Rivier UNIVERSITY

Student Handbook

2016 – 2017

Rivier University Student Handbook

2016-2017

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Rivier University does not discriminate on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation or disability in admission or access to, treatment in or employment in its programs and activities, and Title IX requires that the University not discriminate on the bases stated above. The following persons have been designated to handle inquiries regarding Title IX and the nondiscrimination policies: Director of Human Resources in Molloy hall, ext. 8210 for employees; Vice President for Student Affairs in the Dion Center, ext. 8249 for students. You may reach them at their office extensions, email or at TitleIXCoordinator@rivier.edu.Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Boston Office, Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, P: (617) 289-0111, F: (617) 289-0150; TDD: (877) 521-2172, OCR.Boston@ed.gov.

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Introduction

From the President

Welcome to the Rivier University community. This Student Handbook identifies many opportunities for leading, learning, and service. Rivier prides itself as a community where you can explore your interests and support your academic success. Nashua is our home and the world is your classroom, consider learning more about your world through academic clubs, internships, service learning, student government, peer mentors, admission ambassadors, and athletics. Consider participating in the wide variety of programs provided by Campus Ministry Intercultural Relations, and the Office of Global Engagement. Use Rivier's proximity to Boston and the great recreational areas of the mountains and seacoast to create experiences that will support your career and future endeavors. You will find Riv students almost everywhere.
As a Rivier student, you are a member of a community where respect for individual differences, concern for one another, and personal responsibility are keys to success. The staff in Student Affairs recognizes the value and uniqueness that each student brings to Rivier University and they are always ready to assist you.
You will learn that campus engagement will create incredible pathways to success. Thank you in advance for your positive contributions to the Rivier University culture of learning, leadership and service through your participation in co-curricular activities. Our students bring an energy that supports the core mission of Rivier 'transforming hearts and minds to serve the world.'
I hope you will use this Student Handbook as a guide to engagement and community life at Rivier and I look forward to seeing you on campus.

Sister Paula Marie Buley, IHM
President

University Mission/History

The Mission of Rivier University

Founded in 1933 by the Sisters of the Presentation of Mary, Rivier University is a Catholic institution dedicated to transforming hearts and minds to serve the world.

As a co-educational institution of higher learning, the University is dedicated to the education of undergraduate and graduate students in both the liberal arts and professional courses of study.

Committed to the faith heritage, intellectual tradition, and social teachings of the Roman Catholic Church, the University educates the whole person in the context of an academic community that cultivates critical thought, sound judgment, and respect for all people. This community supports the intellectual growth of all its members while offering them opportunities for social, cultural, moral, and spiritual development. The challenge to the University community is to search for truth through the dialogue between faith and reason.

Rivier creates an environment in which integrated learning is the shared responsibility of students, faculty, staff, and administrators, and is pursued in all the curricular and co-curricular programs of the University. To participate in the life of Rivier University is to strive for academic excellence, to take responsibility for ourselves and for others, and to engage in dialogue about basic human issues facing society, especially the plight of the poor and powerless. The University extends to all of its members and also to the greater community an invitation to join in intellectual inquiry and dialogue.

History of the University

Rivier University is named in honor of Blessed Anne Marie Rivier, Founder of the Sisters of the Presentation of Mary. Established in 1933 in Hudson, New Hampshire, Rivier moved in 1941 to the present campus site in Nashua and officially became Rivier University on July 1, 2012. The University was incorporated in 1935 under the laws of the State of New Hampshire, and through two separate charters was invested with the power to confer both graduate and undergraduate degrees. Rivier is a fully accredited institution enrolling more than 2,500 students in two schools: the School of Undergraduate Studies (which includes the Professional Studies Division) and the School of Graduate Studies.

For the purpose of institutional cooperation, Rivier University is a member of the New Hampshire College and University Council, a consortium of institutions of higher learning; students of member institutions are permitted to register for transfer credit at any of the member institutions except Dartmouth College.

In 1995, in anticipation of the 1996 bicentennial of the founding of the Sisters of the Presentation of Mary, the University formally recommitted to Anne Marie Rivier's mission of teaching and serving the poor by making social justice and service to others a special focus of its work.

As the oldest institution of higher learning in Nashua, Rivier is recognized for the development of programs which serve the needs of both traditional and nontraditional age individuals and remains faithful to its original mission: the education of the whole person.

Traditions and Customs

The University enjoys many long-standing traditions each year. It is hoped that members of the community will support these customs to ensure they continue for years to come.

Heritage Day

The community celebrates the heritage of the University and the congregation which founded it. More specifically, we honor Blessed Anne-Marie Rivier, the founder of the Sisters of the Presentation of Mary after whom the University is named.

Academic Convocation

Convocation is an academic assembly which affirms the values of the academic community and introduces them to Rivier University's new students.

Mass of the Holy Spirit

Mass of the Holy Spirit is a Catholic liturgy during which the Rivier University community asks for God's blessing for a successful academic year.

Presentation of Mary Day

On November 21, the Sisters of the Presentation of Mary celebrate a special feast day. This day marks the founding of the Order in 1796. Students join the Sisters of the Presentation of Mary for a special mass and celebration.

Commencement Activities

Baccalaureate Mass and Hooding

The Rivier community celebrates graduation in the Catholic tradition with a Baccalaureate Mass held the evening prior to Commencement. As part of our celebration, all seniors adorned in traditional academic regalia are hooded by members of the faculty. The University honors graduating seniors who have attained a 3.5 GPA or higher at the end of the Fall semester with an Honors Cord.

Pinning

To recognize associate of science degrees in the Division of Nursing, all students who have successfully completed AS nursing classes receive the Nursing Pin from members of their faculty. The education division holds a pinning ceremony for the undergraduate student teachers at the end of spring semester.

Commencement

All students who complete degree requirements are invited to join the faculty and administration at the University's annual Commencement Ceremony. The program includes a traditional commencement address, student speakers and musical interludes; it culminates in the awarding of diplomas from Rivier University that signify the completion of higher education in one's major field of study.

Academic Resources

The New Hampshire College and University Council (NHCUC)

For the purpose of institutional cooperation, Rivier University is a member of the New Hampshire College and University Council, a consortium of 12 New Hampshire institutions of higher learning: Colby Sawyer College, Dartmouth College, Franklin Pierce University, Granite State College, Keene State College, New England College, Plymouth State University, Rivier University, St. Anselm College, Southern New Hampshire University and University of New Hampshire. Students of member institutions are permitted to register for transfer credit at any of the member colleges, except Dartmouth College.

Regina Library

The Regina Library and the Cho Educational Resource Center are the resource libraries for students, faculty, and staff. The library staff, in collaboration with the University faculty, serves the research needs of the community. To meet a diversified curriculum and the academic requirements of the Rivier University community, the libraries currently have approximately 95,000 volumes, subscribe to roughly 330 journal titles (of which about 160 are electronic), and patrons have online access through the library website to over 45,000 electronic books and approximately 75 online research databases (which provide access to over 20,000 electronic journals). A reference librarian is available at the library for almost all the hours the library is open. Students needing reference assistance may also contact a reference librarian from off-campus by telephone, text, email, or chat online.

Interlibrary loan (ILL) services are provided for students and faculty to obtain materials for research that are not available through the library collection and databases. Patrons can track, review and retrieve their ILL requests through the RivILL portal, which is accessible through the Regina Library website. Books are delivered to the library for patrons to pick up.

Thanks to a major capital gift, Rivier expanded the Regina Library in 2008 by approximately 12,000 square feet and renovated the existing library significantly. The highlights of the expansion and renovation include a new Reference Room, Electronic Classroom, Café with seating for 30 guests, a Quiet Study, five Group Study rooms and large open spaces for group collaborative work. Wireless access to the University network is available throughout the building.

Cho Educational Resource Center

The Cho Educational Resource Center (ERC) is a branch of the Regina Library and is located on the second floor of The Benoit Education Center Building. The ERC houses a unique collection of materials that support curriculum development and lesson planning for students in the majors of education and counseling. These are items that could be found in a typical classroom, such as textbooks, instructional kits, games, and educational software. Additionally, the ERC has a diverse collection of juvenile books, including picture books, easy readers, and non-fiction books. The project room offers a space for students to create cut outs for bulletin board projects, games, or books for classroom use. Students may also submit materials for lamination if they wish. The open main room, tables, and group study room foster an environment of collaboration and discussion among students working on group or individual projects.

Information Technology

The Office of Information Technology (OIT) provides Rivier University students, faculty, and staff with a data network, computer workstations, and all technology related services. Nowhere is this more apparent than in the Academic Computing Center (ACC) and the Regina Library. Both facilities provide students with access to email, word processing, spreadsheet, database, presentation, imaging, programming, and the Internet. Managed by the OIT, the ACC is open every day during the academic year and on a limited basis during the summer to fulfill the computing needs of the community. In addition, IT Support, located in Sylvia Trottier Hall the Office of Information Technology suite on the 2nd floor, offers students, faculty, and staff a wide range of academic and professional services. If you have a problem with any aspect of technology while on campus, please contact IT Support immediately at itsupport@rivier.edu or (603) 897-8469.

Help Desk

In an effort to provide the best possible technical support to Rivier University, Ellucian provides 24x7 Help Desk Support. If you are on campus call ext. 8469 or off campus 844-505-8076. The Help Desk offers faculty, staff, and students access to a technician 24 hours a day, 7 days a week. These technicians can provide support on most of the technology-based functions provided by Rivier University. The Help Desk Technicians are specially trained to work with Rivier University technology needs.

Full Internet Access

Rivier University is connected to the Internet via a direct Ethernet connection. At 100 megabits per second, this high speed data link provides fast web access for research, recreation, and staying connected with the world. Access to the Internet is provided throughout the campus by means of our wireless network. OIT recommends the use of Microsoft Internet Explorer for its integrated security features and its compatibility with our web-based email client – Outlook Web Access.

Computer Account

You must sign up for a Rivier University Computer Account. This account will provide you with access to a wide variety of services necessary to pursue your academic career. To establish a computer account, please go to Sylvia Trottier Hall, the Office of Information Technology suite or to www.rivier.edu/it and select "Online Computer Account Request."

When you obtain your network user account, you will also gain access to our learning management system–Canvas, the student portal, MyRiv, and a Rivier email account. ALL campus information and communication will be conducted through this account including grades, course schedules, faculty communication, and University notifications. Grade reports and course schedules are no longer mailed out. Students are expected to utilize the student portal, MyRiv, for this information. If you have any questions or concerns contact IT at 897-8469 or ITsupport@rivier.edu.

Email Services/Official University Communications

Your email address will follow the format of username@rivier.edu, and is most easily accessible by browsing to our Outlook Web Access server at https://email.rivier.edu. You can use this email account to communicate with your professors and various offices at the University and it is the official means by which Rivier University will communicate with you! Since it is available to you 24/7, anywhere in the world, we encourage you to use it for all your email needs.

Personal Drive Space

Also known as the "P-Drive," your personal drive space is a designated area on a network file server to store your academic computer files. This means that students need not carry USB drives from location to location, or risk theft or loss of information. Simply save your documents to your "P-Drive" and they will always be accessible from any Windows computer on campus. Because it is a network file server, your "P-Drive" is backed up on a nightly basis, providing maximum data protection. To access your "P-Drive," log onto any system on campus and double click the "My Computer" icon, then select your username.

Canvas

Canvas is Rivier University's online Learning Management System (LMS). It is accessible on any computer with an Internet connection, both on and off campus. Instructors use this tool for posting course documents, activities, and discussions. Organizations and departments also use Canvas to post announcements and distribute information. To access Canvas, navigate to the Rivier University website and click the Canvas link on the top of the page. Login with your network username and password and you will have access to all your courses that use Canvas. Tutorials and support are available within Canvas. If you have any questions or concerns, please contact Chris Parent at (603) 897-8621.

Residence Hall Network Access

The OIT provides direct Internet access to the residence hall rooms so that students can use their own computers and other devices to access the Internet. Both wired and wireless connections are available. *Note:* Rivier University manages all Internet traffic coming to and from the University to ensure that our Internet service supports the educational mission of the University. The University does not block any types of Internet traffic or activity; however, Internet traffic that cannot be identified is given a low priority and a limited amount of capacity. There is often significant competition for the space in this "unidentified" traffic category, which can potentially result in slow response times and connection difficulties.

Online Gaming

Online gaming is not prohibited or blocked in campus residence halls, but it is not considered high-priority Internet traffic. Gaming network traffic competes with other types of Internet traffic, and as such, the user may find that performance can vary from acceptable to slow. Additionally, some gaming sites or services may have difficulty with our firewall settings. If you cannot connect to certain online gaming sites, it may be because your traffic is competing with other users who are online at the same time. It's also possible that interference from other wireless devices is degrading performance. Rivier University does not guarantee access to

online gaming services or to any other Internet site. If you have a problem, please contact IT Support at itsupport@rivier.edu or (603) 897-8469 and we will do what we can to assist.

MyRiv—Student Portal

MyRiv - Rivier University's student portal - allows students to have immediate access to the following information: midterm and final grades, course evaluations, course offerings, student's schedule, student's bill, unofficial transcript, and important dates. In the near future, students will be able to track their degree progress through the Degree Audit function. This function will give students the ability to see their current progress in their degree program.

Intellectual Property and Copyright Infringement

The use of peer to peer software (P2P) to download songs, movies, games, software, or any other intellectual property without permission of the owner can result in criminal and/or civil liability. In short, it is stealing – taking something that does not belong to you. The recording industry and the motion picture industry in particular use technology to track down those who engage in this type of activity. They are employing aggressive legal strategies that have resulted in severe fines, costly settlements and very expensive verdicts for those who they have pursued. The use of file sharing software on the Rivier University network without specific permission is prohibited. This type of software must be removed from your computer. Please be aware that file sharing software scans your hard drive and can distribute music automatically, even if you think you are not using it. Whether you are aware or not, you are responsible for the activities of your computer on the Rivier University network. If P2P software is discovered on your system, or if the University receives a copyright infringement notice, it will be referred to Student Affairs for appropriate action.

Those using the Rivier University network are expected to use legal commercial sites to download music, movies, and other intellectual property. Please refer to the Rivier University web site for a current list of sites. If you have any questions, please contact IT Support at (603) 897-8469.

Rivier University Social Media Policy

The following policy applies to all of Rivier University social media outlets including but not limited to blogs, Facebook, LinkedIn, Twitter and YouTube.

1. The purpose of Rivier University's social media presence is to disseminate information including news, events and opportunities with members of the Rivier University community as well as to the public in a timely and engaging manner.
2. We encourage your appropriate participation in our online communities. Please be aware that comments containing any of the following inappropriate forms of content shall not be permitted on Rivier University social media sites and are subject to removal and/or banning of the offending user:
    - Comments not related to the original topic, including random or unintelligible comments;
    - Profane, obscene, or pornographic content and/or language;
    - Content that promotes, fosters or perpetuates discrimination on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation or disability;
    - Defamatory or personal attacks;
    - Threats to any person or organization;
    - Solicitation of commerce, including but not limited to advertising of any business or product for sale;
    - Conduct in violation of any federal, state or local law;
    - Encouragement of illegal activity;
    - Information that may tend to compromise the safety or security of the public or public systems;
    - Content that violates a legal ownership interest, such as a copyright, of any party;
    - Redundant or repetitive comments, with the same or similar content posted multiple times under various posts.
3. A comment posted by a member of the public on any Rivier University social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, Rivier University, nor do such comments necessarily reflect the opinions or policies of Rivier University.
4. Rivier University reserves the right to deny access to Rivier University social media sites for any individual who violates our Social Media Policy at any time and without prior notice.
5. Rivier University social media administrators shall monitor their social media sites periodically during normal business hours for comments requesting responses from the University and for comments in violation of this policy.
6. Comments made by individual Rivier University employees from their personal accounts are personal expressions and not endorsed by the University.
7. All comments posted to any Rivier University Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at http://www.facebook.com/terms.php, and Rivier University reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action. The same applies to Twitter and other social media sites.
8. Rivier University reserves the right to modify these policies as the use of social media sites change and evolve.

Facebook, Twitter and Other Social Networking

Any use of social networking websites by Rivier University students does not mean that Rivier University either expressly or by implication endorses or encourages their use or content. Students who make individual decisions to participate or create personal listings on a social networking site are required to be responsible, to use caution, and to create a presence that projects a positive self-image. Rivier does not presently monitor any social networking website on a routine or daily basis but reserves the right to act on any violations of law or University policy which come to the University's attention. Photographs and images on the Rivier University website are the property of Rivier University and should not be downloaded and used for personal reasons without the permission of the University. Anyone who places one's self or others' safety or privacy in jeopardy by activity on or related to social networking sites may face disciplinary action, including suspension or dismissal from Rivier University.

Use of Global Distribution Lists

1. Rivier University provides global distribution lists to enable immediate email communication with various constituent groups within the University community. The following global distribution lists are currently available:

LIST CONSTITUENCY
Faculty, All.....All faculty members including adjuncts
Faculty, Full/Half Time.....Full-time faculty members
Staff.....All staff members
Students, All.....All students registered to attend courses
Students, Resident.....Students living in the residence halls

Other global distribution lists may be added to permit more specifically targeted communications. The Chief Information Officer will recommend and the appropriate vice president will approve authorization to use newly created lists.

2. In order to insure that global distribution lists are used appropriately and sparingly, restrictions have been implemented on who may use them. Persons in the following positions/groups are authorized to use global distribution lists as noted:

POSITION DISTRIBUTION LIST
President.....All
Vice Presidents/AVPs/Deans.....All
Staff Directors/Division Chairs.....All
Faculty.....Faculty
Full/Half-time Faculty.....Faculty, Full/Half Time
Staff.....Staff
SGA Leadership.....All Students, Resident Students
Students.....None
Additionally, only the President and Vice Presidents may delegate the authority to use Global Distribution Lists.

3. Global Distribution Lists are for official University communication only. The following guidelines should be considered when using these lists:

- Use only those lists necessary to reach the target audience.
- Routine announcements should be sent to Marketing and Communications for publication on the website.
- Personal or political opinions are not appropriate.
- News articles or current events that are not directly associated with the University are not appropriate.
- Violations of this policy will be referred to the appropriate vice president.

4. Questions should be directed to the Chief Information Officer, Office of Information Technology.

Academic Advising

The Office of Academic Advising serves as the starting point for undergraduate students as they navigate their individual academic plans at Rivier. Academic Advisors are assigned to students by major. The Office of Academic Advising has two locations- the first being Adrienne Hall, 2nd floor for students who are non-nursing majors and Sylvia Trotter Hall, Rooms 310 and 311 for all nursing majors. The Academic Advising Office is open from 8:30 a.m.-5 p.m. Monday-Friday and the main Advising Office extension is 8227. Throughout the year, Academic Advisors assist students with course registrations, add/drop requests and scheduling changes; guide students through academic transitions and, when appropriate, refer students to campus resources; address student and parent academic questions and concerns; coordinate the notification process for short or long term absences due to sudden illness and/or sickness; process change of major requests and notify appropriate faculty; discuss University policies and procedures regarding faculty and/or grading disputes when requested; verify Intent to Graduate requests, and assist instructors and faculty regarding

excessive absences and missing coursework. Academic Advisors work jointly with faculty, student life, career development, the counseling center, and other campus offices to ensure that each student is given the best possible academic experience while at Rivier University.

Service Learning

Service learning integrates active, socially significant service into the education experience. It offers students meaningful, community-based, experiential learning by adding human depth to the theories learned in the classroom. At Rivier University, service learning reflects our commitment to action and social justice; and it leads to authentic knowledge and union with God, neighbor, and the community.

Students in the School of Undergraduate Studies are required to earn one credit in service learning prior to graduation. It is recommended that students enroll in a service learning course during their sophomore year.

Course SL100: Serving the World

All sophomores engage in a 1-credit service experience, building on the First Year Day of Service. Students will reflect on their service experiences in light of the University's mission and their career goals. The class meets four times over a semester. The course includes directed readings, 20 hours of direct service, class discussions, journaling, and a final reflection project. Students can choose from field assignments at over 12 community partner sites. Additionally, students have the option of utilizing an alternative spring break or international service trips as their service placement.

Disability Services

The Office of Disability Services provides assistance to students with physical, psychological, medical and learning disabilities, in compliance with ADA requirements. Students who experience physical, perceptual, or emotional challenges may require additional supports and accommodations to equalize their opportunities for academic success. Students who have documented disabilities can access support services by contacting the Office of Disability Services (897-8497) at the beginning of each semester. The Office of Disability Services is located on the first floor of The Learning Commons.

The Writing and Resource Center

You can count on writing many papers and spending a lot of time studying while you are here at Rivier. Be sure to come to the Writing and Resource Center for help in all stages of your writing for any class you are taking or for help in understanding any subject. Work one-on-one with a writing consultant or tutor in a friendly, no-pressure environment. The Writing and Resource Center provides individualized academic services and is staffed by professional writing consultants, graduate students, and peer tutors. Programs include weekly and/or reserved writing tutorials, drop-in hours for writing assistance and tutoring by appointment or in group formats in all disciplines.

Retention Support Services

Retention of students is an integral part of student services at Rivier University. The Office of Student Success in the Division of Academic Affairs provides several programs to ensure that students obtain the necessary skills and services to help them achieve academic success.

- The Peer Mentoring Program seeks to provide every incoming freshman with an upperclassman mentor who assists them in identifying the appropriate resources on campus to achieve their academic goals. Mentors help guide freshmen through their first year experience, providing friendship, counsel, referrals, and other support for academic, personal and spiritual growth that assist freshmen students in their adjustment to both academic and social challenges.
- The Student Success: Campus to Community course, taken by all freshmen, provides hands-on learning opportunities for developing success in studying, outlining, time management, reading, writing, socializing, cultural competency, global awareness, service learning, and other aspects of college life.
- The Office of Academic Advising provides students with personal advisors who assist students in their course selections, in keeping with their faculty advisor's recommendations, so that students can achieve their educational plans for degree completion. In addition, advisors serve as resources and referrals for other academic and personal support services.
- The Office of Disability Services works to ensure that students with disabilities receive the accommodations and individualized support they need to improve retention and promote academic success.
- The Rivier University Writing and Resource Center (WRC) provides professional and peer tutoring assistance that is student-centered, such as support for students working on writing tasks in courses across the curriculum or who need focused content review in specific subjects. The WRC offers one-on-one conferences with professional writing consultants,

assistance in understanding subject content in all disciplines with peer tutors, group review sessions, and one-on-one assistance with developing study, time management, test-taking, and note-taking skills.

Office of the Registrar

Change of Name or Address

Students should report changes in name, address, or phone number to the Registrar immediately. The Office of the Registrar makes name changes when appropriate supporting documentation accompanies the request: either a copy of a valid driver's license or marriage certificate.

Directory Information

Rivier University, in compliance with the Family Educational Rights and Privacy Act (FERPA), may release without the student's consent the following directory information: student's name, ID-card picture, telephone number, date of birth, major field of study, class year, dates of attendance, enrollment status, degrees and awards received, (if any) place of employment, most recent previous educational agency or institution attended, and email address. Students are given the opportunity to restrict the release of any or all directory information.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Grade Reports and Reporting

At the end of the term, the Office of the Registrar authorizes the posting of grades to the student portal MyRiv for each student. To protect the confidentiality of student records, grades or GPA are never reported over the telephone or by fax. Grades are available to students in the student portal. A class evaluation will appear upon initial access to each course grade. After completing the evaluation, the student may access their grade for the course. Grade reports are no longer mailed out.

Transcripts

Transcript Request Policy: Official transcripts may be requested in writing via mail, fax, or in person. Official transcripts must be requested in writing with the student's signature. For your convenience, an online transcript request form is available at www.rivier.edu, MyRiv, or in the Registrar's Office. Please print the form, complete it, and return it to the Registrar's Office. The Registrar's office fax number is (603) 897-8811. In your request please include: your name, your name while attending if different, date of birth, social security number, approximate dates of attendance, degree awarded (if applicable), the address where the transcript is to be sent, and your signature. Presentation of a Rivier University ID or a valid driver's license must be made to receive an official copy of a transcript if the student comes in person. For current students, unofficial transcripts can be obtained from the student portal MyRiv. Please select "My Riv" on the Rivier home page, log in, and select "Academic" then "My Transcript" and print out.

Official transcripts will not be released to students who have a financial obligation to the University. Once a transcript request is received, it will be mailed or emailed to the designated address within a 48 hour period. However, during busier parts of the academic year, it may take up to four business days to be processed.

No Faxed Records Policy

At this time, Rivier University determines that the use of facsimile equipment is not a secure means of transmitting educational records. Because the University cannot safeguard the privacy of the student's records, the University will not fax transcripts, grade reports, or other academic information.

Intent to Graduate

Each candidate must submit a formal notification of intent to graduate to the Office of the Registrar for a degree or certificate to be awarded. Forms for this purpose are available in the Office of the Registrar, from your academic advisor, and from the Rivier website, www.rivier.edu. Rivier University confers degrees three times a year on September 2, January 2, and at the Commencement ceremony in May. The deadlines for filing for graduation are: August 1st for September, December 1st for January, and February 1st for May Commencement.

Students who complete all degree requirements before the May graduation are eligible to participate in the commencement ceremonies. All official transcripts, CLEP scores and challenge exam scores must be submitted to the Office of the Registrar by the application deadlines, otherwise the application will be deferred to the following semester. All financial accounts must be settled in full before degrees are released.

Student Affairs Services

The Division of Student Affairs at Rivier University serves students based on the ideal that learning occurs beyond the classroom. Offices in this division challenge and support students by providing co-curricular and extra-curricular programs and activities that are linked to the University's Roman Catholic tradition and core mission: transforming hearts and minds to serve the world.

By focusing on the education of the whole person, the Division of Student Affairs invites students to enter into experiences that promote growth in faith, development and formation of character, and lifelong learning and service to the community.

Members of the Student Affairs staff encourage responsible decision making, physical and emotional wellness, respect for all members of the Rivier community and beyond, and appreciation of diversity. This is strengthened through collaboration and cooperation with academic affairs and other campus student services.

Campus Ministry

The Office of Campus Ministry serves the spiritual, social, and personal needs of the campus community, providing opportunities where values are challenged and faith is affirmed. Rooted in the Roman Catholic tradition, the office invites all members of the community to reflect on our Catholic heritage and mission. Campus Ministry focuses on the areas of faith formation, pastoral care, service, spiritual and personal growth, peace and social justice, and leadership development. Persons of all faiths are welcome to participate in all Campus Ministry activities.

Liturgy and Sacraments

Mass is celebrated on campus seven days a week. Retreat and prayer experiences are offered throughout the year. Campus Ministry highlights the holy days and special events of the year and ritualizes key moments of transition. Preparation for the sacraments of initiation (Baptism, Eucharist, Confirmation) is available to those who are interested in becoming full members of the Catholic Church. Students are invited to take an active role in liturgies and special events as readers or music ministers.

Service, Peace and Justice

Campus Ministry promotes the principles of Catholic social teaching by providing opportunities for direct service as well as advocacy for the poor and marginalized. Members of the community are challenged to see connections between faith and service by looking to Jesus Christ as our model. Students participate in local volunteer opportunities as well as weeklong service trips. Through workshops, discussions, and fundraising, Campus Ministry aims to raise awareness of the needs of the global community and to discern appropriate responses to these needs.

Spiritual Growth & Pastoral Care

There are many opportunities to explore and deepen your faith. Campus Ministry offers retreats and spiritual direction to interested students. Other opportunities can be developed as needs arise and students express interest.

Leadership Development

Campus Ministry offers opportunities for servant leadership, leadership based on the belief that we are called to serve and not be served. These opportunities include roles at liturgies and prayer experiences, oversight of various volunteer projects, and program development and implementation. There are also opportunities for students to be part of a team that facilitates retreats for high school students from the Diocese of Manchester.

Staff

Campus Ministry is staffed by one full-time director and one full-time chaplain. There are also possibilities for work study students to be involved in the daily operation of the office. For more information, visit www.rivier.edu/ministry or call 897-8577. Email us at campusministry@rivier.edu or "like" the Rivier Campus Ministry Facebook page for information on upcoming events.

Career Development Center

Career Development provides assistance and counsel regarding career planning efforts, including the pursuit of employment. Individual assistance with career and major planning, internship options, job search information, and graduate school exploration is available. The CDC website: www.rivier.edu/cdc is a comprehensive resource providing students and alumni the opportunity to access vital information related to academic and career success. An annual job fair (held in the spring) is sponsored by the New Hampshire College and University Council, of which Rivier University is a member. Students are encouraged to take advantage of this annual event and all career development services.

Sr. Mary Anne Quibin Student Health Services

Quibin Student Health Services is available to **on-campus resident students** during the academic year. Health Services is open each weekday, with evening hours twice weekly. Students generally sign up for appointments, but staff accommodates walk-in urgent visits. Health Services staff is comprised of family nurse practitioners who diagnose and treat common, acute medical illnesses, assist with the management of chronic illnesses, and provide health education and referral. Limited laboratory services are also available, as well as common over-the-counter medications and first-aid supplies. Students are referred to local hospitals and walk-in clinics for x-rays and other diagnostic services, as needed, and for emergency care. Two local hospital emergency departments, local immediate care medical offices, and one walk-in clinic are available to students for after-hours health care.

Immunizations

All resident students and commuter students registered half-time or more are required to submit evidence of immunization against tetanus (within the last 10 years), measles, mumps and rubella (MMR), meningitis, and evidence of tuberculosis screening. In addition, resident students need a comprehensive physical exam (within six months of their residence hall move-in date) which includes a CBC (blood test) and a U/A (urine test). All of this information is communicated to us via our required health forms, available through the University website or from Health Services. All medical forms are due each year no later than August 15 for incoming fall semester students and December 15 for incoming spring semester students.

Student Health Insurance

Rivier University requires that each undergraduate student have some type of health insurance either through a private company or through the affordable care act plans. Rivier University does not accept responsibility for any expense incurred for any medication, diagnostic procedure, or treatment.

Confidentiality

All student health records and health-related information are held in strict confidence. No information may be released without written consent from the student, except in emergencies. Quibin Student Health Services is also required to report the incidence of certain communicable diseases to the state or local public health department.

Counseling and Wellness Center

The services of a mental health counselor are available to all full-time students. These services are designed to assist students in maximizing their collegiate experience; the emphasis is on promoting wellness and enabling students to effectively safeguard their own well-being. Services include short-term individual counseling, group counseling, workshops on personal growth issues, and referrals to appropriate off-campus agencies.

Alcohol and Drug Treatment Resources

The Rivier University Counseling Center is available to any student presenting concerns regarding drug and alcohol issues. The services available include crisis intervention, short-term individual counseling, groups, and a community referral service. Individuals are clinically assessed according to their individual needs and presenting concerns. Recommendations are made in accordance with the results of that assessment. The Rivier University Counseling Center has a complete and updated directory of therapeutic and educational services, listing resources throughout the greater Nashua area.

MyStudentBody.com

MSB-Alcohol/Drugs is an online interactive course required for all traditional age Rivier freshmen. MSB-Alcohol/Drugs addresses the many high-profile issues associated with high-risk college drinking and drug use. It tracks individual substance use behaviors and risks.

Physical Education & Athletics

The Muldoon Health and Fitness Center (HFC) houses the physical education and intercollegiate sports programs. The HFC and athletic fields are open to students, faculty, and staff for recreational use when available.

Intercollegiate Athletics

Rivier University is a member of the NCAA Division III. Institutions in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. Rivier seeks to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience. Rivier also seeks to establish and maintain an environment that values cultural diversity and gender equity among the student-athletes and the athletics staff. There are seven women's varsity teams and six men's varsity teams at Rivier University. The women compete in soccer, volleyball, cross-country and field hockey in the fall, basketball in the winter, and softball and lacrosse in the spring. The men compete in soccer and cross-country in the fall, basketball in the winter, and volleyball, baseball, and lacrosse in the spring. Rivier is a member of the Great Northeast Athletic Conference (GNAC). Full-time baccalaureate students are eligible to compete at the varsity level. Information concerning these programs is available from the Athletics Department.

Physical Education Classes

A variety of physical education activity courses are available for credit on a Pass/Fail basis. Two credits earned in physical education classes may be counted toward bachelor's degree requirements. Information about the schedule of these classes is available at the Muldoon HFC.

Recreation and Intramurals

The Physical Education department sponsors opportunities for students to participate in varied intramural and recreational programs. Each year there is a unique series of activities based on student interest and need. On campus, The Muldoon Health and Fitness Center fitness room and gym are open for recreational use by students, faculty, and staff. Information is available from the Athletics Department.

Multicultural Affairs

The Multicultural Affairs Office was formed in 1997 as a result of the partnership between Rivier University and Southern New Hampshire Outreach for Black Unity. Through the sponsorship of frequent and varied programming opportunities, the office aspires to achieve the following:

- To provide the University community with culturally and socially enriching programs and activities;
- To enhance the presence of a diverse population on Rivier University's campus;
- To provide a supportive network for minority students on campus as well as the minority citizens in the southern New Hampshire area;
- To increase the awareness of economic and political concerns as they relate to the diverse members of the University community

Office of Student Life and Housing Services

For specific information regarding living on campus, students are referred to the Residence Life Handbook located on Rivier's website under the student life section. Residents are responsible for information contained in that University document, as well as all policies and procedures outlined in this handbook.

Staff

The Director of Student Life and Housing Services lives on campus and coordinates all functions of the University's residence halls. Each building has a staff of trained personnel available to assist resident students with social, personal, academic and cultural concerns.

The primary function of the staff is to create, with the residents of each floor, a positive living environment. In addition to enforcing University policy, the staff is also present to maintain building safety and security. Ten to twelve undergraduate students (Resident Assistants) and three professional Hall Directors make up the Residence Life Staff. There is a staff member on duty at all times to address any student concerns.

Residence Hall Security

The doors to the residence halls are locked 24 hours a day unless opened for special programs/functions. The front and back doors to the halls are accessible with a resident student ID card until 11:00 p.m. each night. At 11:00 p.m. alarms are activated on all doors, except the main entrance. This procedure helps to monitor the flow of traffic to and from the building and to assist with safety and security. The lounges in each hall are available to students and their guests until 2:00 a.m. All guests must either sign in as overnight visitors or vacate the halls at this time. Public Safety/Security assists with this process as they conduct routine rounds of the halls and surrounding property each night. The lounges are available to resident students 24 hours per day unless reserved through the Office of Student Life and Housing Services. Emergencies should be reported immediately to the Public Safety/Security Office or the staff person on duty.

Resident Student and Guest Expectations

Student conduct and behavior expectations for resident students are outlined in the guidelines distributed by the Office of Student Life and Housing Services as well as in this handbook; residents are responsible for all policies and procedures outlined in both publications. Commuters visiting residents in the residence halls are responsible for all policies and procedures set forth by the University.

Parent/Guardian Notification

Rivier University communicates directly with students on matters that affect their college career. When students are experiencing challenges, the University reserves the right to involve parents or guardians as a means of additional support. The University may notify parents or guardians of students in all conduct or safety considerations. The Vice President or designee will make such contact whether by telephone or in writing.

Summer Housing

Summer housing is available to students taking summer classes at Rivier University. Information regarding room rentals, policies and check-in/out are available from the Office of Student Life and Housing Services.

Vacation Periods

Rivier University closes its residence halls during the Thanksgiving, Christmas, spring, Easter and summer breaks for all students. A student will only be permitted to remain on campus under unusual and extenuating circumstances. Students remaining in the residence halls for non-academic reasons will be charged a fee. Student teachers and interns must obtain authorization from the department chair in order to be considered for vacation housing. Students who live on campus during times when the residence halls are officially closed need to be aware that:

- They may be asked to change rooms.
- The University will not provide routine food services.
- They are expected to abide by residence hall and security regulations as usual.
- The University will provide an emergency contact person.
- The Vice President for Student Affairs, in conjunction with the Director of Student Life and Housing Services, has the right to require the students to leave campus at any time.
- Students must pay a set fee to the Business Office in advance.

Office of Student Activities and Orientation

The Office of Student Activities and Orientation works within the Division of Student Affairs to provide the resources necessary to support learning beyond the classroom. The Office of Student Activities and Orientation sponsors events, advises clubs and organizations, provides programming resources to faculty, staff, and students, seeks to serve as an advocate for students, and provides outreach to the commuter student population. It is the goal of the office to serve the University by bringing quality programming opportunities to the campus while developing the interpersonal, organizational, and leadership skills of its students.

Student Activities

The Office of Student Activities and Orientation coordinates a wide variety of programs in conjunction with student clubs and organizations. Planned by students for students, these events are meant to entertain, educate, and enrich the Rivier University experience. They vary greatly, from a comedy troupe to wellness programs, from a charity fund raising day to a trip to Canada, from alcohol awareness activities to professional speakers.

Program Planning

Anyone, whether acting as a member of an organization or on his/her own, may plan a program. The following steps must be followed in order for the event to be recognized by the University:
1. Read the Student Leader Handbook for tips and guidelines to ensure that your program is a success.
2. Obtain and complete an Authorization Form for Student Activities from the Office of Student Activities and Orientation or complete the online form.
3. Submit it to the Office of Student Activities and Orientation for approval.

Student Organizations

One of the ways to make college a friendlier place is to get involved. Student organizations may be active through the Student Government Association or may organize independently through the Office of Student Activities and Orientation. All organizations must have a faculty/staff advisor. A list of recognized clubs and organizations is included in this section. Contact the Office of Student Activities or Student Government for more information.

The numerous clubs and organizations listed in this section represent the various co-curricular activities within the University; some are funded by SGA and some are independent. For more information about these clubs and organizations, contact the Coordinator of Student Activities and Orientation.

Academic Clubs

Alpha Sigma Lamda
Biology Club
Psychology Club
Rivier University Business Students Association
Student Nurses Association

Special Interest Clubs

Animal Outreach
Chinese Student Association
Gaming League
Habitat for Humanity
Indian Student Association of Rivier University
Model United Nations
Rivier University Alliance
Rivier University Dance Team

Rivier Theater Company
Student Athletic Advisory Committee
Student Government
Student Programming Board

Commuter Students

The Office of Student Activities and Orientation also serves as a liaison between the University and the commuter student population. The University provides the following services aimed particularly at the commuter student population:

- Announcements of events designed for commuters.
- Locker space available in the Dion Center.
- Study, lounge space and recreation space available in the Dion Center.

Be on the lookout for mailings, postings and announcements about upcoming events, or call the Student Activities Office at 897-8254 to hear more about events on campus.

Alternative Spring Break

In partnership with student organizations, this program gives students the opportunity to do meaningful service work during spring and summer recesses. Past service trips have taken students to Florida, South Carolina, and Virginia. Work has included manual labor, working in schools, and teaching Bible stories to children through a process called clown ministry.

Student Group Travel Policy

One of the most rewarding experiences for any group can be traveling together. Whether it is a group trip to a museum in Boston, or an overnight trip to NYC, travel can be a fun, educational, and memorable part of a college career. Rivier University believes that the safety of students, faculty, and staff is preeminent. To ensure a safe, smooth, and beneficial experience, those planning programs which involve any type of travel within or outside of the United States, must follow the guidelines provided by the office of student activities and orientation.

To Reserve/Use the University Vans

When traveling and using the University vans, make sure to reserve the vans well in advance of your expected travel date with the Department of Public Safety. In order for your group to use the vans, the driver must be certified through the Department of Public Safety's van certification class. There are several classes offered throughout the course of a semester, please check with the Department of Public Safety to see when courses will be offered. Tolls and EZ Pass: The four University owned passenger vans are equipped with EZ Pass transponders. The transponders are mounted on the interior of the windshield per the direction of the EZ Pass customer agreement. The acknowledgement that the transponder is in the vehicle is included on the driver's checklist. Upon the return of the vehicle the van driver will check the appropriate box on the checklist if the transponder was used or not used. The appropriate department, club or group will be billed for the toll fee(s).

Orientation

During the summer, the University holds an overnight orientation for entering new students and a one-day program for their families. Led by student orientation leaders, new students and their families are exposed to all that Rivier has to offer. It is the goal of the orientation program that each student and family member will leave with the information to have a successful experience at Rivier. Parents and families are able to learn about Rivier through presentations on academics, student life, and the development of college students. Additionally, the Office of Student Affairs and the student orientation leaders present programs to develop a thorough understanding of the curriculum, services, and facilities of the University. Incoming students are required to attend all orientation programs. Transfer students have their own unique experience before the start of classes.

Student Government Association (SGA)

Every undergraduate student who has paid an activities fee becomes a member of the Rivier University Student Government Association upon registration at the University. The purpose of the SGA is to:

- Stimulate active participation in all University functions.
- Establish and maintain effective channels of communication among members of the University community and the community-at-large.
- Foster a mutual trust, encourage a spirit of cooperation, and initiate new endeavors.

Student organizations on campus are organized to promote common interest within the framework of the mission of the University. The Student Government Association governs its recognized campus organizations and maintains financial control of funds paid by the students for such organizations. The criteria used to determine whether a club will be funded by SGA are:

- A club must have five active members, including officers and a faculty/staff advisor;
- The club must have a working constitution submitted to the Student Government Association; and
- The club must demonstrate an attempt to fulfill the goals articulated in the club constitution.

Agreement between the Administration and the SGA of Rivier University

Rivier University administrators recognize that co-curricular activities are an important part of the growing experience complementing the more formal academic part of the education process. In light of its stated beliefs, Rivier University regards as its mission the education of the person in her/his many dimensions. To this end, students have the responsibility to take advantage of the many social, educational, and cultural co-curricular activities/programs that are available to them.

The underlying rationale for such a body as the Student Government Association is to promote the strengthening of self-direction and self-discipline on the part of the student as s/he reaches for her/his own personal goals of responsibility, accountability, and fulfillment. The administration, wishing to foster a proper balance between personal freedom and protection for the rights of all individuals and the University community as a whole, grants particular privileges and delegates certain responsibilities to the students under the government of a student council, and authorizes the Student Government Association to exercise such powers as are committed to it by its constitution. Because the University is legally incorporated in the State of New Hampshire, the University retains the right to ensure that whatever takes place within the University community or under the name of Rivier University, in no way infringes upon the rights or privileges of others. Thus, it shall be within the power of the administration to ensure that all the powers granted in this constitution will be in keeping with the missions, goals, and objectives of the University as stated in official University publications.

America Reads Project

A federal initiative, America Reads sends Rivier students to area elementary schools to be placed in K-3 classrooms to assist children with their reading skills. While the time with students may be the best reward, University students who participate in America Reads are paid federal work-study wages.

Department of Public Safety and Security

The Rivier University Department of Public Safety and Security coordinates security on the campus. Department personnel present a range of education, training, and experience in law enforcement. All members of the department are dedicated to maintaining the campus as a safe and pleasant place in which to live, work and study.

The objective of the Department of Public Safety and Security is to prevent crimes and correct conditions that jeopardize the safety of the Rivier University community. Patrols of the main campus and areas owned by the University are conducted by foot, on mountain bike, and with the Public Safety vehicle 24 hours a day, 7 days a week on a year-round basis. The Public Safety Office is located in the Dion Center, Room 204, on the main floor.

Building Security / Access

Students, faculty, and staff may access campus facilities on a scheduled basis. The general public can attend cultural and recreational events on campus, with their access limited only to the facilities in which the events are being held. Access to the residence halls is limited to the residents and their authorized guests according to Residence Life policies.

Crime Prevention

Rivier University emphasizes the security and well-being of everyone in the campus community. Public Safety Officers who have received specialized training offer various programs and services to minimize or eliminate the chance for criminal opportunities. These programs include personal security escorts, crime prevention presentations, parking lot security, the Operation Identification program, and the Silent Witness Program. The programs are offered year round and are open to all community members. Students and staff are encouraged to contact the Public Safety Office for more information on these and other programs.

Crime Statistics

The Annual Crime Report is compiled from the incidents reported to the Public Safety Office, other designated Campus Security Authorities (CSA's), and the Nashua Police Department and is prepared at the conclusion of the calendar year. Rivier University

complies with the Campus Security Act of 1990, also referred to as the Clery Act. For more information on crime statistics or the Public Safety Department, contact our office.

Emergency Notification System

Students, faculty, and staff are given the opportunity to register for the University's emergency notification system. The Everbridge system allows the administration to send text and voice messages, as well as email, to all registered users in the event of an emergency or crisis and for cancellations due to weather. New full-time undergraduate students are given an opportunity to register for the system during the summer Orientation. All students are given several opportunities to register during the academic year, including at the start of each semester. The Emergency Notification System is tested at least twice during the year.

I.D. Cards

Prior to the beginning of classes all new students must obtain a valid University ID, which is issued by the Department of Public Safety and Security Office, located at the Dion Center, Room 204. An ID can be obtained from 9:00 A.M. to 7:30 P.M. from Monday to Thursday and 9:00 A.M. to 5:00 P.M. on Friday during the school year. ID cards are required for checking materials out of Regina Library, admittance to computer labs, admission to all University events on campus as well as to social/cultural functions or sporting attractions in Boston and surrounding areas and for Nashua Transit transportation in the city of Nashua. Some ID cards can be used as an electronic door key for access to the residence halls. It can also be used for printing services and some vending machines on campus. University ID cards are also useful to students for obtaining meal discounts at the Library Café and in the dining hall. In order to use the ID cards at the Café and dining hall appropriate arrangements must be made at the Business Office, located in Adrienne Hall, Room 111.

Lost or stolen ID cards should be reported to the Department of Public Safety and Security Office immediately; replacements will be issued and a replacement charge will be assessed if deemed appropriate. Falsifying or in any way altering an ID card is considered a serious infraction of University policy.

Lost and Found

If you have found property or are trying to recover a lost item, contact the Public Safety Office at 888-1666. Rivier University is not responsible for personal property that is lost, stolen or left on campus, in vehicles or in rooms.

Parking

All students with a car parked on campus are required to have a Rivier University student parking sticker. Parking stickers may be obtained in the Public Safety and Security Office, Room 204, or the Director of Public Safety and Security's office, Room 205, in the Dion Center. The Business Office will assess a $50.00 fee. Students must comply with all rules and regulations of the University when parking on the property. The Parking Rules and Regulations, as well as a map of the parking areas, can be found on the Rivier University Department of Public Safety webpage at www.rivier.edu/ps.

Reporting a Crime

To report a crime or other incident you believe requires the attention of the University administration, contact the Department of Public Safety and Security at 888-1666. If the situation is urgent, such as a medical emergency, first contact other emergency services through the Emergency 9-1-1 System. Notify University personnel after contacting the emergency authorities. If you've been the victim of a crime, do not hesitate to seek assistance from a member of the Student Affairs staff, faculty member or a close friend.

Timely Warnings & Emergency Notification

The Department of Public Safety issues Timely Warnings to provide members of the Rivier University community information concerning certain potentially dangerous serious or continuing activities which may have been reported to the Department of Public Safety. Warnings alert the campus community in a timely fashion and enable members of the campus community to protect themselves. The decision to issue a warning shall be decided on a case by case basis. Reported activities which may result in the issuance of a warning may include, but are not limited to, those crimes as listed in the Clery Act. An Emergency Notification shall be issued when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of the community.

The Campus

The Facilities Management Department maintains the University buildings and grounds with a concern for safety and security. The department responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you feel

that an immediate response is needed for a safety and security hazard and members of the Facilities Management Department are not available, please contact the Department of Public Safety and Security at 888-1666.

Additional Student Resources & Services

Academic Calendar 2016-2017

Dion Center

The hub of student activity on campus, the Dion Center houses offices and facilities targeted to addressing student needs. The Dion Center is open 24 hours a day and many student activities and programs are held in its function spaces. The resources available in this building include:

- Student Government offices
- Campus Ministry office
- Multicultural Affairs office
- Public Safety offices
- Student Activities office
- Student Affairs office
- Dining Services
- Group Study Area
- Lounge Space
- Rivier University Bookstore
- ATM
- Cellphone charging station
- Mac-Gray Smart Card Center
- Reception and Board Room function space

Bookstore

The Rivier University bookstore is a one-stop destination for all students school needs. The campus store offers many used, rental, and digital textbook options in addition to new copies. The store has Rivier University imprinted items, school supplies, dorm supplies, snacks, and graduation gear. Skip the lines! Online shopping is available 24/7 at www.riviershop.com. The bookstore website includes updated bookstore news and store hours. In the store, acceptable forms of payment are cash, major credit cards, checks, campus cards preloaded at the Business Office (not flexcash), gift cards and financial aid vouchers. Online payment methods include major credit cards, bookstore gift cards and campus cards preloaded at the Business Office.

Dining Services

Dining Hall

Managed by Sodexo Campus Services, the dining center is located on the third floor of the Dion Center. You will find a wide variety of menu choices ranging from hot entrees to healthy salads. In addition, our dining center offers lighter fare in between hot food meal hours, and late night dining in a relaxed social atmosphere.

Hours of Operation

Monday-Friday		Saturday & Sunday	
Breakfast	7:30 a.m.–9:30 a.m.	Brunch	11 a.m.–1 p.m.
Cont'l Breakfast	9:30 a.m.–11:15 a.m.	Dinner	5 p.m.–6 p.m.
Lunch	11:15 a.m.–1:45 p.m.	Late Night (Sunday Only)	10 p.m.– Midnight.
Deli and Salad Bar	1:45 p.m.–4:45 p.m.		

Dinner 4:45 p.m.–6:45 p.m.

Late Night dining *(Sunday–Thursday only)* 10 p.m.–Midnight

Cyber Café in Regina Library

Monday–Thursday	8 a.m.–10 p.m.	Friday	8 a.m.–3 p.m.
Saturday	10 a.m.–2 p.m.	Sunday	3 p.m.–10 p.m.

The Cyber Café offers "Simply to Go", a comprehensive convenient meal solutions program targeted at customers that need a food fix in a hurry. The grab and go menu consists of sandwiches, salads, desserts and hot microwaveable meals.

Vending

Vending machines are located in all residence halls and selected academic buildings on campus. Soda, juice and snack machines are available 24 hours a day, 7 days a week for your convenience.

General Information

Dining Services management offices are located on the third floor of the Dion Center. A valid student ID must be presented for dining hall meals. Proper dress and shoes are required at all times. $150.00 Flex cash is added to resident student meal plan accounts each semester. To use flex cash, present a valid student ID card to purchase items at the "Simply To Go" kiosks or additional meals for yourself and guests in the dining hall.

Financial Aid Office

Investing in a quality private college education is a worthwhile, but expensive undertaking. To meet college costs, most students will need to look beyond their own financial resources for assistance. It is the purpose of the Financial Aid Office to provide financial assistance, information, and advice to students pursuing degrees at Rivier University. For more information on Financial Aid policies and procedures, please visit www.rivier.edu/finaid.

Mail Service

Incoming mail and packages for all students will be held in the Mail Room located in Memorial Hall, Rm 118. Hours of operation are Monday – Friday, 8:00-4:30. Students should come prepared to show their Rivier Student ID as proof of identification before mail is released and students are encouraged to check their mail on a regular basis. Letters and packages may also be sent from our office. Please bring your letter or package already prepared to be sent. Payment must be made in the form of cash or check only. Books of stamps may also be purchased at the bookstore located on the lower level of the Dion Center.

Photocopies

A photocopier is also available in the Dion Center for use by authorized student clubs and organizations. Photocopies can also be made at the Regina Library.

Phone Directory

Transportation

Rivier University students, staff, and faculty may use the Nashua Transit busses for FREE by presenting Rivier ID cards to the transit driver when boarding the bus. This can be helpful to students without cars, those concerned with gas prices or the effect of automobiles on the environment, and those who hate driving around busy parking lots at the mall and other businesses. This pass is valid to use at all times the bus is running and is available to take you to any of the stops in Nashua. There's a stop conveniently located in front of the Regina Library. Questions about times and details about services? Contact Nashua Transit at (603) 880-0100.

Community Standards, Student Rights, and Responsibilities

Statement on Student Conduct

Rivier University is a Catholic coeducational institution, founded by the Sisters of the Presentation of Mary. The University trusts that all students enroll voluntarily with knowledge and understanding of Rivier's mission. Commitment to self-discipline and mutual respect towards one another is expected of all members of the University community and are essential elements of an environment centered on Christian principles. University rules and regulations are a means towards that end.

Discipline is not considered the primary means of developing responsible student conduct. Example, teaching, and counsel are believed to be more effective for encouraging mature and responsible student behavior. When these fail, however, the University must assert its disciplinary authority. It is the responsibility of the Vice President for Student Affairs (or designee) to enforce all social regulations and to impose appropriate sanctions for misconduct when necessary. A Christian principle-centered environment requires that all students participate in the development of the Rivier University community standards by not only personally respecting the rules, regulations, and policies/procedures but also encouraging others to do so. If a student becomes aware of a conduct violation, Rivier University expects the student to discourage the violation, report the violation to a University official, and not to remain passively present during the violation.

Student Rights

As members of the Rivier University community, students have certain rights. These rights include:

- The right to be free from discrimination on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation, or disability in admission or access to treatment in or employment in its programs and activities
- The right to confidentiality and privacy in accordance with the Family Educational Rights and Privacy Act
- The right to be free from harassment, bullying, threats, hazing, intimidation, and violence
- The right to be treated respectfully as a member of the Rivier community
- The right to request assistance from any member of the Student Affairs staff and to be treated with professionalism
- The right to a fair and timely administrative hearing on all conduct charges and to know the charges and evidence against them
- The right to appeal all conduct decisions in accordance with procedures in the Student Handbook
- The right to peaceful assembly that does not disrupt or interfere with the operation of the University
- The right to express opinions which differ from that of the University in a manner appropriate for a Catholic institution

Perceived violations of these rights should be reported to the Vice President for Student Affairs (or designee).

Student Responsibilities

- In support of the University's REACH values, students have the responsibility to be respectful of all community members, to engage fully in their educational endeavors, to hold themselves accountable for their words and actions, to be compassionate by upholding the dignity and value of all human life, and to be honest in all interactions within the University community.
- All members of the Rivier University community share the responsibility for protecting and maintaining community health, safety, and the rights of others.

Conduct Violations

The following is a partial listing of offenses which are considered to be inconsistent with responsible behavior at a Christian value-centered community such as Rivier University, where the mission statement and the commitment the mission statement contains are foundations of the University and the conduct of the individuals on its campus:

1. Obstruction or disruption of any authorized University activity, including classes
2. Damage to/destruction of University property or the property of a member of the Rivier University community, including registered guests
3. Theft; theft of services (i.e. misuse of telephone system, removal of food from the Dining Hall without authorization, etc.)
4. Physical abuse of another person or any conduct which threatens the health or safety of another (i.e., sexual harassment/assault/misconduct, stalking, dating violence, domestic violence, and physical assault of any type)
5. Violation of the University Alcohol and/or Drug Policy or the laws of the State of New Hampshire
6. Unlawful entry to or other unauthorized use of University facilities

7. The use of the name of Rivier University without the consent of the proper authorities
8. Willfully bringing members of the opposite sex into restricted areas of the residence halls at restricted times, or disregard for the policies during open hours
9. Disorderly conduct
10. Lewd, indecent, or obscene expression
11. Expression of any form which is degrading or demeaning to others, particularly on the basis of gender, race, religion, cultural background, ability, or sexual orientation
12. Hazing, as defined by New Hampshire state law.
13. Gambling, as defined by New Hampshire state law
14. Producing or providing false identification documents
15. Any violation of University residence hall policy
16. Duplicating or possessing unauthorized University keys
17. Willfully activating a false fire alarm, tampering with fire or any emergency equipment, and failing to vacate a building when a fire alarm sounds
18. Violation of the University policy on weapons and firearms
19. Harassment, intimidation, bullying of any member of the Rivier University community, including inappropriate use of telephones, answering machines, email, social networking sites, etc.
20. Disposing of trash/refuse anywhere on campus, except in designated receptacles
21. Smoking in non-smoking areas
22. Purposely providing false information to the University or to a University official
23. Failure to comply with directives of University officials, including but not limited to residence hall, library, information technology, public safety staff as well as faculty
24. Encouraging, supporting, and/or influencing another individual or group of individuals to violate a University policy
25. Sexual harassment
26. Violation of the computer use policies
27. Unauthorized video surveillance
28. Violating the terms of any disciplinary sanction imposed by an earlier conduct violation
29. Interfering with any University investigation or disciplinary process including, but not limited to, tampering with physical or potential physical evidence or communicating or attempting to communicate with any witness or potential witness for any reason relating to influencing any University investigation or disciplinary process
30. Any signs, stickers, or displays on Rivier University property, whether in University buildings or parking lots, which contain language, pictures, or slogans that contradict the University's mission or that are deemed offensive. (Note: Offensive language, pictures, or slogans would include those which would be likely to draw a rating above PG if it were being rated as a movie due to its strong, graphic, or rude language, its sexual content, its crude humor, or its references to violence, nudity, or illicit drugs.)

Disciplinary Procedures

Administrative Action

The University reserves the right for the Vice President for Student Affairs (or designee) to hear serious violations of University policy or repeated violations of a more minor nature, which are referred by another University official. In such cases, the Vice President for Student Affairs (or designee) shall proceed with fairness to all parties. In the event that the administrative process involves a situation pertaining to sexual misconduct, including sexual harassment, sexual assaults, stalking, dating violence, or domestic violence, , separate and distinct processes are enacted (reference Title IX, Sexual Misconduct, Sexual Harassment, Sexual Assault, Stalking, and Intimate Partner Violence policies). University policy prohibits any interference with a University investigation or disciplinary process. Interference includes, but is not be limited to, the harassment, abuse, threat or intimidation of any witness or party to an incident, tampering with physical or potential physical evidence, or communicating or attempting to communicate with any witness or potential witness for any reason relating to influencing any University investigation or disciplinary process

Cooperation and Honesty

In both formal and informal disciplinary matters, the University expects students to be cooperative, responsive, and honest. Withholding information, deception, and/or the badgering of others to do the same will be regarded as a major infraction of University policy.

Disciplinary Appeals

To appeal any decision made by a conduct officer, a student must submit a written statement of appeal to the University official who supervises the official who made the original decision. (Note: To appeal a decision of the VPSA, see below) All appeal letters must be submitted no later than 4:00 p.m. on the third working day after being notified of the decision. Students are expected to take all reasonable steps to obtain notification of the decision. A sanction will not begin until at least the fourth working day after a decision is rendered to allow time for an appeal to be made. Appeals must be based upon the following grounds: (1) the evidence was insufficient to warrant the actions, (2) new evidence is now available that was not available at the time of the decision, (3) a procedural error(s) took place and due process was not followed or (4) the severity of the sanction(s) assessed is not appropriate for the violation(s). Appeal outcomes may include (1) upholding the decision, (2) lessening the sanction, (3) increasing the sanction, or (4) modifying the sanction. The decision of the appeals officer or Appeals Board is final and sanctions may take effect as soon as the appeal decision is rendered or at such other time as the appeal decision may set forth. Appeals of a Resident Director Decision may be submitted to the Assistant Vice President for Student Affairs. Appeals of the Assistant Vice President for Student Affairs may be submitted to the Vice President for Student Affairs. Appeals of the Vice President for Student Affairs may be submitted to the Appeals Board. Information on the Appeals Board may be obtained in the Office of Student Affairs.

Resident Students
See page 36 of Student Handbook as well as page 22 in Residence Life Handbook.

Institutional Policies

Academic Honesty

Plagiarism and cheating are serious breaches of academic honesty. In general, plagiarism is defined as the presentation of someone else's work in whatever form: copyrighted material, notes, film, art work, reports, statistics, bibliographies, and the like, as one's own, and failing to acknowledge the true source.

Quoting word-for-word, or almost so, or using the argumentation of another source without acknowledging this dependence also constitutes plagiarism. Cheating is defined as the giving or attempting to give or to receive unauthorized information or assistance during an examination or in completing an assigned project. Submission of a single work for two separate courses without the permission of the instructors involved is also a form of cheating. If students are unsure whether a specific course of action would constitute plagiarism or cheating, they should consult with their instructor in advance. Penalties for plagiarism and cheating vary with the degree of the offense and may take the form of the following academic sanctions:

- the grade of F for the work in question;
- the grade of F for the course;
- notification of the divisional dean and/or Associate Vice President for Student Success of the misconduct of the student;
- recommendation that the student be suspended or dismissed from the University.

Interim Suspension

The Vice President for Student Affairs, or other designee, may impose a University or residence-hall suspension prior to a disciplinary hearing.
Interim suspension may be imposed only:

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

During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs, or other designee, may determine to be appropriate.

Upon a student's request, a review of the interim suspension shall be held by the Vice President for Student Affairs, or other designee, within three working days of the interim suspension to determine if the suspension should continue until a disciplinary hearing on the alleged violation of misconduct is held.

Students who have been interim suspended may not return to campus without prior approval of the Vice President for Student Affairs or designee. *Nothing in this section shall be deemed to constitute grounds for discrimination against disabled individuals capable of functioning effectively in the University community.*

Alcohol Policy

Rivier University abides by the laws of the State of New Hampshire. Therefore, all members of the University community are responsible for making decisions about behavior within the context of New Hampshire State law and the policies and practices of the University. Rivier University is committed to the education of its community regarding alcohol use and abuse. Alcohol education programs are offered to the Rivier community throughout the academic year.

Under New Hampshire state law, it is illegal to:

1. sell, give away, cause, permit, and procure to be sold or delivered, any alcoholic beverage to a person under the age of 21 years;
2. if under 21, misrepresent one's age or falsify an identification card for the purpose of procuring alcoholic beverages;
3. if under 21, possess any liquor or alcoholic beverage;
4. if under 21, operate a motor vehicle in which alcoholic beverages are found unless accompanied by parents or legal guardian;
5. allow the presence of persons under the age of 18 in those areas where alcoholic beverages are being served unless those persons are accompanied by their parents or legal guardian;
6. if over 21 and operating a motor vehicle, be found with .08% or more alcohol in one's blood, or in the case of a person under the age of 21, .02% or more.
7. facilitate an underage alcohol house party.

The following actions constitute violations of Rivier University policy:

1. Any infraction of New Hampshire state law.
2. Intoxication -The determination of intoxication will be based upon physical observation and evaluation of behavior by a University authority and need not rely on any mechanical, electrical, or chemical sobriety instrument.
3. Drinking of alcoholic beverages in public areas.
4. Drinking of alcoholic beverages in University residence halls, except by residents and their guests who are 21 years old, or serving alcohol in residence hall rooms where individuals who are less than 21 years of age are present.
5. Consumption of alcoholic beverages anywhere on campus, except in University residence halls by those of legal age, is prohibited.
6. Use of University funds for the purchase of alcoholic beverages to be served to individuals less than 21 years of age.
7. Failure to take responsible means to identify underage persons and to ensure that alcoholic beverages are not served to such persons.
8. Failure to provide equally accessible, alternative, non-alcoholic beverages whenever alcoholic beverages are available.
9. Serving of alcoholic beverages to individuals who are intoxicated.
10. Use or possession of grain alcohol or caffeinated alcoholic beverages.

Rivier seeks to be a community committed to the health and safety of its students. Severe impairment whether by alcohol or drugs is potentially a life threatening emergency. Impairment to the extent that requires the attention of University staff, causes a disturbance or is a danger to self or others or property is prohibited. In the event of an ambulance call due to excessive drug or alcohol intoxication, Rivier considers this to be a case of an emergency or serious threat to personal safety and therefore Rivier reserves the right to notify a student's parents or family to advise them of the danger posed to the student's health and safety.
Failure to comply with New Hampshire state law or Rivier University policy may result in a range of actions including but not limited to a fine, a mandatory assessment with the Rivier University Counseling and Wellness Center or comparable community agency, loss of on-campus housing privileges, loss of guest privileges in the residence halls, suspension, expulsion, and/or prosecution by the State of New Hampshire.

Assessment of Student Learning Outcomes

As a part of its stated mission regarding the pursuit of academic excellence, Rivier University is committed to assessing student attitudes, student achievement, student satisfaction, and career development. Assessment activities may include standardized testing, departmental evaluations, course evaluations, placement tests, surveys, portfolios of student work, group or individual interviews, or classroom research. The information obtained through these college-wide assessment activities is used primarily to improve students' academic experiences, programs, courses, and quality of University services. All students are required to participate in the University's assessment activities.

Bias Motivated Offenses

Any offense that is motivated by bias may result in stronger sanctions/penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation, disability, or where a person is targeted by the accused because of status or group characteristic (e.g., race) or affiliation (e.g., religion).

Bullying, Harassment and Intimidation

Respect for others' rights, privileges, and sensibilities is essential. All students have the right to have a safe, secure, private and peaceful environment in which to live, study and work. Rivier University will not tolerate bullying, harassment and intimidation and is committed to providing an educational setting that is safe, secure, private, peaceful and free from bullying, harassment and intimidation.

Bullying, harassment and intimidation, as used in this statement, include actions shown to be motivated by actual or perceived race; color; religion; national origin; ancestry or ethnicity; sexual orientation; socioeconomic status; age; physical, mental, emotional, or learning disability; gender; gender identity and expression; veteran or marital status; obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories. Bullying, harassment and intimidation means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, a physical act or gesture, or any of the combination of these, directed at another student. Bullying, harassment and intimidation can include physically harming a student or causing damage to their property. It also may cause emotional distress to a student which interferes with the student's educational and living environment and creates a hostile educational and living environment. This statement also includes cyber-bullying. Cyber-bullying includes any of the situations listed in the prior paragraph but is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, Twitter, Facebook, and other social media and websites.

Such conduct is contrary to the Rivier University mission statement, is disruptive to the educational process and is prohibited. Students who engage in bullying, harassing behavior and intimidation, whether on or off campus, may be subject to disciplinary action. It is also noted that such conduct may constitute violations of either state or federal civil rights laws and as such may subject the violators to the civil and/or criminal penalties available under those laws. Any student who believes that he or she has been the victim of bullying, harassment or intimidation should promptly report the incident or incidents to the Department of Public Safety and Security, the Assistant Vice President for Student Affairs or the Vice President for Student Affairs. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyber bullying is prohibited.

Classroom Behavior

The classroom is the heart of the educational experience at Rivier University because it provides a formal setting for important exchanges among students and faculty. Rivier University affirms the rights of all students and their faculty to an environment that is conducive to teaching and learning. Therefore, the University does not condone behavior that, in the judgment of the instructor and/or the University, interrupts, obstructs, or inhibits the teaching and learning process. Disruptive behavior may include, but is not limited to, verbal attacks, intimidating shouting, inappropriate gestures, attending class under the influence of drugs or alcohol, unauthorized use of electronic devices, consistently coming to class late or leaving early, sleeping during class, threatening or harassing comments, bullying, profanity, incessantly whispering/ talking in class, or other similarly intrusive or disrespectful behavior. Disruptive behavior may also include other behavior that appears attention seeking in nature, monopolizing of class time, interrupting the instructor or classmates, or creating an uncomfortable class environment for other students. Disruptive behavior may result in sanctions, up to and including immediate removal from the University.

Electronic Devices in the Classroom

Students may not use electronic devices (such as cell phones, PDAs, pagers, MP3/iPods, laptops, etc.) during class unless permitted by the course instructor. If use of these devices is permitted by the instructor, they are to be used for appropriate class activities only. If a learning disability is substantiated to require the use of one or more of these items, the student must contact the Office of Disability Services (897-8497), which will work with the student and the course instructor as appropriate to facilitate an agreement regarding reasonable accommodations. Augmentative communication devices are excluded from this policy. Augmentative communication is an alternative way to help students with language disorders use receptive and expressive language. Augmentative communication can be accomplished through various assistive technology devices such as computers or hand held devices. Augmentative communication is most often used with students who have significant disabilities impacting language or those who do not have the ability to speak. If an emergency situation requires students to leave a cell phone on, they should inform the course instructor at the beginning of the class and leave the phone in a non-intrusive mode so as not to disrupt the class.

Computer Use Policy

As used herein, the term "resources" refers to any technology-related property including computer networks, desktop computers, workstations, servers, printers, software, documentation/manuals, or any data stored within any device. Rivier University strives to maintain the integrity of its technology resources and to provide an environment that reflects the University's mission and heritage. Those who use technology and network resources are required to use them in a manner consistent with the University's standard of conduct. Rivier University's technology resources are available to current faculty, staff, students, and other authorized users. To ensure personal privacy, the University does not routinely examine files in user accounts. However, these resources are the property of Rivier University and the University does not waive any of its property rights regarding these resources and specifically reserves the right to examine such files as it, in its sole discretion, determines appropriate for it to carry out its mission and responsibilities as it perceives them. To protect the integrity of the systems and protect legitimate users from the effects of unauthorized or improper use of these facilities/ resources, the University maintains the authority to take any of several steps. These include, but are not limited to: the authority to limit or remove any account holder's access to technology resources; the authority to inspect, copy, remove or otherwise alter any data, file, or system resources that may undermine the proper use of that system; or any other steps deemed necessary to manage and protect the University's technology resources. This authority may be exercised with or without notice to the user. The University disclaims responsibility for any loss or damage to data or software or any other claimed losses or damages, and the user specifically waives any right to any and all losses and/or damages by using the University's resources that results from its efforts to enforce these rules. The following list suggests all of the responsibilities that you accept if you choose to use the University's technology resources or network access that Rivier University provides:

- You may not intentionally seek information about, browse, copy, or modify files or passwords belonging to other people, whether at Rivier University or anywhere else.
- You are authorized to use only those resources to which you have specifically been granted access. If it is unclear whether you are authorized to access or use a particular resource, assume that you may not do so.
- You are NOT authorized to grant others access to your resources, including your username/password.
- The University's policies on harassment apply to electronic displays and communications with the same force as they do to more traditional means of display and communication.
- You must not display, transmit, or store images, sounds or messages that are offensive or could create an atmosphere of discomfort or harassment for others.
- Messages, sentiments, or declarations sent as electronic mail or other postings must meet the same standards for distribution or display as tangible documents.
- You must not engage in activities that degrade computing or network performance in a manner that may prevent others from meeting educational or administrative objectives.
- You must not create or willfully disseminate computer viruses. You should be sensitive to the possibility of spreading viruses and should take steps to insure your files are virus-free.
- You may not use the University's technology resources for private or commercial monetary gain.

The above statements are not intended to serve as an exhaustive list. Members of the University community are also expected to observe federal, state and local laws, as well as the University's other regulations and policies. Violations of the computer use policy will be processed through the University's student conduct system. Sanctions may include, but are not limited to, fines, temporary loss of privileges, or suspension of campus network privileges.

Criminal Law

Students, like all citizens, must abide by local, state and federal laws. Consequently, a student who violates the law, whether on or off-campus, is subject to legal prosecution. In addition, where a violation of law is also a violation of University policies, procedures, and rules, the student involved is subject both to legal prosecution and University disciplinary action. Whether University disciplinary action precedes, is concurrent with, or follows legal prosecution depends upon the nature of the alleged violation, and the degree to which the alleged misconduct affects or interferes with the educational mission of the University or the educational pursuits of any member(s) of the campus community.

Drug Policy

Rivier University abides by the laws of the state of New Hampshire. Therefore, all members of the University community are responsible for making decisions about behavior within the context of New Hampshire state law and the policies and practices of the University. The state law defines controlled drugs as those drugs and chemicals having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a potential for abuse or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs.

Marijuana is an illegal drug in The State of New Hampshire. Rivier University is also an institution that receives federal funding. As such, the University will continue to be bound by Federal regulations in the Safe and Drug Free Schools and Communities Act and the possession and use of marijuana, including for medical reasons, is prohibited on the Rivier University campus and will be considered a violation of Rivier University Drug Policy.

While not a violation of state law in many cases, Rivier University considers the use or possession of synthetic drugs or any substance designed to have a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system a violation of the Rivier University Drug Policy.

Under New Hampshire state law, it is illegal to:

1. Manufacture, possess, have under your control, sell, purchase, prescribe, administer, transport or possess with intent to sell, dispense or compound any controlled drug, or any preparation containing a controlled drug.
2. Deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.
3. Place in any newspaper, magazine, handbill, or other publication any advertisement, knowing that the purpose of the advertisement, when viewed, as a whole is to promote the sale of objects intended for use as drug paraphernalia.
4. Facilitate a drug house party.

The New Hampshire state law provides that any minor 12 years of age or older may voluntarily submit herself/himself to treatment for drug dependency or any problem related to the use of drugs at any municipal health department, state institution or facility, public or private hospital or clinic, any licensed physician, or other accredited state or local social welfare agency, without the consent of a parent or guardian. Students who need referrals to appropriate agencies may obtain that information from the Offices of Student Affairs or Counseling and Wellness. Failure to comply with New Hampshire state law or Rivier University policy may result in a range of actions including but not limited to a fine, a mandatory assessment with the Rivier University Counseling and Wellness Center or comparable agency, loss of on-campus housing privileges, loss of guest privileges in the residence halls, suspension, expulsion, and/or prosecution by the State of New Hampshire.

Rivier seeks to be a community committed to the health and safety of its students. Severe impairment whether by alcohol or drugs is potentially a life threatening emergency. Impairment to the extent that requires the attention of University staff, causes a disturbance or is a danger to self or others or property is prohibited. In the event of an ambulance call due to excessive drug or alcohol intoxication, Rivier considers this to be a case of an emergency or serious threat to personal safety and therefore Rivier reserves the right to notify a student's parents or family to advise them of the danger posed to the student's health and safety.

Drug Paraphernalia

Rivier University prohibits the possession, use or distribution of all types of drug paraphernalia, including but not limited to pipes, rolling papers, clips, and syringes. Possession of such paraphernalia will be considered sufficient evidence that a violation of the University Drug Policy has occurred. If found, any such item will be confiscated and the student subject to the full range of sanctions noted above.

Evidence of Drug Policy Violations

The following are considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presence of a controlled substance/illegal drug, any synthetic drug or substance prohibited under the Rivier University Drug Policy and the presence of smoke or odors, as in the case of marijuana. In addition, all students present at the time of the violation will be held responsible for the infraction.

Penalties

Failure to comply with New Hampshire state law or the policies of Rivier University may result in a range of penalties including referral to a treatment program, loss of on-campus housing privileges, suspension, expulsion, termination of employment, and/or prosecution by the State of New Hampshire. Nonstudents who violate this policy may be subject to being banned from campus property and/or prosecution by the State of New Hampshire.

Entry into University Premises Including Residence Hall Rooms

University authorities reserve the right to enter all campus premises on a regular basis. A student's residential room is considered private, and representatives of the University will ordinarily enter only after knocking on the door. They will enter to: (a) attend to maintenance needs or complete ongoing projects; (b) assist in any emergency; (c) retain or re-establish peace and order; (d) recover or prevent the destruction of University property; (e) perform health and safety inspections; or (g) investigate alleged violations of federal, state, municipal laws or University policies, rules or regulations. University representatives retain the authority to conduct searches of rooms regardless of the permission of the residents of the room. When rooms are entered for the above stated reasons, the resident's right to privacy will be maintained to the extent appropriate under the circumstances as determined by the University representatives, consistent with University protocol.

University representatives will inspect premises as needed throughout the year to identify and address problems and concerns in the residence halls and elsewhere on campus. In most University residences, health and safety inspections occur at least twice each semester and should be expected, at a minimum, at the beginning and end of each semester. Students, in accepting student housing, agree that University representatives retain the right to inspect the student rooms, in the student's presence whenever possible, for purposes of inventory, fire protection, sanitation, health, safety, maintenance and rule enforcement, consistent with the University's policies. The University retains the right to conduct an investigation and retain such evidence of violation as it deems appropriate. Students are advised that the University will take disciplinary action against violators of University policy.

Residence hall students have responsibility to familiarize themselves with the guidelines distributed in the halls and Campus Security regulations for additional policies and regulations pertaining to their living accommodations.

Muldoon Health and Fitness Center and Field Usage

Priority for scheduling:

- Intercollegiate athletics - games and practices
- Physical Education instructional classes
- Other University functions
- Intramurals, other student activities, and open recreation hours

The HFC is open for regular use during the academic year. During school vacation periods, it will not be open for regular use. The gym and the fitness room are open to Rivier University students, faculty, staff, and alumni.

- There is no fee for use of the HFC.
- Users must present the appropriate Rivier University I.D. for access to the HFC during open recreation hours.
- No guests are permitted in the fitness room. Use is limited to students, faculty, staff who have completed the fitness room orientation. Students may bring up to 3 guests in with them to use the gym—to shoot baskets, play volleyball, etc.
- Anyone who wishes to use the Muldoon fitness room must be trained in the proper use of the machines at an orientation session. A schedule for group orientation sessions is posted on the Rivier athletics website. New users can also schedule individual orientation sessions by contacting the Athletics Department. Training sessions last 30-45 minutes.

Firearms, Firearm Replicas, Weapons, Fireworks, Explosives, and Flammables

The possession of or use of any firearm, replica firearm, deadly weapon, or other dangerous or flammable material (with the exception of flammables used for legitimate personal use) is strictly forbidden on the Rivier University campus. This includes, but is not limited to, the possession of or use of ammunition, air rifles, air pistols, gas powered guns, paintball guns, sporting-type weapons, sling shots, toy guns that are painted black, gun blue, dark blue, brown or silver, toy knives that are painted silver, black, brown, gun blue or dark blue, the carrying of any toy gun or toy knife concealed, the possession of any object that is meant to depict any type of an explosive device such as but not limited to a hand grenade, suicide bomb vest, suitcase bomb, pipe bomb or explosive satchel and the possession of or use of fire crackers. Deadly weapon is defined to be any firearm, knife or other substance or thing which, in the manner it is used, intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury. Violation of this policy will result in an immediate disciplinary response.

Fire Safety

Fire safety devices have been installed for protection and safety. Fire drills are conducted in the residence halls and academic buildings at least four times a year. In case of fire, this is the evacuation plan to be followed:

- Know all your choices of exits and stairways.
- If you discover a fire, alert others by pulling the fire alarm.

- Know where fire alarm pull stations and fire extinguishers are located.
- As you leave, the way may seem clear. If conditions change and smoke fills the hallways, get down low, on your hands and knees if necessary, to stay below the smoke.
- Once out of the building, stay well clear. Never go back into the building until the all clear is given by the fire department or University security personnel.
- Do not use the elevator.
- If you cannot use the stairs due to a physical disability go to a rescue area which is located in the stairwell of the building and wait for assistance. Be sure to notify someone that you will be in the rescue area.

Pulling false alarms, tampering with the fire equipment, or tampering with fire extinguishers is prohibited. Tampering with or falsely activating the Campus Help Phones is prohibited. Violation of this policy will result in disciplinary action including expulsion.

Habitual Non-Attendance Policy

Habitual non-attendance is defined as an absence in any course (for any reason whatsoever) equating to three full weeks of missed class sessions (3 absences for a course meeting once a week, 6 absences for a course meeting twice a week, 9 absences for a course meeting three times a week). Faculty members will notify the Office of Academic Advising when a student has reached the habitual non-attendance criteria for their course(s). The Office of Student Success, in collaboration with the student's Academic Advisor, will then attempt to resolve the issue of habitual non-attendance with the student. It is the student's responsibility to notify the Office of Academic Advising of any intention to withdraw from a course or to withdraw from the University. If the student, however, has not officially withdrawn from the course(s) by the University's published last date to withdraw from a course, the faculty member will assign a grade of F.

Students who have been documented as habitual non-attendees in one or more classes may also be in jeopardy of violating the Resident Attendance Policy. Students who have attended no class sessions of a course or courses from which they are registered by the end of the drop/add period will be dropped from each class not attended. If a student never attended any courses during the drop/add period, the student will be withdrawn from his/her full schedule of courses.

Halogen Light Safety Policy

Halogen floor and table lamps, commonly known as torchiere lamps, have been found to cause many preventable fires. The danger posed by these lamps is the high temperature of the bulb, which is sufficient to rapidly ignite paper, cloth or upholstery materials. A typical 500-watt bulb can reach temperatures of 1,200 degrees. These lamps are attractive due to the bright light they produce and their low cost.

In a response to these apparent dangers, Underwriters Laboratories (UL) added strict guidelines in the selection and testing of lamps requesting UL approval. In an effort to continue to put safety first on our campus, the use and possession of these lamps will not be allowed in the residence halls, classrooms, academic offices, department offices, work spaces or public areas of Rivier University.

Off-Campus Conduct

Rivier University reserves the right to take disciplinary action against students who are involved in off-campus conduct or off-campus incidents. Students should understand that violations of local ordinances, state or federal laws may subject the student to disciplinary action by Rivier University whether those violations occur on or off campus, on or off University-owned property, whether during an activity sanctioned by the University or otherwise, when the off-campus behavior may negatively impact Rivier University's campus life, its faculty, administration, students, its educational mission, processes, or functions, or anyone affiliated with the foregoing. While Rivier University recognizes that it cannot supervise, control or oversee off-campus conduct to the same degree or in the same way as conduct on campus, it retains the right to investigate and take any appropriate disciplinary action with regard to any conduct or incident off campus that, if committed on campus, would be investigated and may lead to disciplinary action. Examples may include, but are not limited to: selling or distributing alcohol to underage students; selling or distributing illicit drugs; sexual misconduct; harassment, sexual or otherwise; sexual assault or other sexual violence; otherwise violent behavior including assault or battery; hazing; theft or destruction of property; disorderly conduct; acts of dishonesty, breaches of the peace and otherwise intrusive and unacceptable conduct detrimental to others' peace and enjoyment whether subject to the code of conduct of students attending Rivier University, the criminal code of the State of New Hampshire, or any other state, the criminal code of the United States government or otherwise. Sanctions for these offenses may include suspension or expulsion from Rivier University as well as other sanctions available to the administration.

Off-Campus Publicity

When students or student groups wish to publicize activities through the news media (newspapers, radio or television), they are required to contact the Marketing and Communications Office, which will assist with and coordinate publicity efforts.

Posting Policy

In order to maintain the beauty of our campus and prevent damage to buildings, the following guidelines should be followed:

• Postings should not be placed on painted surfaces, woodwork or windows.
• Posting is not permitted on floor tiles, carpets, steps, etc., as this is a safety hazard.
• Postings should not be offensive in nature nor in conflict with the mission of Rivier University.
• Classroom buildings and the Dion Center have bulletin boards available for use by the Rivier community.
• Postings may not be distributed in Rivier University parking lots or placed on vehicles parked on Rivier University property.
• See the Assistant Vice President for Student Affairs for information about posting in the residence halls.
• Postings should be removed once the event has passed.

All postings for academic/public buildings on campus must receive a stamp of approval from the Office of Student Affairs located in the Dion Center. Employees wishing to post non-University related notices should seek the approval of Human Resources prior to displaying ads/flyers on University property. Violation of the above policy may result in sanctions against the sponsoring organization(s).

Rivier University Social Media Policy

The following policy applies to all of Rivier University social media outlets including but not limited to blogs, Facebook, LinkedIn, Twitter and YouTube.

9. The purpose of Rivier University's social media presence is to disseminate information including news, events and opportunities with members of the Rivier University community as well as to the public in a timely and engaging manner.
10. We encourage your appropriate participation in our online communities. Please be aware that comments containing any of the following inappropriate forms of content shall not be permitted on Rivier University social media sites and are subject to removal and/or banning of the offending user:
    - Comments not related to the original topic, including random or unintelligible comments;
    - Profane, obscene, or pornographic content and/or language;
    - Content that promotes, fosters or perpetuates discrimination on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation, disability
    - Defamatory or personal attacks;
    - Threats to any person or organization;
    - Solicitation of commerce, including but not limited to advertising of any business or product for sale;
    - Conduct in violation of any federal, state or local law;
    - Encouragement of illegal activity;
    - Information that may tend to compromise the safety or security of the public or public systems;
    - Content that violates a legal ownership interest, such as a copyright, of any party;
    - Redundant or repetitive comments, with the same or similar content posted multiple times under various posts.
11. A comment posted by a member of the public on any Rivier University social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, Rivier University, nor do such comments necessarily reflect the opinions or policies of Rivier University.
12. Rivier University reserves the right to deny access to Rivier University social media sites for any individual who violates our Social Media Policy at any time and without prior notice.
13. Rivier University social media administrators shall monitor their social media sites periodically during normal business hours for comments requesting responses from the University and for comments in violation of this policy.
14. Comments made by individual Rivier University employees from their personal accounts are personal expressions and not endorsed by the University.
15. All comments posted to any Rivier University Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at http://www.facebook.com/terms.php, and Rivier University reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action. The same applies to Twitter and other social media sites.
16. Rivier University reserves the right to modify these policies as the use of social media sites change and evolve.

Rivier University Statement on Inclusivity

Rivier University believes that all people are made in the image and likeness of God and that all people must be accepted with love, compassion, dignity and respect. The Roman Catholic Church teaches that the fundamental rights of all people must be defended and that all of us must strive to eliminate any forms of injustice, oppression, or violence against humanity. Rivier University condemns any and all direct or indirect harassment, intimidation, or bullying of any person for any reason.

Timely Warnings

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Rivier University Public Safety & Security Office provides notification to the university community in the form of **Timely Warnings (crime alerts)** and/or **Emergency Mass Notifications (voice, text, sirens)** when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat.
Decisions to disseminate a communication will be made on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The purpose of the notification is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on what actions people can take to diminish their chances of being victimized.

Title IX: Sexual Misconduct Policy

Notice of Nondiscrimination

Rivier University does not discriminate on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation or disability in admission or access to, treatment in or employment in its programs and activities, and Title IX requires that the University not discriminate on the bases stated above. The following persons have been designated to handle inquiries regarding Title IX and the nondiscrimination policies: Director of Human Resources in Molloy hall, ext. 8210 for employees; Vice President for Student Affairs in the Dion Center, ext. 8249 for students. You may reach them at their office extensions, email or at TitleIXCoordinator@rivier.edu.Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Boston Office, Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, P: (617) 289-0111, F: (617) 289-0150; TDD: (877) 521-2172, OCR.Boston@ed.gov.

Sexual Harassment Policy

Sexual harassment is prohibited at Rivier University and in its programs, activities, and functions. Sexual harassment can be verbal, non-verbal, visual or physical and may take several forms. It ranges from sexual innuendoes made at inappropriate times, perhaps in the guise of humor, to coerced sexual relations. Harassment at its extreme occurs when someone in a position to control, influence or affect another's job, career or grades, uses their authority and power to coerce the other into sexual relations, or to punish their refusal. Sexual harassment may include:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Sexist remarks about another person's clothing, body, or sexual activities
4. Unnecessary touching
5. Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendations, or similar use of authority or power.
6. Physical assault.
7. Displays of pornographic or sexually suggestive materials
8. Obscene gestures
9. Leering or staring at your body
8. Other behavior of a sexual nature where:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a University sponsored program or activity, or
• Submission to or rejection of such conduct by an individual is or may be used as the basis for academic, employment or other University decision affecting that individual, or

• Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in University sponsored programs or activities, or creates an intimidating, hostile or offensive working, educational, or residential environment provided by the University.

Harassment on the basis of sex is a violation of Title VII/IX of the Civil Rights Act of 1964 and is illegal under both state and federal law. In some cases, such conduct may also subject the alleged harasser to criminal prosecution, separate and apart from whatever action the complainant or the University may take outside of criminal court. Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Unwelcome conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so unreasonable, severe or pervasive as to interfere with academic, educational, or employment performance or participation in a University program or activity or residential environment. Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the University. Sexual harassment may occur between males and females and between persons of the same gender. Harassment between individuals of different genders does not constitute sexual harassment where the difference in gender is the sole reason for the complainant's identifying the conduct as sexual in nature.

It is a violation of University policy for any member of the University community to make an intentionally false accusation of sexual harassment. If any student believes that s/he is being sexually harassed, s/he should promptly contact the Vice President for Student Affairs.

Sexual Assault Policy

Rivier University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a serious, violent crime; when it occurs at the University, it is also a flagrant violation of these standards.

Sexual assault includes sexual intercourse, sexual contact, sodomy or object penetration of the anus or vagina or other body opening without the victim's consent. A person who is mentally or physically helpless cannot give consent. Intoxication or other mental or physical impairments may produce such a state of mental or physical helplessness. Sexual contact without the victim's consent includes, but is not limited to, any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks.
It also includes touching or fondling of the accused or a third party by the victim when the victim is forced to do so against his or her will. Violation of this section is punishable under University policy.

Sodomy, object penetration, or sexual intercourse without consent (whether by acquaintance or stranger), is prohibited and is punishable under University policy by either contingent or permanent dismissal.

Acquaintance rape is rape occurring in a situation where the parties (victim and accused) know one another.

Acquaintance rape is a complex subject and is not well understood by both men and women. Without regard to the morality or values reflected in the behavior of both parties to this kind of tragedy, it is evident that in most cases each has accepted the attention of the other and, up to a point, trusted in the judgment and sensitivity of the other. Neither sees the other as an attacking or accusing stranger at the outset.

If you are the victim of a sexual assault get help as soon as possible. Persons who are the victim of a sexual assault on campus may report the incident to the Department of Public Safety. Department of Public Safety personnel can also assist you in contacting the Nashua Police Department if you so desire. If the crime occurred off campus the Department of Public Safety personnel can also assist you in contacting the Nashua Police Department or other appropriate law enforcement agency. It is the victim's choice whether or not to talk to the police. A victim may also report the crime to another member of the Rivier University community such as, but not limited to, a Residence Life staff member or a member of the Counseling Center.

Victims of a sexual assault should seek medical attention because of the risk of sexually transmitted diseases, pregnancy, in order to determine the presence of a physical injury, and/or to obtain evidence to help in the investigation. This physical exam does not obligate the victim to prosecute either through the State or University judicial system; however, having the exam does leave all of the individual's options open. Choosing not to have the exam may greatly impact the possibility of the successful prosecution of the accused through the state court system at some future date.

Because of the serious nature of acts of sexual assault, the judicial process has been modified to insure that such cases are pursued with sensitivity as well as fairness. University regulations specifically prohibit the harassment, abuse, threat, or intimidation of any witnesses or party to an incident. As a matter of policy, the University informs the complainant in these cases their right to also pursue appropriate remedies in the state judicial system.

Some of the options available to the complainant are as follows:
1. The complainant may choose to pursue the case through the legal system of the State of New Hampshire, but not through the University.
2. The complainant may choose to pursue the case through the University but not through the State Judicial System.
3. The complainant may choose to pursue the case judicially at both the State and University level.
4. The complainant may choose not to pursue the case at either the State or University level.

In an attempt to respect the complainant's right to privacy, it is solely the responsibility of the accused to decide and choose the way in which he/she would like to see the matter handled. The accused will not feel pressured in any way to choose one alternative over the other. The decision is entirely up to the individual. The University will make every effort not to take any action without the consent of the complainant.

As stated above, the success in exercising any of these options in the future may be greatly impacted by the complainant's decision regarding whether to promptly have a medical exam after the event at issue.

Regardless of the way in which the complainant chooses to deal with the accused in the event of rape or sexual assault, the complainant will do well to select one of their options as quickly as possible. More successful outcomes are possible if the case is dealt with as soon as possible when the events and details that surround the incident are fresh in the minds of the individual(s) involved. So, whether the complainant chooses to pursue the case through the State or University avenues, or both, the sooner the complainant chooses a course of action the sooner and more successfully the parties involved can redress the situation.

NOTE: If the complainant identifies the accused, a representative of the Office of Student Affairs will be responsible for informing the accused about the charges against him/ her, provided the accused is a student. Both the complainant and the accused have a right to choose an advisor of their choosing. If a student prefers, a representative from the Office of Student Affairs will be chosen to serve as advisor. The disciplinary hearing procedures shall assure both the complainant and the accused have the same opportunities to have others present. Both the complainant and the accused shall be notified of the outcome of the proceeding and have the right to appeal the outcome. See Disciplinary Appeals section in Student Handbook. The complainant will be advised of his or her right to have academic and living situations changed upon request if reasonably available.

If the complainant is under the age of eighteen (18), his/her right to remain anonymous is affected by the law of the State of New Hampshire, which provides that information be shared with appropriate people to comply with the law. The University will do everything it can to respect the complainant's right to privacy and his/her right to choose the method of dealing with the situation that will be most comfortable for the complainant himself/herself.

Under no circumstances should any student accept responsibility for, or agree to be the sole provider of support to, the complainant over the long term. A student may provide support in concert with professional staff contact. If you are the victim of a sexual assault you may be feeling a number of strong emotions and/or experiencing various physical problems. Support services are available to you. Assistance and counseling for victims of sexual assault is available on campus at the Counseling Center. Other outside agencies are also available for assistance.

Stalking

New Hampshire law states that it is against the law for someone to either: (a) engage in a course of conduct, even if recklessly done, which would cause a reasonable person to fear for their safety or the safety of another member of their immediate family and that person is placed in fear; or (b) to engage in a course of conduct targeted at a specific individual which the person knows will place that individual in fear for their safety or that of an immediate family member; or (c) violate the terms of a protective order and the prohibited statutory conduct after being served with the order. Instances which may be considered a "course of conduct" may include, but are not limited to, the following:

- To follow another person from place to place more than once with the intent to make the person afraid, or if this behavior would cause a reasonable person to be afraid or knowing it would make the person involved afraid;
- To appear more than once at or around a person's home, work, or other place where the person can be found, with the intent to make the person afraid, or if this behavior would cause a reasonable person to be afraid
- To intimidate another by causing substantial emotional distress and to threaten another person with death or bodily injury
- To follow someone from place to place even one time if the person following the other has a restraining order or bail order against him/her. A person with a restraining order or bail order against him/her also may not show up at or near any place described in the restraining order.

If you think you are being followed from place to place, or if you are being threatened or intimidated by someone, call the police and/or Public Safety right away. The police can arrest the person who is following, threatening, or intimidating you if the officer

believes this happened within the past 12 hours. If there is already a protective order in place, the police must arrest him/her. The police can make an arrest even if they did not see the person follow, threaten, or intimidate you.

Title IX

Rivier University, the U.S. Department of Education and its Office for Civil Rights (OCR) believe that providing all students with an educational environment free from discrimination is extremely important. The sexual harassment of students, including sexual violence, interferes with students' rights to receive an education free from discrimination and, in the case of sexual violence, is a crime. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Rivier University is committed to assisting all members of the Rivier University community in providing for their own safety and security and to be free from sexual discrimination.

Sexual Misconduct-Student Policy and Procedures for Grievances or Complaints

Students Who May Be Victims of Sexual Misconduct:

Your health, safety, and well-being are the University's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from:

- Rivier University Department of Public Safety – (603) 888-1666
- Nashua Police Department – (603) 594-3500 or 911
- Southern New Hampshire Medical Center - (603) 577-2000
- St. Joseph's Hospital & Trauma Center – (603) 882-3000
- Bridges – (603) 883-3044

During business hours (9:00 a.m. to 5:00 p.m., Monday through Friday), you are urged to contact the Title IX Coordinator for students, Kurt Stimeling, by telephone at (603) 897-8249, by email TitleIXCoordinator@rivier.edu.or in person at the Vice President for Student Affairs Office, Dion Center Room 209, as soon as reasonably possible to report any sexual misconduct you believe may have occurred. You may also contact the Director of Human Resources, by telephone at (603) 897-8210, by email TitleIXCoordinator@rivier.edu, or in person at the Office of Human Resources, Molloy Hall, Room 24, as soon as reasonably possible to report any sexual misconduct you believe may have occurred
You may also contact the Regional Director Office: Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. Phone: (617) 289-0111, FAX: (617) 289-0150, TDD: (877) 521-2172 or E-mail: OCRBoston@ed.gov.

I. INTRODUCTION

Overview and Purpose

Sexual Misconduct, as defined by this Policy and Procedures for Complaints of Student Sexual Misconduct comprises a broad range of behavior that will not be tolerated in the University community of trust. Sexual Misconduct violates Federal civil rights law and may also be subject to criminal prosecution. The University is committed to fostering a community that promotes prompt reporting of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Creating a safe and respectful environment is the responsibility of all members of the University community.
As a recipient of Federal funds, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title IX. Rivier University is committed to providing programs, activities and an educational environment free from sex discrimination.
Rivier University also must provide due process to students accused of Sexual Misconduct. This Policy is designed to provide due process while also ensuring a complainant's protections under Title IX.
Sexual Misconduct is actual or attempted and may include:

- Sexual Harassment or abuse
- Sexual Assault: Non-Consensual Sexual Intercourse

- Sexual Assault: Non-Consensual Sexual Contact
- Sexual Exploitation

Rivier University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the Rivier community expects. The most egregious form of sexual misconduct is sexual assault, which is an affront to justice that will not be tolerated. Sexual assault is a serious, violent crime; when it occurs at the University, it is also a flagrant violation of these standards.

Definitions

"Concurrent" means within the same calendar day.

"Coercion" is the application of unreasonable pressure for sexual access.

"Effective Consent" means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by force, by ignoring or acting without regard to the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of effective consent previously given. In addition, certain states have designated a minimum age under which a person cannot give "Effective Consent."

"FERPA" means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R.Part 99.

"Force" means physical force, violence, threat, intimidation or coercion.

"Hearing Board" means a committee comprised of Rivier University faculty and staff trained to hear appeals, cases of sexual misconduct , and Title IX complaints.

"Hostile Environment" is a form of harassment. It is demonstrated by such severe and pervasive conduct that permeates the campus living and learning environment and interferes with a community member's ability to perform.The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe – for example, a single instance of rape is sufficiently severe to create a hostile environment.

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication, and is defined with respect to how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

"Non-Consensual Sexual Contact" means Sexual Contact that occurs without Effective Consent. Silence, in and of itself, cannot convey consent.

"Non-Consensual Sexual Intercourse" means Sexual Intercourse that occurs without Effective Consent.
Silence, in and of itself, cannot convey consent.

"Sexual Contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts.

"Sexual Exploitation" means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

"Sexual Harassment" means conduct, including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (1) unwelcome; (2) based on sex or gender stereotypes; and (3) is so severe, pervasive and objectively offensive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from University programs or activities. Sexual Harassment may include, if severe, pervasive and objectively offensive, unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of an unwelcome sexual act with another person; stalking or cyber stalking; and engaging in indecent exposure. Title IX and this policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

"Sexual Intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

"Sexual Misconduct" is a broad term encompassing "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

"Timely Warnings" means that Rivier University provides notification to the university community when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat.

"University Code of Conduct" means the University standards of conduct as enforced by the Vice President for Student Affairs or designee.

"University" means Rivier University.

"Assistant Vice President" means the Assistant Vice President for Student Affairs

"Vice President" means the Vice President for Student Affairs and his or her designee.

“Vice President’s Office" means the Office of the Vice President for Student Affairs.

II. JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS
Jurisdiction
Personal Jurisdiction
Any person may file a complaint of Sexual Misconduct against a “University student” under this policy. For purposes of determining personal jurisdiction, “University student” means any student who is registered or enrolled at the University (a) at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student’s continued enrollment at the University), and (b) at the time that the formal complaint against such student is prepared and delivered to the Vice President’s Designee.
Geographic Jurisdiction
This Policy applies to any allegation of Sexual Misconduct against a University student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate.

Timing of Complaints and Availability of Procedures
So long as the accused is a student at Rivier University, there is no time limit to invoking the Policy in complaints of alleged Sexual Misconduct. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the University’s ability to obtain information, and conduct a thorough, impartial and reliable investigation.
Where the accused student is a degree candidate, it is the responsibility of the complainant to file a complaint in a timely manner so that the accused is still a student at Rivier University. In no circumstances will the University allow an impending graduation to compromise its resolution processes. The conferral of a degree may therefore be held, if necessary, until proper resolution of any Sexual Misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that can accommodate the parties and their witnesses.
Retaliation
It is a violation of University policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, “retaliation” includes intimidation, threats and other adverse action against any such complainant or third party. Retaliation should be reported promptly to the person designated by the Vice President to conduct the investigation and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.
Other Related Misconduct
In accordance with this Policy, the Hearing Board is empowered to hear allegations of Sexual Misconduct and any violations of the University Code of Conduct directly related to the alleged Sexual Misconduct or any alleged violations of this Policy. The Vice President or designee is empowered to impose sanctions for Sexual Misconduct and any violations of the University Code of Conduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein and/or violations of other standards of conduct that occurred in the course of the alleged Sexual Misconduct. This Policy also covers misconduct which may be construed as Sexual Misconduct and as such may be a violation of the Domestic Violence Policy, the Dating Violence Policy, the Stalking Policy and the Bullying Policy.
While the University does not condone underage drinking or violation of other University policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to students who have been sexually assaulted to foster reporting and adjudication of sexual assaults on campus.
University students who appear before the Assistant Vice President or designee, or a Hearing Board, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the University’s Code of Conduct.
Effect of Criminal Proceedings
Because Sexual Misconduct may constitute both a violation of University policy and criminal activity, the University encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may initially be unfamiliar with the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that a designee of the Vice President’s Office assist the complainant in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.
The filing of a complaint of Sexual Misconduct under this policy is independent of any criminal investigation or proceeding, and (except that the University’s investigation may be delayed temporarily if criminal investigators are gathering evidence) the University will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the University community, if necessary.

III. THE PROCESS: INITIAL STEPS
Meeting with Complainant

Upon receipt notice of any allegation of Sexual Misconduct, the Assistant Vice President's Designee will first schedule an individual meeting with the complainant in order to provide to the complainant a general understanding of this policy and to identify forms of support or immediate interventions available to the complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment, etc.)
Rivier University Department of Public Safety – (603) 888-1666
Nashua Police Department – (603) 594-3500 or 911
Southern New Hampshire Medical Center - (603) 577-2000
St. Joseph's Hospital & Trauma Center – (603) 882-3000
Bridges – (603) 883-3044
Rivier University Counseling and Wellness Center – (603) 897-8251
NH Victims' Assistance Commission – 1 (800) 300-4500 or (603) 271-1284
NH Governor's Commission on Domestic Violence and Sexual Assault- (603) 271-3658 Hillsborough County South Victim Witness Program – (603) 594-3256
Victims of a sexual assault should seek medical attention because of the risk of sexually transmitted diseases, pregnancy, in order to determine the presence of a physical injury, and/or to obtain evidence to help in the investigation. This physical exam does not obligate the victim to prosecute either through the State or University judicial system. Having the exam, however, does leave all of the individual's options open. Choosing not to have the exam, however, may greatly impact the possibility of the successful prosecution of the accused student through the state court system at some future date.
Counselors at a variety of agencies both on- and off-campus can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual assault, whether or not a sexual assault has actually occurred, and whether or not the person seeking information has been assaulted, has been accused of a sexual assault, or is a third party.
The meeting may also involve a discussion of any accommodations that may be appropriate concerning the complainant's academic, University housing, and/or University employment arrangements.
Complainant Wishes to Pursue Formal or Informal Resolution
At the initial meeting with the complainant, the Vice President's Designee will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution or an Informal Resolution. All complaints of sexual violence require a Formal Resolution. Under no circumstances will a complaint of sexual violence be pursued with an Informal Resolution. If the complainant wishes to proceed with either Formal or Informal Resolution, the Vice President's Designee will determine the name of the accused student, and the date, location and nature of the alleged sexual misconduct. The Vice President's Designee will conduct a preliminary investigation to assess the validity of the complaint. If the preliminary investigation appears to uphold the validity of the complaint, an individual meeting with the accused student will be scheduled in order to provide a general understanding of this Policy and to identify forms of support or immediate interventions available to him or her, as described above.
If the complainant wishes to proceed with Formal Resolution, a formal complaint will be sent to the Vice President's Designee for investigation. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct. Concurrently with the delivery of the formal complaint to the Vice President's Designee, the Registrar will cause a transcript hold to be placed on the accused student's transcript pending final resolution of the complaint.
If the complainant wishes to proceed with an Informal Resolution the procedure described in Section V of this policy shall be followed.
Complainant Requests Privacy
If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain private, Title IX nevertheless requires the University to investigate and take reasonable action in response to the complainant's request. The Vice President's Designee will inform the complainant, however, that the University's ability to respond may be limited. In such cases, Title IX requires the University to evaluate the complainant's request(s) for no action in the context of the University's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Vice President's Designee may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: (a) the seriousness of the alleged Sexual Misconduct; (b) whether there have been other complaints of Sexual Misconduct against the same accused student; (c) how much evidence is available and can be shared under FERPA without the involvement of the complainant. The Vice President's Designee will inform the complainant if the University cannot ensure privacy. Even if the University cannot take disciplinary action against the accused student because the complainant insists on privacy or that the complaint not be resolved, Title IX nonetheless requires the University to take prompt and effective action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence. The Assistant Vice President or designee reserves the authority to issue a "no-contact" order and other interim measures.
Interim Measures
In all complaints of alleged Sexual Misconduct, regardless of whether the complainant wishes to pursue Formal Resolution or Informal Resolution the University will undertake an appropriate inquiry and take immediate action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any.
Accordingly, at or after an initial meeting, the Assistant Vice President or designee may impose a "no-contact" order, which typically will include (a) a directive that the accused student shall have no contact with the complainant, (b) directly or through proxies, (c) whether in person or (d) via electronic means, pending the investigation and, if applicable, the hearing. The Vice President, as Title IX Coordinator, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, which may include (a) directing appropriate University officials to alter the students' academic, (b) University

housing, and/or (c) University employment arrangements, or (d) other appropriate protections. Title IX requires that, when taking such steps to separate the complainant and the accused student, a school must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her classes or housing while allowing the accused student to remain. Both the complainant and the accused student have the right of access to campus counseling resources. Violation(s) of the directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action. These actions may include (a) loss of on-campus housing privileges, (b) suspension or (c) expulsion from the University.

IV. FORMAL RESOLUTION

A complainant may elect to pursue a formal resolution, which typically includes a hearing before a Hearing Board consisting of three University employees who are independent of the complaint and the investigation and are members of the University Appeals Board. Such a hearing is also referred to as "Formal Resolution."

Investigation

When the complainant indicates a desire to pursue Formal Resolution, the complaint will be prepared and the complaint forwarded to the Vice President's Office for an investigation by such person or persons (the "Designee") designated by the Vice President. Typically this investigation would be done by a person trained and experienced in handling complaints of sexual harassment and sexual violence, and in the University's grievance procedure. Other Student Affairs officials also could conduct this investigation. As part of the investigation the complainant, the accused student, any witnesses and any other persons with knowledge are interviewed. Other investigative tools are also used such as video security, door lock memory, etc. but not limited to these tools. A typical investigation will be completed within sixty (60) days, if not sooner. The Designee will prepare a written report which will be provided to the Assistant Vice President or designee.

Granting/Denying a Hearing

The Assistant Vice President or designee will determine that a hearing should be granted if, after viewing the facts in the light most favorable to the complainant (i.e., assuming, for the purpose of this determination only, that all of the complainant's allegations are true), the alleged conduct constituted Sexual Misconduct. If the Assistant Vice President or designee determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and to the Vice President. The Assistant Vice President or designee may specify which alleged violations of the Sexual Misconduct policy (i.e., which type or types of Sexual Misconduct) and, if applicable, which alleged violations of other, related misconduct will go forward for a hearing. A complainant whose request for a hearing is denied may appeal that decision to the Vice President or designee, whose decision will be final.

Notice of Hearing

If a hearing is granted by the Assistant Vice President or designee (or by the Vice President or designee, on appeal), the Vice President will commence the Formal Resolution process by providing written notice to both parties (the "Notice of Hearing") stating: (1) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed.

Delivery of Notice of Hearing

The Notice of Hearing will be delivered, at the Vice President's discretion, by email or in person, and will be considered effective immediately upon delivery. The hearing will take place no later than 8 business days, if reasonable, following delivery of the Notice of Hearing. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Hearing Board may postpone the proceedings or proceed with the hearing and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date, as outlined above.

Advisors to the Parties

Both the complainant and the accused student may have advisors present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. A student may select and arrange for an advisor of his or her choosing, including another student. The Vice President or designee may disallow a particular advisor in cases where such advisor might be a witness or where such advisor's presence, in the Vice President's or designee's sole determination, would be obstructive to the process or for other good cause. An advisor may not direct questions to the Hearing Board, designee or witnesses at the hearing, but may suggest questions in writing to the Hearing Board and may consult with the student that he or she is assisting. The Hearing Board will not allow an advisor's presence to inhibit the parties' open sharing of information or the conduct of the hearing.

Hearing Procedures:

Pre-Hearing Submissions

The parties will provide the Assistant Vice President or designee with a list of witnesses they wish the University to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Assistant Vice President or designee, but at least two business days prior to the hearing. The Assistant Vice President or designee will provide each party with a copy of the list of witnesses, and identification or copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Assistant Vice President or designee, in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Assistant Vice President or designee by this deadline. The University is responsible for notifying the complainant and the accused of the date and time of the pre-hearing submissions.

If, at any time prior to the hearing, after reviewing the Designee's investigation report and the complainant's list of witnesses and other evidence, the accused student elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, he or she may request that the Assistant Vice President or designee propose a resolution to the charges and a sanction and, with the consent of the complainant, resolve the complaint without a hearing.

Pre-Hearing Meeting and Determination of Charges and Witnesses

The Assistant Vice President or designee will schedule a pre-hearing meeting prior to the hearing date. At the meeting, the Assistant Vice President or designee will review hearing procedures with the parties, separately or jointly, at the discretion of the Assistant Vice President or designee. The Assistant Vice President or designee will also review the complaint of alleged Sexual Misconduct (and related misconduct, if applicable), and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information.

Past sexual history and sexual character information will not be permitted at the hearing. The University reserves the right, through the Assistant Vice President or designee (a) to add to or modify the alleged violations specified by the Assistant Vice President's Designee at the prehearing meeting, and (b) to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing. The Assistant Vice President's Designee will not testify at the hearing unless the Assistant Vice President determines that the Designee's testimony is necessary to a fair resolution of the complaint.

Conduct of the Hearing

As a non-adversarial process, the hearing will not follow a courtroom model, and formal rules of evidence will not be observed. The Hearing Board will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The University will have notified all necessary witnesses to be present, to be available, or to have provided written statements in lieu of attending the hearing. This may be done as necessary to accommodate a witness who cannot be present, or whom the Assistant Vice President or designee determines may remain anonymous. The Hearing Board will review in advance of the hearing all the written materials provided. The parties will have received or been provided the opportunity to review and copy these materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate the written materials. Only the Hearing Board may question the individual parties and any witnesses. Either party or their advisors may ask the Hearing Board to pose additional questions or inquire further into specific matters either by submitting these requests in writing or orally, at the discretion of the Hearing Board. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Hearing Board is empowered to disallow or reframe any questions that are irrelevant or redundant. If the Hearing Board determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing Board may suspend the hearing and reconvene it in a timely manner to receive such information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting.

In both formal and informal disciplinary matters, The University expects students to be cooperative, responsive, and honest. Withholding information, deception, and/or badgering of others to do the same will be regarded as a major infraction of University policy.

Testimony or Participation by the Accused Student

The accused student has the option not to testify; however, the exercise of that option will not preclude the Hearing Board from proceeding and determining the complaint on the basis of the information available. In addition, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Hearing Board may postpone the proceedings or and determine the complaint on the basis of the information available.

Standard of Proof

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that information shows it is "more likely than not" that the accused student violated this policy. In the context of a hearing hereunder, the accused student will be found to be responsible for the alleged Sexual Misconduct if the Hearing Board concludes that such Sexual Misconduct more likely than not occurred based upon careful review of all information presented.

Intoxication is not, as such, a defense. The accused student may, however, introduce information of intoxication whenever it is relevant to the hearing but it is not a defense for the Sexual Misconduct.

Impact Statement

During the investigative process, the complainant and accused may present the Assistant Vice President or designee with a written statement recommending a sanction (the "Impact Statement").

Sanction

At the conclusion of the hearing, the chair of the Hearing Board will provide the Assistant Vice President or designee the outcome of the case and the recommended sanctions. The Hearing Board is required to consider suspending or expelling any student found responsible for Sexual Misconduct; however, the Hearing Board may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Hearing Board may consider any record of past violations of the Standards of Conduct, as well as the nature and severity of such past violation(s). The Hearing Board will consider as part of the deliberations whether the accused student poses a continuing risk to the complainant and/or the University community. Any sanction imposed will be explained or supported in the written decision of the Hearing Board. The sanction imposed will take into consideration that the sanction will bring an end to the discriminatory conduct. The sanction will act to reasonably prevent its reoccurrence and the sanction will remedy the effects on the victim.

The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe – for example, a single instance of rape is sufficiently severe to create a hostile environment.

Decision
Within 48 business hours from the conclusion of the hearing (or such longer time as the Assistant Vice President or designee may for good cause determine), the Assistant Vice President or designee will provide to both parties, concurrently, a copy of the written decision.
Privacy of the Hearing Process; Determination Letter
In order to comply with FERPA and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the Designee's investigation report, the Notice of Hearing, and the pre-hearing submissions) documents, testimony, or other information introduced at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law and/or University policy.
Following the hearing, the Assistant Vice President or designee will issue a determination letter to the accused student and the complainant. The determination letter will contain only the following information: the name of the accused student; whether the accused student has been found responsible or not responsible for specific violation(s) of the Sexual Misconduct policy; and the sanction imposed, if any. As guaranteed by Federal law, both the accused student and the complainant have a right to this information. University policy neither encourages nor discourages further disclosure of the determination letter by either student.
Appeals
Either party may appeal the Assistant Vice President's or designee's decision in writing within three (3) business days of the date of the decision. The appeal must be submitted to the University official who supervises the official who made the original decision. Appeals must be based upon the following grounds: (1) the evidence was insufficient to warrant the actions, (2) new evidence is now available that was not available at the time of the decision, (3) procedural error(s) took place and due process was not followed or (4) the severity of the sanction(s) assessed is not appropriate for the violation(s). Appeal outcomes may include
(1) upholding the decision, (2) lessening the sanction(s), (3) increasing the sanction, or (4) modifying the sanction. The decision of the Appeal's Officer is final.
Effective Date of Sanction
If advisable, to protect the welfare of the complainant or the University community, the Assistant Vice President or designee may include in the determination letter that any probation, interim suspension, suspension, or expulsion be effective immediately and continue in effect until such time as the Assistant Vice President or designee may otherwise determine. The Assistant Vice President or designee may suspend the determination pending exhaustion of appeal, or allow the student to attend classes or other activity on a supervised or monitored basis, or make such other modifications to the determination as may be advisable. The Assistant Vice President's decision may not be appealed.
Transcript Notation in Complaints of Suspension or Expulsion
If the Assistant Vice President or designee imposes a sanction of suspension or expulsion, then, following exhaustion of any appeals, the Vice President will notify the University Registrar to place a notation on the student's transcript reading "Disciplinary Suspension" or "Disciplinary Expulsion," as the case may be.

V. INFORMAL RESOLUTION
In all cases, except sexual assault, a student who wishes to file a complaint, but who does not wish to pursue Formal Resolution, may request "Informal Resolution," as described in this Section. Informal Resolution is an appropriate resolution process; it is not mediation. Informal Resolution will NOT be used to resolve sexual assault complaints. The accused student is expected to attend, but is not required to participate.
Purpose of Informal Resolution
Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.
Advisors; Presiding Officer
The complainant and the accused student each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Assistant Vice President or a designee of the Vice President will preside over the Informal Resolution.
Outcome of Informal Resolution
If in the course of the informal resolution the accused student admits to violating the sexual misconduct policy, that admission will serve as a finding of responsibility that is final and cannot be appealed. The Assistant Vice President or designee will recommend a sanction which the accused student can accept or reject. If accepted, the process is concluded. If the accused student rejects the sanction recommended by the Assistant Vice President or designee, a Formal Resolution hearing is convened on the issue of sanction, only. Procedures for Formal Resolution are followed with respect only to the imposition of an appropriate sanction.
Where responsibility is contested by the accused student, Informal Resolution may, nonetheless, result in the imposition of protective actions agreed upon by the parties, or (with or without such agreement) based on information derived from the proceedings, taken together with any other relevant information known to the University at the time of the Informal Resolution.
Election of Formal Resolution
The University or the complainant may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.
Privacy of Informal Resolution

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the University.

Intimate Partner Violence Policy

Intimate partner violence, which can include sexual assault, dating violence, domestic violence and stalking are related events and can often occur in the same relationship. However, there are characteristics that are unique to each.

Rivier University is an educational community bound by common standards of conduct and a commitment to its educational mission. Intimate partner violence is considered particularly troubling because it interferes with the educational mission by:

- Endangering the physical and emotional safety of the community
- Damaging trust in the community
- Offending the dignity and violating the independence of community members
- Disrupting the academic progress of victims or survivors during the abusive relationship and during any subsequent attempt at recovery.

Intimate partner violence is defined as physical, emotional, or verbal abuse; forced isolation; threats; or intimidation occurring between current or former spouses or intimate partners, whether heterosexual or homosexual. Some common terms used to describe intimate partner violence include domestic violence, dating violence, battering, marital rape, date rape and stalking. Domestic violence, dating violence, stalking and intimate partner violence are terms that are used interchangeably. The common element in all abusive relationships is the abuser's need for power and control over his or her partner or former partner. Intimate partners are defined as:

- Current spouses (legal or common law)
- Current non-marital partners
- Dating partners (including partners on the first date)
- Boyfriends or girlfriends
- Same sex partners
- Divorced, former, or separated spouses (legal or common law)
- Former non-marital partners
- Former boyfriends or former girlfriends
- Former same–sex partners

Policy

National statistics indicate that violence between individuals in a dating relationship is particularly prevalent among younger individuals. This form of violence encompasses sexual assault, rape, physical assault, and verbal and emotional abuse. Because studies and surveys of this type of violence use different methods and definitions and the vast majority of incidents go unreported, estimates vary on the extent and reach of the problem. Some of the characteristics that increase vulnerability and risk for date rape and violence among female adolescents and young adults include: younger age at the first date; early sexual activity; a past history of sexual abuse or prior sexual victimization; and being more accepting of rape myths and violence against women. Alcohol and other drug use are also positively correlated with the prevalence of violence in dating relationships.

Factors associated with male perpetration of sexual assault include: having sexually aggressive peers; heavy alcohol or drug use; acceptance of dating violence; the male's assumption of key roles in dating such as initiating the date, being the driver, and paying dating expenses; miscommunication about sex; previous sexual intimacy with the victim; interpersonal violence; traditional gender roles; adversarial attitudes about relationships; and belief in rape myths. In order to provide for the needs and care of victims, as well as to enforce behavior standards critical to our mission, it is important that all violations of this policy are reported to the appropriate authorities, including the law enforcement officials with jurisdiction in the location of the incident.

Portions of this policy may parallel established laws, but are in no way intended to substitute or supplant those laws. As members of the University community, students are expected to comply with and abide by the University policies and guidelines, in addition to federal, state and local laws whether off campus or on-campus. The use of alcohol or other drugs in conjunction with an incident of relationship violence does not relieve accountability for the commission of these acts or diminish the seriousness of the offense and, in fact, may constitute a separate violation depending upon the particular situation.

Dating Violence

College students experience dating violence at staggering rates and face unique obstacles in accessing services to escape an abusive relationship. Some facts:

- According to Department of Justice statistics women between the ages of 16 and 24 experience the highest rate of intimate partner violence.

- Research done within the past 10 years showed that nearly one-third of college students report physically assaulting a dating partner in the previous 12 months.

Dating violence is defined as:

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship
- The type of relationship
- And the frequency of the interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. In the case of sexual abuse or the threat of such the incident would be adjudicated as a Title IX case and could also be prosecuted under the legal system of New Hampshire.

For purposes of this policy dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

Domestic Violence is defined as:

- A felony crime or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim.
- It can occur when a crime of violence is committed by a person with whom the victim shares a child in common.
- It can also occur when a victim of violence has been cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- A crime of violence committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.
- A crime of violence committed by a person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the state of New Hampshire

Stalking

The Higher Education Act of 1965 as amended by the Violence Against Women Reauthorization Act of 2013 defines "Stalking" as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

New Hampshire law states that it is against the law for someone to either: (a) engage in a course of conduct, even if recklessly done, which would cause a reasonable person to fear for their safety or the safety of another member of their immediate family or under federal law the safety of others and that person is placed in fear; or (b) to engage in a course of conduct targeted at a specific individual which the person knows will place that individual in fear for their safety or that of an immediate family member or others; or (c) violate the terms of a protective order and the prohibited statutory conduct after being served with the order. Instances which may be considered a "course of conduct" may include, but are not limited to, the following:

- Two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to, or about, a person, or interferes with a person's property
- To follow another person from place to place more than once with the intent to make the person afraid, or if this behavior would cause a reasonable person to be afraid or knowing it would make the person involved afraid;
- To appear more than once at or around a person's home, work, or other place where the person can be found, with the intent to make the person afraid, or if this behavior would cause a reasonable person to be afraid
- To intimidate another by causing substantial emotional distress and to threaten another person with death or bodily injury
- To follow someone from place to place even one time if the person following the other has a restraining order or bail order against him/her. A person with a restraining order or bail order against him/her also may not show up at or near any place described in the restraining order.

If you think you are being followed from place to place, or if you are being threatened or intimidated by someone, call the police and/or Public Safety right away. The police can arrest the person who is following, threatening, or intimidating you if the officer believes this happened within the past 12 hours. If there is already a protective order in place, the police must arrest him/her. The police can make an arrest even if they did not see the person follow, threaten, or intimidate you.

Criminal Definition

The State of New Hampshire, Revised Statutes Annotated, 173-B:1 defines "Abuse" as the commission or attempted commission of one or more of the following acts by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the plaintiff's safety:

- Assault or reckless conduct as defined in RSA 631:1 through 631:3.
- Criminal threatening as defined in RSA 631:4.
- Sexual Assault as defined in RSA 632-A: 2 through RSA 632-A: 5.
- Interference with freedom as defined in RSA 633:1 through 633:3-a.
- Destruction of property as defined in RSA 634:1 and RSA 634:2.
- Unauthorized entry as defined in RSA 635:1 and RSA 635:2.

"Family or household member" means:

- Spouses, ex-spouses, persons cohabitating with each other, and persons who cohabitated with each other but who no longer share the same residence.

"Intimate partners" means:

- Persons currently or formerly involved in a romantic relationship, whether or not such relationship was ever sexually consummated.

Given the nature of the University community and also the reauthorization of the Violence Against Women Act of 2013 we also include the definition of "intimate partners" to include current or former dating relationships. The law describes the punishment associated with each individual offense or multiple offenses which constituted the abuse. These types of abuse can range from a misdemeanor which carries a jail term up to one year in prison and a fine up to $2,000.00 to a Class A Felony which can carry a jail term of up to 15 years in prison and a $4,000.00 fine.

The State of New Hampshire, Revised Statutes Annotated, 633:3-a, defines "Stalking" as an offense in which the perpetrator:

- Purposely, knowingly or recklessly engages in a course of conduct targeted at a specific person which would cause a reasonable person to fear for his or her personal safety or the safety of a member of that person's immediate family, and the person is actually placed in such fear.
- Purposely and knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual's immediate family.

"Course of conduct" means two or more acts over a period of time, however short, which evidences a continuity of purpose. A course of conduct may include, but not be limited to, any of the following acts or a combination thereof:

- Threatening the safety of the targeted person or an immediate family member.
- Following, approaching or confronting that person, or a member of that person's immediate family.
- Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family.
- Causing damage to the person's residence or property, either directly or through a third person, or that of an immediate family member.

The law describes the punishment associated with a stalking conviction. Stalking is generally charged as a misdemeanor which can carry a jail term of up to a year in prison and a $2,000.00 fine. Depending on the circumstances, such as a second offense conviction for stalking within a seven year period, a person can be charged with a Class B Felony which can carry a jail term up to seven years in prison and a fine of up to $4,000.00.

Civil Relief—RSA 173-B:5

A person who has been a victim of abuse or the threat of abuse as defined in RSA 173-B:1 may be offered relief under RSA 173-B:5 even though actual violence has not been committed. RSA 173-B:5 Sec. I, part (a) allows for the issuance of a protective order.

A finding of abuse shall mean the defendant represents a credible threat to the safety of the plaintiff. Upon a showing of abuse of the plaintiff by a preponderance of the evidence, the court shall grant such relief as is necessary to bring about a cessation of abuse. Such relief shall direct the defendant to relinquish to the peace officer any and all firearms and ammunition in the control, ownership, or possession of the defendant, or any other person on behalf of the defendant for the duration of the protective order. Other relief may include:

Protective orders:

- Restraining the defendant from abusing the plaintiff.
- Restraining the defendant from entering the premises and curtilage where the plaintiff resides, except when the defendant is accompanied by a peace officer and is allowed entry by the plaintiff for the sole purpose of retrieving personal property specified by the court.
- Restraining the defendant from contacting the plaintiff or entering the plaintiff's place of employment, school, or any specified place frequented regularly by the plaintiff or by any family or household member.

- Restraining the defendant from abusing the plaintiff, plaintiff's relatives, regardless of their place of residence, or plaintiff's household members in any way.
- Restraining the defendant from taking, converting, or damaging property in which the plaintiff may have a legal or equitable interest.
- Directing the defendant to relinquish to the peace officer, in addition to the relief specified in RSA 173-B:5, I, any and all deadly weapons specified in the protective order that are in the control, ownership, or possession of the defendant, or any other person on behalf of the defendant.
- A violation of a protective order is a criminal offense and is charged under RSA 173-B:9 Violation of a Protective Order; Penalty.

Penalties
Failure to comply with New Hampshire state law or the policies of Rivier University by a preponderance of the evidence may result in a range of penalties including referral to a treatment program, loss of on-campus housing privileges, suspension, expulsion, and/or prosecution by the State of New Hampshire. Non-students who violate this policy may be banned from campus property and/or prosecuted by the State of New Hampshire.

Reporting
Victims of relationship violence and abuse are encouraged to report the incident to the Department of Public Safety and to the appropriate law enforcement agency. University personnel should always encourage victims to report and fully disclose incidents of relationship violence and abuse to the police. If you choose not to report an incident of violence or abuse to law enforcement and you wish to obtain a protective order, the on-campus resources listed at the end of this policy can assist you in obtaining the protective order. If a protective order is obtained it is imperative that a copy of the protective order be immediately provided to the Department of Public Safety whether or not the defendant is a student of Rivier University. It is also imperative that if a protective order is obtained that the plaintiff immediately provide a copy of the protective order to the office of the Vice President for Student Affairs. Conditions set forth in the protective order may affect the living, dining and academic arrangements of the plaintiff, the defendant, or both. The office of the Vice President for Student Affairs will need to be involved in addressing the needs and cares of the victim and to assist in providing a safe and secure environment for the plaintiff.

A victim of relationship violence and abuse is also urged to contact the office of the Vice President for Student Affairs if the accused is currently out on bail due to the alleged violence and abuse or for violating the conditions of a protective order. This should be done whether the person out on bail is a student or non-student of Rivier University.

Members of the University community are strongly encouraged to report incidents of relationship violence and abuse given the potential harm to persons, violations of the University standards, and the need to provide a safe and secure environment. This policy is not intended to substitute or supersede related criminal and civil law. It is the policy of the University to strongly encourage victims to report all incidents and violations to the Department of Public Safety and the law enforcement agency with the appropriate jurisdiction and to make use of the services and rights to which they are entitled by law.

Rivier University Resources
Rivier University Counseling and Wellness Center - 897-8251 (M–F, 9–5)
Student Health Center*.- 897-8295
(M 9:30-3, T 9:30-3 & 6-10, W 9:30-3, Th 9:30-12:30 & 4-9, F 9:30-1:30)
Office of Student Life & Housing Services - 897- 8244
Department of Public Safety - 888-1666 (24 hours)
Office of Student Affairs - 897-8249 (M – F, 9 – 5)
*The Health Center's hours vary every semester. Please visit the health services website at *http://www.rivier.edu/life/default.aspx?id=594* for the most updated hours of operation.

Community Resources
For all emergencies call 7 – 911 (On-campus phones)
911 (Outside phones & Pay phones)
Nashua Police Non-emergency - 594-3500
Bridges - 883-3044 (24 hour crisis line)
Southern NH Medical Center - 577-2000
St. Joseph's Hospital and Trauma Center - 882-3000

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- www.nejrs.gov. “The Sexual Victimization of University Women”. Bonnie S. Fisher, Francis T. Cullen & Michael G. Turner. December 2000
- www.gencourt.state.nh.us. State of New Hampshire, Revised Statutes Annotated
- www.safeyouth.org. “Intimate Partner and Family Violence”. National Youth Violence Prevention Resource Center
- Intimate Partner Violence and Sexual Assault. National Center for Injury Prevention and Control and Centers for Disease Control and Prevention. Alison Osattin, MPH & Lynn M. Short, PhD, MPH
- www.sc.edu. Relationship Violence and Stalking Policy. Dennis A. Pruitt
- www.mincava.umn.edu. Minnesota Center Against Violence and Abuse. Barbara J. Hart

Policy of Religious Groups on Campus

As a Catholic institution, Rivier University celebrates the rich diversity of the world’s religious traditions and supports spiritual growth and religious practices among all of our students, staff, and faculty. However, certain religious groups have teachings or practices that are inconsistent with the mission of Rivier University. Therefore, *any religious groups or organizations (Catholic included) that want to meet, organize, or proselytize on campus must obtain prior approval from the Director of Campus Ministry.*

- Religious leaders or mentors are welcomed to speak, lead, or be part of religious groups on campus only with an invitation from Campus Ministry.
- Student-led initiatives for prayer or spiritual discussion groups are welcomed and encouraged, but may not be advertised on campus until approved by the Director of Campus Ministry.
- Religious groups that, in the judgment of the University, use cult-like tactics to urge others into affiliating with their cause are not allowed to meet, organize, or proselytize at Rivier University. Examples of such behaviors include: a call for strict obedience to mentors or leaders; mandatory tithing; deceptive recruitment; religious harassment; threats of punishment; pressure to cut ties with family and friends; or manipulation of the Bible to support the group’s goals. Any questions regarding this policy should be directed to the Director of Campus Ministry.

Skateboard Policy

Skateboards, hover boards, roller skates, in-line skates and non-motorized scooters may be used as a form of point–to–point transportation on sidewalks and in parking lots on campus. It is a violation of this policy to use skateboards, hover boards, roller skates, in-line skates and non-motorized scooters in any and all other areas on campus including, but not limited to, the following areas:

- All steps and handrails
- All flower planters
- All brick patios
- All retaining walls
- All curbs and benches
- The inside of all buildings
- The storage of hover boards in any campus building is prohibited

It shall also be a violation of this policy for any operator of a skateboard, hover board, roller skates, in-line skates or non-motorized scooter to engage in any trick riding anywhere on campus, including on sidewalks and in parking lots. Trick riding means any type of movement where the wheels of the skateboard, roller skates, in-line skates or non-motorized scooter are deliberately removed from contact with the surface. Skateboarders, roller skaters, in-line skaters and those operating non-motorized scooters must yield the

right-of–way to pedestrians, bikes, cars, wheelchairs, and other non-pedestrians. Excessive speed or other reckless operation of a skateboard shall constitute a violation of this policy. Violations of this policy by students will be enforced in accordance with current University guidelines for Conduct Violations. Violations of this policy by visitors may result in the person being asked to leave the campus. Future violations or failure to leave the campus may result in either disciplinary action or criminal arrest, or both, depending upon the specific circumstances involved.

Smoking Policy

Rivier University does not permit smoking in any of its buildings. Smoking is also prohibited in University-owned vehicles. The Rivier University Policy on Smoking also includes, but is not limited to, the use of electronic cigarettes or any other device which is designed to simulate smoking or the inhaling and exhaling of a tobacco product. Those who choose to smoke outside of buildings are required to place the remains of tobacco products in the proper receptacles. Those who choose to smoke outdoors are also asked to keep at least 20 feet from any building. Any issues should be brought to the attention of a Student Affairs staff member. Information on cessation programs offered in the greater Nashua area is available through the Counseling and Wellness Office.

Solicitation Policy

Rivier University does not permit any type of solicitation, sales, or door-to-door canvassing without the permission of the Coordinator of Student Activities and Orientation. This applies to individuals, students and non-students, and campus or non-campus groups or organizations. Unauthorized solicitation should be promptly reported to Public Safety.

Statement on Student Safety and Mandatory Referrals

Rivier University expects and encourages students to maintain a reasonable concern for their own self-welfare. In the event that the University receives a credible report of any student who makes an attempt, gesture, statement or act that suggests that they are suicidal or self-harming, the student will be required to attend up to four sessions with the Rivier University Counseling and Wellness Center for the purpose of a mandatory assessment. With regard to students' emotional health and well-being, any attempt, gesture, statement or act that results in the need for an emergency response may dictate the need for parental notification.

Rivier University may also require a mandatory assessment of up to four sessions with the University Counseling and Wellness Center for violations of University policy, for self-harming behavior such as substance abuse or for disruptive behavior, which is perceived as violent or threatening towards one's self and/or others. Such assessment as may be imposed shall be separate and apart from any disciplinary and/or criminal actions which may occur.

A student who is mandated an assessment may access these services at the Rivier University Counseling and Wellness Center; students may also choose to pursue the assessment with an approved off-campus provider. In either event, the student is responsible for their incurred costs, which will be greater through an off campus provider given that the services provided by the Counseling and Wellness Center itself are free of charge. The Counseling and Wellness Center can provide a list of approved area licensed clinicians. If an off-campus provider is used, documentation of the completed evaluation on a form acceptable to the University must be submitted directly to the Rivier University Director of the Counseling and Wellness Center from the approved off campus provider.

A student who is mandated an assessment must sign a "Limited Release of Information" form so that verification of participation in the mandated assessment sessions can be forwarded to the referring person. The referring person is notified only that the mandatory attendance requirement has been met. What is discussed within the sessions is not disclosed. All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality. If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential and may not be disclosed without consent of the student and may not form the basis of a disciplinary proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment or requirements offered in conjunction with the assessment, this fact is not confidential, and the Director of Counseling may disclose that fact to the Assistant Vice President for Student Affairs (AVPSA).

Failure to complete the mandatory assessment or requirements offered in conjunction with the assessment may result in disciplinary sanctions, including suspension and/or withdrawal.

In the case of a mandatory assessment, the accuracy of the report which led to the referral to a mandatory assessment may be appealed to the AVPSA or designee at the close of the business day following the student's notification of the referral. In some instances, for the appeal to go forward, a student will be required to sign a release of information authorizing contact and interviewing of witnesses to the incident leading to the referral. A failure to timely provide such an authorization may void the appeal. Appeal outcomes may include (1) upholding the referral decision, (2) modifying the referral, or (3) reversing the referral decision. The AVPSA decision on the appeal is final.

Use of the Name of Rivier University

Students, either individually or collectively, shall not, without the written consent of the proper authorities, use the name of Rivier University in any activity outside of the regular work of the school. Violation of this policy is regarded as sufficient cause for dismissal.

Van Use Policy

Purpose

The purpose of this document is to establish a Rivier University policy and procedures which shall:

- Help ensure the safe operation of University-owned or leased passenger vans or rented vehicles
- Help ensure the safety of drivers and passengers
- Help minimize losses, damages and claims against the university

Scope

This University policy and procedures apply to drivers who are engaged in the operation of any University-owned or leased passenger vans or rented vehicles on either public or private property.

In order to meet the objectives of this policy, the Rivier University Department of Public Safety and Security reserves the right to review driver's licenses and driving records of all drivers who operate a University-owned or leased passenger van or rented vehicle. This policy applies to:

- All student drivers.
- Athletic Staff.
- Any other employee/driver associated with a recognized University club or organization.
- Any employee associated with any office of the University

Full-time and part-time employees, including students, work study students, interns and volunteers who may be authorized to drive University-owned or leased passenger vans or rented vehicles must possess a current, valid driver's license. Eligibility to operate a University owned or leased passenger van or rented vehicle as defined in this policy is also dependent upon a prospective driver's driving record. All drivers of University-owned or leased passenger vans or rented vehicles must comply with the applicable laws and regulations concerning the operation of motor vehicles.

Definition

For purposes of this policy, a University-owned or leased passenger van is any 7 passenger, or less, passenger van owned or leased by Rivier University.

Procedures and Responsibilities

I. **ELIGIBILITY REQUIREMENTS FOR DRIVERS OF RIVIER UNIVERSITY- OWNED OR LEASED PASSENGER VANS OR RENTED VEHICLES:**

Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established University policy, and may result in suspension or termination of motor vehicle operating privileges. In order to operate a University-owned or leased passenger van or a rented vehicle an employee, student or volunteer driver must adhere to the following:

- Possess a valid United States driver's license issued by the Department of Motor Vehicles from their state of residence.
- All drivers must disclose an accurate driving history for the past seven years.
- Successfully complete the University's Driver Safety program if applicable.
- Agree to operate University-owned or leased passenger vans or rented vehicles in accordance with applicable local and federal laws and University regulations.
- Wear seat belts at all times and require passengers to wear them if the vehicle is equipped with them. Under **NO** circumstances should the number of passengers exceed the number of seat belts.

- No drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a University-owned or leased passenger van or rented vehicle at any time.
- The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- All traffic violations and citations are the sole responsibility of the driver.
- **Report any change in license status immediately** (i.e. if your license has been suspended or revoked) to *the Department of Public Safety* **within one working day** of any such change. If the license is revoked or suspended, operating privileges will be terminated accordingly.
- In the event that you are in an accident while driving a University-owned or leased passenger van or rented vehicle, **immediately report all accidents/damages to the Department of Public Safety and to the local or state police agency having jurisdiction.** Adhere to the following procedures:

At the scene
Do not admit fault
Complete a Rivier University Public Safety Accident Investigation Form or as a minimum write down:

1. OTHER DRIVER'S INFORMATION
-- Name
-- Date of Birth
-- Driver's License Number/State
-- Phone Number
-- Address
-- Insurance Company – Policy Number, if known
-- License Plate Number
-- Make/Model/Year of Vehicle
-- Damage to Vehicle
-- Injury to Driver, if any
-- Date, Time, Road and Weather Conditions
2. WITNESS/PASSENGER INFORMATION
-- Names and Phone Numbers of Any Passengers
-- Injuries to Any Passengers
-- Names and Phone Numbers of Any Witnesses
3. INVESTIGATING OFFICER'S INFORMATION
If local or state police respond to accident, request:

- Officer's Name
- Badge Number
- Phone Number
- Report Number

NOTE: In the State of New Hampshire, it is the vehicle driver's responsibility, if an accident involves death or personal injury or more than $1,000 damage to a car or property, to report the accident to the local police department or if appropriate, to the State Police. If the accident occurs out of state, the appropriate state laws apply.

- After notifying the Department of Public Safety, call your coach, organization advisor or club advisor.

II. LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of driving privileges for those operating University-owned or leased passenger vans or rented vehicles along with appropriate disciplinary action.

- Operating a motor vehicle without a valid driver's license.
- Failure to report the suspension or revocation of his/her driver's license.
- Failure to obey University and local traffic regulations.

- Operating a University-owned or leased passenger van or rented vehicle outside of the scope of the destination and school related activity.
- Operating a University-owned or leased passenger van or rented vehicle in a reckless or unsafe manner.
- Driving which results in the intentional destruction of property.
- Failure to report an accident involving a University-owned or leased passenger van or rented vehicle to your coach, organization advisor, club advisor or the Department of Public Safety.
- Operating a University-owned or leased passenger van or rented vehicle while under the influence of alcohol or drugs.
- Two ***at fault*** accidents within a 12 month period while operating a University- owned or leased passenger van or rented vehicle.
- Three ***at fault*** accidents while operating a University-owned or leased passenger van or rented vehicle will result in permanent loss of driving privileges.

III. PUBLIC SAFETY DEPARTMENT RESPONSIBILITIES

The Department of Public Safety is required to follow, at a minimum, the procedures outlined below.

Designate an individual within the department with the responsibility to ensure each owned or leased vehicle is properly maintained by the department and/or according to the lease agreement. The individual will:

- Ensure that only those individuals who have met the eligibility requirements are permitted to operate a University-owned or leased passenger van or rented vehicle.
- Be responsible for providing a driver's training program for all drivers of University-owned or leased passenger vans or rented vehicles and maintaining the list of authorized drivers.
- Will provide copies of all assigned driver's licenses to the Assistant Controller's Office.
- Obtain verification of driving records.
- Forward any incident reports involving University-owned or leased passenger vans or rented vehicles to the Assistant Controller within 24 hours of receiving the report from the driver.
- Inspect all University-owned or leased passenger vans involved in an accident and submit a report of the findings to the Assistant Controller.
- The individual or designee will conduct monthly vehicle inspections.
- Maintain a Van Reservation Log.
- Maintain a Van Mileage Log.
- Provide each driver a Van Use Form, to be filled out by the driver, each time a University-owned or leased passenger van is used.
- Maintain a Van Travel Kit for each University-owned or leased passenger van which will contain a Rivier University-owned gas card, a pen, a key for the vehicle, E-ZPass information brochure and information for the driver to know regarding a break down on the road or involvement in an accident and a Department of Public Safety Motor Vehicle Accident Report Form.
- Ensure that the registration is in each passenger van. (The original is obtained from the Assistant Controller and a copy of the registration will be retained by the Department of Public Safety).
- Ensure that an Insurance Identification Card is in each passenger van. (Obtained from the Assistant Controller).
- Ensure that an inspected fire extinguisher is in each passenger van.
- Ensure that each University-owned or leased passenger van is equipped with an E-ZPass.
- The Director of Public Safety is responsible for maintaining the E-ZPass account.
- The Director of Public Safety will forward the completed Van Use Forms to the Business Office for billing purposes.

IV. DRIVER'S RESPONSIBILITIES

- When a passenger van is checked out through the Department of Public Safety, the officer on duty will obtain the name of the driver and the organization or department that has reserved the van. The information will be checked against the list of van drivers to ensure the operator has attended the driver training course.
- The driver will do a walk-around inspection of the vehicle, all lights on the vehicle will be checked including headlights, brake lights, directional, backup and hazard lights. The horn, windshield wipers and tires should also be checked. If the vehicle does not pass this inspection, <u>it should not be allowed to be used.</u>
- It is highly recommended that on a long trip the driver not drive more than 10 hours per day then get a minimum of 4 hours rest.
- It is highly recommended that long trips begin in the a.m. rather than in the evening after a full day of classes or work.

E-ZPass Transponders:
The four University-owned passenger vans are equipped with E-ZPass transponders. The transponders are mounted on the interior of the windshield per the direction of the E-ZPass customer agreement. The acknowledgement that the transponder is in the vehicle is included on the driver's checklist. Upon the return of the vehicle the van driver will check the appropriate box on the checklist if the transponder was used or not used. The appropriate department, club or group will be billed for the toll fee(s).

No Cell Phones, Texting or Use of Other Electronic Devices While Driving:
Use of cell phones (including texting) and other electronic devices, to include but not limited to IPod's, portable televisions, and gaming devices by the driver is prohibited while driving University-owned or leased passenger vans and any rented vehicle. If the driver must use a cell phone while driving a University-owned or leased passenger van or rented vehicle, she/he must stop safely, secure the vehicle and then make or take the call. This policy includes hands-free phones. This policy does NOT prohibit the use of any factory-installed radio, cassette player or CD player in the vehicle/

V. RENTING A VEHICLE

A department and/or individual authorized to rent a vehicle for/by the University is required to abide by the same policy and procedures set forth in this document for University-owned or leased passenger vans. Rivier University's automobile insurance policy provides Excess Liability Insurance for University rented vehicles and Primary Insurance for physical damage to the rental vehicle. **IT IS NOT NECESSARY FOR THE DEPARTMENT/INDIVIDUAL TO PURCHASE THE RENTAL COMPANY'S DEDUCTABLE INSURANCE.**

REMINDER: If you are involved in an accident with a rental vehicle, you must notify the local police agency having jurisdiction and the Department of Public Safety.

RIVIER UNIVERSITY VAN RESERVATION POLICY/PROCEDURE

Department of Public Safety

1. The individual reserving a van(s) must be a Vice President, Assistant Vice President, Dean, Department Head, Club Advisor, Department Coordinator or their designee.
2. The Department of Athletics shall have priority in reserving the vans prior to September 1 of each academic year. After September 1, reservations shall be made on a first come first serve basis through the remainder of the academic year. All groups and persons wishing to reserve the University vans must do so with the Department of Public Safety.
3. Vans are reserved by using an on-line Van Request Form which is found on the Home page of the Public Safety site on the Rivier University website. A minimum of 48 hours advance notice is recommended for all van reservations.
4. The person requesting the use of the van(s) will receive an electronic confirmation that the van(s) are available for use on the date and time requested or will be notified that the van(s) are not available on the date and time requested.
5. When the driver picks up the vehicle keys in the Public Safety Office he/she will receive a van box which will contain the key, a gas credit card, a pen, other documents pertaining to the E-ZPass and accident/disabled vehicle reporting procedures, a motor vehicle accident reporting form and a Van Use Form. Drivers must fill in the usage information on the Van Use Form and the form is returned to the Public Safety Office when the key and van box are returned.
6. All vans must be returned to Parking Lot I (Tennis Court Lot) at return time.
7. The Van Use Form will be sent to the Business Office for processing.

This procedure applies to all University owned or leased passenger vans.

Driver Training Program for Staff and Students

Scope

Rivier University is committed to the safety of its employee and student drivers as they operate University-owned or leased passenger vans or rented vehicles. It is the intent of the University to offer defensive driver's training in order that drivers may carry out their responsibilities with respect to safe driving principles and practices.

Introduction

Rivier University is attempting to take proactive steps to ensure the safety of our employee and student drivers as they operate University-owned or leased passenger vans and rented vehicles. The resultant is a driving course that incorporates defensive driving, unique vehicle characteristics and University policies and procedures. Satisfactory completion of the course is mandatory for all employees and student drivers of University-owned or leased passenger vans or rented vehicles. However the Director of Public Safety may waive the Driver Training Program for any employee who has extensive driving experience.

Responsibility

It is the requesting department or organization's responsibility to schedule drivers training for their staff with Public Safety. Those employees and students who drive University-owned or leased passenger vans or rented vehicles agree to adhere to the **Van Use Policy and Procedures**.

It is the individual driver's responsibility to report to the Director of Public Safety any change in their license status.

Driver Training

All employees and students who drive University-owned or leased passenger vans or rented vehicles are required to take the Driver Training Course at the time they wish to drive the vehicles. The Driver Training Course does not need to be repeated provided that the driver remains in good standing. Any person driving a University-owned or leased passenger van or rented vehicle is required by law to carry a valid driver's license, a copy of which will be retained by the Assistant Controller and Public Safety. Any person driving a University-owned or leased passenger van or rented vehicle agrees to adhere to the policies found in the **Rivier University Van/ Vehicle Use Policy and Procedures**.

Responsibility

The Department of Public Safety will schedule driver training courses as the need arises. All persons who wish to drive University-owned or leased passenger vans or rented vehicles must complete the Driver Training Course and have a copy of their license on file with the Assistant Controller and Public Safety. The rules and regulations of the **Rivier University Van/Vehicle Use Policy and Procedures** and the local state driving laws are the responsibility of each driver. By driving a University owned or leased passenger van or University rented vehicle, the driver agrees to adhere to those laws, rules and regulations.

Any driver who has two **at fault** accidents within a one-year period will lose their driving privileges for one year. If they are involved in three **at fault** accidents, they will lose their University driving privileges permanently. Depending on the circumstances drivers may be subject to other disciplinary measures as appropriate.

Driver Training Concepts

Driver training consists of:

Determining a person's eligibility to become a driver:

- The person completes the Van Driver Application.
- A copy is made of the applicant's driver's license.

Watching a Defensive Driving Video

Reviewing the Rivier University Van/Vehicle Use Policy and Procedures

Complete a "Safety Tour" of the vehicle with the instructor.

Perform a hands-on road test with the instructor using the 3D-Driver Test criteria.

Safety Points

- In case of an accident off-campus **Call Local Police** or Public Safety if on campus immediately.
- Fill out **"Accident Investigation Form"** at the scene if required.
- **Obtain other driver's and/or witness** information, including:

1. Name, Address, Phone (work and home) (Witness)
2. Date of Birth
3. Insurance Carrier and Policy Number
4. License Number and State of Issuance
5. Year, Make, Model, Color and registration Plate Number

- **Notify the Department of Public Safety** immediately upon your return to the campus.
- **Notify your Supervisor immediately.**

What Qualifies as a Reportable Accident?

- **Any collision involving a University-owned or leased passenger van or rented vehicle needs to be reported, whether vehicle damage occurs or not.**
- Injuries occur from accidents sometimes leading to further investigation. Thus, the more timely the information the better the investigation.
- If a parked car is involved, it is best to leave a note on the vehicle windshield with the Department of Public Safety phone number.

Other Safety Considerations:

- **Accident:** In case of an accident, follow the response procedures above.
- **Fire:** Make sure the vehicle is off the road so as not to be a road hazard. Evacuate the vehicle. Utilize the fire extinguisher which is in the vehicle.
- **Flat Tire:** Try to pull the vehicle to the side of the road away from traffic. Have the occupants vacate the vehicle and stand away from the road. Utilize the tire changing equipment which is provided.
- **Life Safety:** In case of a serious accident with resulting injuries, notify police/emergency response. For minor injuries, a first aid kit should be contained within the vehicle.
- **Maintenance:** If the driver notices any maintenance concerns, he/she should note the concern on the Van Use Form. The Director of Public Safety then has the responsibility of having the repairs made.

As with all policies, Rivier University reserves the right to make changes to this policy, as it deems appropriate. Such changes will be communicated via addenda to University handbooks as well as through other appropriate means.

Weather

In the event of inclement weather, the University may decide to delay or cancel the opening of the University, including scheduled classes, labs, and nursing clinicals.

Communication

A decision to delay opening or cancel day classes/labs/clinicals will be made by 6:00 a.m. at the latest. A decision to cancel night classes/labs/clinical will be made by 2:00 p.m. at the latest. Delays and cancellations will be communicated on the University's website (www.rivier.edu), through the University's main number (dial 603-888-1311 and press "8"), through select local/regional media outlets, through University email, and through the Everbridge Emergency communication platform (text message, phone and email)

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