dishonesty. Violations of this policy will be adjudicated in accordance with the Academic Standards set forth in the [Manual of Academic Policies and Procedures](#).
- b) Deliberately setting off a false fire alarm or attempting to set off a false fire alarm is prohibited.
- c) Knowingly making a false report of a crime or emergency is prohibited.
- d) Deliberately deceiving any College employee and/or representative by knowingly providing false information in connection with the discharge of the College's official duties is prohibited.
- e) Engaging in forgery of any document, record, or form of identification is prohibited.

V. Drug and Alcohol Policy Violations

- a) The possession, consumption or use of illegal drugs is prohibited. Marijuana, including marijuana used for medical or recreational purposes, is never permitted on the College's campus, and possession on campus is a violation of federal law. Any illegal drugs found in violation of this provision will be confiscated and disposed of in accordance with law and law enforcement may be notified.
- b) The possession of drug paraphernalia on campus is prohibited.
- c) The possession or consumption of alcohol in any residence hall or anywhere on campus without the consent of a member of the College's leadership team or designee is prohibited. This includes the possession of empty alcohol beverage containers that have not been specifically approved by a College employee for use in an academic curriculum. Any alcohol or containers found in violation of this provision will be confiscated and disposed of.
- d) The possession of common source alcohol containers on campus, including kegs, beer balls, etc. is prohibited.
- e) Providing, supplying, or distributing illegal drugs to another individual is prohibited.
- f) Providing, supplying, or distributing prescription medications to a person other than the person who the medication is prescribed to is prohibited.
- g) Providing, supplying, or distributing alcohol to individuals under the age of 21 is prohibited.
- h) Failing to adhere to the standards of conduct outlined in the College's [Drug and Alcohol Policy](#) is prohibited.

**Please take note of the amnesty policies set forth below in Section II*

VI. Technology and Computer Use

- a) Violating the [Responsible Computing Policy](#) is prohibited.
- b) Engaging in any abuse of College computers or other College electronic resources or technology is prohibited.
- c) Uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing, or distributing in any way information, software, movies, music, books, articles, or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner, is prohibited. Students are advised that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

VII. Retaliation

Retaliation is defined as any adverse action related to participation in an educational or conduct review process taken against any College community member who reports, intends to report or is a witness to a violation of the Code of Conduct and/or participates in the Conduct Review Process. Retaliation is prohibited. College Community Members who believe they have been subject to retaliation should promptly report the conduct to the Dean of Students Office.

Reporting Code Violations

Any individual who is witness to or becomes aware of an alleged violation of the Code of Conduct should promptly report the conduct to the Dean of Students or designee. Reports may be submitted verbally or in writing, however, written reports are preferred. Reports should be submitted as soon as practicable because delays in reporting may result in the College's inability to collect sufficient information, which may limit the College's ability to adjudicate the alleged violation.

Confidentiality

Education records related to the Conduct Review Process or any aspect of discipline against a student may not be released by the College without the student's written authorization or in accordance with law, including, but not limited to, the legally recognized exceptions under the [Family Educational Rights and Privacy Act \(FERPA\)](#). This prohibition does not apply to students in possession of their own educational records.

Interim Measures

If a College employee and/or representative authorized to impose interim measures determines that a student poses a significant risk or imminent threat to the College community or its members, that employee and/or representative may impose interim measures on the student pending the outcome of the Conduct Review Process. Interim measures will be determined on a case-by-case basis through an individualized and objective safety and risk assessment. Interim measures are temporary measures intended to impose restrictions on the student's access to housing and/or campus as is necessary to ensure the physical safety of the College community and its members in light of the alleged conduct. Interim measures may include but are not limited to removal from campus; removal from campus housing or relocation to a different residential hall; restricting access to certain areas of campus; changes to academic schedules; prohibition against participation in certain campus activities; suspending activities of student organizations and/or any other measures deemed necessary.

Interim measures become effective immediately upon contact from the College notifying the student of the interim measures and the reasons why the measures are being implemented. Respondents who are subject to interim measures will have the opportunity to challenge the implementation of the interim measures through appeal. The appeal must be submitted in writing to the Vice President for Student Success or designee within two (2) business days of receiving notice of the interim measures. The Vice President for Student Success or designee will review the appeal and respond to the student within two (2) business days of receipt of the appeal with a decision as to whether the interim measures shall remain in place pending the conclusion of the Conduct Review Process.

If, at the conclusion of the Conduct Review Process, the Respondent is found not responsible for the alleged violation(s) of the Code, any interim measures in effect will be immediately withdrawn and the College will make reasonable efforts to restore the Respondent to the position the Respondent was in prior to the implementation of the interim measures.

CONDUCT REVIEW PROCESS

Preliminary Review

Upon receipt of a report alleging that a student or student organization has engaged in conduct in violation of the Code, the Dean of Students or designee will determine whether the alleged conduct, if proven true, would constitute a violation of the Code. If it is determined that the alleged conduct, even if proven true, would not constitute a violation of the Code, no further action will be taken. If it is determined that the alleged conduct, if proven true, would constitute a violation of the Code, the Dean of Students or designee will determine whether the violation is serious enough to result in a sanction of suspension or dismissal from the College. If the Dean of Students or designee determines that the alleged conduct, if proven true, is serious enough to result in suspension or dismissal from the College, the Dean of Students or designee will refer the case to a Hearing for adjudication. All other alleged conduct will be adjudicated under the College's Administrative Process.



Written Notice and Scheduling

If it is determined that the alleged conduct, if proven true, would constitute a violation of the Code, the Dean of Students or designee will provide the Respondent with written notice, which will include: a description of the alleged conduct or a copy of the written report or complaint, if applicable; a copy of or a website URL to the Code and Conduct Review Process; the specific sections of the Code alleged to have been violated; contact information for the individuals facilitating the Conduct Review Process; and a statement that the Respondent is presumed not responsible for violating the Code until the conclusion of the Administrative Process or Hearing and only if the Respondent is found responsible at that time.

The Respondent and any witnesses will thereafter be contacted via their College email to schedule an Administrative Process meeting or Hearing as applicable.

Students' Procedural Rights

The following guidelines are designed to help ensure a fair and accurate Conduct Review Process.

- Adequate Time to Prepare: Respondents shall have adequate time to prepare for all phases of the Conduct Review Process described herein. Notwithstanding, a Respondent cannot unduly delay the Conduct Review Process.

- Access to Evidence: Respondents shall, as permitted by law, be given reasonable access to evidence obtained by the College.
- Burden of Proof: The College has the burden of proof to establish each provision of the Code that the Respondent is alleged to have violated. The College must use the Preponderance of the Evidence standard when making decisions concerning responsibility.
- Meaningful Presumption of Innocence: Respondents will be presumed to be not responsible until the conclusion of the Conduct Review Process and only if the Respondent is found responsible at that time.
- Past Conduct: Respondents have the right to participate in the Conduct Review Process without having their past conduct records revealed or used to influence a decision concerning responsibility for a new alleged violation of the Code. Students should be aware that records of past violations of the Code may, however, be considered in determining sanction(s) if it is determined that the Respondent is responsible for the new alleged violation of the Code.
- Rescheduling Meetings or Hearings: The College has the discretion to reschedule a meeting or Hearing if necessary. A meeting or Hearing may be postponed if the Respondent can satisfactorily demonstrate that more time is necessary to secure exculpatory evidence. Notwithstanding, the Respondent cannot unduly delay the Conduct Review Process.
- Communications: Respondents will not be restricted from discussing the Conduct Review Process with individuals who can assist the Respondent in gathering relevant evidence and/or providing the Respondent with advice or support related to the Conduct Review Process.

Acknowledgment of Responsibility

At any point prior to the Administrative Process or Hearing, Respondents may acknowledge responsibility for violations of the Code and may subsequently waive their rights to the Administrative Process or Hearing. In the case that the Respondent acknowledges responsibility, the sanction(s) will be imposed according to the nature and severity of the prohibited conduct and any past violations of the Code by the Respondent. No appeal will be permitted after an acknowledgment of responsibility.

Administrative Process

The Dean of Students or designee will, as applicable, appoint a Decision-Maker to conduct the Administrative Process. The Decision-Maker may be any faculty or staff member. For Administrative Process matters involving students living in the residence halls, the Decision-Maker will be a member of the residential life staff or their designee.

The Decision-Maker will determine whether the Respondent is responsible for violating the Code by using the preponderance of evidence standard, and, if applicable, impose appropriate sanction(s). Prior to meeting with the Respondent, the Decision-Maker(s) will engage in an information-gathering process. After the information-gathering process is complete, the Decision-Maker will schedule a meeting with the Respondent. During this meeting, the Respondent will be given the opportunity to respond to the allegation(s), rebut any inculpatory evidence, and ask related questions.

Based on the information obtained and/or discussed during the meeting and during the information-gathering process, the Decision-Maker will render a decision concerning responsibility and, if applicable, impose a sanction(s). The Decision-Maker will provide the Respondent with written notice of the decision and, if applicable, the sanction(s) imposed. The written notice will include information regarding how to file an appeal.

If a Respondent fails to participate in the Administrative Process without good cause, a decision concerning responsibility and sanction(s), if applicable, will be made in the Respondent's absence.

Hearing

The Hearing will be conducted by three individual Decision-Makers. Consensus by a majority of the Decision-Makers is sufficient to constitute a finding regarding responsibility.

The College will undertake its best effort to ensure that at least one faculty and one staff member serve as Decision-Makers at each Hearing. Students may also serve as Decision-Makers, but only for certain alleged violations of the Code and at the discretion of the Dean of Students or designee.

Additional Procedural Rights for Hearings

- **Right to See and Hear the Presentation of Evidence:** The Respondent must be able to see and hear the presentation of all evidence. Hearings may be conducted with the Respondent physically present in the same geographic location or, at the College's discretion, the Respondent and/or witnesses, and other participants may appear at the Hearing virtually, with technology enabling the Respondent and the Decision-Maker(s) to simultaneously see and hear each other and any witnesses. If a Respondent fails to participate in the Hearing without good cause, a decision concerning responsibility and sanction(s), if applicable, will be made in the Respondent's absence.
- **Right to an Advisor:** The Respondent has the right to have an advisor of their choice present throughout the Conduct Review Process, including at the Hearing. The College reserves the right to disqualify an advisor based on misconduct or other good cause. Advisors are not permitted to speak at the Hearing or in any meetings, but Respondents may communicate with their advisor through writing or may request a reasonable number of breaks to consult with their advisor.
- **Right to Present Relevant Evidence and Witnesses:** The Respondent may present evidence or witnesses who have personal and relevant knowledge of the alleged conduct. The Respondent must provide the Decision-Maker(s) with a list of witnesses prior to the Hearing. Failure to do so may result in the exclusion of witnesses. This list must include the witnesses' names, contact information, and a summary of the knowledge they have regarding the alleged conduct. The Decision-Maker(s) may limit the presentation of evidence or witnesses if deemed irrelevant. The Decision-Maker(s) are permitted to ask questions of the Respondent and the witnesses at the Hearing.
- **Written Notice:** Upon conclusion of the Hearing, the Respondent will receive a written notice of the decision, which will include any sanctions imposed if applicable, as well as information regarding the Respondent's right to appeal.

Sanctions

The sanctions imposed shall be reasonable and proportionate to the nature and severity of the violation. Sanctions include, but are not limited to:

- **Written Warning** that shall become part of the student's education record.
- **Fines** are a monetary sanction assigned by the College.
- **Restitution** either to the Complainant or the College. Completion of a work assignment(s) may, in some circumstances, be substituted for a monetary payment.
- **Restriction** either from specific locations on campus such as the residence halls, and/or during specific times. The restriction may be for a fixed period of time or permanent.

- **Educational Sanction** used to provide additional education related to the behavior or incident. Students assigned an educational sanction will be given a detailed description of the assignment. Examples of educational sanctions include, but are not limited to, self- assessment surveys, written assignments, and presentations.
- **Probation** with or without conditions such as exclusion from participation in extracurricular activities, the requirement to make restitution, or to complete some specific assignment. Satisfying the conditions of probation is a prerequisite to receiving a degree or certificate and failure to honor the terms of the probation shall result in the reconsideration of the original sanction.
- **Residence Probation** is a specified period of time where any further unacceptable behavior may be cause for removal from the residential living community.
- **Residence Relocation** is the requirement of a residential student to move from one residential living community to another residential living community due to unacceptable and inappropriate behavior. The student will be re-assigned by the relevant residential living community staff.
- **Residence Removal** is the immediate termination of a residential student’s on-campus housing contract.
- **Revocation** of Admission to the College.
- **Revocation** of Degree from the College.
- **Suspension** is forced withdrawal from the College for a specified period of time, and may include exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus. If a student, while suspended, violates any of the terms set forth in the notice of suspension, the student shall be subject to further discipline in the form of expulsion.
- **Suspension held in abeyance** is when suspension is withheld, but if additional violations of College policy occur, the student may be suspended from the College.
- **Treatment Compliance** where the student will be required to comply with any treatment, referrals and educational activities which may be recommended and to provide documentation of official discharge from treatment provider upon completion.
- **Trespass** A suspension of a student’s right to enter a specific building on College property, locations on campus, or any of the College buildings off-campus. When appropriate, a trespass notice may include the suspension of a student's right to represent the College at RIC-sponsored or related events. When a trespass notice is given, the student will receive a detailed explanation of the parameters. In the event there is a report that the student has violated the trespass notice, the student may be suspended in accordance with the Student Handbook.
- **Expulsion** is a permanent separation from the College.

Restorative Justice

In certain instances, and with the approval of the Dean of Students or designee, the Respondent may participate in restorative justice practices. The purpose of restorative justice is to provide the opportunity for discussion, understanding, acknowledgment and acceptance of responsibility as well as the best manner to repair the harm and damage caused.

Appeal

The decision concerning responsibility and/or sanctions made during the Administrative Process or Hearing is considered final unless a timely appeal is filed on one or both of the following bases:

1. There is relevant, new information that was not available at the time of the Administrative Process or Hearing that reasonably could have altered the outcome.
2. There was a procedural error or irregularity in the Conduct Review Process that affected the outcome.

All appeals must be submitted in writing to Vice President for Student Success or designee (the Appeal Officer) within five (5) business days of receiving the written notice of decision. The written appeal must be emailed to the Appeal Officer using the following link: [Notice of Appeal](#).

Within five (5) business days of receiving the written appeal, the Appeal Officer will review the appeal to determine if it satisfies the bases for appeal as described above. If the appeal filed does not satisfy the bases for appeal, the Respondent will be notified in writing. If the appeal does satisfy the bases for appeal, the Appeal Officer will review the appeal and make a decision within seven (7) business days and will notify the Respondent in writing.

Any sanctions outlined in the written notice of decision will be instituted at the conclusion of the appeal. In the case that interim measures are in place, those measures will remain in place until the appeal is concluded. The decision concerning the appeal will be deemed final on either of the following dates: If an appeal is filed, the date that the Appeal Officer provides the Respondent with written notice of the decision regarding the appeal; or if an appeal is not filed, the date on which an appeal would no longer be considered timely (five [5] business days from receiving the written notice of decision).

SECTION II: MEDICAL AMNESTY POLICY

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

Students Seeking Assistance for Themselves

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

Students Seeking Assistance for Others

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

3. Taking active steps to intervene means (1) immediately contacting appropriate Residential Life & Housing representatives or Campus Police to request medical or other assistance; (2) remaining with the intoxicated or impaired individual until help arrives; and (3) remaining after help arrives to assist emergency responders and/or Campus Police in assessing the situation and reporting it.
4. Medical Amnesty exempts bystanders who actively intervene to assist intoxicated or impaired students or guests from sanctions related to alcohol and drug use. It does not exempt them from facing sanctions for other violations of the Student Code of Conduct, including (but not limited to) destruction of property, physical assault, or sexual assault.
5. The College strongly encourages students to seek help by reaching out to College officials (Resident Assistants, Resident Directors, Area Coordinators, Campus Police Officers) when medical assistance maybe necessary.
6. In any emergency involving alcohol or other drugs, call Campus Police at 401-456-8888 or 911 immediately for assistance.

Student Organizations

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

Please see also [RIGL 16-76.2-2](#)

SECTION III: RESIDENTIAL LIFE & HOUSING

Consistent with the mission set forth by the College, Res Life maintains that a residential living environment conducive to academic, social, and personal growth depends on the willingness of its members to act responsibly and also with good citizenship. This can be achieved in an atmosphere of personal self-discipline, guided by the principle of respect for the rights of others and of the community. By choosing to reside in College housing, residents agree to adhere to all College policies, procedures, and expectations, including the policies, procedures and expectations set forth herein, as well as the Student Code of Conduct and the Conduct Review Process. All residents are expected to read, familiarize themselves with and, at all times, adhere to the Code. Failure to do so may result in disciplinary sanctions.

POLICIES, PROCEDURES AND EXPECTATIONS

Alcohol and Illegal Drugs

Alcohol and alcohol paraphernalia are prohibited in all residence halls regardless of age. Illegal drugs, drug paraphernalia and unprescribed prescription medications are also prohibited in all residence halls and will be confiscated and disposed of. For more information, please review the Code.

Door Propping

The propping open of fire doors and/or suite/external doors is prohibited in all residence halls.

Fire Alarms, Extinguishers & Safety Devices

Tampering with, removing, damaging, or destroying fire alarms, extinguishers, smoke detectors, exit signs, or any fire or life safety devices or equipment is prohibited and could result in criminal charges.

Fire Drill Procedures

Residents must comply with all fire drill procedures and evacuation protocols.

Guests

Guests are permitted in the residence halls as long as they comply with all College policies and procedures, including the Code. Residents are responsible for guest behavior and will be held responsible for all violations of the Code committed by their guest. (For example, if a guest uses illegal drugs in the residence hall, the resident who hosted the guest will be held responsible and sanctioned for using illegal drugs in violation of the Code, regardless of whether the resident actually used the illegal drugs). Guests must be capable of complying with all emergency protocols with or without reasonable accommodations. Guests must be able to furnish identification should it be requested by a college official.

- **Overnight Guests:** Residents must receive permission from their suitemates/roommates before a guest is permitted to stay overnight and guests cannot stay overnight more than two (2) days in any seven (7) day period or more than six (6) nights in any thirty (30) day period.

Hall Sports

Because of the potential for noise, damage to the building, and personal injury, "Hall Sports" are prohibited in the residence halls and areas. Hall sports are broadly defined to include the use of athletic equipment indoors and all rough housing that may occur as a result.

Keys/ Identification Cards

Residents are issued College Identification (ID) cards during their first semester at the College, which are used in the library, dining center and to access some residential hall rooms/suites. Other rooms/suites are accessed via keys, which residents will receive at check-in. Residence hall keys may not be duplicated. At no time should any resident loan their key to any other person. Nor should residents loan their ID to any other person. Residents should carry their ID with them at all times and are required to produce their ID at the request of any College official, including Campus Police and Res Life staff.

- **Lost Key:** Residents must report lost keys to Res Life and will receive a temporary replacement set upon request. Due to the security risk involved in lost keys, a lock change may be required. Prices for a lock change may cost as much as \$100.
- **Lost ID:** Replacement ID cards will be issued at a cost at the Student ID Office in the Student Union (401) 456-8394. Report lost ID cards immediately.

Littering

Littering on the campus or in the residence halls is not permitted.

Payments

Residents are responsible for all tuition and other costs that they have incurred with the College. If a resident does not make the required payments at the requested times, their current and future residence hall space and/or class registration may be in jeopardy. Residents may also be delayed at check-in for unpaid tuition and other costs.

Personal Property

The College is not responsible for the personal property and belongings of residents. This includes items in rooms, in storage, in the laundry machines, being delivered on a Resident's behalf, or under any other circumstances. It is each resident's responsibility to take precautions to secure their personal property at all times and the College strongly encourages that all residents obtain personal property insurance to protect their items from loss, damage, or theft. The College reserves the right to remove and dispose of any unidentified/unclaimed items from all areas in the residence halls, as well as any personal property or belongings left abandoned in a room/suite after a resident moves out.

Pets

Pets are not permitted in the residence halls. The only exception are service animals, College approved emotional support animals and non-carnivorous fish in 10-gallon tanks or smaller.

Property Damage

Each resident is financially responsible for any property damage the resident intentionally or accidentally causes in the residence halls and rooms. Additionally, residents are jointly and severally responsible for property damage in any suite. Damage is defined as the unauthorized use, abuse, destruction, or theft of any College property and damage to property beyond what would be expected from normal wear and tear. In certain instances, the property damage may constitute a violation of the Code requiring residents to participate in the Conduct Review Process.

Quiet Hours/Noise Policy

During the hours of 11:00 pm – 9:00 am on Sunday thru Thursday and 12:00 am – 9:00 am on Friday and Saturday, residents must refrain from making any excessive noise.

Restricted Items

The following items are strictly prohibited from the residence halls:

- Air Conditioners
- Antennas
- Any items that produce heat or contain heating element that do not have an automatic shut off function
- Barbeque grills
- Bikes, skateboards, roller blades, and roller skates
- Candles/Incense
- Coffee Makers & Electric Kettles (unless they contain automatic shut off function)
- Decorative lighting that is not LED & UL approved and more than 100 watts
- Explosives/Fireworks
- Extension Cords (grounded 15-amp rated surge protectors are permitted)
- Firewood
- Flammable paints/solvents
- Halogen Lamps (LED lights & UL approved lamps w/ less than 100-watts are permitted)
- Heating and Cooking Appliances (one 0.7 cu. ft. or smaller and 700 watts or less microwave per suite and UL approved compact 4.6 cubic foot refrigerators are permitted)
- Large Appliances
- Lofts, Platform Beds, Cinderblocks, Bunk Beds Not Provided by the College (Commercially sold bed risers are permitted)
- Open flames
- Partitions
- Self-balancing motorized scooters, also known as hover boards
- Space Heaters
- Waterbeds
- Weapons
- Weight Training Equipment (Dumbbells that are 20 lbs. or less are permitted)

Roof Tops

Residents and guests may not enter upon, cross, or use rooftops in any manner.

Room Furnishings

All residence hall rooms, suites, and lounges are furnished. Removal or relocation of any room, suite or lounge furniture is prohibited.

Room Occupancy

Residents have contracted for a single space in the residence halls. Residents are not permitted to sublet their room/suite. The College reserves the right to assign and to reassign rooms /beds when in its sole discretion such action is deemed necessary. Residents may not deliberately discourage or reject a student who is officially applying for or attempting to occupy a legitimate vacancy in a residence hall.

Room Painting

Unauthorized painting of residence hall rooms and suites is prohibited.

Smoking

Smoking or using any type of electronic delivery smoking device or atomizer in any College building, vehicle, or other facility and within 50 feet of any entrance or exit thereto is prohibited.

Solicitation

Salespeople and solicitors of non-college organizations are prohibited from entering the residence halls. The sale of tickets or items by College clubs and organizations and the sale of goods or services from a resident's room or suite must be approved in writing by the Director of Res Life or their designee.

Suite/Room Inspections

When residents leave for breaks, suites and rooms will be inspected by the Res Life staff. If obvious policy violations are discovered during the inspection, the resident(s) may be charged under the Code and have to participate in the Conduct Review Process. Additionally, entry into suites by authorized College representatives is permitted at any time to complete fire, safety, and health inspections; to maintain compliance with multiple dwelling unit laws; to respond to indications of immediate danger to life, safety, health, or property; to maintain the conditions of facilities and furnishings; and to maintain safety and security. Whenever possible and feasible, residents will be present during these entries. Room inspections may also be conducted after 24 hours' notice to the residents. Entrance of rooms or suites occupied by residents or the search of personal property of residents may be conducted upon authorization by designated College officers to determine compliance with regulations and laws where there is probable cause to believe that a violation has occurred or is taking place. Unauthorized items will be confiscated and disposed of.

Trash Removal/Recycling

Residents are required to uphold and abide by the College trash removal and recycling procedures. The accumulation of trash, debris, garbage, perishable foods, cans, bottles, etc. is prohibited.

Vacation Breaks

During summer, winter, and spring breaks, all Residents must vacate the residence halls unless they have received written permission from Res Life to remain. Any resident who remains in the residence hall during a break may incur a charge.

Wall Coverings/Signs

No more than 50 % of the total wall area of a room or suite may be covered with wall coverings or other materials (e.g., flags, posters, pictures, etc.). Accordingly, large wall coverings such as tapestries are prohibited. Additionally, the posting of any signs must be approved by Res Life staff and must be posted in designated posting areas. If a sign is not approved, it will be taken down and confiscated. Signs posted for the benefit of all residents (fire safety regulations, evacuation procedures, RA posters, hall banners, policy signs, etc.) may not be tampered with or removed by residents.

Windows

Residents may not climb in or out of windows or throw items out of windows. Residents may not tamper with or remove window screens.

SECTION IV: ACADEMICS

The following section includes highlights for students from the Rhode Island College Manual of Academic Policies and Procedures. A full and detailed listing of all academic policies and procedures can be found online in the [Rhode Island College Manual of Academic Policies and Procedures](#) (MAPP).

The Manual of Academic Policies and Procedures (MAPP), is an official academic manual maintained by the Committee on Academic Policies and Procedures. The MAPP covers the following areas and topics: Admissions; Academic Advisement; Course Credit-Uses and Types; Course Load; Registration; Change of Curriculum, Major, Concentration, or Minor; Grading; Examinations; Academic Standards; Graduate Requirements and Residency Requirements; Academic Grievance Procedure; Reinstatement to the College; Attendance Regulations; Class Length and Cancellation; Field Trips; Student Records; Eligibility for Participation in Intercollegiate Sports; Web Communications.

Below are highlights from the MAPP that students may find helpful when navigating academic questions. Please also see the [2024-2025 Rhode Island College Academic Calendar](#) for current dates as they relate to the MAPP.

Academic Advising:

Academic advisement is crucial to a student's success at Rhode Island College. The College believes that the student and the College share responsibility for the overall success of the advising process.

Where can I find my Academic Advisor?

Students can find their assigned faculty advisor through their [MyRIC](#) account or by contacting the department chair of their major. Students who are exploring majors and nursing-intended majors are advised by [Office of Academic Advising](#) (OAA), academicadvising@ric.edu, 401-456-8083.

Why is there an advising hold on my record?

Each semester, advising holds are placed for all degree students. In order to release their advising hold (for fall and spring registration), students must consult/meet with their academic advisor(s) each semester (except for summer).

How do I declare/change my major?

Students should contact the department chair or program director of their planned major. The chair or program director will assign an advisor. Exploring majors should officially declare a major as early in their academic career as possible, but by no later than 45 earned credits or a registration hold will be placed.

How does the college officially communicate with me?

Rhode Island College email is an official form of communication with students. Students should retain all official documents and communications from the college for future reference.

What courses do I need to take to meet the requirements for my major?

[Academic Rhode Maps](#), for all undergraduate bachelor degree programs, are intended to guide students toward graduation in a timely manner. Here you will find Recommended Course and Checkpoints needed to complete a program, graduate along with course prerequisites and possible minimum grades.

You can also learn more about [RICs General Education Program](#) that provides a foundation for deeper study in a wide range of academic disciplines. Through the General Education Program, students develop the skills and habits of mind necessary for full participation in an increasingly complex world.

How do transfer credits apply at RIC?

You may transfer up to 90 credits from a regionally accredited college or university for courses in which you have earned a grade of C or higher, as long as the courses are comparable to what is taught at RIC.

You will receive a preliminary, unofficial credit evaluation upon acceptance to Rhode Island College. An official evaluation of transfer credit will be completed by the Office of Undergraduate Admissions for all students once they enroll at the college.

Students may view a list of corresponding courses using RIC's Transfer Evaluation System (TES). Students transferring from CCRI or URI are advised to visit the state transfer website for more information regarding transfer within the RI state system.

Prior to acceptance, applicants may log in to Transferology, and see how their classes will transfer to Rhode Island College.

Rhode Island College also accepts proficiency credit awarded through the College Level Examination Program (CLEP) tests and DANTES (armed forces).

JST transcripts are evaluated for prior learning credit. Students submitting military transcripts will receive a separate letter awarding credit based on ACE Credit Recommendations included in the JST.

How can I have credits taken at another institution applied towards my graduation from RIC?

A student desiring to receive credit towards graduation for courses taken at other institutions must, *before the work is undertaken*, have these courses approved by the chair of the department in which credit is sought. The student must submit an *Authorization of Credit Form* to the Registrar's Office prior to the beginning of the course. Credit for courses taken at other colleges will be treated as transfer credits.

How do I add/drop a course?

The first two weeks of the fall and spring semesters constitutes the Add/Drop Period. During the first week (7 calendar days), students who wish to change their registration by adding or dropping a course section may do so using MyRIC. No consultation or permission is required, but consultation with an advisor and/or the instructor is strongly encouraged. No transcript record of enrollment will be maintained for courses dropped during this period.

During the second week (7 calendar days) students are able to add a course only with prior consultation with the instructor and with the approval of the department chair. Registration ends at the conclusion of the add period.

Exceptions for individuals requesting registration thereafter may only be processed by the Registrar by permission of the Academic Dean following the approval of the course instructor and department chair.

During the second week students are able to drop a course using MyRIC without approval. No transcript record of enrollment will be maintained for courses dropped during the two-week Add/Drop period. Students are not financially responsible for courses dropped during this period.

After the two-week Add/Drop Period students may not withdraw themselves. Faculty may approve and submit a grade of W up until 2 weeks following the due date for midterm grades (deadline date for Ws appears in the academic calendar) after which a regular letter grade must be assigned. A W grade may no longer be assigned as a final grade.

Before the Start of a Semester

A student may add or drop courses or sections using MyRIC. No consultation or permission is required, but consultation with an advisor and/or the instructor is encouraged. Dropping a course(s) may impact financial aid,

scholarships (including HOPE eligibility), eligibility for athletics and/or veterans' benefits. No transcript record of enrollment will be maintained for courses dropped during this period.

Note: Students in the Bachelor of Professional Studies (BPS) program do not have an add period and have a shortened drop period as listed in the [BPS Academic Calendar](#) each semester.

The Registrar's Office also has general registration information to aid you in the registration process and directions for adding and dropping a course. They can be reached at records@ric.edu, 401-456-8213.

How do students withdraw from a course?

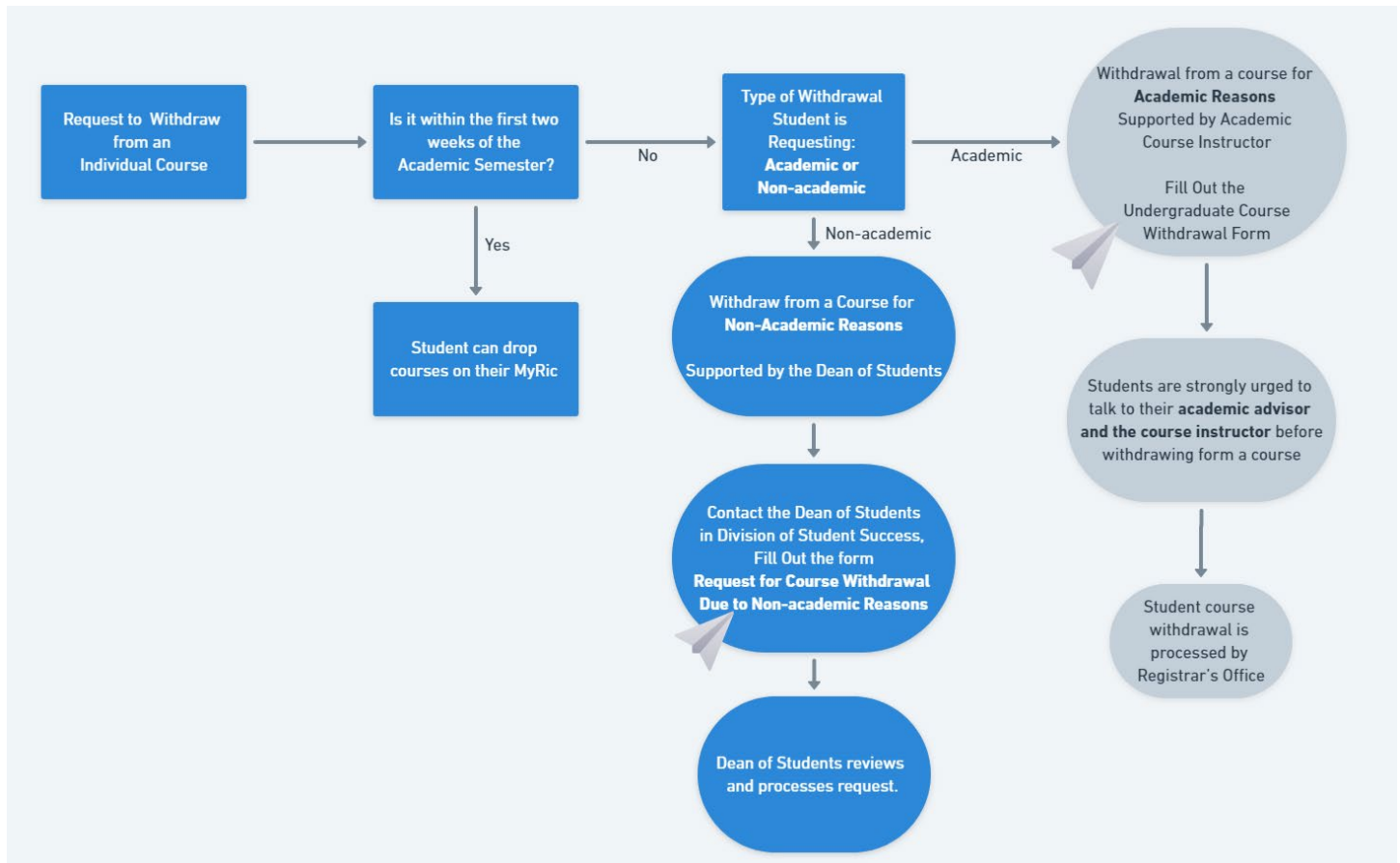
Course withdrawals have potential impact on a student's time to degree, cost of degree, financial aid, scholarships (including HOPE eligibility), eligibility for athletics and/or veterans benefits. Students are strongly encouraged to meet with their instructor and advisor when considering withdrawing from a course. Please note that a course withdrawal occurs after the add/drop period and is not considered a "drop". Students may withdraw from a course with the instructor's approval using the Course Withdrawal Form which requires the student's and instructor's signatures. Please refer to the Academic Calendar to see the course withdrawal deadline.

Students seeking a course or semester withdrawal for extenuating non-academic reasons (medical, extenuating and/or call to active duty,) should be referred to the [Dean of Students](#). Students are asked to fill out a Course Withdrawal due to non-academic reasons linked [here](#).

W grades count as an attempt when repeating courses.

Faculty may not assign a W as a final grade.

Individual Course Withdrawal Procedure



What if a course withdrawal is due to a disability?

Students may request disability-related accommodations from the Disability Access Center if needed to facilitate equal educational opportunities in the course withdrawal (for academic reasons) process whether related to an extension for disability-related circumstances or access to supports.

Does RIC have a process for students to take a Leave of Absence from College and plan to return?

Students seeking to withdraw from a course(s) for non-academic, military, personal or medical reasons may submit a request for a leave of absence up until the last day of classes for the semester. Documentation is required. The link to the form can be found [here](#). Students log into the form using their RIC credentials. If approved, a grade of W/L will be assigned. The W/L grade is not calculated in the student's GPA nor is it counted toward the maximum number of 5 W's a student is allowed while at RIC. Any form of W grade may have an impact on a student's financial aid, so students should contact their financial aid counselor to discuss. Please visit the Financial Aid [webpage](#) for more information or to contact your Financial Aid Counselor click [here](#).

What is the process to request a Leave of Absence for students called to military duty?

Students called to active military duty during the semester may submit a request for a leave of absence up until the last day of classes for the semester using the same link listed [here](#). Documentation is required. If approved, a grade of W/M will be assigned. The W/M grade is not calculated in the student's GPA.

What if a student chooses to withdraw from the College and does not plan to return?

Students who wish to withdraw from the college (from all classes), whether or not they plan on returning, should be advised to complete the official withdrawal process. This process should be completed before withdrawing from all courses in order to protect the student's records and facilitate readmission. The link to the college withdrawal form can be found [here](#).

Students who complete the withdrawal process within the add/drop period will not have any grades on their RIC transcript. No record of the courses will appear on the transcript if the student withdraws before the end of the add period. Those completing the process after the add/drop period will have W grades on their transcript. Students who may wish to return to RIC at a later date will be subject to any current reactivation or readmission policies.

Can a course be repeated?

Courses may be repeated only once. This policy applies to courses taken for undergraduate credit unless subject to restrictions within undergraduate programs. W grades count as a repeat. When a course is repeated, whichever grade is higher (original or repeat) will be calculated in the cumulative grade point average. In order for the GPA to be adjusted, courses must be repeated at Rhode Island College.

A student who wishes to enroll in a course for a third time must request permission to do so via petition to the Undergraduate Academic Standing Committee (UASC) prior to registering for the course. If the UASC approves the second repeat, the grade from the second repeat, if higher, replaces the previous attempts in calculating the GPA. Once students have graduated, courses may not be repeated in order to obtain a higher grade on the transcript.

Course Registration

What is RICs Course Registration Process?

The Registrar's Office is responsible for the administration of the registration procedure for class enrollment. Registration appointment times are posted in students' MyRIC accounts for degree students and nondegree students who have created a user account. Information regarding tuition, fees and payment arrangements is available online the [Bursar's Office site](#) or by contacting the Bursar's Office at bursar@ric.edu, 401-456-8130.

The full registration procedures can be found [here](#). It is recommended that students register early to best obtain preferred courses.

Degree Candidates (Undergraduate and Graduate)

Degree candidates are assigned a specific time to register and will not be allowed to register before their assigned time. Registration appointment times for degree students are posted in their MyRIC accounts.

Non-degree Students (Undergraduate and Graduate)

Non-degree students, both undergraduate and graduate, register later than degree students for spring, summer and fall semesters. Registration dates for non-degree students are posted online in the college's academic calendar and in MYRIC for non-degree students who have created an online account.

Does RIC offer pre-registration?

Some departments may offer early registration for their courses. This procedure is usually restricted to departmental majors and allows students to enroll before the normal registration period. Departments will notify students of pre-registration opportunities if they exist. Students, however, must still register at their designated time for course work outside their major.

Can I register for classes if I have an outstanding balance owed to the College?

Academic credit, degrees, grade reports, and transcripts are not granted to students who have not fulfilled all financial obligations to the college. Students who have past due balances greater than \$1000 will have a registration hold placed by the Bursar's Office. The Bursar's Office will attempt to assist the students depending on the balance and their ability to pay. If a student's registration is cancelled due to non-payment and the student then makes the necessary payment, there is no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

Students who are offered financial aid awards to cover the cost of tuition and fees will receive an electronic aid package. Students who decline the aid award (and, therefore, are liable for the tuition and fees themselves) will not have their registrations canceled by the college at the time the aid is declined. The student's responsibility in this case is to drop all courses which will not be paid for by financial aid or by the student. Students who fail to drop courses will be subject to a failing grade.

For a full listing of current tuition and fees, or for more information about your student account, please visit the [Office of the Bursars webpage](#) or contact the Bursar's Office at bursar@ric.edu, [401-456-8130](tel:401-456-8130).

RIC students are also assigned a professional financial aid counselor to assist with financial aid questions, please visit the [Financial Aid Meet Your Counselor webpage](#) for contact information of your Financial Aid Counselor. Financial Aid can also be reached at financialaid@ric.edu, [401-456-8033](tel:401-456-8033).

What if there is a schedule conflict for a course that if need?

Students may not schedule a course in any manner that renders full attendance in each course impossible.

If a course is not offered when a student needs it, the student shall consult her/his faculty advisor regarding the substitution of an equivalent course. Upon recommendation of the advisor, acceptability of the substitution shall be determined by the department chair.

What does auditing a course mean?

By auditing, a student participates in a course without receiving credit or having the grade point average affected. Auditing requires the permission of the instructor and of the appropriate department chair, who together determine the student's responsibility to the course. A course may be audited only if registration for it has not been closed. Preference must go to those enrolling for credit. During the first two weeks of a semester, a course may be added for audit or changed from audit to credit through the regular Add/Drop procedures. After

that time and up to mid-term, a course may be changed from credit to audit. The course, in the latter instance, must be dropped for credit and added for audit.

Please note that under no circumstances will audited courses be counted for credit toward a degree. NOTE: No student may receive credit for a course for which the student is not officially registered (“sitting in” on a class does not constitute official registration).

Course Load

Undergraduate

Full time status is defined as students who enroll for 12 or more credit hours during the fall or spring semesters. Normally, no student shall be permitted to enroll for more than 18 credit hours in the fall or the spring semester. Maximum course load during the summer is eight credit hours per summer session, or a total of 16 credit hours combined in the two summer sessions. Any exception to exceed the stated limit must be approved by the appropriate academic dean of the student’s school (based on major) or for majors in the Faculty of Arts & Sciences (FAS) and the Feinstein School of Education & Human Development (FSEHD) or the associate dean. Students should make the request via email ([FSEHD](#) also has a form students must complete). It is helpful if students first discuss an overload plan with their faculty advisor.

Graduate

In order to be considered full-time, graduate students must register for at least nine credit hours during a fall or spring semester or six credit hours during a summer session, except as indicated below. Any student registered for fewer credit hours is considered part-time. Maximum loads are fifteen credit hours per semester and eight credit hours per summer session.

Students holding appointments as graduate assistants normally register for nine credits, but may register for a minimum of six credits and still be considered full-time. However, such students may not register for more than twelve credits without prior permission from the appropriate academic dean.

School of Social Work

[The School of Social Work](#) has special course load and residency requirements. Contact the school for complete information, 401-456-8042.

Declaration/Change of Major, Concentration or Minor

Every Rhode Island College student is expected to matriculate into a degree granting academic program prior to earning 60 credits. It is critical for timely and successful degree progression that students declare a major, along with concentrations (as applicable), and minors as early as possible.

Declaring or Changing a Major

Students seeking to add a new, or change an existing, major, minor, or concentration should speak with their academic advisor to understand how these changes may impact academic progress and time to degree. Students should contact the department chair or program director of their desired major, minor, or concentration to make any changes.

Exploring Majors

Exploring majors must declare a major by the time they have earned 45 credits (includes all earned, transfer, and test credits). Students without a declared major will have a registration hold placed.

Intended Majors

Students may not be in an Intended Major beyond 60 earned credits (including transfer and test credits). In rare cases, incoming transfer students transferring in with 60 or more credits may remain in an intended major for up to two semesters based on an exception allowed by their intended academic department.

Academic Integrity

Academic integrity is the foundation of the academic community. Students who violate college rules on academic integrity are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the college. Individual schools may have additional standards and policies related to academic honesty.

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

Prohibited Behavior Academic integrity is the foundation of the academic community. Students who violate college rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the college. Individual schools may have additional standards and policies related to academic honesty.

What constitutes a violation of academic integrity?

Examples of violations of academic integrity include (but are not limited to):

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

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

What is the process for adjudicating alleged violations of Academic Integrity?

Formal adjudication of alleged violations of academic integrity is conducted by the Academic Integrity Board. A faculty member may take action up to and including failing a student accused of a violation of academic integrity. Some often-used penalties include:

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

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

In the case of graduate students, the director of the graduate program may convey the recommendation of a penalty of probation or dismissal from the program to the academic dean of the school in which the student is enrolled.

The Provost/Vice President for Academic Affairs shall maintain a file of any and all reports of violations of academic integrity. At the discretion of the Provost/Vice President for Academic Affairs and depending upon the severity of the infraction, the student may be informed in writing about possible consequences of further infractions. In the case of multiple infractions, the Provost/Vice President for Academic Affairs will refer the student's name to the Academic Integrity Board for review and possible action.

What is the Academic Integrity Board and what is their role?

The Council of Rhode Island College created the [Academic Integrity Board \(AIB\)](#), composed of students, faculty and administration. The AIB has authority to establish, publish and implement procedures for adjudicating alleged violations of academic integrity by students. It is authorized to hear and adjudicate charges against individual students in cases of violations of academic integrity.

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

The Academic Integrity Board can also hear appeals.

Appeals Procedure

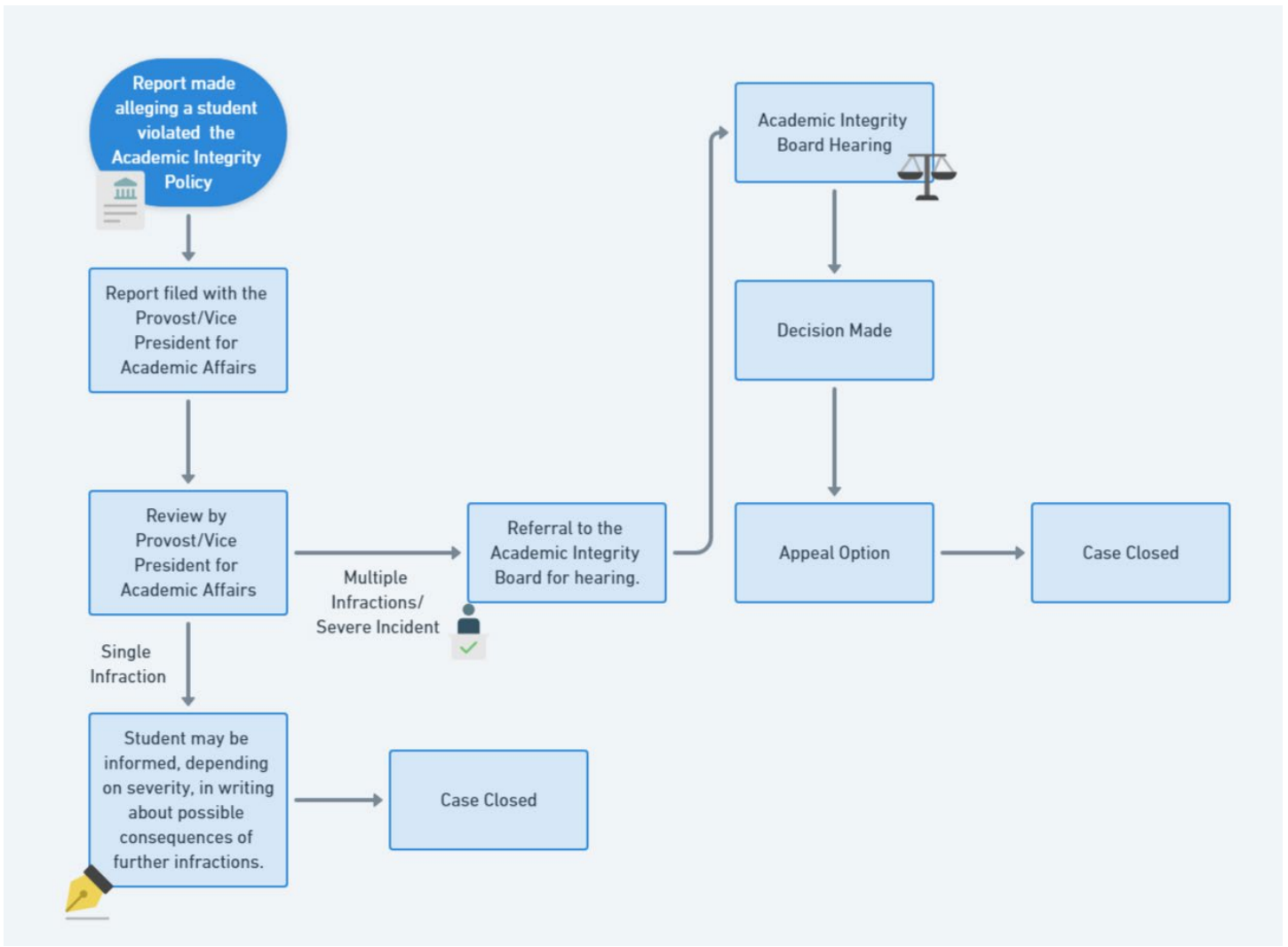
- Appeals or referrals to the Board will follow the standard procedure of the Board.
- The Board shall inform the student, the faculty member, and Provost/Vice President for Academic Affairs of its decision.
- A record of the cases concerning violations of academic integrity will be kept in the Office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

What are the Academic Integrity hearing procedures?

1. The student accused will be given written notice of an academic integrity violation.
2. The chair of the board shall schedule the time, date and place of the hearing(s), to be held, normally at least five days following the student's notification but normally within thirty days. The chair shall rule on any other procedural matters raised by either party.
3. Any documentary evidence that any witness or party wishes to present at the hearing shall normally be submitted to the Provost/Vice President for Academic Affairs (VPAA) as far in advance of the hearing as possible. The Provost/VPAA shall forward all evidence to the AIB Chair. The chair will share all evidence with the Board prior to the hearing. The accused may view the evidence prior to the hearing by contacting the chair and arranging to have the materials viewed. Any documentary evidence not submitted in advance of the hearing shall be permitted at the discretion of the chair.
4. An accused student or a complaining witness may request that one or more members of the board be recused for good cause such as a conflict of interest or bias. The fact that one or more members of the board may have previously adjudicated a matter involving the student or witness(s) shall not, in and of itself constitute good cause. The chair shall rule on the request for recusal except when the chair is the subject of the recusal request in which case the remaining members shall make the ruling.
5. Board Hearings shall be conducted in private.
6. The accused student, the party bringing the charges forward, and a person of support for the accused student and the party bringing the charges forward may attend the hearing. However, the support person must be a member of the RIC community and may not be a member of the accused family. The support person may only speak to the board with the chair's approval. Attendance of any other witnesses shall be at the discretion of the chair.
7. The board's deliberations concerning the determination of guilt and the imposition of sanctions shall be conducted in executive session.
8. Where more than one student is accused of misconduct arising out of the same incident the accusations against all of the students shall be considered separately. The chair shall rule on any exceptions.
9. All members of the college community are expected to cooperate with the Academic Integrity Board and those who are prospective witnesses shall make themselves available at the hearing as necessary. The parties seeking to call witnesses from the college community shall contact the witnesses as far in advance of the hearing as possible. Hearsay evidence may be admitted at the discretion of the chair.

10. The hearings shall be conducted without the formal procedures that are followed in a court of law.
11. A recording shall be made of the hearing and a copy shall be provided to the accused student upon request.
12. Following the presentation of the case by the party bringing the charges forward and/or the Board, the accused student shall have the opportunity to respond.
13. Questions directed at the accused and the complainant (if present) will be asked by the board.
14. Normally, the party bringing the charges forward and accused student may not directly question each other.
15. Either side may make a closing argument with the accused student going last.
16. The board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Code except where the likely sanction is either suspension for at least a semester or expulsion in which case the standard of proof shall be by clear and convincing evidence.
17. The board shall make its decision(s) on the evidence presented and arguments made at the hearing, in addition to evidence and findings related to previous hearings of the accused and college documents. If the accused student fails to appear, the Board shall proceed with the hearing and consider whatever evidence is presented.
18. Corrective actions may include but are not limited to: expulsion, suspension, academic probation, failure of a course, failure of assignment (s), and/or a prescription of work by an assigned Academic Integrity Advisor. The board may also prevent a student from graduating or being readmitted.
19. Notice of the board's decision, including information regarding any relevant right of appeal, shall be sent to the student, the faculty member, and the Provost/Vice President for Academic Affairs as soon as practicable.

Academic Integrity Review Procedure



Academic Disruptive Conduct

This policy addresses only student class disruptive conduct as defined here. Non-academic student conduct and threatening behavior (on or off campus) are addressed in the Student Code of Conduct referenced above.

- **Classroom Management**

This policy acknowledges the need for protection of academic freedom in the classroom, for faculty authority in classroom management, and for faculty and student safety in the classroom.

- **Due Process**

This policy respects faculty and student rights to due process in any event emanating from academic disruptive student conduct in the class.

- **Rationale**

In accordance to the rights and responsibilities of students set forth in the Student Handbook (referenced above) that addresses the policies and procedures for: a) defining academic disruptive conduct; b) students violating academic conduct standards; and c) faculty, staff, and administration for adjudicating students in violation of academic disruptive conduct policies.

Definitions

- *Class*: Class or classroom environment includes any formal or informal meeting and method of instruction, whether in person, hybrid, or online, for credit or not for credit. It includes laboratories, field trips, on-line discussion boards or blogs, clinical settings, internship placements, practicum, student teaching sites, and all other academic activities where instruction takes place. This policy shall not prohibit an outside agency from terminating a student's internship, field placement, clinical experience, or student teaching placement when that student violates the policies of that agency.
- *Instructor*: The person in charge of the class, laboratory, or other instructional settings. However, these procedures apply equally to disruptions in the computer center and laboratories, off-campus clinical settings, practicum or student teaching sites, the Library, student services areas, and other academic support areas such as OAA and The Writing Lab, etc.
- *Disruptive Student Conduct*: Student behavior that interferes with the ability of the instructor to teach and students to learn, or violation of an instructor's established rules of conduct for a particular class. Examples of disruptive student conduct include, but are not limited to:
 - Failing to respect the rights of other students to express their viewpoints
 - Carrying on distracting side conversations
 - Constant questions or interruptions which interfere with the instructor's presentation
 - Overt inattentiveness (e.g., sleeping, reading the paper, using laptops for nonclass-related activities)
 - Entering class late or leaving early
 - Use of cell phones in the classroom
 - Inordinate or inappropriate demands for time and attention
 - Use of sexist, racist, or offensive language
 - Verbal abuse or harassment (e.g., taunting, badgering, intimidation)
- *Threatening Student Conduct*: May result from the escalation of an initial disruptive situation where a student may pose a physical threat to the instructor or other students. This includes behavior that threatens, intimidates, or other inappropriate behavior exhibited toward the instructor or student outside of the classroom environment. Behaviors may include a violation of local, state, or federal law, a violation of Student Conduct Code or violation of Student Bill of Rights. If at any time a student threatens to harm the instructor, or other students or him/herself, the instructor should immediately dismiss the class and inform Campus Security to remove the student.

Policy on Disruptive Student Conduct

All students are required to abide by the rules of academic conduct established by the College and by individual instructors in their classes. Instructors have broad discretion to establish rules of conduct in order to responsibly protect their students in exercising their academic freedoms and for their personal safety. For these reasons, students shall not engage in disruptive behavior or negatively impact the classroom learning environment. Therefore, the instructor has the authority and responsibility to maintain order in the classroom. This includes the authority to temporarily remove a student who engages in disruptive behavior and to file a report of academic disruptive conduct for a student who interferes with the learning and teaching environment.

Academic Grievance Procedure

The filing of an academic grievance does not stay any action under College policy. If a student's grievance pertains to grading which has resulted in probationary status or dismissal from the College or graduate program, the probation or dismissal will become effective. An undergraduate student may, however, appeal the probation

or dismissal to the Academic Standing Committee. A graduate student may appeal to the Graduate Dean or designee.

The primary purpose of this procedure is to secure, at the lowest level possible, an equitable solution to the problems of those students who have disputes with either an academic unit, the classroom, or grading conduct of faculty members.

Definitions

Complaint: A complaint may be any point at issue between a faculty member and a student in which a student feels that an abridgement of personal rights or benefits has occurred. A complaint may, but need not, constitute a grievance.

Grievance: A grievance means a difference, presented in writing, that may arise between a faculty member and a student with respect to, but not necessarily limited to:

- i. violation of established academic policies and regulations (e.g., examination policies, advisement policies, registration procedures);
- ii. arbitrary and capricious grading practices;
- iii. violation of the student's academic freedom, defined in the Student Handbook as "...the freedom to inquire, to discuss, to seek evidence, to speak, and to exchange ideas";
- iv. failure to meet obligations to students (adherence to regular class hours, taking timely action, or correcting errors).

Grievant: A grievant shall mean either:

- i. an individual student or
- ii. a group of students having the same grievance.

Working Day: A working day means any day on which the College is open for the transaction of business. For the purpose of handling grievances, working days during the semester break, the spring recess, and those days between the end of the summer session and the first day of classes of the next semester shall not be used to compute the time limitations contained in this procedure unless mutually agreeable to the parties involved.

Procedure for Handling Complaints

Student complaints should first be discussed with their faculty member involved. Any settlement, withdrawal, or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints.

Procedure for Handling Student Grievances

Step 1: Faculty Level

1. The student should first attempt to resolve any academic issues with the faculty member involved. If this does not lead to a resolution, a written grievance must be presented to the faculty member involved within ten working days following their initial discussion, except in the case of final grades and then no later than the tenth working day of the next full semester. This time limit shall not apply if a purely clerical error is discovered.
2. The grievance statement must include a summary of not more than one page stating the specific policy or policies violated or the exact nature of the grievance, the specific actions upon which it is based, and the remedy being sought. Supplementary materials may be presented to support the grievance.
3. Within ten working days of the receipt of the grievance, the faculty member shall meet with the grievant to discuss the grievance. The grievant and the faculty member may each choose to bring to the meeting one person from the Rhode Island College community who is not a family member of either

the grievant or the faculty member. Within ten working days of the meeting, the faculty member shall issue a decision, setting forth the reasons therefore in writing to the grievant.

Step 2: Department Chair Level

1. If the grievance is not resolved through Step 1, the grievant may submit the grievance in writing to the appropriate department chair within ten working days of the grievant's receipt of the decision of the faculty member. Within ten working days of the receipt of the grievance, the department chair shall meet with the grievant and the faculty member (either jointly or separately) to discuss the grievance and may discuss the grievance with the departmental advisory committee.
2. The grievant and the faculty member may each choose to bring to the meeting one person from the Rhode Island College community who is not a family member of either the grievant or the faculty member.
3. The department chair shall issue a decision, setting forth the reasons therefore in writing to the grievant and the faculty member involved within ten working days of the meeting with the parties involved. In the case of grades, the decision of the department chair shall be final, unless upon appeal the person at the next higher level of appeal determines that the cause of the grievance is other than disagreement with academic judgment.

Step 3: Academic Dean Level

1. If the grievance is not resolved through Step 2, the grievant may submit the grievance in writing to the appropriate academic dean within ten working days of the grievant's receipt of the decision of the department chair.
2. Within ten working days of the receipt of the grievance, the academic dean shall meet with the grievant and the faculty member (either jointly or separately) to discuss the grievance.
3. The grievant and the faculty member may each choose to bring to the meeting one person from the Rhode Island College community who is not a family member of either the grievant or the faculty member.
4. Within ten working days of the meeting with the parties involved, the dean shall issue a decision, setting forth the reasons therefore in writing to the grievant, the faculty member involved, and the department chair.

Step 4: Provost/Vice President Level

1. If the grievance is not resolved through Step 3, the grievant may submit the grievance within ten working days of the grievant's receipt of the decision of the appropriate academic dean to the Provost/Vice President for Academic Affairs.
2. Within ten working days of the receipt of the grievance, the Vice President shall meet with the grievant and the faculty member (either jointly or separately) to discuss the grievance.
3. The grievant and the faculty member may each choose to bring to the meeting one person from the Rhode Island College community who is not a family member of either the grievant or the faculty member.
4. Within ten working days of the meeting with the parties involved, the Provost/Vice President for Academic Affairs shall issue a decision, setting forth the reasons therefore in writing to the grievant, the faculty member involved, and the appropriate academic dean.

Step 5: President's Level

1. If the grievance is not resolved through Step 4, the grievant may submit the grievance within ten working days of the grievant's receipt of the decision of the Provost/Vice President for Academic Affairs to the President.
2. Within ten working days of the receipt of the grievance, the President shall meet with the grievant and the faculty member (either jointly or separately) to discuss the grievance.
3. The grievant and the faculty member may each choose to bring to the meeting one person from the Rhode Island College community who is not a family member of either the grievant or the faculty member.
4. Within ten working days of the meeting with the parties involved, the President shall issue a decision, setting forth the reasons therefore in writing to the grievant, the faculty member involved, department chair, the appropriate academic dean, and the Povost/Vice President for Academic Affairs.

Incomplete Grades

If circumstances beyond a student's control prevents them from completing assignments or from taking a final examination before the end of a course, a student can request an Incomplete. A student may request an Incomplete if they have successfully completed at least two-thirds of the course and only in those cases where it is mathematically possible to pass the class. An Incomplete should not serve as a mechanism to allow a failing student to earn a passing grade.

The faculty member retains the right to make the final decision on granting a student's request for an "I" providing the student meets the provisions above, even though the student may meet the eligibility requirements for this grade.

Please note that an incomplete is not counted in the determination of academic standing, however, it is counted in attempted credits and may have an impact on eligibility for financial aid, scholarship opportunities (including HOPE), athletic participation and the satisfaction of prerequisite credits. Remedial courses, which do not count towards graduation, may only be taken for an S/U grade.

To request an Incomplete grade:

- The student must complete the college's [Agreement for Completion of Incomplete \(I\) Grade form](#) with their instructor. The Agreement form must clearly outline the agreed to conditions for completion of unfinished coursework. Both the instructor and student must sign the Agreement; the instructor must submit the fully executed electronic form to the Registrar's Office no later than the date final grades are due. Both the instructor and student should keep a copy of the signed form.
- Dates for finishing an Incomplete:
 - Incomplete grades earned in the spring or summer semesters must be completed no later than the second Friday in October, [Academic Calendar](#).
 - Incomplete grades earned in the fall semester must be completed no later than the second Friday in March, [Academic Calendar](#).
- If the Incomplete grade is not finalized by the agreed-to deadline, the grade will change to what is noted on the Agreement for Completion of Incomplete (I) Grade Form. The instructor also has the right to set a shorter deadline with the student as deemed appropriate. Any change in due date must be included on the form.

- Students may request disability-related accommodations from the Disability Access Center if needed to facilitate equal educational opportunities in the Incomplete process whether related to an extension for disability-related circumstances or access to supports.
- Students approved for a Title IX accommodation by the college's Director of Institutional Equity will be entitled to an alternate form of extension and means of completion for an Incomplete grade.
- Students may appeal for an extension of the due date from the instructor. If an extension is approved, the faculty member must notify the Registrar via email indicating the new due date. If denied, the student may appeal to the department chair, whose decision is final (except in cases where the instructor is also the chair, then the academic dean is the final appeal).
- Upon completion of the work, the faculty member must submit a Change of Grade form available through the Record's Office

Student Veterans

- Student veterans who withdraw from a course and have a W grade are required to return a portion of their benefits. An F does not require a return of benefits. However, the F has a greater impact on academic standing. The federal government allows a one-year grace period if the student veteran has an Incomplete instead of a W. Student veteran will be allowed two consecutive semesters following the course (summer sessions not included) to complete the course requirements for the Incomplete without needing to request permission for an extension, but it should be indicated on the Agreement for Completion of Incomplete (I) Grade form.

Graduating Seniors

- Degrees cannot be posted or conferred if the student has an Incomplete grade. All incompletes required for graduation must be completed by the last day of spring finals in order to be a May graduate. August graduates may walk in Commencement provided they have no more than 9 remaining credits (including Incompletes) which can be completed by the end of summer session II.

Academic Standing

Rhode Island College defines good academic standing as a minimum cumulative grade point average (GPA) of 2.0. The academic standing policy applies to all undergraduate students, degree and nondegree, part time and full time. Maintaining good academic standing is crucial to demonstrating progress towards the completion of the degree.

Academic standing is based on the number of credit hours attempted, term and cumulative GPA. Following the posting of grades each fall and spring semester, the Registrar's Office reviews and determines the level of academic standing applicable to each student. Professional programs and some majors may have additional and/or higher academic standards which the student must meet at specific intervals. **Please see [MAPP section 9.4](#) for detailed information regarding the Academic Standing Policy**

Repeating Courses

Please see the [Registrar's webpage](#) for answers to frequently asked questions about repeating courses.

- Courses may be repeated only once. This policy applies to courses taken for undergraduate credit unless subject to restrictions within undergraduate programs. W grades count as a repeat

- When a course is repeated, whichever grade is higher (original or repeat) will be calculated in the cumulative grade point average. In order for the GPA to be adjusted, courses must be repeated at Rhode Island College.
- A student who wishes to enroll in a course for a third time must request permission to do so via petition to the Undergraduate Academic Standing Committee (UASC) prior to registering for the course. If the UASC approves the second repeat, the grade from the second repeat, if higher, replaces the previous attempts in calculating the GPA.
- Once students have graduated, courses may not be repeated in order to obtain a higher grade on the transcript.

SECTION IV: NON-DISCRIMINATION AND TITLE IX NOTICE

Rhode Island College does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to Rhode Island College may be referred to the Title IX Coordinator or to the Office for Civil Rights, or both.

Information regarding the Title IX Regulations can be found on the [Title IX website](#).

SECTION V: PREGNANCY POLICY

I. Policy Statement

The Council on Postsecondary Education, its constituent institutions of higher education (specifically, Rhode Island College and the Community College of Rhode Island) and the Office of Postsecondary Commissioner (collectively referred to as the “Covered Entities”) are committed to providing all students and employees with the opportunity to pursue and attain their individual goals as it relates to the Covered Entities’ admissions, employment, and educational programs or activities. This commitment includes students and employees who are pregnant, parenting, or experiencing pregnancy related conditions. The Covered Entities prohibit differential treatment or discrimination against students and employees based on the student or employee’s current, potential, or past parental, family, marital status, or pregnancy or related condition.

II. Definitions

“Pregnancy or related conditions” means:

- Pregnancy, childbirth, termination of pregnancy, or lactation.
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation.
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

“Parental Status” for the purposes of this policy means a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is a biological parent; adoptive parent; stepparent; foster parent; legal custodian or guardian; in loco parentis with respect to a person; or a person who is actively seeking legal custody, guardianship, visitation, or adoption of a person.

III. Student Pregnancy Disclosure

A student who is, or becomes, pregnant or has a related condition is strongly encouraged to notify the Covered Entity’s Title IX Coordinator as soon as possible. By doing so, the student and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student’s education considering the

unique nature of the Covered Entity's programs and requirements, as well as particular challenges the student may face while pregnant or while experiencing a pregnancy related condition.

If a Covered Entity's employee is informed of a student's pregnancy or related condition by a student or a person who has a legal right to act on behalf of the student, the employee must provide the student or the student's representative with the relevant Title IX Coordinator's contact information for further assistance, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Contact information for the Covered Entities' Title IX Coordinators is as follows:

Rhode Island College
Ashley Ruderman-Looff, PhD
Director of Institutional Equity
Title IX Coordinator & Affirmative Action Officer
600 Mount Pleasant Avenue
Providence, RI 02908
401-456-8218
arudermanlooff@ric.edu

The employee will also inform the student or the student's representative that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the Covered Entity's education programs or activities. However, the choice to declare a student's pregnancy is voluntary, and students and employees are not required to disclose this information to the Covered Entity.

After being notified by a student or the student's representative of the student's pregnancy or related condition, the Title IX Coordinator will do the following:

- Inform the student about the Covered Entity's prohibition on sex discrimination, including sex-based harassment.
- Provide the student with the option of reasonable modifications due to the student's pregnancy or related conditions.
- Allow the student voluntary access to any separate and comparable portion of the Covered Entity's education programs or activities.
- Allow the student a voluntary leave of absence for medical reasons and reinstatement for the student upon return from leave.
- Provide the student with a private, clean space for lactation that is a space other than a bathroom and is shielded from view and free from intrusion from others.

The Covered Entity will not require students to submit supporting documentation for the above items, unless the documentation is necessary and reasonable for the Covered Entity to determine the reasonable modifications to make, or whether to take additional, specific actions. Situations where supporting documentation is not necessary may include, but are not limited to, when the student's need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the Covered Entity with sufficient supporting documentation; when the reasonable modification at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the requested action is available to other students for reasons other than pregnancy or related conditions and such students are not required to submit supporting documentation.

Additionally, the Covered Entity will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the Covered Entity's class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for the student's participation in the class, program, or extracurricular activity;
- The Covered Entity requires such certification of all students participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for discrimination.

IV. Options After Student Pregnancy Disclosure

Once a student has voluntarily disclosed a pregnancy or related condition to the Covered Entity, the student has the following options:

Continue in the Program

- If a student decides to continue in the program and desires to have any modifications to the Covered Entity's education programs and activities due to the pregnancy or related condition, the student should contact the Title IX Coordinator to discuss any reasonable modifications that may be necessary for the student to continue in the program. Such modifications, if any, are discussed in Section V below, and will be documented in the form in Addendum A which will be signed by both the student and a Covered Entity representative.
- The Covered Entity will also allow a student to voluntarily access any separate and comparable portion of the Covered Entity's education program or activity.

Voluntary Leave of Absence

- Students have the option to take a leave of absence due to pregnancy or related condition. However, such a leave of absence is not required. Should a student choose to take a leave of absence, a student is permitted to do so based on the medical recommendation of the student's licensed healthcare provider.
- A leave of absence due to pregnancy or related condition may be for various amounts of time depending on a student's particular circumstances and the period deemed medically necessary by the student's licensed healthcare provider. Such a leave may be extended if deemed medically necessary by the student's licensed healthcare provider.
- Students are encouraged to communicate with faculty and supervisors regarding plans for leave to ensure a smooth return to campus.
- International students are further encouraged to contact their international advisor immediately, as a leave could require the student to leave the country.
- When a student returns from a leave of absence, the student will be reinstated to the same academic status and, where applicable, extracurricular status, that the student held prior to their leave of absence. This includes the opportunity to make up any work the student missed while on leave.
- If taking a leave of absence due to a pregnancy or related condition, the Education Plan in Addendum B will be discussed and signed by the student and a Covered Entity representative.

Withdraw from the Covered Entity

- The student may, in their sole discretion, determine that they must withdraw from the Covered Entity for an indefinite period or permanently due to their pregnancy or related condition. Existing Covered Entity withdrawal procedures, and readmission procedures (if applicable) apply.

V. Reasonable Modifications for Students

The Covered Entity will treat pregnancy or related conditions, or temporary disability resulting from pregnancy or related conditions, consistent with the Covered Entity's policy on temporary medical conditions.

Reasonable modifications for pregnancy or related conditions will be provided to students based on their individualized needs. Such reasonable modifications will be identified through an interactive process with the student; however, a modification is not reasonable if it fundamentally alters the nature of the Covered Entity's education program or activity.

Reasonable modifications may include, but are not limited to:

- Breaks during class to attend to any necessary medical or lactation needs
- Access to online education
- Excused absences to attend medical appointments
- Schedule or course changes
- Test rescheduling
- Time extensions for coursework
- Counseling
- Physical space or supply changes
- Elevator access
- Other appropriate policy, practice, or procedure modifications

Students may accept or decline each reasonable modification offered by the Covered Entity.

VI. Reasonable Modifications for Employees

The Covered Entity will treat employee pregnancy or related conditions as any other temporary medical condition for all job-related purposes and will provide accommodations as appropriate. The Covered Entity will further adhere to its leave policies for employee pregnancy or related conditions.

VII. Lactation Stations & Information

The Covered Entities provide lactation stations across campus for breastfeeding students and employees. These spaces provide a private, clean area where students and employees are shielded from view and free from intrusion.

The Covered Entities also allow reasonable break time for employees to express breast milk or breastfeed as needed.

VIII. Questions or Concerns

A student who has questions about this policy or who is concerned about its implementation should contact the Title IX Coordinator using the contact information listed in Section III of this policy.

*The College reserves the right to modify or revise this Student Handbook at any time without notice, however, the College will make its best effort to notify students of any material changes.

SECTION VI: STUDENT RESOURCES

Here we provide students with useful resources arranged by questions to assist you as you navigate campus.

Rhode Island College Support Services and Programs

<u>Questions/Inquiries</u>	<u>Department/Office & Links</u>	<u>Contact Information/Forms</u>
Questions about the HOPE Scholarship	HOPE Scholarship Hope Scholarship Eligibility for Current Students	hope@ric.edu 401-456-9998 Roberts Hall Suite 120
Questions about Commuting and RIC transportation	Commuting to Campus and Public Transportation RIPTA – Your RIC student ID card serves as an unlimited RIPTA bus pass.	Commuting to Campus and Public Transportation Webpage RIPTA
Student Leave of Absence - Medical, Military, Personal- This includes support for students faced with an unforeseen circumstance who may need to take time away from the College.	Dean of Students Office	DeanOfStudents@ric.edu 401-456-8845 Roberts Hall Suite 120
Course Withdrawal (Academic Reasons)	Academic Instructor or Department Chair Registrar's Office	Undergraduate Course Withdrawal Form coursewithdrawal@ric.edu records@ric.edu 401-456-8213 Building 4 - East Campus
Course Withdrawal (Non-academic Reasons) Students are asked to submit a form to receive consideration of a withdrawal of one or more courses (after the drop date until the last day of class), due to medical/personal or military related matters.	Dean of Students Office	DeanOfStudents@ric.edu 401-456-8845 Course Withdrawal Due to Non-academic Reasons Roberts Hall Suite 120
Request to withdraw officially from the College (Do not plan to return)	Registrar's Office Request for College Withdrawal Form (Student Does Not Plan to Return to RIC)	records@ric.edu 401-456-8213 Building 4 - East Campus
Questions related to a class or a grade issue/concern	Specific Academic Course Instructor, Department Chair or Academic Dean	RIC People Directory RIC Department Directory
Who do I contact to learn about my student account and bill?	Office of the Bursar	bursar@ric.edu 401-456-8130 Building #4 - East Campus

Where can I learn more information about financial aid?	Office of Financial Aid Meet Your Financial Aid Counselor	financialaid@ric.edu 401-456-8033 Building 3 - East Campus
Where can I find information about scholarship opportunities?	Financial Aid and Scholarship Programs	financialaid@ric.edu 401-456-8033 Building 3 - East Campus
Questions Surrounding Course Registration	Registrar's Office	records@ric.edu 401-456-8213 Building 4 - East Campus
Questions about Academic Advising	Office of Academic Advising The Office of Academic Advising is the initial, assigned academic advisor for the majors outlined here . Students in these populations will transition to a faculty advisor . Other majors are assigned a faculty advisor. You can locate your advisor by logging into MyRIC and navigate to "RIC Student Homepage" Click on the "Student Center" tile, Click on the "My Academics" link, Click on "View my advisors" to view assigned advisor and/or coach with contact information.	academicadvising@ric.edu 401-456-8083 Adams Library
Looking for Academic Support/Tutoring	Academic Success Center Math Learning Lab, Tutorial Services, and the Writing Lab	tutoring@ric.edu 401-456-8083 Adams Library
Where can I learn about campus employment opportunities?	Career Development Center Handshake Portal -Handshake is RIC's official online portal where students can seek and on campus jobs, internships, and fellowship opportunities.	careerdevelopment@ric.edu 401-456-8031 Adams Library – Lower Level
Is there an office that can assist with exploring majors and career opportunities?	Career Development Center	careerdevelopment@ric.edu 401-456-8031 Adams Library
Questions, Information and Support Surrounding Disability Needs	Disability Access Center	dsc@ric.edu 401-456-2776 Gaige - Room 320
Who can assist with support for my computer or other information technology needs?	Information Technology Services	helpdesk@ric.edu 401-456-8803 Gaige Hall

Where can I find more information/support about Residential Life and housing questions?	Residential Life	housing@ric.edu 401-456-8240 Penfield Residence Hall - Side Entrance
Questions about Dining Services, meal plans, menus, Donovan Dining Center & Beestro Hours	College Dining Services Meal Plans Donovan Dining Center The Beestro	diningservices@ric.edu 401-456-8207 Donovan Dining Center
Does RIC offer any assistance with food insecurity?	Food 4 Thought Pantry & Lounge	l4linfo@ric.edu 401-456-6320 Building 3 - East Campus
Health, Wellness or Medical Support/Questions	Office of Health Services	healthservices@ric.edu 401-456-8055 Browne Hall
Counseling Support/Questions	Counseling Center	counselingcenter@ric.edu 401-456-8094 Browne Hall
Questions about on and off campus resources to assist with support when facing barriers impacting academic, social, and personal success	Learning for Life Learning for Life connects students to on and off campus resources and opportunities. Students served by L4L are empowered to overcome life obstacles on their journey to graduation such as, access to basic needs, managing competing priorities, and navigating the campus systems.	l4linfo@ric.edu 401-456-6320 Adams Library
How can I become involved with Student Clubs, Organizations or learn about campus events?	Student Engagement and Leadership Development	activities@ric.edu 401-456-8034 Student Union – 4th Floor
Questions Title IX Concerns or Equity for Students	Office of Institutional Equity Title IX Coordinator & Affirmative Action Officer	arudermanlooff@ric.edu 401-456-8218 Roberts Hall, Suite 301
Questions about multicultural education and support for historically marginalized and disenfranchised students	The Unity Center The Unity Center is a warm and welcoming space that affirms and promotes equity for historically marginalized and disenfranchised students.	unitycenter@ric.edu 401-456-8791 Student Union
Questions about studying abroad	Office of Study Abroad	studyabroad@ric.edu

Support surrounding RICs McNair Scholars, Preparatory Enrollment Program (PEP), Student Support Services (SSS) and Upward Bound	Center for Scholar Development McNair Scholars Preparatory Enrollment Program (PEP) Student Support Services (SSS) Upward Bound	CSD@ric.edu 401-456-8783 Craig Lee - Suite 049
Questions about Security, Campus Safety & Parking	Office of Campus Police Parking & Transportation Information	communitypolicing@ric.edu 401-456-8888 Welcome Center
Does RIC have support for Military & Veteran Students?	Military Resource Center	mrc@ric.edu 401-456-8449 Student Union
Information for Resumes and Interviewing, Career Fairs, Student Employment, Graduate School, Career Planning, etc.	Career Development Center	careerdevelopment@ric.edu 401-456-8031 Adams Library
Scholarly research, information literacy, library service questions	Adams Library	reference@ric.edu 401-456-8126 James P. Adams Library
Where can I find key academic dates and deadlines?	Academic Calendar	Academic Calendar
Campus Map	Campus Map Printable Version	Campus Map
Where can I find RIC department or employee phone and email contact information?	RIC People Directory RIC Department Directory	RIC People Directory RIC Department Directory

STUDENT RESOURCE CONTACT INFORMATION

<https://www.ric.edu/student-resources>

Academic Support

Academic Advising

academicadvising@ric.edu

401-456-8083

Adams Library - Lower Level

Academic Success Center

Math Learning Center and Tutorial Services

tutoring@ric.edu

401-456-8083

Adams Library - Lower Level

Career Development Center

careerdevelopment@ric.edu

401-456-8031

Adams Library – Lower Level

Adams Library

reference@ric.edu

401-456-8126

James P. Adams Library

Center for Scholar Development

McNair Scholars

Preparatory Enrollment Program (PEP)

Student Support Services (SSS)

Upward Bound

CSD@ric.edu

401-456-8783

Craig Lee - Suite 049

Project Excel

ProjectExcel@ric.edu

401-764-4947

Roberts Hall - Suite 303

Disability Access Center

dsc@ric.edu

401-456-2776

Gaige - Room 320

Writing Center

writingcenter@ric.edu

401-456-8083

Adams Library - Lower Level

IT Helpdesk

helpdesk@ric.edu

401-456-8803

Gaige Hall

Financial Services & Registration

Bursar Office

bursar@ric.edu

401-456-8130

Building #4 - East Campus

Financial Aid

financialaid@ric.edu

401-456-8033

Building 3 - East Campus

Registrar's Office

records@ric.edu

401-456-8213

Building 4 - East Campus

Overall Wellness

Health Services

healthservices@ric.edu

401-456-8055

Browne Hall

Counseling Services

counselingcenter@ric.edu

401-456-8094

Browne Hall

Safety & Security

Campus Police

communitypolicing@ric.edu

401-456-8888

Welcome Center- East Entrance

Sexual Misconduct/Violence

odei@ric.edu

401-456-8810

Roberts Hall - Suite 301

Student Life and Involvement

Dean of Students Office

deanofstudents@ric.edu

401-456-8845

Roberts Hall - Suite 120

Dining Services

diningservices@ric.edu

401-456-8207

Donovan Dining Center

Military Resource Center

mrc@ric.edu

401-456-8449

Student Union - 2nd Floor

New Student Programs

orientation@ric.edu

401-456-8439

Student Union - Ground Floor

Learning for Life

l4linfo@ric.edu

401-456-6320

Adams Library - Lower Level

Athletics & Recreation

athletics@ric.edu

401-456-8007

Recreation Center

HOPE Line (24/7 RIC Support Line)

401-456-HOPE (4673)

National Emergency Mental Health Support

988

National Emergency Support

911

Residential Life & Housing

housing@ric.edu

401-456-8240

Penfield Residence Hall - Side Entrance

Student Engagement & Leadership Development

activities@ric.edu

401-456-8034

Student Union – 4th Floor

Student ID Office

studentid@ric.edu

401-456-8394

Student Union Main Floor

Unity Center

unitycenter@ric.edu

401-456-8791

Student Union - Ground Floor