



PROVIDENCE  
COLLEGE

## **The Student Handbook**

**2017-2018**

*Updated 10/20/17*

The Student Handbook was prepared for the Board of Trustees of the College by and under the auspices of the vice president for student affairs.

The Student Handbook is applicable to all Providence College full-time undergraduate students. The Code of Conduct and Community Standards, regulatory policies and procedures apply to all full-time undergraduate students, graduate students, special students, and students in the School of Continuing Education.

This Handbook provides pertinent information about student life at Providence College, and the applicable policies and procedures, including behavioral standards.

It is the responsibility of all students to become familiar with the contents of this Handbook, to act with careful consideration of its requirements, and to seek assistance whenever necessary and as directed. In some instances, regulations governing a particular subject matter in the Handbook are also contained in the College catalogs or in other promulgated notices. The provisions of this Handbook are subject to revision by posting or otherwise published notice during the academic year.

In the event of a discrepancy between the information contained in this Handbook and another College publication or document, the terms of this Handbook will apply.

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## **A Message from the Dean of Students**

Providence College is recognized not only as a center of intellectual excellence; but for its commitment to engaging and educating the whole person. The Division of Student Affairs identifies four foundational areas upon which our programs and services are formed. The four foundations are: Human Flourishing; Contemplation and Communication; Cultural Competence; and Integrated Learning. Students are asked to reflect on questions about meaning and purpose: *To what extent am I flourishing? What prevents me from authentic happiness? What are my talents and strengths? Who am I called to be? What are my responsibilities to others? Through what lenses do I see the world? In what ways do others see things differently? What does what I am learning have to do with what I am doing?*

PC is a community where students, faculty, administration and staff engage in learning and dialogue in an effort to develop ideas, values, competencies, and skills and to inspire a lifelong love of learning and a zeal for service and justice. It is our sincere hope that you participate fully.

Students and graduates have told us the co-curricular and extra-curricular activities and organizations at Providence College extended their learning beyond the walls of the classrooms. Whether you are at a meeting in Slavin Center, competing or exercising in Concannon Fitness Center, volunteering in the community, praying in St. Dominic Chapel, or even eating with your peers at Raymond Dining Hall, Alumni Hall Food Court, or McPhail's, you will have significant opportunities to grow personally, develop friendships, and learn about yourself and others.

The Division of Student Affairs is here to partner with and support you through our services, programs, and personal interactions. This Student Handbook will begin to help you understand and make use of the resources available to you. It will also explain your rights and responsibilities – in other words what will be expected of you and what you should expect from your peers.

We look forward to spending time with and getting to know you.

**GO FRIARS!**

Steven Sears, MBA, Ed.D

Associate Vice President for Student Affairs/Dean of Students



## **St. Dominic and the Dominican Tradition**

The Dominican Tradition has its origin in the life and ministry of St. Dominic de Guzman (1172 - 1221), the son of a Spanish noble, who founded one of the largest religious Orders in the Catholic Church. His charismatic vision of a way of responding to the needs of the Church in the thirteenth century led to the establishment of the Order of Preachers --popularly known as the Dominicans.

### **St. Dominic, Canon Regular and Itinerant Preacher**

Dominic de Guzman completed his theological studies at Palencia in 1196, and became a Canon Regular, a member of a community of priests following the Rule of St. Augustine, of the cathedral of Osma in Spain. In 1203, Dominic first encountered the Albigensians of southern France while on a diplomatic mission with his bishop, Diego de Acebes, to arrange a marriage between the son of King

Alfonso VIII of Castile and the daughter of the King of Denmark. After the marriage negotiations had failed in 1205, Dominic and Diego stopped at the papal court in Rome on their way back to Spain. Pope Innocent III (1198 - 1216) enlisted the services of Dominic and Diego and sent them to be part of the preaching mission against the Albigensians in Languedoc, the south of France. The nine years between 1206 and 1215 that he spent preaching among the Albigensians taught Dominic a great deal about the impact of the Perfect on their followers. These years also served as the germinating period for the development of a charismatic vision of a way of living the Gospel in accord with the Christian faith that would appeal to the deepest ideals and needs of the men and women of his time.

### **Dominic's Vision of the Family of Contemplative Preachers**

Dominic was guided by the image of the early Christian community in Jerusalem in the opening chapters of the Acts of the Apostles, which was at the heart of the spirituality he had known as a Canon Regular. He believed that the renewal of Christian society necessitated communities of men and women committed to living the apostolic life. The major component of that apostolic life was to be the preaching of the Gospel by members of communities that lived in evangelical poverty, who were devoted to contemplative prayer and engaged in constant study of the word of God. In Dominic's understanding, preachers were called to be the living reflection of the Gospel they proclaimed. Hence for him, the vows of chastity, poverty and obedience were meant to recreate and transform the preacher into an apostle, a living witness to the crucified and risen Lord, Jesus Christ.

During his early years of preaching in Languedoc, Dominic gathered a group of Albigensian women whom he had converted to form the nucleus of the first community of Dominican nuns. Through a life of contemplative prayer lived in a community dedicated to poverty and mutual service, these Dominican women would incarnate the apostolic life and preach the Gospel by their witness to prayer and service. Although the Order of Preachers did not yet have official status, the first community of Dominican women at Prouille in the south of France, the

preaching nuns, initiated an evolutionary development in which countless women in the centuries to come in collaboration with their Dominican brothers would fully participate in and help to develop the life and ministry of the Order of Preachers, the Dominican Family.

### **The Foundation of the Order of Friars Preachers**

After the establishment of the Dominican nuns at Prouille, Dominic continued the implementation of his vision of communities of contemplative preachers living the apostolic life. In the Spring of 1215 at the invitation of Bishop Fulk of Toulouse in southern France, Dominic brought the men who were his preaching companions in Languedoc to this important city so they could establish a formal religious community there under the direction of the bishop. Later in 1215 when Bishop Fulk set out to attend the Fourth Lateran Council in Rome, Dominic accompanied him, hoping to obtain papal approval for his new community of contemplative preachers. In accord with the legislation of the Council, Pope Innocent III promised Dominic that he would approve the founding of the new Order of Preachers after Dominic had chosen one of the already existing Rules of religious life.

As a Canon Regular of Osma, Dominic was already following the Rule of St. Augustine. He supplemented this rule with legislation and customs borrowed from the Premonstratensians, an order of Canons Regular founded by St. Norbert at Premontre in 1120, who supported his own vision of the apostolic life by liturgical prayer. The spirituality of the Canons Regular was that of a community of religious priests who dedicated themselves to carrying out the daily liturgy of the Church through the solemn celebration of Mass and the Divine Office and to caring for the sacramental needs of the faithful. St. Dominic joined these priestly ideals of the Canons Regular to a ministry of preaching in poverty (mendicancy) that flowed from a life of contemplation and study.

In December, 1216, Pope Honorius III (1216 - 1227), the successor of Innocent III, approved Dominic's plan for an order of contemplative preachers exercising the priestly ministry and living in mendicant poverty. They owned no property except for the land on which their religious houses (pories) were built and they were to work or beg for their daily needs. In the final four and a half years of his life, Dominic transformed the sixteen friars living in community at Toulouse into the international Order of Preachers whose lives and ministry would impact history until the present.

### **The Development of the Order of Preachers**

In August, 1217 Dominic sent seven friars to Paris to study, to teach and to found a priory, and four to Spain to preach and establish pories. Three friars remained in Toulouse to continue the ministry they had begun under Bishop Fulk, and two friars went to Prouille to preach in Languedoc and to minister to the spiritual and temporal needs of the preaching nuns. Dominic himself set out for Rome to gain further support from Pope Honorius and to prepare the way for foundations in Italy. The years from 1217 to 1220 saw the growth of the Order through the reception of new members, the establishment of new pories and the development of the preaching mission of the Order throughout Europe.

Under St. Dominic's direction, thirty representatives from the twelve priories in Europe gathered for General Chapters at Bologna in 1220 and 1221. The General Chapter of 1220 enacted legislation for preaching, formation of new members, studies, the observance of poverty, and the procedures for General chapters. St. Dominic insisted that the Order's laws were not to bind under sin, and that the Priors had the power to dispense from the Order's laws when necessary for the sake of preaching or study.

The General Chapter of 1221 created Provinces as subdivisions of the Order, which would gather the priories of a certain geographic area under the authority of a Provincial, who was responsible to the Master of the Order. The twelve Provinces established by St. Dominic and the General Chapter were Spain, Provence, France, Lombardy, Tuscany, Germany, Hungary, England, Greece, Scandinavia, Poland and the Holy Land. However, the most significant work of the Chapter, which ended six weeks before Dominic's death, was the formulation of the basic constitutional legislation that would concretize his vision and provide the flexibility for the subsequent development of the preaching mission of the Order.

The mission or purpose of the Order of Preachers is preaching and the eternal salvation of our brothers and sisters in the human family. The four means of attaining that end are: 1) the three vows of obedience, chastity and poverty; 2) community life with the monastic observances; 3) the solemn recitation of the Divine Office; and 4) the study of sacred truth.

Source: [Office of Mission and Ministry](#)

## **The Founding of Providence College**

Providence College was founded in 1917 through a joint effort of the Diocese of Providence and the Dominican Friars of the Province of St. Joseph, with the blessing of Pope Benedict XV and the consent of the General Assembly of the State of Rhode Island.

The driving force behind the development of the College was the late Rt. Rev. Matthew Harkins, D. D., Bishop of Providence, whose dream it was to create a center of advanced learning primarily for the Catholic youth of Rhode Island. However, the College's charter demonstrates that the founders intended PC to serve members of all religious faiths as it reads: "no person shall be refused admission . . . nor shall any person be denied any of the privileges, honors, or degrees in said college on account of the religious opinion he may entertain."

Bishop Harkins' negotiations with the Dominicans of the Province of St. Joseph and his gifts of approximately 17 acres of land and \$10,000 in scholarship funds helped make Providence College a reality. With donations coming primarily from Catholics of modest means, and a pledge from the Province of St. Joseph to provide Dominican administrators and teachers, the College broke ground for the imposing Harkins Hall in 1917. Two years later, in September 1919, it opened its doors to 71 students and nine Dominican faculty members.

## **The Mission of Providence College**

Providence College is a Catholic, Dominican, liberal arts institution of higher education and a community committed to academic excellence in pursuit of the truth, growth in virtue, and service of God and neighbor.

### **History**

Providence College was founded in 1917 by the Dominican Friars at the invitation of Bishop Harkins to provide a Catholic education in the arts and sciences.

### **Faith and Reason**

Providence College is confident in the appeal of reason, believes that human beings are disposed to know the truth, and trusts in the power of grace to enlighten minds, open hearts, and transform lives. Providence College maintains that the pursuit of truth has intrinsic value, that faith and reason are compatible and complementary means to its discovery, and that the search for truth is the basis for dialogue with others and critical engagement with the world.

### **Academic Excellence**

Providence College is committed to academic excellence, and holds itself to the highest standards in teaching, learning, and scholarship. Its core curriculum addresses key questions of human existence, including life's meaning and purpose, and stresses the importance of moral and ethical reasoning, aesthetic appreciation, and understanding the natural world, other cultures, and diverse traditions. Providence College honors academic freedom, promotes critical thinking and engaged learning, and encourages a pedagogy of disputed questions.

### **Community and Diversity**

Providence College seeks to reflect the rich diversity of the human family. Following the example of St. Dominic, who extended a loving embrace to all, it welcomes qualified men and women of every background and affirms the God-given dignity, freedom, and equality of each person. Providence College promotes the common good, the human flourishing of each member of the campus community, and service of neighbors near and far.

### ***Veritas* and Providence**

Providence College brings the eight-hundred-year-old Dominican ideal of *veritas* to the issues and challenges of today. It seeks to share the fruits of contemplation in an increasingly global and diverse society, and to praise and bless all that is good and vital in human endeavors. Providence College supports the Dominican mission of preaching the gospel of Jesus Christ to a new generation of students and helping them discover God's providence in their lives.



## Notice of Non-Discrimination

Providence College admits students of any race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, or veteran status, and without regard to genetic information, to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status, or genetic information, in the administration of its education policies, admission policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies. In accordance with Title IX, it does not discriminate on the basis of sex in its educational programs or activities. Nothing in this notice shall require Providence College to act in a manner contrary to its Dominican mission and the teaching and tenets of the Catholic Church, and the College reserves the right to take actions designed to ensure and promote its Catholic and Dominican mission.

The College's Equal Opportunity/Affirmative Action Officer and ADA/Section 504 Coordinator is:

Kathleen Alvino, *Associate VP, Human Resources*  
Direct: (401) 865-2430; Administrative/Scheduling: (401) 865-2745  
Office: Harkins 302  
[kalvino@providence.edu](mailto:kalvino@providence.edu)

The College's Title IX Coordinator is:

Dr. James Campbell, *Assistant VP for Student Development*  
Direct: (401) 865-2676; Administrative/Scheduling: (401) 865-2813  
Office: Slavin Center 203  
[James.Campbell@providence.edu](mailto:James.Campbell@providence.edu)

Inquiries regarding ADA/Section 504 issues for students may be directed to:

The Office of Academic Services  
Jennifer Rivera or Jonathan Gomes  
Direct: (401) 865-1121  
Office: Library 250  
[jrivera@providence.edu](mailto:jrivera@providence.edu)  
[jgomes3@providence.edu](mailto:jgomes3@providence.edu)

Student Affairs' Office for Student Development and Compliance

Dr. James Campbell  
Direct: (401) 865-2676  
Slavin 203  
[James.Campbell@providence.edu](mailto:James.Campbell@providence.edu)

## **Section I. Student Activities**

### **Introduction**

At Providence College, students are challenged to extend the boundaries of learning through the activities they become involved in, the resources they utilize and the people they meet. Students are continually encouraged to contribute to the campus community in ways that can make a difference.

There is a long and rich history of co-curricular activities at Providence College. Student organizations are an integral part of the College and all students are encouraged to join and take part in the activities and organizations. With over 100 clubs and organizations from which to choose, all students are sure to find groups of interest to them. At the beginning of each semester, students are encouraged to attend the Involvement Fair to learn more about the individual clubs and organizations and to register to become involved in one or more.

Members of the faculty and administrative staff serve as advisors of student organizations. The organizations listed in this section of the Student Handbook are currently approved by and active at Providence College. Some of the organizations and activities listed function in association with academic departments of the College. For more information, call the Student Congress at 865-2419 or the Office of Student Activities & Cultural Programming at 865-2211.

### **Clubs and Organizations**

A student organization is defined as a group of students joined in the pursuit of a common purpose, guided by an approved constitution under the direction of chosen officers, and officially recognized by the College.

Students are urged to take an active role in student organizations, since such activity contributes to their overall education as a whole person and to the educational goals of Providence College. Correlative to that end, no student organization will be recognized by Providence College which is in conflict with the goals of the College or the Catholic atmosphere in which the College seeks to accomplish its goals. The proximate administrative officer appointed to advise and oversee all student organizations is the associate vice president for student affairs.

Eligibility to seek election or hold office in a student organization is contingent upon satisfaction of the following conditions:

1. The student has and maintains a cumulative grade point average of 2.25.
2. The student is in good disciplinary and academic integrity standing.
3. The student must sign and adhere to the Student Leadership Agreement set forth by the Office of Student Activities & Cultural Programming.

### **Official Recognition of Student Organizations**

The official constitutions of all student organizations are submitted first to the Student Congress and then to the vice president for student affairs for approval. A guide and outline form for a constitution is available from the Student Congress.

Recognition of new departmental or professional organizations must be sought from the dean of undergraduate studies. New religious activities must have the approval of the College chaplain.

New student organizations may be initiated only with the approval of the Student Congress and the express approval of the vice president for student affairs whose decision is final.

### **Advisors**

Each student organization officially recognized by the College must have a full-time faculty member or administrator as its advisor. Any exception must be approved by the vice president for student affairs.

Advisors are approved by the Office of the Dean of Students. Appointment of the advisor becomes official upon notification from the dean of students to the organization. To ensure proper coordination and communication, students must consult with the advisor with respect to plans for future activities and all matters of organizational business. Advisors are expected to be invited to and attend meetings and participate in the functions of the organization as appropriate.

All deposits and withdrawals of student funds are done procedurally through the Office of the Dean of Students.

### **Contracts**

The Office of Student Activities & Cultural Programming maintains a file of information on professional talent. Because of the complex nature of professional talent contracts, all negotiations with talent agencies must have the prior approval of the vice president for student affairs or his/her designee and all contracts for professional services must be signed by the director of the Office of Student Activities & Cultural Programming or the dean of students. No student has the authority to bind the College in a contractual arrangement under any circumstances.

### **Event Planning**

The Student Activities & Cultural Programming staff provides event and activity planning guidance for students, clubs, and organizations to ensure a successful program. Refer to the office's *Successful Event Planning Handbook* for policies, procedures, and helpful information required when planning a function.

## **Scheduling**

Social events and activities within the residence halls are scheduled through the Office of Residence Life, the Student Activities & Cultural Programming office, and the Slavin Center central reservation office.

All other social events and activities are scheduled through the Student Activities & Cultural Programming office and the central reservation office in Slavin Center. A social event is any party, dance, mixer, banquet, reception, picnic, or other group activity planned for and sponsored by College students, individually or collectively, on the College campus or off campus. All clubs and organizations must complete an online Space Reservation Request Form as well as an Event Proposal Form located on the MyPC portal Student Activities & Cultural Programming page. Please refer to the *Successful Event Planning Handbook* for policies and procedures.

All College facilities and spaces, including the Slavin Center and lawn, McPhail's, athletic facilities, and fields must be reserved online through [Central Reservations/25Live](#). Your PC network log-in information is used to access the system.

Projectors, screens, computers, and public address equipment are available from Academic Media Services to individuals and organizations reserving facilities. Lecterns, chalkboards, tables, chairs, and display boards are available from the Department of Physical Plant. All requirements must be specified in writing when making the room reservation. Please refer to the Student Handbook section on Services and Facilities for more information.

## **Student Organization Events that include Alcohol**

One of the objectives of the Student Activities & Cultural Programming office is to make both the programs and the facilities of the College available to students of all ages. In order to assist those who plan on-campus and off-campus events, permission to sponsor such events at which alcoholic beverages are served may be granted *to recognized student organizations (unofficial student organizations may not host such functions)* only after the following procedures have been followed and applicable criteria met:

- 1) An Event Proposal Form has been submitted to the Student Activities & Cultural Programming office and the event has been approved in principle. Once approved, requests to sell alcoholic beverages in venues other than McPhail's must be submitted in writing to the vice president for student affairs at least ten (10) days prior to the proposed event by the president of the student organization.
- 2) The Student Activities & Cultural Programming office staff will work with Sodexo Dining Services or the off campus venue to make arrangements for alcohol service at the approved event.
- 3) Student organizations may not host social events that encourage drinking or drunkenness as themes. Terms such as "beer bash," "blast," or "all you can drink for \_\_\_\_\_" are strictly prohibited. Student groups may write "beer garden with proper ID" or "full bar with proper ID" on the advertisement.

- 4) Student workers at any event at which alcoholic beverages are served must not consume any alcoholic beverage before or during the event.
- 5) Alcoholic beverages are not to be featured as a source of fundraising.
- 6) The director of Student Activities & Cultural Programming *or his/her designee* must make all purchases of alcohol for the event. Purchases made through other agencies are not permitted and bills received in such cases will not be honored by the College. Student beer or liquor representatives will not be recognized by the College.

*The following additional regulations pertain to the event itself:*

- 1) The advisor of an organization and/or an official College representative must be present at all events for which the alcohol privilege has been given.
- 2) Food and non-alcoholic beverages are to be served at all events at which alcohol is served and has been authorized.
- 3) The bartenders and/or bar service at all student events must be approved by the director of student activities & cultural programming.
- 4) The sponsoring organization bears the responsibility to assure that no one is coerced to drink, or to drink excessively. The sponsoring organization *in cooperation with College staff* should not admit intoxicated persons to the event. Further, bands or entertainment acts may not be presented free alcoholic beverages.
- 5) If any student organization or recognized student group unreasonably fails to prevent the consumption of alcohol by a person under the age of 21 at an event sponsored, planned or promoted by the organization sponsors shall be referred to the Office of Community Standards.

*In addition, the following procedures and regulations apply to off-campus events:*

- 1) Permission to provide/serve alcohol at off-campus events should be obtained from the Office of the Dean of Students at least 21 days prior to the event or any advertisement of the event.
- 2) Advertising and/or selling tickets for off-campus parties may not occur on campus.
- 3) The sponsoring organization must provide buses to and from the event. The Office of Public Safety should be advised of the event and its assistance should be obtained regarding the arrival and departure procedures of the buses. Alcohol consumption is not permitted on the buses. Voluntary Release Forms must be used.
- 4) The establishment where the event is to take place must take full responsibility for compliance with liquor laws of the state and city or town.
- 5) At off-campus events at which alcohol is served, the College assumes no responsibility for the supply, provision, or sale of any alcoholic beverage. The College

shall not be responsible for providing bartenders, checking for proper identification, monitoring of consumption of beverages, and complying with state law.

### **Student Congress**

The Student Congress, the central representative body of the students of Providence College, has three primary functions: to serve as the primary student voice on campus, to dispense allocated student activity fees to subordinate organizations, and to collaborate with the Office of Dean of Students to coordinate the selection of individuals for various committees.

The president, vice president, treasurer, and secretary are elected annually by the entire student body. Officers and representatives of the Student Congress are elected by each class. All serve for a term of one academic year.

Representatives from Student Congress serve on most College committees.

### **Student Organizations, Clubs, & Recreational Sports**

All student activity fees are distributed via the vice president of student affairs and his/her designee to fund student clubs and organizations.

### **McPhail's Entertainment Facility**

McPhail's, open seven days a week and located on the ground level of the Slavin Center (Room G10), is a great place to meet friends or grab a bite to eat. There are two pool tables, a projector screen TV, and a dance floor made from the panels of the original Alumni Hall gym floor. The snack bar offers soft drinks and milkshakes.

Popcorn and use of the pool tables are always free of charge. Every other Tuesday night the Board of Programmers hosts Tuesday Timeout, a free activity with food and entertainment. Other activities at McPhail's include weekly Bingo on Thursday nights, theme nights, concerts, lectures, senior nights and special dinners. For McPhail's reservation inquiries, please complete the online reservation form on the MyPC portal [Central Reservations/25Live](#) page.

### **Slavin Center**

The Slavin Center named in honor of the Very Reverend Robert Joseph Slavin, O.P. Ph.D., the sixth president of Providence College, is the campus' student center. Within the Slavin Center are meeting rooms, services including the bookstore and bank, an information desk, administrative offices, student club/organization offices, and student gathering space.

Fall of 2009 marked the grand opening of an addition to the Slavin Center – the first since it opened its doors in 1971. The glass enclosed addition includes a large atrium, student social space featuring Dunkin' Donuts, and a new lounge/reception area. The Slavin Center is open 24 hours a day for students to enjoy. For more information regarding services located within the Slavin Center, please visit the [Student Activities & Cultural Programming website](#).

### **Balfour Unity Center**

The center is a physical space decorated with multicultural artwork, much of it original, computers, a conference table for group work and meetings, a projector and screen for computer-based presentations, a large screen TV, and access to the internet. It is located in the lower level of Slavin Center (LL03) for students to use for fellowship, meetings and study. It is also available for academic and student affairs departments to use for programs such as lectures, films and discussion groups. It is open seven days a week and 24 hours a day during the academic year.

Student organizations may hang posters in the windows and on the bulletin board after requesting permission from the director of SMA.

### **Campus Ministry**

All students are invited to join in the many opportunities offered through your Campus Ministry. Campus Ministry, which is open to students of all faith traditions, offers a variety of avenues to grow in relationship with God by serving, connecting, and worshiping.

Serve the community through FaithWorks, Habitat for Humanity, and Special Olympics, through working in soup kitchens, children's centers, and nursing homes, or through immersion trips to New Orleans, Jamaica, and Guatemala.

Connect with old and new friends by planning Post-Mass Bash, coming to Dinner with Dominicans, joining the Women's Study Group or the Knights of Columbus, or building community across campus. The Peer Ministry programs also offers a wonderful chance to connect with others in your class in small groups to discuss how to grow in your faith during college.

Worship the Lord through singing or serving at Mass, attending or leading one of our many retreats, or helping out with one of our Bilingual Masses. If you wish to be Baptized, Confirmed, or enter into full communion with the Catholic Church, you can join our RCIA program to prepare for the Sacraments at Easter time.

Stop by the Campus Ministry Open House in September or January, visit the Campus Ministry Center in the Lower Level of St. Dominic Chapel, or call 865-2216 to learn more.

## Section II: Services and Facilities

### Academic Services, Office of (OAS)

Dr. Bryan Marinelli, Director

Phillips Memorial Library 251 or email [oas@providence.edu](mailto:oas@providence.edu)

[www.providence.edu/academic-services/](http://www.providence.edu/academic-services/)

The Office of Academic Services (OAS) serves all students through a combination of academic and personal development programming, including individualized and group academic assistance, tutoring, and specialized workshops and outreach. The OAS offers unique attention and support to students with documented disabilities by providing reasonable accommodations and advocating for equal access to all services and programs offered to members of the campus at large. The OAS also provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics.

### Academic Media Services

Feinstein Academic Center 300

865-1271 Main number and equipment reservations

865-1270 Administrative Coordinator

865-2311 Interim Director

865-2765 Evening/weekend supervisor

865-2102 Cable Television problems

865-4267 AMS Help Desk

Hours: Monday – Thursday 8:30 a.m. to 9:00 p.m.

Friday 8:30 a.m. to 5:00 p.m.

Academic Media Services (AMS) provides educational media/classroom technology support services to the Providence College Community. Overseeing classroom and limited non-academic event usage of media presentation hardware, AMS provides equipment, training, and support for instructional presentations.

AMS maintains the College Cable Television system. AMS also maintains and supports all classroom presentation technology, and maintains a collection of media hardware for student and faculty loan, including video camcorders, analog and digital audio recorders, laptop computers for classroom presentations (Faculty/Staff Only), data projectors, digital still cameras, P.A. sound systems, and printing services for classroom and research presentations.

***AMS requires a minimum of 48 hours lead-time on all service and equipment requests.***

### Banking Facilities

Santander Bank ATM Machines - Slavin Center, Ground Level

Santander Bank ATM Machine – Ryan School of Business, Ground Level

Santander Bank, 1025 Smith Street, 274-1025 (a five-minute walk from campus)

Hours: Monday-Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 12:00 noon



**Campus Card Program: The PC Card**

Harkins Hall Room 401, 865-CARD (2273)

For more information and policies regarding the PC Card Program, please visit the Web page at: [www.providence.edu/id](http://www.providence.edu/id)

**Center for Career Education & Professional Development**

Slavin Center 108, 865-1290

Email: [careers@providence.edu](mailto:careers@providence.edu)

[www.providence.edu/career-services/](http://www.providence.edu/career-services/)

Career coaches assist students in identifying and executing individualized game plans, which increase the likelihood that their passions, their skills, and the market will intersect. A typical game plan will include many, if not all, of the following, and will be repeated through the four years of college, and throughout life: Self-Insight & Exploration, Professional Skills & Market Readiness.

**Class Cancellation and Office Closings Due to Weather**

It may be necessary for Providence College to cancel/delay classes or limit services due to inclement weather. If a decision to delay/cancel is made, students will be notified by social media. Also, students may call the College Snow/Inclement Weather Line (865-1012) or listen to one of the following stations: television stations - Channels 6, 10, 12; radio stations - 630WPRO, 920WHJJ. If the College is to be closed for the entire day, efforts will be made to have the announcement on the air by 7:30 a.m.

**Community Standards**

Slavin Center 206, 865-2813

<http://www.providence.edu/student-affairs/community-standards>

The Office of Community Standards, formerly known as Judicial Affairs and Student Conduct, is called Student Discipline at some other colleges and universities. Providence College renamed it in 2012 to more accurately reflect its purpose - to help students who have violated standards of behavior reconcile with themselves and the community. Guided by behavior change theories, this office seeks to mitigate things preventing students from human flourishing. Incidents can be seen as transformative life moments - leading to greater self-awareness and responsibility.

The Office of Community Standards supports our students' efforts to demonstrate strength of character, safe and productive behavior, and respect for all members of the Providence College community, its mission and the Code of Conduct. The Office of Community Standards achieves this through a commitment to education, meaningful dialogue, accountability and adherence to a disciplinary forum that is transparent, fair, and committed to student development. Because we are a community committed to Dominican and Catholic ideals and to the growth and success of each individual, the standards established for members of the Providence College community exceed those within the society at large. The Code of Conduct goes beyond what is simply required for public order; it also incorporates what is good, just and developmentally appropriate

for the individual and for the College community. In all cases, the Office of Community Standards is dedicated to its educational role of holding students fairly and appropriately accountable in order to prepare them to pursue lives of meaning and purpose.

Please refer to *Sections IV and V* of this Handbook for information related to the Code of Conduct and Community Standards and the disciplinary process.

### **Dean of Students**

Dr. Steven A. Sears, Associate Vice President for Student Affairs

Slavin Center 102, 865-1782

<http://www.providence.edu/dean-of-students>

Comprised of the offices of Residence Life, Student Activities, Career Education & Professional Development, Safety & Security, Recreational Sports & Fitness, Personal Counseling, Citizenship & Off-Campus Living, Student Health, Cultural Education & Programming, Emergency Management, and Community Standards, Student Affairs plays a dynamic role in the journey upon which our students embark, the journey that defines their college careers. Driven by this mission, the leadership we provide pertains to the entire spectrum of our students' experiences; we are relentless in our efforts to not just explore, but also *cultivate* new frontiers of partnership and collaboration with all of the College's constituents. We serve as the most ardent champions of our students' holistic development, and are energized by the limitless possibilities gifted to us by our charge to address the needs of our students in unique, efficacious and transparent ways.

### **Financial Aid**

Sandra J. Oliveira, Executive Director

Harkins Hall 403, 865-2286

Individuals interested in requesting need-based financial assistance must file the appropriate applications by the College's published deadlines. Completed applications received after the published deadline will be subject to the late policy. For more information about dates, deadlines and late policy for all prospective applicant types (i.e. Early Action, Early Decision, Regular Decision, Fall Transfer, Spring Transfer) please visit <http://www.providence.edu/financial-aid/applications-deadlines/Pages/default.aspx>.

Returning students interested in applying or renewing their need-based assistance must complete both the FAFSA and the CSS Profile. Both applications must be received by the College no later than April 15. Completed application materials received after the published deadline will be subject to the late policy. For more information about dates, deadlines and late policy please visit <http://www.providence.edu/financial-aid/applying-aid/Pages/returning-dates.aspx>.

Student applicants for any form of financial aid, either federal or non-federal, are advised to consult the College catalog for policies and procedures.

Please contact the Office of Financial Aid if you have additional inquiries.

## **Food/Dining Facilities**

For more information, menus, and policies visit the food services Web page at <http://providencecollegedining.com/>.

Raymond Dining Hall — Menu Line 865-1685 • Office 865-2452

Alumni Hall Food Court — Menu Line 865-1684 • Office 865-2308

### Student Meal Plans:

**Unlimited Meal Plan: Mandatory for all freshmen – optional for all others.**

Includes:

- Unlimited meals at Raymond Dining Hall
- \$165 in Friar Dollars per semester
- Five (5) guest passes per semester at Raymond Dining Hall
- Parents dine for free in Raymond Dining Hall

**15 Meal Plan: Not available for freshmen – optional for all others.**

Includes:

- Any 15 meals during the week at Raymond Dining Hall, from Sunday through Saturday
- \$215 in Friar Dollars per semester
- Three (3) guest passes per semester at Raymond Dining Hall
- Parents dine for free in Raymond Dining Hall

**11 Meal Plan: Not available for students living in traditional residence halls – optional for all others.**

Includes:

- Any 11 meals during the week at Raymond Dining Hall from Sunday through Saturday
- \$225 in Friar Dollars per semester
- Three (3) guest passes per semester at Raymond Dining Hall
- Parents dine for free in Raymond Dining Hall

**7 Meal Plan: Available only for students who reside in campus apartments, off-campus apartments, and commuters.**

Includes:

- Any 7 meals during the week at Raymond Dining Hall, from Sunday through Saturday
- \$250 in Friar Dollars per semester at Alumni Hall Food Court
- Two (2) guest passes per semester at Raymond Dining Hall
- Parents dine for free in Raymond Dining Hall

**75 Block Meal Plan: Available only for students who reside in campus apartments, off-campus apartments, and commuters.**

Includes:

- 75 meals per semester at Raymond Dining Hall
- \$0 in Friar Dollars per semester
- Parents dine for free in Raymond Dining Hall

***Friar Bucks: Only available to students on a meal plan and can be added in the PC Card Office or online at [www.providence.edu/pccard](http://www.providence.edu/pccard).***

Good at the following locations:

- Alumni Hall Food Court
- Raymond Dining Hall
- Friar Buyer Convenience Store in Davis Hall
- Ruane Cafe

Students who reside in the traditional and suite-style residence halls must be enrolled in a College plan. Exemptions from the meal plan may be granted for documented medical reasons through the dean of residence life. Such exemption is at the absolute discretion of the vice president for student affairs.

Students have seven (7) business days from the day classes begin each semester, or at the conclusion of the second semester but before departing for the summer vacation, in which to consider and make a change or adjustment to the meal plan. Students must email the Office of Residence Life ([reslife@providence.edu](mailto:reslife@providence.edu)) to request a change.

### **Health Services**

Student Health Center

Lower Bedford Hall, 401-865-2422

Catherine M. Kelleher, R.N., Director of Health Services

#### Student Health Center Staff

Suzanne Bornschein, M.D.

Karen Kawa, CNP

Cindy G Sanchez, Admin. Asst./Admin Coordinator

Wendy E Wholey, Admin Asst/Certified Med. Asst

In order to treat most illnesses and injuries, the College maintains a Student Health Center. The Student Health Center is staffed by three full-time providers (a physician and two nurse practitioners). Students are seen by appointment only.

The Student Health Center is open Monday through Friday from 8:30 a.m. to 5:00 p.m. during the academic year. Services are suspended during Thanksgiving, Christmas, Easter and Spring Recesses.

When the Student Health Center is closed in the evenings and on weekends, emergency medical services are provided on campus to all students by emergency medical technicians (EMTs). Students are not treated in the Student Health Center when it is closed. Students need to contact the EMTs at 401-865-2391 and they will respond directly to the site of the emergency. EMT services are provided on campus only.

Incoming students must submit a physical examination record completed by their own provider on forms supplied by the College. This must include a record of all past illnesses, and

evidence of all immunizations required by the RIDOH. A copy of the provider's EMR (electronic medical record) is acceptable documentation for immunizations and physical. Every student at Providence College must have medical insurance. Insurance coverage information, including policy number, mailing address, and phone number, must be included on the health record.

It should be noted that the Student Health Center does not provide X-rays, surgical procedures, or treatment for major illnesses. Students requiring services not provided by the health center will be referred to an off-campus specialist, a local hospital or to their own primary care provider.

There is no charge to be seen by any of the providers in the Student Health Center; however, students must assume financial responsibility for all costs involved in off-campus treatment including laboratory testing obtained in health services that is sent to an off campus laboratory for testing. The health center does not administer allergy shots; therefore, students requiring allergy shots will have to make their own arrangements with a local allergist.

All student health records are confidential as required by applicable law and College policy. It should be noted that information pertaining to a student's (18 years and older) visit cannot be released without written consent from the student.

### **Housing Services**

Office of Residence Life

Jana Valentine, Director

Slavin Center 105, 865-2392

<http://www.providence.edu/residence-life/>

The Office of Residence Life oversees and facilitates all aspects of student life that constitutes on-campus residence. We serve approximately 3,100 students who live on campus in our traditional residence halls, suite-style hall, and apartment complexes. As we serve our resident students, we strive to provide an atmosphere that promotes academic, spiritual, and emotional growth in a community that is strongly committed to upholding the Catholic heritage of Providence College and the traditions of the Dominican Order.

### **Citizenship & Off-Campus Life**

Stanley Vieira, Director

Slavin Center 105, 865-2428

<http://www.providence.edu/citizenship-and-off-campus>

The Office of Citizenship & Off-Campus Life assists students by offering services related to off-campus residence, including housing, roommate needs, landlord disputes, and public safety. The office acts as a resource center and liaison for students, landlords, and neighbors. The office monitors the status of the minimum housing code inspections on rental properties in the area of the College and any complaints received from students about the condition of their rental property. The office is responsible for tracking contact information, specifically, local address, e-mail, and all telephone numbers, of off-campus students and commuter students. Students

must register each academic year they are not living on campus and keep contact information updated.

Students should live in properties that meet the City of Providence Minimum Housing Code Standards and that have not been the subject of repeated or excessive complaints to the Office of Off-Campus Living. Please note that the Office of Off-Campus Living neither endorses nor warrants any off-campus property, nor is the College responsible for policing any off-campus rental property.

### **Information Technology**

Accinno Hall 115, 865-4357 (HELP Desk)

[www.providence.edu/helpdesk/](http://www.providence.edu/helpdesk/)

The Department of Information Technology provides technical and programming support for all academic and administrative departments. The department functions as a service agency for students, faculty and staff as it provides requested equipment and materials for academic classes and other official College functions.

Accinno 100 - 23 Personal Computers

Accinno 101 - 26 Personal Computers

Accinno 202 - 18 Personal Computers

Accinno 207 - 18 Personal Computers

Albertus Magnus 102 – 24 Personal Computers

Howley 321 - 24 Personal Computers

Koffler 118 - 29 Personal Computers

Hours:

#### Accinno Labs

Sunday 9:00am-midnight

Mon-Thurs 8:00am-midnight

Friday 8:00am-8:00pm

Saturday 9:00am-5:00pm

#### Howley 321 and Koffler 118

Sunday noon-midnight

Mon-Thurs 8:00am-midnight

Friday 8:00am-6:00pm

Saturday 9:00am-5:00pm

#### Albertus Magnus 102

Mon-Thurs 8:00am-8:00pm

Friday 8:00am-6:00pm

## **Library, Phillips Memorial Library**

Dr. D. Russell Bailey, Director, 865-2242

[www.providence.edu/library/](http://www.providence.edu/library/)

The library facilities are open Mon. – Thurs. 8:00 a.m.–2:00 a.m., Fri. 8:00 a.m.–10:00 p.m., Sat. 9:00 a.m.–10:00 p.m., and Sun. 9:00 a.m.–2:00 a.m. Hours are extended to 24/7 during reading and final exam periods. Vended refreshments are available on the lower-level.

The Phillips Memorial Library is at the heart of the College’s intellectual life. Much of the architecturally impressive facility, which was built in 1969, has been recently renovated.

The library maintains a collection of approximately 383,000 print volumes, 450,000 eBooks, 500 print periodical subscriptions, and more than 39,000 full text-electronic journals. The library also offers an extensive collection of print and electronic research/reference materials, including 120+ bibliographic and full-text electronic databases, the third largest collection of electronic databases in Rhode Island (after Brown University and URI). In addition, the library houses the Providence College Special and Archival Collections, the Office of Academic Services and the core of the College’s iHelp integrated services group.

The library is a member of the HELIN (Higher Education Library Information Network) consortium, which gives students access to nearly seven million volumes from any of nine collegiate libraries in Rhode Island plus Wheaton College in Massachusetts. In addition, the library’s interlibrary loan service connects students and faculty to worldwide resources.

The Phillips Memorial Library has been redone in the “Commons” tradition. The library offers: 118 public access computers; robust digitization resources; 32 laptops (PC & Mac) and 15+ iPads with Web access for student check-out; a full array of iMac-based productivity and multimedia software (Adobe CS) in the new MediaHub; collaborative space for 75 in the TechHub; technology assistance at the TechStation; multifunctional, technology-rich space in the Ruane-Library connector; as well as four instructional rooms for 75 and an 18-workstation electronic classroom. The Phillips Memorial Library accommodates approximately 800 patrons in technology-rich, quiet, group-study and instructional areas and offers faculty collaborative research, study, instructional development and meeting resources in the Faculty Commons.

For more information, including library hours, call (401)865-2242 or visit the library webpage at [www.providence.edu/library](http://www.providence.edu/library).

## **Orientation, Transitions and Leadership**

Leslie Heller, Director

106 Slavin Center; 401-865-1085

[www.providence.edu/ot/](http://www.providence.edu/ot/)

The Center for Orientation, Transitions and Leadership is focused on the preparation, progression, and success of Providence College students from the moment they step onto campus. We are

dedicated to providing students with a solid foundation for intellectual, social, emotional, and spiritual well-being, and our various programs and leadership development opportunities reflect this commitment.

Each summer, the Center hosts a two-part Orientation program for all incoming first-year and transfer students, including a series of Advising and Registration Days (also open to parents/guardians), and a multi-day Fall Orientation program. By participating in these events, it is our goal that new students gain a better understanding of the College's mission, learn what they need to know as they transition to life on-campus, explore who they wish to become as college students, and begin to find their place as members of our community.

A new academic year means new transitions for all of our students. With this in mind, the Center offers support to students beyond Orientation, including resources for first-generation students, programming for emerging or established student leaders, and a series for seniors preparing for life after Providence College.

Through retreats, conferences, workshops, the Leadership Fellows Program, and the Dirigo Leadership Honor Society, our student leaders can further develop their skills, while also exploring their unique interests, values, and passions.

For more information or to get involved in programming sponsored by the Center for Orientation, Transitions and Leadership, please visit our website or contact us directly.

### **Personal Counseling Center**

Dr. Rosemary Mugan, Director

Lower Bedford Hall, 865-2343

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. with limited hours by appointment only.

Students face a number of challenges in their years at Providence College, and the Personal Counseling Center is here to help them meet these opportunities to integrate their personal, social, intellectual, and moral development. At times, students may feel an overwhelming amount of pressure, as well as the belief that no one else feels the same way. The Personal Counseling Center serves the needs of students seeking assistance around issues including, but not limited to: depression, self-esteem, anxiety, substance abuse, stress, eating disorders, sexuality, family pressures, crisis intervention, victimization, thoughts of suicide, life crisis, and critical life decisions. Asking for help during vulnerable times is a sign of strength. A counselor can give feedback, encourage further questioning, validate self-awareness and responsibility, and support students until self-confidence is secure again.

The Center offers individual and group counseling, crisis intervention, substance abuse assistance, and workshops and outreach activities. Counseling can also help to provide students with the skills to become more successful and competent in dealing with test anxiety, stress management,



and communication with faculty. With respect to academics, the Personal Counseling Center assists students in dealing with concerns related to memory, concentration, perfectionism, procrastination, and conflict resolution.

All services are confidential within the limits of the law and ethical guidelines. If the student's counseling needs are long-term, or for any other reason it is deemed appropriate, referrals are occasionally made to individual professionals and agencies outside the College community. For more information, call 865-2343 and ask to speak to a member of the counseling center staff. Services are free and confidential. To learn more, go to [www.providence.edu/personal-counseling/](http://www.providence.edu/personal-counseling/)

### **Recreation and Athletic Facilities**

Ed Laprey, Director

Upper Level of the Peterson Recreation Center, 865-2338

[www.providence.edu/RECREATION/](http://www.providence.edu/RECREATION/)

There are several recreation and athletic facilities on campus. The *Concannon Fitness Center* is a 23,000-square-foot, state-of-the-art facility that serves the fitness needs and well-being of students, student-athletes, faculty, and staff. Opened and dedicated in fall 2007, the center specializes in cardiovascular and strength training. The center offers 13,850 square feet of dedicated fitness space on two levels for use by the general College community and a 3,600-square-foot varsity weight room for student-athletes.

The *Peterson Recreation Center* is where much of the intramural and recreation activity takes place. The Center includes the Begley Arena (track and field house), the Cuddy Racquetball Complex and the Taylor Natatorium and dedicated spaces for group fitness and personal training. Adjacent to these facilities is Lennon Field, home to the varsity field hockey program, as well as outdoor intramural programs.

*Hendricken Field* is a state-of-the-art turf facility which is home to multiple club sport programs, while also supporting outdoor intramurals and recreational use.

*Schneider Arena*, home of the College's men's and women's ice hockey teams, also provides student activities such as ice skating and intramural hockey. Please visit the Student Life Web site for more information.

### **Public Safety**

**Emergency Number: 865-2222**

John J. Leyden, Jr., Executive Director, 865-2391

The Department of Public Safety is responsible for the protection of the College community and College property and facilities. All personal emergencies, injuries, or potentially dangerous situations should be reported immediately to the Department of Public Safety. All theft of or damage to personal property also should be reported to the office. The office issues parking

permits to students, faculty and staff, and enforces all traffic regulations. The Annual Campus Security and Fire Safety Report is available at the office and via the website: <http://www.providence.edu/safety/Pages/default.aspx>

#### *Escort Services • 865-2391*

A safety escort service is provided to undergraduate, continuing education, and graduate students by the Department of Public Safety upon request. A student escort service is available during the academic year. An off-campus safety shuttle bus service also is available.

#### *Lost and Found • 865-2391*

Any items found on campus should be delivered to the Department of Public Safety, which maintains a lost and found service.

#### *Reporting an Emergency*

The College's Department of Public Safety is open and operational 24 hours a day, 7 days a week. More than 40 "Blue Light" phones and security cameras are located strategically across campus. These phones can be utilized for on-campus calls (non-emergency) and for emergency purposes.

If you discover an emergency on campus, you should report it as follows:

- Dial 2222 from a campus phone or 865-2222 from a cell phone to report the emergency to the Department of Public Safety. (Note: the area code for all campus phone numbers is 401.)
- You also can report an emergency by pressing the red emergency button on any Blue Light phone.
- Provide your name, and describe the emergency and its location.

A *911 Emergency* is any situation that requires immediate police, fire, or medical response to preserve life or property.

- Call 9-911 from an on-campus phone or 911 from a cell phone to report emergencies.
- After you call 911, immediately call 865-2222 to notify the College's Department of Public Safety.
- Do not use 911 inappropriately as it may delay responses to true emergencies.
- Blue Light phones cannot dial 911; use the red emergency button.

A *non-emergency* situation does not require immediate attention to preserve life or property. Examples are minor vehicle accidents, missing property, excessive noise, and similar police-related matters.

- To report a non-emergency situation on the College campus, call the Department of Public Safety at 865-2391 or use a campus Blue Light phone to dial security.

#### **Crime Alerts – Timely Warning Policy**

In the event that campus security or local law enforcement authority receives a report of a crime (in accordance with the F.B.I. definitions of crime categories), and the commission of the

crime (whether on or off-campus) constitutes an ongoing threat to the campus community, a campus-wide, timely warning in the form of a “crime alert” will be issued in an email message to students, faculty, and staff. The purposes of the timely warning are to alert the campus community to the occurrence of a crime that poses an ongoing threat and to heighten student and employee safety awareness in a manner that will aid in the prevention of similar crimes. The email will identify that a crime alert has been issued, provide pertinent information regarding the incident and may provide a link to other safety awareness tips.

In accordance with the Jeanne Clery Act, determinations about whether and when to issue warnings will be made by the Department of Public Safety on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, the availability of accurate information, and the possible risk of compromising law enforcement efforts. Depending on the particular circumstances of the crime, the Department of Public Safety may provide expanded notice in accordance with the College’s emergency notification policies and procedures. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety.

### **Information about the College’s Emergency Response and Evacuation Procedures**

In the event of an emergency, Providence College will utilize multiple means of communicating with members of its community. The Providence College Emergency Notification System is designed to produce mass notification of a campus emergency through campus telephone, cell phone, text messaging, and email communications. The system allows messages to be delivered that will direct the campus community regarding safety measures during a critical incident on the campus or in the surrounding community. The system can be customized to include specific locations or populations of the campus depending on the risk assessment. The larger College community will be notified primarily through website updates; in the event of an emergency on campus the main Providence College webpage will be redirected to an emergency webpage with information about the incident. Telephone emergency hotlines, email, and local news and media outlets are also means of notifying the larger campus community.

More than 40 emergency "Blue Light" telephones are located throughout campus; all emergency calls are received in the Department of Public Safety, which has the ability to monitor activity in the area through remote cameras. More than half of these emergency telephones include a “Red Light” signal and audible message capability that can be activated by the College in the event of a campus-wide emergency to send an audible message with instructions about what immediate actions individuals should take. The College also may utilize campus radio and television communications systems to issue emergency messages.

Campus security vehicles have been retrofitted with public address systems to enable broadcast of emergency alerts and/or instructions. When information or instructions are broadcast through any of the above communication channels, all members of the campus community should immediately follow the specific instructions provided in that broadcast.

The College’s emergency notification system is tested on an annual basis. The director of emergency management, or his designee, notifies the campus community of the test. This

notification includes information on the system and procedures to add or change personal information.

It shall be the responsibility of any member of Providence College who becomes aware of a potential or existing emergency to notify the Department of Public Safety. The primary responsibility for monitoring emergency threats and events resides with the Department of Public Safety. The Department of Public Safety operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources.

If, in the professional judgment of responsible authorities, there is a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the executive director of public safety or his designee will be immediately notified. The executive director will then confer with persons with the relevant expertise in order to help assess the type(s) of threat, including the vice president for student affairs and the director of emergency management. If the emergency is deemed an imminent threat to the campus community, the College's emergency notification system will be activated without delay taking into account the safety of the community, unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

An Emergency Procedures Quick Reference Guide is available at the following site:  
<http://www.providence.edu/safety/emergency/pages/emergency-guide.aspx>.

For the purposes of assessing and evaluating emergency plans and capabilities, under the direction of the College's director of emergency management, an annual series of emergency response drills for faculty, staff, and students will be scheduled, including an annual test of the overall emergency response and evacuation procedures. Information regarding the College's emergency response procedures will be published to the College community in conjunction with the annual test. Documentation related to the annual test will be maintained in the Department of Public Safety. Additionally, residence hall fire drills are conducted four times a year by residence life administrators and fire safety procedures are discussed regularly with all students who live in campus residence halls.

#### *Missing Students*

Refer to *Missing Student Policy* in the Campus Life Section of the Student Handbook.

#### **Services for Students with Disabilities**

Dr. James Campbell, Assistant Vice President for Student Development & Compliance  
ADA Coordinator  
Slavin Center 203, 865-2676

Jennifer Rivera, Academic Assistant Director of Disability Support Services  
Library 250, 865-2494  
[www.providence.edu/academic-services/services/Pages/disability](http://www.providence.edu/academic-services/services/Pages/disability)

Students with documented disabilities are entitled to reasonable accommodations under 504/ADA. Any student requesting *academic* accommodations for a class or modifications must first meet with a staff member from the Office of Academic Services (O.A.S.). Members of the faculty and staff of Providence College will not provide any academic accommodation or modification until they receive official notification from the O.A.S. Accommodations that fundamentally alter the nature of the educational program will not be approved.

### **Student Activities & Cultural Programming**

Sharon L. Hay, Director of Student Activities & Cultural Programming  
Slavin Center 106, 401-865-2111; Hours: 8:30 a.m. to 6:30 p.m. Monday-  
Thursday and 8:30 a.m. – 4:30 p.m. Friday  
[www.providence.edu/Student-Activities/](http://www.providence.edu/Student-Activities/)

The office is responsible for general coordination of student activities and the student center. The Student Activities & Cultural Programming staff plans a robust calendar of events throughout the academic year, assists with the planning of all student events as well as many college-wide activities and maintains a calendar of these activities/events. Additionally, the staff advises the Board of Programmers, co-advises the Board of Multicultural Student Affairs, serves as resource advisors for all student organizations and their advisors, and serves on several College standing committees and student affairs committees.

The staff is also responsible for the Slavin Information Desk/Ticket Office.

### **Transportation**

Shuttle Information Line: 865-2940  
[www.providence.edu/transportation/](http://www.providence.edu/transportation/)

Providence College provides a variety of transportation services for students to make access to the neighborhood, city, and state easily accessible to students. Those services include the following:

#### *Neighborhood Shuttle Service*

Neighborhood Shuttle Service which provides van transportation between the campus and surrounding neighborhood seven evenings a week. Students may also utilize the neighborhood shuttle to access Shaw's and Walmart during designated times. On Fridays and Saturdays, the shuttle service provides transportation to the Eastside, Downtown, and Federal Hill. Route and schedule information is available on the Providence College website.

#### *PC Pedals*

PC Pedals is a bike share program. Bikes and helmets are available for check-out 7 days per week from the Concannon Fitness Center Welcome Desk. Please stop by the Welcome Desk for more details.

#### *RIPTA*

RIPTA (Rhode Island Public Transit Authority): Students may ride free of charge throughout the state simply by swiping their student ID. RIPTA has a bus stop at the Huxley Gate with the

inbound bus going to Kennedy Plaza where students may obtain connecting busses serving the entire state including the airport. Schedule information is available at [www.ripta.com](http://www.ripta.com).

#### *Van Program*

The Van Program provides transportation services for community service, recreational sports, residence life, and student activities including clubs and organizations. Authorized departments and clubs/organizations may reserve vans through the Student Activities & Cultural Programming office. For more information, please visit the Providence College website.

#### *Zipcar*

Get 24/7 access to Zipcar's parked all over the city! Students can simply reserve online, gain access with their Zipcard and drive. Zipcar's low hourly and daily rates include gas and insurance. Students need to be 18+ to join. Members age 18-20 can use a dedicated group of Zipcars parked on the Providence College campus. Members age 21+ also have access to thousands of Zipcars all around the world. [www.zipcar.com/pc](http://www.zipcar.com/pc)

#### **Victim Advocacy, Support, and Education (VASE)**

In recognition of the seriousness of dating violence and sexual assault, and in an effort to better serve the College community, Providence College introduced VASE (Victim Advocacy, Support, and Education). VASE can provide victims of dating violence and sexual assault with immediate and ongoing support and advocacy, both on-campus and with any off-campus proceedings. Victims may call the confidential line at 865-1177 anytime. A primary role of VASE is to serve as a point of contact, information, and support for victims of sexual assault.

With permission, students who have reported an assault to the Office of Residence Life, the Department of Public Safety, and/or a college official will be contacted by VASE within 24 hours from the time the assault was reported. Students should feel free to contact VASE on their own by calling 865-1177.

## **Section III: Campus Life**

### **A. Residence Life**

#### *Mission Statement*

Based on the Friar Four Foundational Pillars, the Office of Residence Life strives to help our students become responsible citizens in a welcoming and supportive environment. We aim to create academically focused, inclusive communities that connect students to each other and prepare them to live with intention and reason in an increasingly global and diverse society.

#### **Residence Life Regulations and Policies**

The following policies and regulations are binding on all students, their visitors and guests. Residing on campus is not an absolute right. When students live on campus, it is assumed that they agree to the policies, regulations, and procedures of the College and accept responsibility for their behavior. The residence life contract is binding for an entire academic year, and includes regulations and policies promulgated by the College from time to time pertaining to residence life, including the need to demonstrate consideration for peers and for the College community, and to take proper care of College property. As permitted by the residence life contract, the College shall have the right to enter a student's room at any time for safety-related reasons, and decisions regarding the need to enter the apartment are to be determined at the sole discretion of the College.

Students who violate residence policies and regulations may be referred to the Office of Community Standards; the director of community standards may, at his/her discretion, delegate to the director of residence life authority to impose particular penalties.

#### **On-Campus Living**

All members of the freshmen, sophomore, and junior classes must reside on campus, with the exception of those who commute from the home of a parent or guardian, are married, or have a compelling reason to reside off campus. All students who reside on campus must be full-time students in the day school and regularly attend the classes in which they are registered. All students who reside on campus must do so for the entire academic year; thus, residential students are responsible for all charges associated with that one-year commitment. Exceptions to the provisions in this paragraph are for extraordinary circumstances only and rarely granted, and must be obtained in writing from the director of residence life.

#### **Off-Campus Living**

The College reserves the right to oblige students to live on campus. Once the on-campus room selection process has been completed each year, the Office of Residence Life will decide whether to approve requests to live off campus. Permission must be granted before a student signs a lease for an off-campus house or apartment.

Students living off campus, including students who commute from their permanent home addresses, are required to notify the College of their addresses and telephone numbers via the Office of Off-Campus Living by the beginning of the second week of classes. Students are obliged to keep such information up-to-date; thus, any changes to contact information must be

reported immediately. In addition, such changes must be promptly reported to the Office of Enrollment Services.

### **Occupancy in Residence Halls, Suites, or Apartments**

The College contract for room and board (room and board are not separable) terminates the evening of the last day of a student's final examination and the student must vacate his/her room within 24 hours after the last final examination. Seniors, and those non-seniors who are authorized to participate in commencement activities, may continue to reside on campus until commencement day.

### **Early Arrival**

Requests for early arrival to campus, which are considered on a case-by-case basis and rarely granted, are facilitated through the Office of Residence Life. Students who participate in a recognized sport or student activity may be eligible for early return at the discretion of the dean of residence life or his/her designee. The dean/dean's designee will consider the request only after the athletic coach or activity moderator substantiates the need for early arrival by providing the dean with the rationale and a specific schedule of events with correlating dates. In addition, the coach or moderator must provide residence life with a list of all students approved by the coach or moderator for early return to campus. In the event that the request is approved, the coach or advisor will be notified regarding the remaining necessary steps in the process.

### **Break and Vacation Housing**

Students are expected to vacate the campus during the College's vacation and holiday periods. Students with extraordinary circumstances may request permission to remain on campus; requests are considered on a case-by-case basis and rarely granted. The director of residence life (or designee) will consider the request only after the student has completed and submitted the requisite form (available [online](#)) by the established deadline.

If a request is granted, the student may be required to vacate his/her assigned building and secure housing in one of several residential buildings that will be accessible during the time period; these include McVinney, Guzman, and St. Joseph Halls, as well as the apartment complexes.

### **Withdrawals and Refunds**

A student who assumes residence at the beginning of the fall semester is responsible for all tuition, room, and board charges for both the fall and spring semesters of the academic year. A student who does not reside on campus during the fall semester and assumes residence in January is responsible for all tuition, room, and board charges for the spring semester. When a student is removed from the College because of violations of College regulations, policy, and/or procedures, refunds may not be granted.

### **Room and Roommate Selection and Assignment**

The assignment of rooms and roommates shall be made under the guidelines established, maintained, (and revised from time to time) by the director of residence life.



Violations of these guidelines may result in disciplinary action. Students currently living in the traditional or suite-style residence halls or apartments make room selections for the following year based on a systematic process implemented by the Office of Residence Life. Information concerning this process is provided to students in a timely fashion by the residence life staff. To reserve a living space, a room deposit payable to Providence College must be made to the Office of the Bursar before the deadline set by that office. Upon completion of the selection process, each student will be required to sign a binding contract with Providence College that will be in effect for one academic year.

### **Student Responsibilities**

All residence facilities are under the supervision and control of the Office of Residence Life, which includes administrative staff, hall directors, and resident assistants. Students are required to comply with directives of all such personnel. Failure to do so may result in disciplinary action.

Students are responsible for the condition of their rooms and for the condition of all other College property. The decorations in and arrangements of the room must be in compliance with safety and fire requirements and with the College's policies, the laws of the State of Rhode Island and the federal government. Egress from the rooms must be readily and easily accomplished. The exit from a room should be clear of all obstacles. Corridors and stairwells must be kept clear of all obstructions and items that may constitute a safety or fire hazard.

For safety and security purposes, main entrance and exit doors to and locking devices for residence facilities must not be tampered with in any way, including use of an object to prop them open; likewise, doors to living spaces should not be left ajar or unlocked. No student shall provide any individual with his/her assigned room combination, personal access card (swipe card), and/or key to gain access to residence halls, residence hall rooms and/or other privileged areas that have been provided to the respective student. Students who violate this policy will be subject to disciplinary action, including a combination change fee.

### **Residence Hall and Floor Meetings**

Residence hall and floor meetings provide opportunities for students to engage and learn about the latest happenings on campus or in the hall, to address residence hall concerns, and plan events together. Specifically, students will receive information about openings, closings, room selection, etc. Resident meetings provide a conduit for dialogue and for students to build lifelong relationships.

Each student is required to attend all meetings and is responsible for the information introduced and/or decided at the meeting regarding community standards and other areas of student living. A student's failure to attend or notify the Hall Director that he/she cannot attend a meeting may result in disciplinary action.

### **Responsibility for Proper Care of Living and Common Areas**

Resident students are responsible for the condition of College property in their respective rooms, and, as determined by the College, in the common areas of the residence halls. Common

areas are defined as any space within a residence hall not lived in by students, excluding those areas where access is prohibited. Common areas include but are not limited to study lounges, laundry rooms, kitchens, restrooms, hallways and corridors, and stairwells and elevators. Students should encourage one another to share in accepting responsibility for ensuring that College property is not damaged or stolen.

It is the responsibility of the occupants of a room to report any maintenance concerns by e-mailing them to *fixit@providence.edu* in the event that any College property is found to be malfunctioning or in need of repair. In addition, students should report these types of problems if and when they are discovered in common areas.

### **Inspection and Assessment of Damages**

Rooms will be inspected at the beginning of each academic year and whenever a new student moves into a room. At these times, a room condition report will be submitted by the occupants. A second inspection, at the end of the year, will be compared with the original room condition report as a basis for assessing any damages. Except for normal wear and tear, costs for all damages and additional cleaning services will be assigned to the residents of a room. Whenever possible, damage costs will be assessed to the individual causing the damages. When that cannot be determined, occupants of a room shall be held equally responsible for damages occurring in the room.

The cost of repairing damage to common areas for which no responsible individuals or group can be identified will be equally divided among the residents of the corridor or the residents of the building. Bills for damages will be issued throughout the year and unpaid bills shall constitute an indebtedness to the College as set forth in the College catalog.

Assessment of the cost of damage to College property shall not preclude imposition of disciplinary action against the student or students causing the damage. Students who are found responsible for the vandalism and/or theft of personal property belonging to another shall be subject to further disciplinary proceedings processed through the Office of Community Standards and/or the Office of Residence Life, to include full restitution to the victim(s) within a timeframe prescribed by the College.

### **Loss of or Damage to Personal Property**

The College does not assume responsibility for loss of or damage to the personal property of a student whether the College is in session or on holiday. During the summer vacation period, no personal items may be stored in residence halls unless specifically authorized by the dean of residence life. For those periods, the Office of Residence Life will publish the appropriate rules and regulations and also determine which residence facilities will be open and available.

### **Athletic Activity, and Use of Athletic and Other Devices Prohibited**

Athletic activity and the use of sporting equipment are not permitted in the residence halls or apartment complexes. Such activities include but are not limited to: throwing or bouncing a ball; playing hockey, racquetball, darts, or other types of sports; and weightlifting in the hallways, stairwells, lounges, residence hall rooms, suites, and apartments. Air-soft rifles, guns, or any

device designed to fire a projectile in a manner similar to a firearm, even if these items are labeled as a “toy,” shall be considered a weapon and are therefore prohibited.

### **Pets and Animals**

No animals may enter and/or be kept in on-campus apartments or in the residence hall rooms or suites; however, fish in small aquariums (fewer than 10 gallons) are permitted.

### **Disorderly Noise and Quiet Hours**

Students have the right to an atmosphere conducive to study and rest. All residents are expected to be considerate of their neighbors regardless of the time of day, but especially during evening and overnight hours. Therefore, disorderly noise, such as loud shouting, is prohibited and the use of sound equipment is subject to regulation by the Office of Residence Life. Students are encouraged to attempt to address intrusive conduct with one another in a calm and respectful manner before requesting the assistance of an RA (resident assistant). Following serious or repeated offenses, the Office of Residence Life may confiscate sound equipment.

During exam and reading periods, 24-hour “quiet hours” are in effect. “Quiet Hours” is defined as time during which noise and intrusive behaviors must be kept at a respectful minimum. At all other times, “Quiet Hours” are as follows:

- Sunday through Thursday, 10:00 p.m. – 10:00 a.m.
- Friday and Saturday, 12:00 a.m. – 10:00 a.m.

Students should be cognizant of the fact that group living requires respect for the needs of all those living in the community. Students, therefore, should be considerate of their peers’ needs regarding quiet time and sleep.

### **Non-Smoking/“Vaping” Policy**

The Rhode Island Public Health and Workplace Safety Act prohibits smoking in all enclosed public places within the state, including post-secondary education facilities (R.I.G.L. 23-20.10, et seq). Smoking/Vaping is expressly prohibited in all College-owned and operated buildings and vehicles, including but not limited to residence facilities, suites and apartments, work spaces and offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways and stairwells, cafeterias, lounges, and restrooms. This non-smoking/vaping policy applies to faculty, staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia (e.g. electronic cigarettes and “vape pens”) will result in disciplinary action.

Smoking/Vaping outdoors is permitted in one of the College-designated smoking areas only. Receptacles for waste are provided in designated outdoor locations. For a list and map of designated outdoor smoking areas on campus, please visit the Department of Public Safety. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, “vape pens,” and all e-cigarette and “vape pen” paraphernalia, is prohibited on campus.

### **Posting in the Residence Halls**

The posting and distribution of flyers, posters and advertisements within the residence halls is prohibited without the express permission of the dean of residence life/dean's designee.

Flyers, postings and advertisements found within the residence halls in violation of this policy will be immediately removed, and the person or sponsoring group responsible for the posting will be subject to disciplinary action. Similarly, persons found posting in violation of this policy will be subject to disciplinary action.

### **Visitation and Hosting Guests**

Providence College's visitation policy is formulated in the desire to create and maintain an environment that contributes to the living and learning opportunities for students residing in residence facilities. The policy is anchored in a concern for the safety, security, and privacy needs of students, and it is shaped by the Catholic and Dominican mission of the College. As such, emphasis is on the development of the whole person while fostering a climate of respect and shared responsibility in order to enhance the quality of life on campus.

Visitation is a privilege, not a right. Visits in individual student rooms, apartments or suites by other members of the College's student body or by non-students are subject to regulations promulgated by the vice president for student affairs and/or the dean of residence life. Regulations and procedures may be modified at any time.

Visitation must always involve the mutual consent of all roommates. The RA staff is available to assist roommates with establishing a room/suite/apartment visitation agreement upon request or need.

All resident students are responsible for the behavior of their guests whether or not those guests are students of the College, and all regulations applicable to resident students shall apply to their guests. Students will be held responsible for behavior that takes place in their residence hall room, including but not limited to the possession or storage of alcohol by roommates or guests.

All students must accompany their guests at all times. The College reserves the right to remove guests when deemed appropriate and at its discretion.

A guest is considered to be any person who is not a resident of that residence hall. Providence College students not residing in the residence area in question are still considered guests of that hall. All overnight guests and guests visiting during the times listed below must be registered via the [guest registration system](#). Guests must show photo ID and the Providence College guest pass when signing into a traditional residence hall. Guests must be able to produce a photo ID and a guest pass at the request of College personnel during the following hours:

Sunday-Thursday: 8:00pm-2:00am

Friday and Saturday: 8:00pm-3:00am

All residents are responsible for signing in and signing out each of their guests. All guests must be signed in with a first and last name. Residents failing to sign in guests are subject to disciplinary action and loss of guest privileges. Residents shall not sign in guest(s) for other Providence College students. Guests visiting apartments, suites, St. Joseph and Aquinas Halls are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the building and should carry photo ID and a guest pass.

Visitation hours for guests of the opposite gender begin at 10:00 a.m. and end at 12:00 a.m. (midnight) Sundays through Thursdays. On Fridays and Saturdays, visitation hours begin at 10:00 a.m. and extend to 2:00 a.m. Visitation hours during reading period, exams, holidays, and break periods end at midnight. Hours, rules and procedures may be changed from time to time by the Office of Residence Life.

Overnight, non-student guests must be registered by the host student through the College's [online guest registration process](#). Guests are required to reside in same-gender residence halls when staying on campus overnight. An overnight guest must be the same gender as the resident student housing that guest; therefore, student hosts are responsible for finding appropriate housing in a residence hall, suite, or apartment for their opposite-gender overnight guests.

The common areas in apartments and suites are designated as co-ed at all times. Overnight guests are not permitted to reside in the common areas and must have a host within the guidelines stated above. All residents hosting guests must obtain approval from all roommates and comply with all visitation requirements.

Guests may be approved to visit campus for a maximum of three (3) days and two (2) nights at the discretion of the dean of residence life or his/her designee. Students are permitted to host a maximum of two guests during any single period of stay. The College reserves the right to remove guests when deemed appropriate and at its discretion. Students will not be permitted to register or host guests during specified weekends, exam periods, or high-risk time periods at the discretion of the Office of the Vice President for Student Affairs. These time frames will be announced in advance.

The number of guests housed within a single living space cannot exceed double the occupancy of the apartment, room or suite. Students are not permitted to host any guest under the age of 17 years old beyond 8:00 p.m.

Students who invite visitors into residence communities are expected to adhere to the norms and values associated with Catholic teaching. Any student who is found to be in violation of the visitation policy will be subject to disciplinary action and may face a range of sanctions. Any overnight violation is considered to be a serious offense, and any student who commits such a violation may be subject to disciplinary suspension or dismissal from the College.

## **Safety in the Residence Halls**

The *Student Handbook* includes policies and regulations governing on-campus living. Each residence hall is staffed with a hall director and several resident assistants who regularly monitor compliance with public safety requirements. These staff members also rely on the cooperation of residential students to enforce regulations and report violations that may compromise the safety and security of residents. The Department of Public Safety and residence hall directors must be notified immediately if students or other members of the community discover that any safety and security system, including doors and locks, appear to have been tampered with and/or are not in proper working order. In addition, students are prohibited from using objects to prop-open doors and doors to living spaces should not be left ajar or unlocked.

Throwing or suspension of articles, objects or persons from residence hall windows is strictly prohibited. Additionally, window screens may not be removed.

Hallways must remain clear of all items throughout the year, including welcome mats, clothing, shoes, athletic equipment, etc. Please be mindful of this on move-in day. Items left in the hallway are subject to confiscation and the owner may be referred for disciplinary action.

Furniture cannot be arranged in a manner that fully or partially blocks physical access into a room. There must be 4.5 feet of entry space into each room; one should not have to turn sideways or squeeze to enter a room. Nothing should impede the complete opening of an entrance door – there should be full clearance when entering or exiting a room.

Attachments are NOT permitted on the ceiling, beds, or sprinkler heads (including tape, string, stickers, privacy sheets, or curtains). Room entrance doors are to remain free of all unauthorized materials, including but not limited to dry erase boards, decorations, and pictures. All rooms must have a fire exit chart, which is provided by the College, on the back of the room entrance door. The chart must not be covered.

Posters and wall hangings of any size are permitted one foot from the ceiling and must be anchored at all four corners with an approved adhesive (refer to “What to Bring” section for more information). Posters and hangings cannot cover windows.

Smoking is not permitted in any of the Providence College residence halls or buildings.

All extension cords must meet or exceed the following safety standards:

- They must be UL-approved/listed
- They must have a grounded plug (possess the third prong)
- They must be 14 gauge
- They must be 15 amps
- Three-prong multi-plugs must have surge protection (limited to 1 per outlet)

### Items Prohibited in Residence Halls

Providence College takes fire safety seriously; therefore, the use of the following items in suites and traditional hall student rooms is not permitted: clothing irons, coffee makers with hot plates (Keurigs are acceptable), and heated styling tools. These items can be used in common areas such as kitchens and bathrooms.

The following *prohibited items* will be confiscated and disciplinary action will be taken if found in the residence halls:

- electric blankets
- popcorn poppers
- hot plates/pots, rice cookers, waffle irons, griddles, broiler ovens, toasters, toaster ovens (only permitted in apartments)
- grills, propane, flammable liquid, charcoal
- gasoline-operated machinery
- electric heaters/air conditioners (must be approved by the Student Disability Services)
- select electrical lights, including tube and neon lighting
- candles (including for decoration), incense, and items carrying a live flame
- duct tape (items posted with duct tape will result in damage billing fine)
- pets (except fish in ten gallon tanks or less)
- live trees or plants greater than 3ft.
- weapons and projectile devices including dart boards, pellet guns, foam dart guns, etc.
- two-prong extension cords -- Note: students are encouraged to bring extenders with surge protection or 3-prong extension cords (these items are available in the PC Bookstore). All 3-prong multi-plugs must be surge protected.
- multi-plug extension cords without surge protection
- homemade bed risers (cement blocks, bricks, pipes)
- additional furniture (e.g. couches, recliners, small foam furniture, hammocks, tables > 2'x2', dressers, PC lounge furniture)

The following items are *permitted* in the residence halls:

- adjustable wheeled desk chairs
- bookshelves (must reasonably fit with other furniture in room)
- knee-high coffee tables
- 1' x 1' eating trays
- end table/bed stand (no bigger than 1' x 1')
- "husband" bed pillows
- bean bags
- ottomans
- collapsible beach/camping chairs
- small entertainment centers
- under the bed storage containers
- small folding work tables (no larger than 2' x 2')
- College-approved bed raisers

- holiday/string lights (1 strand per person)
- artificial Christmas trees less than 3ft.

### **Residence Hall Fire Safety Regulations – Fire Safety Systems**

Providence College residence halls are all compliant with local, state and federal fire codes. All residence halls are equipped with smoke detectors, sprinkler systems and are monitored 24/7 by the Department of Public Safety as well as the Providence Fire Department.

#### ***Fire Safety Systems by Residence Hall***

<b>Residence Hall</b>	<b>Supervised Fire Alarm</b>	<b>Smoke Detectors</b>	<b>Sprinkler System</b>
Aquinas	Yes	Yes	Wet/Dry
Bedford Hall	Yes	Yes	Wet/Dry
Cunningham	Yes	Yes	Wet/Dry
Davis	Yes	Yes	Wet/Dry
DiTraglia	Yes	Yes	Wet/Dry
Fennell	Yes	Yes	Wet
Guzman	Yes	Yes	Wet
St. Joseph	Yes	Yes	Wet/Dry
Mal Brown	Yes	Yes	Wet/Dry
McDermott	Yes	Yes	Wet
McVinney	Yes	Yes	Wet
Meagher	Yes	Yes	Wet
Raymond	Yes	Yes	Wet
Suites	Yes	Yes	Wet/Dry

### **B. Campus Emergency and Fire Safety Regulations**

#### **Fire Evacuation Procedures**

In the event of a fire, call 9-911, then (401)865-2222 to notify the Department of Public Safety. Familiarize yourself with the College’s Emergency Evacuation Plan for your building. Be aware of the locations of emergency exits and building fire alarm pull stations. If you discover a fire, pull the nearest fire alarm. When a fire alarm sounds, always assume an emergency exists and evacuate the building immediately. Failure to evacuate may result in disciplinary action. Assist



persons with disabilities to exit. Do not attempt to extinguish the fire on your own. Do not use elevators. Alert others of the fire upon evacuating.

Smoke is the greatest danger in a fire. During evacuation, or if you are trapped, always stay low to the floor where the air is less toxic. If trapped, shout at regular intervals to alert rescue personnel of your location. Find a window and place an article of clothing outside as a marker for rescue personnel. Should your clothes catch on fire, cover your face with your hands and STOP, DROP, and ROLL to smother flames.

In classrooms, faculty should adopt the role of Rally Point Coordinators; therefore, faculty should take the class roster with them when evacuating and report to the building's Rally Point. If it is safe to do so, close the classroom door as you exit, but do not lock the door. Once at the Rally Point, take attendance and await further instruction from the College's Emergency Response Commander or his/her designee.

In administrative and faculty offices, the designated Rally Point Coordinator should exit the building with the Emergency Evacuation Contact List and report to the building's Rally Point. Once at the Rally Point, take attendance and await further instructions from the College's Emergency Response Commander or his/her designee. The College's Emergency Response Commander will check attendance at each Rally Point to ensure that everyone is accounted for.

### **General Evacuation**

Although fire is the most likely cause for evacuation, malicious or terrorist attacks might also necessitate an evacuation of your building. Governmental authorities cannot reliably estimate the likelihood of a terrorist attack in any American community, and college campuses are just as vulnerable to attacks without warning as are other areas within their respective communities. We also know that those who perpetrate violent attacks use various weapons, including but not limited to explosions, bomb threats or suspicious packages, and chemical or biological agents. If the response to a crisis on campus requires an emergency evacuation of your building, you will be notified via the College's Emergency Notification System, which includes the fire alarm system. Whether the evacuation is due to a fire or some other circumstance, the College's

Emergency Evacuation Plan should be followed. The Emergency Evacuation Plan is outlined at: <http://www.providence.edu/safety/emergency/Pages/emergency-guide.aspx>

### **Evacuation Procedures**

When you are directed (via fire alarm or other methods of communication) to evacuate, you must do so immediately. Assist persons with disabilities to exit. Do not use elevators. In classrooms, faculty adopt the role of Rally Point Coordinators; therefore, faculty should take the class roster with them when evacuating and report to the building's Rally Point. If it is safe to do so, close the classroom door as you exit, but do not lock the door. Once at the Rally Point, take attendance and await further instruction from the College's Emergency Response Commander or his/her designee. In administrative and faculty offices, the designated Rally Point Coordinator should exit the building with the Emergency Evacuation Contact List and report to the building's Rally Point. Once at the Rally Point, take attendance and await further instructions from the

College's Emergency Response Commander or his/her designee. The College's Emergency Response Commander will check attendance at each Rally Point to ensure that everyone is accounted for.

### **Evacuation of Persons with Disabilities**

**Visual Impairments:** Inform the person of the nature of the emergency and offer to guide the person to the nearest exit and Rally Point.

**Hearing Impairments:** Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions, or provide the person with a short note containing instructions.

**Mobility Impairments:** Since elevators should not be used, individuals who can walk may be able to evacuate themselves with some assistance. For individuals unable to walk: if there is no immediate danger, escort the individual to a safe place to await rescue personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies rescue personnel of the person's exact location. Only in extreme situations should you try to evacuate a person in a wheelchair yourself. The mobility-impaired person is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let rescue personnel conduct the evacuation, the person can be carried by two people who have interlocked their arms to form a "chair," or the person can be carried in a sturdy office chair.

An evacuation chair is available in the Department of Public Safety, call extension 2222.

### **Fire Safety Improvements**

Fire safety improvements will be reported in the Annual Security Report. This data includes the most recent fire safety upgrades and proposed fire safety upgrades to residence halls, if any.

### **Fire Safety Education**

Fire safety training is provided to Residence Assistants (RA's) during orientation and training. Floor meetings by RA's and Hall Directors will also focus on fire and dorm safety to students. Educational fire safety inspections of all dorm rooms are conducted by Residence Life administrators. Students found in violation of the fire policies are required to receive counseling from Residence Life administrators. Fire safety literature and video information is provided to the students and available anytime from the Residence Life Office.

### **Grilling Policy**

Students and guests are prohibited from indoor and outdoor grilling within any area deemed to be property of the College. This includes, but is not limited to residence halls, athletic/intramural fields, office/administrative buildings, and common areas. Moreover, in addition to grills, students are not permitted to store any flammable or combustible items in any area of the residence halls, including individual rooms, common areas and kitchens.

### **C. Missing Student Policy**

This is notification to Providence College students of information and mandates under the federal Higher Education Opportunity Act, Section 485(j), regarding missing students.

As required by law, Providence College has adopted a missing student notification policy for students who reside in on-campus housing. In accordance with this policy, each student who resides in on-campus housing may identify an individual to be contacted by Providence College after such student is determined to be missing for more than twenty-four (24) hours, in accordance with procedures that have been established by the Office of Residence Life and the Department of Public Safety.

In the event that a student who resides in on-campus housing is reported missing for more than twenty-four (24) hours, an official missing-person report should be filed with the Department of Public Safety in person or via telephone (865-2222). If, after investigation of the official report, the Department of Public Safety determines that the student has been missing for more than twenty-four (24) hours, the following action shall be taken:

- If the missing student is age 18 or older, the person designated as the “emergency contact person,” if any, by the missing student shall be contacted immediately.
- If the missing student is under 18 years of age and not an emancipated individual, the custodial parent or legal guardian shall be contacted immediately.
- If the missing student is age 18 or older and has not designated an “emergency contact person,” the appropriate law enforcement agency shall be contacted immediately.

An investigation into a report of a student who, voluntarily, decides to be out of contact, decides not to attend classes, decides to leave campus on an impromptu trip, or declines to respond to emails and phone calls, is very serious. In order to prevent undue concern about students’ safety and well-being, students living in on-campus housing bear the responsibility for communicating their whereabouts to those with whom they live (roommates, resident assistants, etc.) especially if and when they expect to be away from campus for a period of time.

“Suzanne’s Law” amends Section 370(a) of the Crime Control Act of 1990 and requires law enforcement to notify the National Crime Information Center of the Department of Justice when someone under the age of 21 is reported missing as part of the national “Amber Alert” bill. This reporting requirement also is part of the Higher Education Opportunity Act of 2008, amending the Higher Education Act. This Federal law is named for Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Emergency Contact Forms can be obtained from the Office of Residence Life. Information on this form is required by the Office of Residence Life. You may designate a primary emergency contact person and a person to be notified if the College determines that you are missing. Please complete the form and submit it to the Office of Residence Life beginning each academic year. Also, please update the form as necessary (for example, when phone numbers change or to change the name of your emergency contact person).

If you, as a member of the College community, are concerned that another student might be missing or otherwise in danger, please immediately notify the Department of Public Safety by dialing (401) 865-2222 (or ext. 2222 from an on-campus telephone).

## **Section IV: Policies and Regulations**

### **Introduction**

As a Catholic academic community, Providence College expects that all members of the community understand their behavioral responsibilities and respect the rights of all other community members. Providence College expects its students, wherever they are, to adhere to high standards of honor and good citizenship and to behave in a responsible manner that brings credit to themselves and the College. This section of the Student Handbook will outline the College's general policies and procedures that apply to students, including students' rights, responsibilities and prohibited behaviors that violate the College's community standards. These policies and procedures may be amended during the course of the academic year as deemed appropriate.

### **A. Student Rights and Responsibilities**

Certain rights are afforded to every member of the Providence College student body.

These rights include:

- 1) The right to be free from discrimination, to be treated equally and individually without regard to race, color, religion, ethnic or national origin, sex, gender, sexual orientation, gender identity, age, disability, or veteran status;
- 2) The right to learn, which includes the right of access to ideas, facts, and opinions, the right to express and discuss those and other ideas, facts, and opinions with others in a forum and manner appropriate for a Catholic institution;
- 3) The right to coexist peacefully with other members of the Providence College community, which includes the right to protection against force, violence, threat, harassment, and abuse; the responsibility to treat others respectfully and fairly; the right to assemble, to move about freely, and to join associations for educational, political, social, religious, or cultural purposes;
- 4) The right to be treated fairly and to have access to a process for resolving claims of deprivations of rights; and the right to be informed of any charges of misconduct that could result in disciplinary proceedings, the right to have adequate time to prepare a response to the charges, the right to receive assistance from an advisor, the right to a fair hearing, and the right to be informed of the outcome of any proceeding as permitted by law.

### **B. General Policies**

#### **Academic Integrity Policy**

Students are expected to abide by the principals of academic integrity and to take full advantage of the College's academic programs and activities in an honest manner. Please refer to the [Academic Policies](#), including Academic Integrity, located in the College's Undergraduate Catalog and/or contact the Office of the Dean of Undergraduate and Graduate Studies for more information (<http://www.providence.edu/dean-office>).

## **Alcohol Policies**

Alcohol abuse and underage alcohol use at Providence College have been recognized as serious challenges that jeopardize the safety and success of students and the College community. The College is actively working to address alcohol and other drug-related problems at PC and in the surrounding community through:

- providing education
- promoting a change in the campus culture regarding alcohol
- promoting alcohol-free social options
- reducing alcohol availability
- developing alcohol policies and increasing the consistency of enforcement
- reducing the marketing of alcohol
- conducting early intervention
- providing treatment and referrals

## **Alcohol Regulations – Limits and Restrictions**

The College is committed to a clear, meaningful and well-publicized set of limitations and consequences that hold students accountable for alcohol-related behaviors (*BOTH on and off campus*) and provide necessary educational, monitoring and support elements.

Providence College students are expected to comply with local, state, and federal laws relating to the use of alcohol. The College will not tolerate conduct that disrupts the campus or the academic or residential environment, or jeopardizes the safety of another person. Rhode Island state law, applicable to all PC students regardless of home state or country, makes it illegal for anyone under age 21 to purchase, arrange to have purchased, transport, possess, consume, or carry alcoholic beverages.

Regardless of age, the unlawful use of alcohol, drunk and disorderly conduct (including assault and battery and property damage), and violation of any regulations listed below are considered serious offenses and will result in disciplinary action and possible sanctions through the Office of Community Standards and/or the Office of Residence Life.

Moreover, the College reserves the right to confiscate alcohol, alcohol paraphernalia, and false identifications pursuant to a violation and as circumstances require. Confiscated items will be disposed of, and will not be returned under any circumstances. Confiscated false identifications will be submitted to the Department of Public Safety.

## **Medical Amnesty**

A student who calls for medical assistance on behalf of another person, or for oneself, due to use or abuse of alcohol or drugs will not be subject to disciplinary action for the following conduct violation(s) only: use, possession, or distribution of alcoholic beverages and drugs. There is no limit to the number of times a student can call on behalf of someone else who needs medical attention and be immune from these specific Code violations. The College will not notify Providence Police of the incident as a result of a call for medical attention unless Providence Police assistance is needed to address other criminal activity; including the sale of

an illegal drug and/or the possession of a large quantity of illegal drugs. In that event, the College's caller amnesty policy does not preclude law enforcement authorities from making alcohol and drug related arrests or filing criminal charges.

If a student, or student group, calls on behalf of another student, that student/group is required to remain with the student experiencing the emergency until medical attention arrives. The Medical Amnesty Policy will not be granted to students who are confronted by College personnel prior to the request for medical assistance.

The student needing medical assistance will be required to meet with the dean of students, or designee, and may be expected to participate in an alcohol/drug education program and/or referral for assessment. The policy also does not preclude the College from contacting the student's parent(s) or guardian(s). The student will also be responsible for the costs associated with a hospital transport, treatment, assessment, or property damages.

In cases where extreme or repeat violations of the Code of Conduct occur, the dean of students will determine if interim measures and/or disciplinary action are required out of concern for the safety and welfare of the student and the College community.

### **Hospital Transports**

In the event a College official in his/her official capacity and at his/her sole discretion believes a student requires medical assessment and/or transportation to a hospital due to alcohol consumption, emergency medical technicians (EMTs) or other medical professional(s) will be summoned to evaluate the student. Students determined to need medical attention for intoxication by an EMT or other medical professional will be transported to an area hospital with or without that student's consent.

Any student transported to a hospital due to alcohol consumption from the College campus or a College-sponsored activity/event is required to:

- Meet with an on-call administrator upon return to campus from the hospital,
- Pay for the cost of the ambulance transport and other related costs,
- Participate in an appropriate alcohol education program as determined by the Office of Community Standards,
- Meet with a representative from the Personal Counseling Center, and
- Go home with a parent or guardian the following weekend.

In addition, any student transported to a hospital for intoxication will:

- Participate in an Office of Community Standards Hearing and receive additional sanctions as appropriate.
- Have his/her parent/guardian notified.

***For more detailed alcohol policy information please refer to the Code of Conduct located under the Student Responsibilities section of the Student Handbook.***

### **Drugs: Policy, and Possession, Use, Distribution and/or Sale**

The possession, use, distribution and/or sale of any illegal drug, and the misuse of prescription drugs, are violations of federal and state law and College policy. The College cooperates with federal, state and local law enforcement investigations and efforts aimed at controlling the possession, use, distribution and sale of illegal drugs, including the non-medical use, sale or distribution of prescription drugs. By law, use of prescription drugs is limited to those for whom the prescription has been issued.

Any student using, dealing, selling, or distributing illegal drugs on campus or off campus may be dismissed from the College pursuant to the College's disciplinary procedures. The possession, use, or distribution of drug paraphernalia (e.g., pipes, glassware, and other items) is strictly forbidden. For purposes of any disciplinary hearing, the College will conclude that a student is dealing in drugs if the student is found to have possessed a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of these illegal drugs. Judgments with respect to quantity will be made concerning any other illegal drugs. The College may be obligated to notify law enforcement authorities for drug violations on campus.

***For more detailed drug policy information please refer to the Code of Conduct located under the Student Responsibilities section of the Student Handbook.***

### **Education, Intervention, Prevention, and Support Services**

Providence College supports students through education, intervention, prevention and support services designed to promote safe and responsible decisions/behaviors and address the individual needs of students. The Personal Counseling Center offers individual assessment, counseling and/or treatment referrals to students. Additionally, the College offers a multilevel educational program designed to meet the individual needs of students, including those who make high-risk choices around alcohol and other drug use. Students may refer themselves to these programs by contacting the Personal Counseling Center. Students also may be referred by another member of the PC community or mandated to participate through the Office of Community Standards.

### **College Media**

The College recognizes the value of student media and publications as part of the atmosphere of free and responsible discussion and, in fostering that goal, funds those vehicles. As publisher and manager, the College grants to the student editors, editorial boards, and road cast managers the freedom to develop their own editorial and news coverage policies. While granting this freedom, however, the College reserves the right to limit editorial discretion in areas which compromise the values of the College or which may subject the College to potential legal liability. Specifically, the College reserves the right to exclude advertisements in College media and publications, including, among others, advertisements for abortion services, research papers or research assistance services, or advertisements paid through an exchange for goods or services other than cash.



### **Communication and Notification**

Electronic mail (e-mail) is the official and universal method of communication and notification from College officials to the entire student body and individual students. Therefore, students are expected to check their College e-mail accounts on a regular basis. In addition, in an emergency or an urgent matter, the College may need to contact students via telephone; therefore, students who live on campus must check their voicemail on a regular basis and students who live off campus must provide a current telephone number to the College.

Students must check their Friar Boxes on a regular basis as the College may also communicate with students via Friar Box. College departments or offices mailing in bulk to students via their Friar Boxes must supply the necessary personnel to place the material in the mailboxes. All items to be delivered to specific mailboxes must be addressed and in post office box sequence by the sender.

### **Confidentiality of Student Educational Records**

The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended, is a federal law governing the privacy of personally identifiable information in student educational records that provides specific rights to students with respect to those records. A student is any person who attends or has attended the College. Education records are any records (in handwriting, print, tapes, film, computer or other medium) maintained by the College or an agent of the College that are directly related to the student. Education records include financial aid, academic, disciplinary and health records, and other personally identifiable information.

The Student Health Center maintains health records for each full-time undergraduate student and these records become part of his/her educational record. Although the federal Health Insurance Portability and Accountability Act ("HIPAA") does not apply to these records, the Health Center is guided by HIPAA's high standards for preserving privacy and will not permit access to personal health information ("PHI") without proper authorization. Education records, including records that contain PHI, are covered by FERPA's privacy rules. The general privacy rights under HIPAA and FERPA are similar; thus, there is no fundamental conflict between the two laws with respect to the privacy of education records.

A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool, is not an educational record. Grades on peer-graded tests or assignments before they are collected and recorded by a faculty member are not educational records. A record created and maintained by the Department of Public Safety for law enforcement purposes is not an educational record. An employment record of a person whose employment is not contingent on the fact that he or she is a student is not an educational record. A record made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment is not an educational record (other laws protect the confidentiality of medical or treatment records).

An alumni record that contains information about a student after he or she is no longer in attendance at the College and that does not relate to the person as a student is not an educational record.

A student has the following rights: to inspect and review his or her educational records; to request an amendment to a record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA; to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. In accordance with FERPA, the College provides annual notice to students regarding these rights.

The College's policy is to release information from a student's educational record directly, and only, to that student. There are a number of exceptions to this non-disclosure policy, including one for health or safety emergencies. The law permits the College to disclose otherwise private and confidential information from an education record to appropriate parties in an emergency situation if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Appropriate parties may include school officials, parents, law enforcement authorities, emergency responders, public health officials, medical personnel and other members of the community.

The College is permitted, with or without a student's consent, to inform parents when their student has violated any law or College policy regarding the use or possession of alcohol or a controlled substance if the student is not yet 21 years of age. The College is permitted to disclose to anyone the final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or a non-forcible sex offense if it is determined that the student committed a violation of the College's own rules or policies with respect to such crime or offense. In any disciplinary proceeding alleging a crime of violence or non-forcible sex offense, both the accuser and the accused will be informed of the final results and any sanction imposed against the accused.

The College is permitted to disclose any and all education records, including disciplinary records, to another institution at which a student seeks or intends to enroll if that information is related to the student's enrollment or transfer; this includes but is not limited to updated or corrected information.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Public Safety staff and Student Health Center staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an

official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the educational record if the official needs to review the record in order to fulfill his or her job-related responsibilities.

Disclosure without consent is permitted when the College is returning records to the apparent creator (e.g., of a transcript or letter) to verify authenticity. Disclosure without consent is permitted to comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena prior to release unless the subpoena specifies that notice is prohibited. Disclosure without consent is permitted to lending institutions in connection with an application for or receipt of financial aid. Disclosure without consent is permitted to Veterans Administration officials.

A student has the right to block the release of directory information. Directory information is student data not generally considered harmful or an invasion of privacy if disclosed; the College, at its discretion, may release directory information. Currently, directory information is limited to the following: name; address (local and permanent); telephone listing (local and permanent); e-mail address; date and place of birth; major field of study; class year; participation in officially recognized activities and sports; height/weight of members of athletic teams; enrollment status (e.g., full-time or part-time); dates of attendance; degrees and awards received; and previous education institutions attended. A student may, to the extent permitted by FERPA, block the release of directory information by filing timely, written notice with the Office of Enrollment Services.

All personally identifiable information not included as directory information is confidential. That information includes, but is not limited to, the following: name of a student's parent(s) or other family members; address of a student's family; a personal identifier such as social security number or student number; race/ethnicity; gender; a list of personal characteristics; academic evaluations and grades; transcripts and other academic records; scores on tests required for a new student; and a student's class schedule.

If a student wishes to authorize disclosure of confidential information to parents/guardians or any other designated individual, institution or entity, a Release of Information Authorization Form must be filed with the Office of Enrollment Services, Harkins Hall, Room 310.

Once the appropriate written authorization by the student is received in this office, designated individuals may be informed of the student's status at Providence College with respect to grades, academic standing, and financial obligations; this authorization remains in effect for as long as the student is enrolled at the College. If at any time after submission of the form the student wishes to revoke consent or modify the list of individuals, institutions or entities authorized to receive confidential information, a new authorization form must be completed and submitted to the Office of Enrollment Services.

Students may obtain more detailed information about FERPA, including the procedures for exercising their rights, in the Office of Enrollment Services, Harkins Hall, Room 310.

Complaints concerning alleged failures by the College to comply with the requirements of FERPA may be filed with the U.S. Department of Education. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC, 20202-4605

### **Copyright Policy**

The federal Copyright Law (Title 17, United State Code, Section 101 and following) requires all members of the Providence College community to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights. Copyright Guidelines have been developed to assist members of the community to comply with federal copyright law. Members of the Providence College community are expected to become familiar with these Copyright Guidelines, to act with careful consideration of their requirements, and to seek assistance whenever necessary and as directed.

Willful disregard of Providence College's Copyright Policy by members of the community may result in personal liability in the event that legal action is taken against them. Further, the College may refuse to defend employees named in a court suit and employees may be personally liable for any damages incurred as a result of the copyright violation.

Please refer to the Phillips Memorial Library's website for the Guidelines and other resources focused on copyright law and higher education: [www.providence.edu/library/research](http://www.providence.edu/library/research).

### **Disabilities Services and Policies**

Providence College helps students with disabilities to access the College's educational programs and activities, including but not limited to its living spaces, classrooms, air conditioned rooms, special dining options, priority scheduling, and recreational activities. Specially equipped residence hall rooms and additional rooms in the apartment complex for upperclassmen are provided for those students who need them. Accommodations for transportation to off-campus College-related events may be arranged 3-5 days in advance through the Transportation Office. Academic support services are also available to persons with disabilities through the Office of Academic Services.

The College provides services to students in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and relevant Rhode Island law. To protect the interests of students who are entitled to reasonable accommodations based on

their disability, the College has established Student Procedures for ADA/504 Grievance Resolution:

Any student with a documented disability who believes he or she has been discriminated against on the basis of that disability may use this process to file a grievance with the College. The following process is designed to help the student and the College reach an understanding of the situation and resolve any differences in as cooperative, respectful and timely a manner as possible.

#### 1. Informal attempt to resolve

A student who has a grievance with a College employee (staff/faculty/administrator) is encouraged to first attempt to resolve the matter by meeting with that individual. The purpose of the meeting is to reach a mutual understanding of the student's situation and the employee's actions. The student has five (5) business days from the date of the action being aggrieved, or the date the student learns of the aggrieved action, to initiate this discussion.

If the meeting with the allegedly non-compliant employee proves unsatisfactory, or if it is impractical to consult with that individual, the student should seek the assistance of the employee's supervisor within ten (10) calendar days of the aggrieved action. The purpose of this interaction is for the supervisor to attempt to work with both parties to reach a resolution.

It is strongly recommended the student keep a written record/log of all attempts to reach resolution of the problem.

#### 2. Formal attempt to resolve

If a satisfactory resolution is not reached after the above informal attempts to resolve are made, or if the student chooses to bypass the above informal steps, the student may file a formal complaint in writing with the chairperson of the College's Disability Services Committee. A formal complaint should be submitted as soon as possible, but certainly within a reasonable amount of time after the problem occurred.

The written complaint should be as complete and factual as possible, citing the date and time of occurrence, the precise nature of the problem, and the desired outcome or relief. The written complaint should also specifically reference attempts made to resolve the problem, including the dates of any meetings held.

Within five (5) business days of receipt of the formal complaint, the Disability Services Committee will convene. The Committee will review written submissions and provide the student with an opportunity to present his/her complaint. The Committee may interview the person(s) against whom the complaint is made as well as other members of the College community as deemed necessary. Every reasonable effort will be made to preserve confidentiality to the extent possible. Members of the College community asked to provide information are mandated to cooperate with the Committee.

The hearing will be closed to persons other than those who are directly involved. However, the student who has filed the complaint may be accompanied by an advisor who is a member of the faculty, staff, or administration. Advisors may not be attorneys, and certain employees may be precluded from serving as advisors. The advisor's role is limited to providing support and consultation; the advisor may not actively participate in the hearing.

Within five (5) business days of the conclusion of the hearing, the Committee will submit its recommendation in writing to the appropriate divisional vice president. Within five (5) business days of receipt of the Committee's recommendation, the divisional vice president, who is not required to conduct a hearing and who may consider the matter on written submission, will issue a decision to the student and provide a copy of the decision to the Disability Services Committee chairperson.

If the student is not satisfied with the divisional vice president's decision, the student may, within five (5) business days, submit a written appeal to the College's executive vice president, who is not required to conduct a hearing and who may consider the matter on written submission. Within five (5) business days, the executive vice president will issue a decision to the student and provide a copy to the Disability Services Committee chairperson. The decision of the executive vice president is final.

The above procedural steps do not limit the student or any of the College community members directly involved with the problem from attempting to resolve the matter at any time during the formal complaint process. The time frames listed above may be adjusted for compelling reasons with explanation and notification to the student (i.e.: essential individuals and/or information are not readily available).

Use of this grievance procedure does not limit an individual's pursuit of other remedies, including the right to pursue a complaint with the U.S. Department of Education, Office of Civil Rights. Visit the following webpage: [www.ed.gov/about/offices/list/ocr/ga-complaints.html](http://www.ed.gov/about/offices/list/ocr/ga-complaints.html) or call: 1-800-421-3481.

### **Electronic Mail (E-mail) Policy**

1. Mailings are only allowed by College units (departments, programs, administrative offices, student organizations, and committees) must be directly related to the unit's mission, and must be authorized by the unit supervisor, chair, or administrator.
2. All student e-mail requests will be forwarded to the vice president for student affairs, or his/her designee, for approval.
3. Messages can only be for informational purposes and not of a personal, recreational, commercial, or classified nature.
4. All student listserv messages are distributed as part of the Morning Mail, and must be submitted by 4pm on the day prior.

5. Sponsoring units may submit no more than 2 email requests per event/announcement.
6. The message must contain the sponsoring unit's name and a representative's contact information.
7. The submission needs to specify the intended audience (faculty, staff, or students by graduation year).
8. Emergency messages will be broadcast to all users without the use of a listserv.
9. The method of distribution for the broadcast messages will be up to the discretion of the system administrator.

## **Fundraising and Sales**

### *Fundraising Policy*

Students and student organizations are encouraged to conduct fundraising to supplement costs associated with managing their organization, academic class projects, and/or running programs/events. Fundraising must not negatively impact the College or the community and must not interfere with the College's own development activities. In light of these concerns, the College requires that all fundraising be approved by the assistant vice president for business services and the Office of Student Activities & Cultural Programming by completing and submitting the applicable forms (below). Forms must be submitted at least two weeks before the event and before any advertisement and/or purchases are made.

Academic Course Event Form:

<https://www.providence.edu/Student-Activities/Pages/academic-event-form>

Donation Collection Form:

<https://www.providence.edu/Student-Activities/Pages/goods-collection>

Fundraising Form:

<https://www.providence.edu/Student-Activities/Pages/fundraising-form>

When fundraising, students must never keep funds in club/organization offices or their personal rooms; rather, students should bring it to the Student Activities & Cultural Programming Office to be secured or the Office of the Dean of Students to be deposited into an agency account.

Refer to the Student Activities & Cultural Programming Office's [\*Successful Event Planning Handbook\*](#) on the MyPC Portal for a list of student fundraising policies and procedures.

### *Sales Representatives and Vendors*

A sales representative (student or non-student) who wishes to solicit on campus, including on college administered social media sites, must have approval in writing from the assistant vice president for business services. Solicitation and the sale of items in the residence halls, in addition to meeting all of the following requirements, must be explicitly permitted by the director of residence life.

Recognized Providence College organizations desiring to sell goods or services on campus to the College community may be permitted to do so under the following guidelines:

- items offered for sale are not in competition with the College;
- profits from such sales must revert to the organization; no one may sell items for personal gain;
- vendor permits must be obtained and displayed.

Since selling goods or services of any kind is a business enterprise, any and all exceptions to the above must be explicitly permitted by the vice president for business services. Such permission should not be granted without consultation with the administrative officer under whose jurisdiction the one seeking permission falls and unless a genuine service is provided to the College community that the College itself is not able or willing to provide.

### **Anti-Harassment Policy**

As a Catholic institution of higher learning, Providence College is committed to maintaining an environment in which all students, staff and faculty are treated with dignity and respect as created in the image and likeness of God. Discriminatory harassment is unwelcome conduct that unreasonably interferes with a person's ability to work or learn because it creates an intimidating or hostile environment for individuals or groups based on their status; i.e., the conduct is accompanied by demeaning expressions concerning the race, gender, age, religion, veteran status, sexual orientation, national origin, ethnicity, or disability of the victim(s). It can include unwelcome verbal, written, graphic, and/or physical conduct directed at one or more members of a targeted group, such as epithets, slurs, negative stereotyping, and threatened or actual physical assault or harm. The College's anti-harassment policy applies to all students, faculty and staff in both on and off-campus College-sponsored programs and activities. The College does not tolerate such misconduct and anyone who engages in this behavior may be subject to disciplinary procedures.

Providence College does not discriminate on the basis of sex in its educational programs and activities in accordance with Title IX. Sexual harassment and sexual violence are types of sex discrimination and sex discrimination is illegal. Sexual harassment is unwelcome behavior of a sexual nature, or gender-based, that is severe or pervasive, and that creates a hostile or abusive learning, working or living environment, thereby unreasonably interfering with a person's ability to learn or work. This type of behavior may occur between or among peers, and may be directed to persons of the opposite or same sex as that of the harasser. It is not possible to list all circumstances that might constitute sexual harassment. Examples include: unwelcome sexual innuendo, comments and sexual teasing; visual display or transmission of degrading sexual images; the hostile use of sexually derogatory terms, jokes, and graffiti; intrusive sexually explicit questions or story-telling; spreading sexual rumors or rating others as to sexual activity or performance; stalking; sexual extortion; and attempted or actual sexual assault or violence. (Also, please refer to the [Sexual Misconduct Policy](#).)



The higher-education academic, educational, and research settings necessarily accommodate themes, topics, and material that are germane to the subject matter and that, in others settings, may not be appropriate. Policies forbidding harassment do not threaten such academic freedoms.

All harassment inquiries and complaints are taken seriously and handled in a confidential manner. Retaliatory behavior is prohibited. A copy of the Anti-Harassment Policy and Grievance Procedures, including a list of resources, is available at <http://www.providence.edu/STUDENT-AFFAIRS/Pages/Student-Handbook.aspx>.

### *Bias Incident or Hate Crime*

Providence College strongly encourages campus community members to take an active role in reporting bias incidents and hate crimes in order to ensure that the College remains an inclusive and welcoming campus. Such incidents may be targeted at specific individuals, but they also can affect an entire group or community. This type of behavior violates the College's Anti-Harassment Policy and also may be prohibited by other policies and codes of conduct.

A bias incident is an incident of verbal or non-verbal conduct or behavior directed to an individual or group, based on the individual or group's race, religion, ethnicity or national origin, age, gender, sexual orientation, or disability, that is threatening, harassing, intimidating, discriminatory, or hostile. Please be aware that just because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a bias-related incident. Providence College values freedom of expression and the open exchange of ideas in discourse.

A hate crime, generally, refers to a crime committed not out of animosity toward a victim as an individual, but out of hostility toward the group to which the victim belongs. Rhode Island General Laws, section 42-28-46, defines a hate crime as "any crime motivated by bigotry and bias including, but not limited to, threatened, attempted, or completed acts that appear after investigation to have been motivated by racial, religious, ethnic, sexual orientation, gender, or disability prejudice." The Rhode Island Hate Crimes Sentencing Act (section 12-19-38) provides enhanced penalties when a person has been convicted of a crime in which he or she selected the victim or selected the property that is damaged because of the "hatred or animus toward the actual or perceived disability, religion, color, race, national origin or ancestry, sexual orientation, or gender" of the victim, owner, or occupant of the property.

A bias incident or hate crime causes a unique – and often more severe – type of harm as compared to other improper acts or crimes because the attack is based on the victim's membership in a group as opposed to the victim's individual traits or actual behavior. It is common for victims to be affected as follows: feeling fearful, helpless, and vulnerable, with a diminished sense of self-worth, for an extended period of time; feeling the need to retaliate against a member of the group represented by the perpetrator; and, experiencing severe emotional and psychological problems.

The College is currently developing a Bias Response Protocol (BRP) to provide a framework to organize and implement a comprehensive and timely response to bias-related incidents on campus. Implemented by the Bias Response Team (BRT), the Bias Response Protocol will allow the College to develop timely, collaborative responses to bias-related incidents, providing support to both alleged victims and alleged perpetrators of bias-incidents, and promoting a climate of respect and positive sense of community. During this time, all bias-related incidents should be reported to the dean of students, the chief diversity officer, the associate vice president of human resources, or the director of safety & security.

### *Sexual Misconduct Policy*

Sexual misconduct in all forms violates the sanctity of the human body, mind, and spirit and will not be tolerated within our community. All forms of sexual misconduct, sexual exploitation and sexual harassment are forbidden.

Sexual misconduct is one of the most serious violations of the College's Code of Student Conduct for its students and some forms of sexual misconduct constitute violations of civil and criminal law. Students are expected to be aware of and abide by this policy. It is available at <http://www.providence.edu/student-affairs/Documents/sexual-misconduct-policy.pdf>. The policy includes definitions of prohibited behavior, reporting procedures, and resources and services.

### **Hazing Policy**

Consistent with Rhode Island law, athletic conference guidelines and national fraternal policies, hazing is prohibited at Providence College. The term "hazing" means any act that, as an explicit or implicit condition for initiation to, affiliation with, or continued membership in, a team, club, group, or organization, could be assessed by a reasonable person as creating an undue risk of danger to a person's physical or mental health via, for example, humiliating, intimidating, or demeaning treatment; consumption of alcohol, drugs, or other substances; or other violations of College policy. A claim that one or more student participants in the activity did so voluntarily and/or were given an opportunity to opt-out of participation at any time are not viable defenses to a charge of hazing.

It is not possible to list all circumstances that might constitute hazing; however, the following examples should inform students as to the general types of unacceptable behavior that will not be tolerated at Providence College: forcing or coercing someone to consume food, alcohol, other drugs or other substances; forcing or coercing someone to publicly wear apparel that is conspicuous and outside the norm of what is considered to be in good taste, or engaging in public stunts and buffoonery or degrading or humiliating games or activities; whipping, paddling, branding, striking, tattooing, piercing someone's body; exposing someone to extreme weather conditions; depriving someone of sleep/rest or disturbing someone's sleep during normal rest hours; isolating or confining someone in a small space; forcing or coercing someone to engage in physical activity that is likely to create a risk of harm, or that adversely affects someone's health or safety; forcing or coercing someone to participate in pranks such as stealing from or harassing another organization, or theft or vandalism of College property or

personal property; ridiculing, yelling, screaming or cursing at new members; any other activities that are not consistent with state law, the College's mission, or the educational process.

There are many activities in which members of student groups may voluntarily participate that foster camaraderie and team-building, promote unity and a sense of belonging, and build self-confidence and self-esteem. Examples of such activities include: attending pre-season or organizational training sessions; administering supervised testing for skills, endurance, or performance; sponsoring a skit night; wearing appropriate, similar clothing as a symbol of unity; performing community service; completing a ropes course; and participating in a supervised group trip. Hazing shall not include any activity or conduct that furthers the mission of Providence College or military training (ROTC) program goals, provided that these goals, as well as the activity and conduct in support of these goals, are deemed appropriate and approved by the College.

If a student (leader, captain, organizer, or participant) is unclear as to whether a particular activity or certain behavior would constitute a violation of the College's hazing policy, the student, prior to authorizing, organizing or engaging in the activity, should consult with an administrator. Community members who have experienced hazing or have information about a possible hazing incident should report the activity to the Department of Public Safety, the dean of students, the director of athletics or club and recreational sports, executive associate athletic director/SWA, the dean of residence life, or the director of Student Activities & Cultural Programming. All reports will be taken seriously and investigated promptly. Retaliation and reprisals against persons who file a report or who cooperate with an investigation of hazing are prohibited. When evidence of retaliatory behavior exists, the person or persons responsible will be subject to appropriate and immediate disciplinary action. In addition to disciplinary action imposed by the College, teams, clubs, and organizations may be subject to additional sanctions imposed by their respective governing bodies or conferences. Persons who violate Rhode Island law (R.I.G.L. § 11-21-1) may receive sanctions consisting of a fine and/or incarceration.

### **Health Insurance Policy**

The College is committed to meeting the medical needs of its students by requiring that all students be enrolled in a comprehensive health insurance plan. The College provides a medical insurance plan that all students will automatically be enrolled in. If a student has comparable insurance that covers them in Rhode Island, they can waive the College insurance by providing proof of their insurance plan via an on-line process. Unless the insurance is waived on-line, students will automatically be enrolled and billed for the College plan. All International students are required to have the College insurance.

Questions regarding the College medical insurance plan are handled through the Bursar's Office (401-865-2284.)

### **Leave of Absence for Behavior that Poses Significant Safety Risks**

Providence College is committed to providing a healthy, safe and supportive environment for students to help them achieve their best, from a holistic viewpoint, at every important stage of

their college years. The College hopes to be able to assist students to further develop self-awareness and to address certain problems that may impede their ability to take full advantage of the College's academic and other programs and activities. Sometimes, however, particular behavior may be of such a concern to the College that the student may have to take a temporary leave of absence in order for the behavior to be adequately addressed.

In this light, students who exhibit behavior that poses a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, procedures, or by the provision of auxiliary aids or services, may be required to take an involuntary leave of absence from the College. Involuntary leaves of absence are imposed only in extreme circumstances. At the discretion of the associate vice president for student affairs/dean of students, parents/guardians may be notified under such circumstances.

The associate vice president for student affairs/dean of students will ultimately make determinations as to whether a leave is necessary. Time frames with respect to the beginning and ending of the involuntary leave will be determined on a case-by-case basis. At the conclusion of the involuntary leave of absence, the student must present sufficient documentation to the associate vice president for student affairs/dean of students that the student's problems no longer preclude safe attendance at the College and that the student is ready and able to be readmitted to the College.

The associate vice president/dean of students reserves the right to obtain an independent medical evaluation prior to authorizing the student's return. When a student returns to the College, reasonable behavioral and/or treatment conditions for continued residence and/or enrollment may be issued by the College depending on the specific circumstances.

Students who exhibit behavior that poses a significant risk to the health or safety of others that cannot be eliminated by one or more reasonable accommodations may decide that it is in their best interest to take a voluntary leave of absence from the College. With respect to returning to the College, the College will work with them in the same manner as described above for involuntary leaves to effectuate a safe and healthy return.

#### *Campus Assessment Response Evaluation (CARE): Early Intervention and Support for Students of Concern*

The Office of the Dean of Students encourages members of the College community to share concerns about student behaviors. If a person recognizes signs of distress or observes disruptive behavior, he or she can submit an email to the dean of students. All emergency situations must be reported immediately to the Department of Public Safety at 865-2222.

The dean's office will reach out to the student to offer support and connect him or her with appropriate resources on campus or in the community. Students with significant or complex behavioral, emotional, social, academic or medical concerns will be referred to the CARE Team in the Office of the Dean of Students. Using an interdisciplinary case management approach, the CARE Team develops intervention plans for students and monitors their status.

The Office of the Dean of Students will acknowledge receipt of all reports and may contact the reporter to obtain additional information. The office will contact the reporter when the situation is addressed. The Office of the Dean of Students may be contacted at any time with questions about how a report is being handled.

### **Health Records**

*(See Confidentiality of Student Educational Records)*

### **Mail Services**

The College is served by both a branch of the U.S. Post Office and by its own interoffice mail service.

U.S. Post Office - Friar Station, Raymond Hall, 865-2447

Hours: Monday through Friday noon to 3:15 p.m.; Saturday and Sunday closed.

Student Mailboxes - Raymond Hall, 865-2035

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

Winter Break Hours: 8:00 a.m. to 6:00 p.m.

Students retain the same mailbox throughout their stay at the College. All full-time students are assigned a box and combination. Your student mailbox is used as a form of communication by the College. For this reason, it is expected that each student attend to his/her mailbox a minimum of once a week. Mailboxes must be kept empty to insure delivery of mail to that box.

### *Overnight Mail Services*

All overnight-type mail deliveries, such as Federal Express, Airborne Express, etc., will be delivered to the Providence College Mail Room, Raymond Hall, Monday through Friday, from 8:30 a.m. to 4:30 p.m. E-mails will be sent from Mail Services Monday through Friday for packages received there.

Saturday deliveries will be made to the Department of Public Safety. Personnel from the Department of Public Safety will call the addressee or department as soon as possible after receiving the mail. The addressee will then be responsible for picking up and signing for the material. Packages may be picked up at the Mail Room, Raymond Hall, with proper ID.

### *Non-Official Campus Mail*

Students are prohibited from inserting materials into student mailboxes without explicit permission from the Office of the Vice President for Student Affairs. Only Mail Room personnel are permitted in the Mail Room. They will deliver a reasonable quantity of bulk mail. All items to be delivered must be addressed and arranged in post office box sequence by the sender. Whenever exceptions to the above are made, others will be permitted in the Mail Room only during the hours that Mail Room personnel are present and only after having obtained permission from the Office of the Vice President for Student Affairs. In order not to interfere with the work of Mail Room personnel, this permission will usually be subject to Mail Room availability.

## **Motor Vehicle Regulations**

### *Introduction*

Parking and operating a motor vehicle on the campus of Providence College is a privilege, not a right, and constitutes acceptance by the individual of the responsibility to ensure that his or her vehicle is neither parked nor operated in violation of any College regulation nor motor vehicle or traffic regulation of the State of Rhode Island.

All students and their visitors to the Providence College campus operating or parking a vehicle are responsible for familiarizing themselves with and understanding all motor vehicle and traffic regulations as established by the Department of Public Safety. The College reserves the right to revoke parking privileges at any time and without prior notice.

The College assumes no responsibility for loss or theft of, damage to, or property missing from vehicles while parked or operated on the Providence College campus.

### *Registration of Motor Vehicles*

All motor vehicles to be operated or parked on campus must be registered with the Department of Public Safety by completing the proper registration form. All applicants for a campus parking and operating permit must present a valid College ID card, driver's license, state registration certificate, and proof of minimum liability insurance required by the state in which the vehicle is registered. (The College requires each student to have liability insurance in amounts set by the College. Registering of a motor vehicle by a person not eligible to do so or authorizing another person to register a vehicle in order to evade or circumvent any of the restrictions, limitations, or provisions of these motor vehicle and traffic regulations is prohibited.

All juniors and seniors are eligible to park on campus if they are a campus resident, but only after applying for and receiving a parking sticker. Parking stickers are valid for the academic school year. A valid parking sticker allows a student to park on campus, but does not guarantee a parking space.

Eligible students are able to register online on/or about May 1<sup>st</sup> of every year, for parking stickers for the next academic year. All mandatory fields must be completed so that the application process can successfully proceed. Applicants should print and retain the voucher (final page in application process) for their records. The fee is \$0-200.00. Parking permits will be mailed to their Friar Box.

Permits must be placed on the lower left part of the driver's side windshield. The permit is not to be removed or transferred. A replacement sticker may be obtained for a newly purchased vehicle or a replacement windshield at the Department of Public Safety.

All commuter students are eligible to park on campus at no cost, but only after applying for and receiving a parking permit. Commuters are those students living more than 1/2 mile away from the borders of the campus.

Off- campus students may now start to apply for a parking AFTER HOURS permit/sticker. This permit must be affixed to your vehicle before you will be allowed to park on campus during the authorized parking hours.

Monday - Friday: From 4:30 pm until 2:00 am

Saturday - Sunday: From 4:30 pm until 2:00 am

Motorcycles, motorbikes, and similar motor vehicles may not be operated or parked on the interior of the campus at any time. Such vehicles must be parked in the assigned area of Parking Lot R at the Huxley Avenue Gate. Snowmobiles, skateboards, and rollerblades are prohibited.

#### *Permit/Decal*

A permit/decal allows the possessor to park on campus but does not guarantee a parking space. Student permits/decals must be affixed to the windshield, on the inside lower left hand corner (driver's side lower left-hand corner) at all times. Permits/decals not properly affixed to the vehicle will be considered invalid. Displaying a stolen, altered, counterfeit, or improperly obtained decal or permit is prohibited.

Permits/decals are not transferable. The Department of Public Safety must be notified within two business days of any change of vehicle, state registration plate, or any other information pertinent to motor vehicle registration. Improper use or display of a permit/decal will be treated as a possessory violation under these regulations.

#### *On-Campus Parking Policy*

Freshmen and sophomores are not granted on-campus parking privileges. The Department of Public Safety issues color-coded parking permits/decals that correspond to a designated parking area. Anyone issued a parking permit/decal is responsible for parking in an approved space in the area designated by his or her permit/decal. The driver of any vehicle found parked in an area that does not correspond to the parking permit/decal will be issued a parking violation.

The following parking areas and roadways will be continually monitored to ensure safe passage for emergency vehicles: Harkins Hall, Albertus Magnus, Phillips Memorial Library, Priory, Slavin/Concannon/Peterson, Raymond Hall, Aquinas Circle, Grotto Lane, Feinstein Academic Center, Hunt-Cavanagh, St. Dominic Hall, and St. Dominic Chapel. Vehicles parked illegally in any of these areas may be towed.

### *Parking for Persons with Handicaps*

Whether permanent or temporary, accessible parking for people with handicaps is available in many campus lots. State-issued handicapped stickers and license plates, displayed with a valid College permit, will be honored in these areas.

### *Parking Violations*

Campus public safety personnel are authorized and directed to enforce all campus parking regulations and issue parking tickets to the driver of a vehicle violating the parking policy. The fine levied with the issuance of each parking ticket must be paid to the Department of Public Safety within seven (7) working days after the ticket is issued. Parking privileges may be revoked for frequent violations or non-payment of fines.

Any vehicle parked on campus and found to have four or more outstanding violations is subject to being booted or towed. Students must report to the Department of Public Safety to settle their fines. Vehicles receiving multiple bootings may be subject to tow.

Parking violations include:

- Parking in a designated fire lane
- Parking to block a fire hydrant
- Parking in any road or access way lacking marked parking spaces. (These are also considered fire lanes.)
- Parking so as to obstruct entrance into or exit from a building
- Parking in a posted reserved or assigned space
- Parking so as to impede the flow of traffic
- Parking in a designated handicapped space without the required state-issued permit and a valid College parking permit/decal
- Parking in any lot other than that authorized by the issued parking permit/decal
- Parking on a crosswalk
- Parking on a lawn or walkway
- Parking so as to occupy more than one parking space
- Parking in any marked “no parking” zone (other than those cited as major violations)
- Parking in any other area that has not been specifically designated for parking (other than those cited as major violations)



### *Snow Emergencies*

The director of the Physical Plant is authorized to restrict parking on the campus during a declared snow emergency so that snow removal operations are not impeded. The restrictions issued by the director of the Physical Plant are deemed part of these regulations.

### *Parking and Traffic Regulations*

Traffic and parking regulations are in effect 24 hours a day, 365 days a year. All laws of the State of Rhode Island governing the operation of motor vehicles are deemed to be regulations of the College as well. Drivers of all motor vehicles operating on the Providence College campus are required to allow pedestrians the right-of-way, to observe the posted speed limit of 15 miles per hour, and to obey all traffic and directional signs and the directions of public safety personnel. Driving on lawns, walkways, or any area not designated for vehicular traffic is prohibited.

### *Enforcement of Regulations*

Campus public safety personnel are authorized and directed to enforce all motor vehicle traffic and parking regulations contained herein and promulgated by the Department of Public Safety. Failure to comply with the directions of public safety personnel acting in the performance of their duties is a serious violation of College regulations. A campus public safety officer may require an owner, operator, or passenger of a motor vehicle to produce identification. Refusal to identify oneself is a serious violation of College regulations.

### *Penalties*

The privileges of registering, operating, or parking a motor vehicle on campus may be revoked or denied for major violations or for multiple minor violations of these regulations. Any vehicle violations may be referred to the appropriate administrative officer of the College who has jurisdiction over the offender. Students receiving more than seven (7) violations in one academic year will be referred to the Office of Community Standards. At that time, the privilege to retain a parking permit/decal will be reviewed. Such violations by visitors may be referred to the appropriate local authorities.

All members of the Providence College community and guests are reminded that traffic and parking regulations are for the benefit of all who enter the campus and continued disregard of the regulations will lead to the suspension or cancellation of the right to bring a vehicle to campus.

**Non-Smoking Policy**

The Rhode Island Public Health and Workplace Safety Act prohibits smoking in all enclosed public places within the state, including post-secondary education facilities (R.I.G.L. 23-20.10, et seq). Smoking is expressly prohibited in all College-owned and operated buildings and vehicles, including but not limited to residence facilities, suites and apartments, work spaces and offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways and stairwells, cafeterias, lounges, and restrooms. This non-smoking policy applies to faculty, staff, students, contractors, and visitors. Evidence of indoor smoking, including the ashes of cigarettes, cigars, pipes, or other smoking equipment or products, will result in disciplinary action.

Smoking outdoors is permitted in one of the College-designated smoking areas only. Receptacles for waste are provided in designated outdoor-smoking locations. For a list and map of designated outdoor smoking areas on campus, please visit the Department of Public Safety. Additionally, the sale and marketing of cigarettes and other tobacco products is prohibited on campus.

**Off-Campus Events**

Permission for off-campus social events must be granted by the Director of Student Activities and Cultural Programming. Residence hall organizations should obtain permission through the Office of Residence Life.

**Posting Policy**

Students may not post or distribute any signs, notices, flyers, leaflets or other correspondence or documents, without first receiving the express permission of the Student Activities & Cultural Programming office. Inserting materials into student mail boxes without permission from the Office of the Vice President for Student Affairs is also prohibited. Posting in Harkins Hall requires the prior permission of the Office of Enrollment Services.

All posted material must be affixed to approved and covered bulletin boards only; absolutely no posters, signs, notices, etc., may be affixed in any manner to walls, doors, windows or posts. Posters and signs advertising an event must bear the name of the sponsor and must be removed from bulletin boards within 24 hours after the event.

Students may not post materials in the residence halls, suites or apartment buildings without prior permission of the Office of Residence Life, or in Raymond Dining Hall without prior permission of the Office of Student Activities & Cultural Programming.

**Reservation of Facilities**

The use of all College facilities by students must be coordinated by the central reservationist. The central reservation office is located in Slavin 102, 865-2070. Reservation requests must be submitted online through the College's MyPC portal [Central Reservations/25Live](#) page.

**Sexual Misconduct Policy** (*See policy information following Anti-Harassment Policy*)

**Sports Activities**

To protect the grounds, sports activities are not permitted on the quadrangle or any grassed area adjacent to campus buildings. Instead, East Campus fields should be scheduled for this purpose. Students are expected to use care to avoid breaking windows or causing any other damage to College property. Charges for any property damage will be billed directly to the student(s) responsible. Arrangements and permission for the use of a specific field must be obtained and coordinated through the assistant athletic director for facilities/game day management, 865-2034, or the director of intramural and recreational sports, 865-2338.

**Study Abroad Eligibility**

Providence College students are held to an institutional standard before being allowed to study abroad for credit.

See the [Study Abroad Eligibility Information](#) page for requirements.

**Telecommunications**

The Department of Information Technology, located in Accinno Hall, provides cost effective telephone, voice mail, and billing services to all faculty, staff, Dominican Friars and Sisters, and resident students. Each residence hall room contains one active telephone line, while all the apartments and suites contain one per bedroom.

On-campus students utilize voice mailboxes which work directly from their residence hall telephone number. Non-resident students can also obtain a voice messaging mailbox at no charge. Off-campus students use the voice mail system as a means of communication with their professors, as well as obtaining information pertinent to student activities.

**Transportation and Travel to Events and Activities; Participation in Events and Activities**

Driving to events and activities, and transporting other students to these events and activities, will require waivers, insurance, and releases. Students assume all risks reasonably associated with this type of transportation, and the College assumes no responsibility or risk. Information concerning requirements for permission to transport students is available in the Student Activities and Cultural Programming Office.

Students who participate in trips conducted, sponsored, or organized by individuals or groups of students do so at their own risk.

Students who voluntarily participate in non-varsity athletic activities assume all risks reasonably associated with those activities. Students may participate in club and/or intramural sports program or activity provided they are enrolled in an appropriate health insurance program. Proof of insurance is absolutely required in all cases. In addition, students must sign a medical consent and insurance form prior to participating in any athletic program or activity.

### **Voice Messaging and Distribution of Voice Messages**

In order to utilize the voice mail system at Providence College in the most efficient and productive manner, the following policy for student distribution of messages will be in effect:

1. A recognized student group or organization only can initiate messages intended for student distribution.
2. All messages intended for student distribution must be of an urgent nature and of vital interest to the health, welfare, and safety of all students, or regarding a significant extracurricular activity.
3. Approval of distribution for these messages can be given only by the: vice president for student affairs; executive director of public safety; dean of residence life; and the director of Slavin Center.
4. The message must be: Clearly written on the REQUEST TO SEND STUDENT DISTRIBUTION VOICE MESSAGE form, which is available in the Office of the Vice President for Student Affairs, and less than 25 words long. (We reserve the right to edit all messages for clarity and simplicity.); signed by both the sponsor (indicating the sponsoring student organization) and the appropriate individual (listed in #3 above) approving the message; and mailed or hand delivered in its original form to the Department of Information Technology in Accinno Hall 115.
5. Unless the individual approving the messages determines that the message is of an emergency nature, it must be submitted at least 48 hours prior to distribution.
6. Except in emergency situations, no more than one (1) distribution message will be sent during any given 24-hour period.
7. Finally, to conserve system resources, we reserve the right to send the message during off-peak traffic hours.

### **Voter Registration**

Students may obtain information about voter registration and access voter registration forms at [www.providence.edu/enrollment-services/students/Pages/voter-registration.aspx](http://www.providence.edu/enrollment-services/students/Pages/voter-registration.aspx).

### **Web Page Policy**

In addition to any local, state, or federal laws regulating technology, the Usage Policy For Technology Resources (which immediately follows this section), and any relevant policies and guidelines contained within this Student Handbook, the following regulations apply to all students, and to all student clubs and organizations regarding the creation and maintenance of Web pages:

1. Any information provided about the College must be true and accurate.
2. All Web pages are expected to adhere to the standards established by the College, including design and presentation.
3. It is within the absolute discretion of the College to determine whether material is lewd, indecent, or obscene.
4. The College reserves the right to close down any Web page and/or require a page to be redesigned.
5. Solicitation of any services or products must follow the same procedures for solicitation as provided in this Handbook.

6. Design of any Web page must be approved by the vice president for student affairs.
7. These regulations are subject to revision by posting or published notice.
8. Violations of these policies may subject the individual or student organization to disciplinary action.

### **Usage Policy for Information Technology Resources**

Misuse or abuse of any computer, computer system, service, program, data, communication network, or campus technology resource is prohibited. Please refer to [Office of Information Security](#) webpage on the MyPC Portal for the Acceptable Use Policy (AUP).

## **C. Student Responsibilities: Standards of Conduct**

### **Office of Community Standards and Student Responsibilities**

The Office of Community Standards (OCS) supports our students' efforts to demonstrate strength of character, safe and productive behavior, and respect for all members of the Providence College community, its mission and the Code of Conduct. The Office of Community Standards achieves this through a commitment to education, meaningful dialogue, accountability and adherence to a disciplinary forum that is transparent, fair, and committed to student development.

Because we are a community committed to Dominican and Catholic ideals and to the growth and success of each individual, the standards established for members of the Providence College community exceed those within the society at large. The Code of Conduct goes beyond what is simply required for public order; it also incorporates what is good, just and developmentally appropriate for the individual and for the College community. In all cases, the Office of Community Standards is dedicated to its educational role of holding students fairly and appropriately accountable in order to prepare them to pursue lives of meaning and purpose.

### **Jurisdiction**

In accord with its educational mission, and Dominican and Catholic identity, Providence College has established standards of conduct to govern student behavior both on-campus and off-campus, including but not limited to behavior at College-sponsored activities and events. Each student is required to engage in responsible social conduct that reflects positive credit upon the College community and to model good citizenship in any community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, including conduct before classes begin or after classes end, as well as during the academic year and during periods between terms/semesters of actual enrollment. The Director of Community Standards shall decide whether the Code of Conduct shall be applied to behavior occurring off campus on a case-by-case basis. Additionally, conduct constituting a violation of city, state, or federal law may result in disciplinary action.

If an accused student fails to appear for a scheduled hearing, the hearing will be adjudicated *in absentia*. The College may decide not to stop or suspend misconduct proceedings against a

student who has withdrawn or taken a leave of absence from the College during the period of time in which a misconduct charge is pending.

A note to members of the Senior Class: Violations of any standard of conduct near or at the end of the academic year may result in a loss of privileges, including the ability to participate in senior-week events and activities, award ceremonies, and/or commencement exercises. Egregious violations may result in suspension, dismissal and/or the withholding of a diploma.

### **Code of Conduct and Community Standards**

The following types of misconduct, including attempts to commit such conduct, are violations of the Code of Conduct and are subject to the disciplinary sanctions outlined in this Handbook (NOTE, cases involving alleged sexual misconduct are subject to a different set of procedures outlined in "Sexual Misconduct or Relationship Violence Policy and Grievance Procedures."

<http://www.providence.edu/student-affairs/Documents/sexual-misconduct-policy.pdf>

**1) Abuse of the Student Conduct System.** Abuse of proceedings related to the conduct process, including but not limited to:

- a) Failure to obey a notice to appear for a meeting or hearing as part of the Student Conduct System.
- b) Falsification, distortion, or misrepresentation of information during a student conduct proceeding.
- c) Disruption of or interference with the orderly conduct of a student conduct proceeding.
- d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- e) Attempting to influence the impartiality of a student conduct hearing officer prior to, and/or during the course of, a student conduct proceeding.
- f) Harassment and/or intimidation of a member of a student conduct hearing prior to, and/or during the course of, a student conduct proceeding.
- g) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
- h) Failure to comply with any sanction imposed under the Code of Conduct.
- i) Making or filing a false report, known by the reporter to be false, of an offense under this code, local, state, or federal law.

**2) Abuse of the Information Technology Resources or Facilities.** Unauthorized access or use of computer equipment, networks, software, or data, including violation of the College's Information Technology Acceptable Use Policy.

**3) Aiding, Abetting, or Inciting.**

- a) Assisting or encouraging another person to engage in a violation of College policy, rule, or regulation.
- b) Failure to make an effort to discourage another person from violating a policy, rule, or regulation.
- c) Failure to report a violation about which a student has direct knowledge.

**4) Alcohol.** The College prohibits the unlawful and unauthorized possession, use, abuse, sale, or distribution of alcoholic beverages and paraphernalia. This prohibition includes, but is not limited to, the following:

**a)** Underage possession or consumption of alcohol anywhere on College property, at College-sponsored events, student organization/club/team events, or off-campus establishments.

**b)** The use, sale, possession, or distribution of alcohol by or to underage persons anywhere on College property or at College-sponsored events, or off-campus establishments.

**c)** The possession or consumption of alcohol in restricted areas or on city property, streets, and sidewalks. Regardless of age, no one may drink from or possess an *open container* of alcohol in restricted areas, city property (streets and sidewalks), or common areas on campus. Open containers of alcohol are prohibited on the streets of Providence and could result in arrests and legal action.

**d)** The sale, distribution or dispensing of alcohol without a permit in any premises, building, apartment, or other place used by any club, association, social, or organization to the members thereof, their guests, or other persons.

**e)** On-campus possession of hard liquor by any student of any age, with the limited exception of purchase and consumption of such beverages at McPhail's by those 21 years or older.

**f)** Intoxication, regardless of age, in public or private.

**g)** Encouraging or contributing to the intoxication of another person.

**h)** Operating a vehicle on campus or in the local community while under the influence of alcohol.

**i)** Excessive alcohol consumption requiring medical transport, and/or the consumption of alcohol while using prescription or over-the-counter medication where such alcohol-drug combinations are inadvisable such that medical transport is necessary.

**j)** The on-campus use or possession of paraphernalia specifically associated with the consumption of alcohol (e.g. funnels, beer-pong tables, shot glasses, any item associated with drinking games, etc.).

**k)** The possession by a student or students or student groups of central alcohol sources (including kegs, beer balls, punch bowls, etc.) on campus or at student organization events that occur either on campus or off campus. However, this policy *does not prohibit* a student over the age of 21 from possessing a common source container off campus as long as that student(s) is not in violation of other College policies or any law, regulation or ordinance.

**l)** The possession or storage of excessive amounts of alcohol on campus by students. An excessive amount of alcohol is defined as any amount in excess of six (6) standard drinks per person at any given time. One standard drink is equivalent to a 12 ounce beer or a 5 ounce glass of wine. Providence College reserves the right to limit and/or dispose of any excessive or unsafe amounts of alcohol at the discretion of College officials. This regulation is a limitation on possession and storage and in no way is meant to suggest that the consumption of 6 standard drinks or fewer during a single episode is safe, healthy, or appropriate.

**m)** The possession of alcoholic beverages in the following residence halls:

McDermott, Raymond, McVinney and Guzman as students living in these halls are all, or are nearly all, under the age of 21.

**n)** The possession, consumption, or storage of alcohol in common areas of individual suites and apartments by students age 21 years or older if any resident of the suite/apartment is under age 21.

**o)** The possession or consumption by students 21 or older of open containers of alcohol in the common areas of individual suites or apartments whenever guests/visitors under the age of 21 are present. Otherwise, students 21 years or older may possess, consume, and store alcohol in the privacy of their individual residence hall rooms except as prescribed by law or other policies in the Student Handbook.

**p)** Violation(s) of the regulations for Student Organization Events (refer to Student Activities section of Student Handbook).

**q)** The possession, distribution, use or consumption of powdered alcohol in any form at any location on or off campus.

**r)** Displaying alcohol containers (whether unopened, partially filled or empty) on campus including in residence hall rooms. It is a further violation of the Code of Conduct for underage students to possess or store empty alcohol containers anywhere on campus, including residence halls.

**s)** Hosting a guest, registered or unregistered, whose alcohol consumption requires medical transport, including the consumption of alcohol while using prescription or over-the-counter medicine where such alcohol-drug combinations are inadvisable.

Please refer to the General Policies section of the Student Handbook for more detailed information.

### **5) Disruptive or Disorderly Conduct; Breach of Peace.**

**a)** Disruption or obstruction of teaching, research.

**b)** Disruption of College-sponsored events or activities, including any functions on- or off-campus, or of other authorized non-College activities when such activities occur on College premises.

**c)** Disruption of normal College operations and/or infringement on the rights of other members of the College community.

**d)** Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

**e)** Any behavior resulting in the persistent interruption of a reasonable level of peace and quiet.

**f)** Off-campus behavior that is disorderly and disruptive to others in the community or the neighborhoods surrounding the College.

**g)** Failure to comply with the directives of College officials, Department of Public Safety, and law enforcement authorities.

**h)** Bringing disrepute upon the College.

### **6) Drug Violations.**

**a)** Unauthorized use or possession of any controlled substance, illegal drug, or drug paraphernalia.

**b)** Provision, sale, or distribution of any controlled substance, illegal drug, or drug paraphernalia.

**c)** Provision, sale, or distribution of a prescription drug to others without proper authorization.



**d)** Knowingly being present in a room or space where an illegal drug is being used, whether or not the student is using or observed using the illegal drug.

Please refer to the General Policies section of the Student Handbook for more detailed information.

**7) Failure to Comply or Identify; Misrepresentation.**

**a)** Failure to comply with the directions of College officials (including but not limited public safety officers and residence life staff) acting in performance of their duties.

**b)** Failure to identify oneself or to show College identification to College officials upon request.

**c)** Misrepresenting oneself or purporting to be an employee or representative of the College without authorization.

**8) Fire Safety or Emergency Evacuation Violations.**

**a)** The unauthorized or improper use of or tampering with fire-safety equipment, fire alarms, smoke alarms, or other emergency equipment.

**b)** Initiating or causing to be initiated any false report or warning of fire, explosion, or other emergency.

**c)** Failing to follow evacuation procedures.

**d)** Improperly exiting or entering through an emergency exit door or stairwell;

**e)** Arson.

**f)** Violation of the College's Smoking Policy.

**g)** Improper or unauthorized use of cooking or heating devices or prohibited items (candles, halogen lamps, and decorations, etc.).

**h)** Starting a fire anywhere on College property without explicit permission from Department of Public Safety.

**i)** Violation of relevant policies in the Student Handbook as promulgated by the Office of Residence Life.

**9) Fraud, Falsification, or Misuse of Documents.**

**a)** Acts of fraud or attempted fraud committed by forgery, by alteration or use of College documents, records, forms, identification, or by other means.

**b)** Knowingly providing false information on official College documents, records, or forms;

**c)** Possession, distribution, or use of false identification.

False identification cards and documents will be confiscated and turned over to the Department of Public Safety.

**10) Gambling.**

**a)** Unauthorized gambling on College property or at any College function.

**b)** Illegal gambling or knowingly being in the presence of illegal gambling activities.

**c)** Betting, wagering, or selling pools on any athletic event.

**d)** Possessing on one's person or premises (e.g., residence hall room, automobile) any card, book, or other device for registering bets.

**e)** Knowingly permitting the use of one's premises or one's computer or electronic communication device for illegal gambling.

- f) Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling.
- g) Offering, soliciting, or accepting a bribe to influence the outcome of an athletic event.
- h) Involvement in bookmaking or wagering pools with respect to sporting events.
- i) Promoting any of the above.

**11) Harassment, Assault, Abuse, Reckless Endangerment, Lewd, Indecent, or Obscene Conduct.**

- a) Non-sexual physical abuse or assault.
- b) Verbal abuse.
- c) Any conduct that creates an intimidating, hostile or offensive campus, education or working environment for another person or group of persons.
- d) Stalking.
- e) Unauthorized use of electronic or other devices to make an audio or video record of any person while on or off College premises without his/her prior knowledge and consent when such recording is likely to cause injury or distress, including but not limited to surreptitiously recording or photographing in any format another person in a residential setting, recreational facility, locker room, or restroom.
- f) Use of abusive or obscene language or gestures.
- g) Other types of indecent actions.
- h) Harassment.
- i) Threats of physical harm.
- j) Intimidation or coercion.
- k) Any conduct that threatens or endangers the health or safety of any person.
- l) Violation of the College's [Anti-Harassment Policy](#).
- m) Engaging in mutual physical fighting.
- n) Unauthorized physical contact.
- o) Posting in an electronic medium or in a physical location where others can view, images of another that depict that person's intimate body parts, or that person engaged in a sexual act, without that person's consent.

**12) Hazing.** Conduct that violates the College's Hazing Policy. Please refer to the General Policies section of the Student Handbook for more detailed information.

**13) Property.**

- a) Theft of property of a member of the College community.
- b) Damage to property of the College or property of a member of the College community.
- c) Damage to personal or public property on-campus or off-campus.
- d) Knowingly possessing stolen property.
- e) Vandalism or conduct requiring cleaning services or other reparative services on or off campus.
- f) Unauthorized use of property of a member of the College community.

**14) Sexual Harassment.** Unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably

interfering with a person's ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature but behavior directed toward a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender norms and stereotypes. Sexual harassment can include behavior as part of a hazing incident. (For more information, please see the College's "Sexual Misconduct or Relationship Violence Policy and Grievance Procedures." For purposes of Providence College's "Sexual Misconduct or Relationship Violence Policy", the various forms of Sexual Harassment are referred to as "Sexual Misconduct." In addition to the above, specific examples of sexual harassment constituting violations of this Policy are:

**a. Sexual Assault – Non-Consensual Sexual Intercourse or Attempted Sexual Intercourse.** Any form of sexual intercourse (anal, oral, or vaginal) however slight, or attempted sexual intercourse, without consent. Intercourse means penetration by a penis, object, tongue, or finger, and oral copulation by mouth to genital contact or genital to mouth contact.

**b. Non-Consensual Sexual Contact.** Any intentional sexual touching, or attempted sexual touching, without consent. Intentional sexual contact includes contact with the breasts, buttocks, groin, genitals, mouth, or touching another with any of these body parts, or making another person touch any of these body parts; any intentional bodily contact in a sexual manner; any disrobing of another or exposure to another without consent.

**c. Dating Violence.** Causing or attempting to cause physical or sexual assault or abuse, placing another in reasonable fear of serious bodily injury, restricting another's liberty or freedom of movement, or stalking, where such conduct is directed against a person by someone with whom she/he is or has been in a romantic or intimate relationship. Whether there was such a relationship will be determined by its length, type, and frequency of interaction; and,

**d. Domestic Violence.** Causing or attempting to cause physical or sexual assault or abuse, placing another in reasonable fear of serious bodily injury, restraining another's liberty or freedom of movement, or stalking, where such conduct is directed against a person by his/her current or former spouse or intimate partner, or any other person from whom the targeted person is protected under federal or Rhode Island law.

**e. Sexual Exploitation.** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to: non-consensual observation or photographing of individuals who are undressing or engaging in sexual acts; non-consensual use of electronic or other devices to make an audio or video record of sexual activity; prostituting another person; allowing others to observe a personal consensual sexual act without the prior knowledge and consent of all involved parties; and, knowingly exposing an individual to a sexually transmitted infection without his or her knowledge.

**f. Stalking.** A pattern of conduct with a continuity of purpose composed of a series of acts or communications over a period of time, including following the targeted person, without proper justification. The conduct causes a reasonable person to suffer substantial emotional distress, or to be in fear of bodily injury. Stalking can occur face-to-face; by telephone calls, voice messages, electronic messages, web-based messages, and text messages; by delivery of unwanted gifts; by trespassing; and by surveillance or other types of unwanted observation.

**g. Complicity.** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct or Relationship Violence Policy.

**h. Retaliation.** Retaliatory acts, or attempts to retaliate, against anyone who has reported in good faith sexual misconduct or relationship violence, who has participated (or is expected to participate) in any manner in an investigation or hearing pursuant to this Policy, or who otherwise supports the report, are prohibited. Retaliation includes, but is not limited to, intimidation, verbal or physical threats, harassment, coercion, or other adverse action. When evidence of retaliatory behavior exists, appropriate disciplinary action will be taken.

Other supporting definitions related to Sexual Harassment that students should be aware of, as noted in the "[Sexual Misconduct or Relationship Violence Policy](#)" are:

**a. Consent.** Consent is demonstrated through mutually understandable words and/or actions that indicate a willingness to engage in specific sexual activity. Consent must be knowing and voluntary (freely given). To give consent, a person must be awake, of legal age (16 in Rhode Island), and have the capacity to reasonably understand the nature of her/his actions. A person who is physically or mentally incapacitated cannot give consent. A person may not use physical force, verbal threats, intimidation, or coercion as a method for obtaining consent. Consent may be withdrawn by either person at any time, and once withdrawal of consent is expressed, the sexual activity must stop. Consent is automatically withdrawn if the person who had provided it becomes incapacitated.

**b. Incapacitation.** Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of the situation. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. A person's state of incapacity is a subjective determination that is based on all of the facts available because persons reach incapacitation at different points and as a result of different stimuli.

Use of alcohol or other drugs does not, in and of itself, negate a person's ability to give consent. Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than being under the influence, impairment, intoxication, inebriation, or drunkenness. Factors that can influence a person's status include body composition; tolerance for alcohol and other drugs; amount and type of alcohol or other drugs consumed, and the mixture taken; amount of food intake prior to consumption; propensity for blacking out; and genetics. Persons who are sleeping or passed out are incapacitated.

Incapacity can result from mental disability, involuntary physical restraint, or from the ingestion of substances, including "date-rape" drugs. Administering any substance to another person, without their knowledge, for the purpose of inducing incapacity is a violation of this Policy.

**c. Preponderance of Evidence Standard.** The standard of proof in the College's Title IX proceedings for resolving complaints of sexual misconduct or relationship violence. The preponderance of evidence standard requires proving it is more likely than not that sexual misconduct occurred.

[Providence College's Sexual Misconduct or Relationship Violence Policy](#), with Appendices A, B, and C, should be regarded as the primary source for policy regarding sexual misconduct.

**15) Trespass, Unauthorized Possession of Keys/Combination or Identification Card.**

- a) Unauthorized entry into College premises or facilities, including but not limited to areas under construction, tunnels, attics, roofs, or labs.
- b) Unauthorized use of College premises or facilities.
- c) Unauthorized possession, duplication, distribution, or use of keys or door combination to any premises.
- d) Unauthorized possession or use of another person's College identification card.

**16) Unauthorized Commercial Activity or Use of College Trademarks**

- a) Commercial activity including but not limited to selling items or raffle tickets, solicitation, or fundraising without permission from the appropriate College official.
- b) Selling or distributing items on campus without receiving prior approval for their design and artwork from the Office of Student Activities and Cultural Programming.
- c) Unauthorized soliciting or canvassing by any individual, group, or organization.
- d) Soliciting within the residence halls without the permission of the Director of Residence Life. Please refer to the Vendor and Fundraising policies located under the General Policies section of the Student Handbook for more information.

**17) Unauthorized Visitation, Violation of the Guest Policy.**

- a) Failure to register and accompany a guest.
- b) Violation of visitation hours.
- c) Violation of the Hosting Guest Policy, including any other rules and regulations issued by the Office of Residence Life.
- d) All students are responsible for the behavior of their registered or unregistered guests whether or not those guests are students of the College and all regulations applicable to students shall apply to their guests. Please refer to the Visitation and Hosting Guests Policy, located under the Campus Life section of the Student Handbook, for more detail.

**18) Violation of College Policy.** Violation of any College policy, regulation, or rule, including but not limited to policies set forth by the Offices of the Vice Presidents for Student Affairs and Academic Affairs, and policies and regulations published in hard copy or available electronically on the College's website.

**19) Violation of any Federal or State law, or Local ordinance or regulation.**

**20) Weapons-related Offenses.**

Possession, or storage of, a weapon, including but not limited to:

- a) Possession or storage of a firearm.
- b) Possession or storage of ammunition.
- c) Possession or storage of knives longer than 3.5 inches excluding dining utensils and cutlery used in a kitchen.

- d) Possession or storage of fireworks.
- e) Possession or storage of explosive or incendiary devices.
- f) Possession or storage of dangerous chemicals.
- g) Possession or storage of air rifles, pellet or BB guns.
- h) Possession or storage of a bow or crossbow designed to shoot arrows.
- i) Use of an item in such a manner that poses a potential or actual hazard to the safety or health of others.

**21) Good Neighbor Policy.** While living, traveling, or socializing within the neighborhoods surrounding our campus, all students are expected to be mindful of their duty to treat neighbors with dignity and respect. Peaceful co-existence with neighbors can be achieved when students act in a manner that accounts for the fact that student schedules typically differ from those of their neighbors, many of whom have made long-term commitments to the neighborhood. The City of Providence has an ordinance that defines “public nuisance” as a gathering of 5 or more persons engaged in any illegal activity that creates a substantial disturbance to a significant portion of the neighborhood. Students who are listed as residents of a property designated by Providence Police as a “public nuisance property” are in violation of the College’s Good Neighbor Policy. It is not required for a house to be formally designated a “public nuisance property” for the residents of the house to be in violation of this Code section. Activity prohibited by the College and the City of Providence includes, but is not limited to:

- a) Excessive noise or traffic.
- b) Obstruction of public streets by crowds or vehicles.
- c) Illegal parking.
- d) Public drunkenness.
- e) Public urination.
- f) Service of alcohol to minors.
- g) Fights.
- h) Disturbances of the peace.
- i) Littering.
- j) Throwing objects from porches.

Students found responsible for violating this section of the Code of Conduct will receive appropriate disciplinary sanctions, to include parental/legal guardian notification.

**No Policy Deterrent to Reporting.** The health and safety of every member of the College community is of utmost importance. Providence College recognizes that individuals who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of violence occurs, including but not limited to, sexual assault, dating violence, domestic violence, or stalking, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Providence College strongly encourages reports of violence to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of violence to College officials or law enforcement normally will not be subject to a code of conduct charge for violations of alcohol and/or drug use policies, or student guest policies, occurring at or near the time of the commission of the incident of violence.

## **Section V: Resolution Procedures**

### **Introduction**

Providence College views student discipline as an integral part of its educational process, assisting students in their growth and development, and helping them to understand the harmful impact of their inappropriate behavior. The student discipline process also protects the College community from persons who might diminish the mission or thwart the goals of the College. Through the disciplinary system, the College reserves the right to dismiss, suspend, or otherwise penalize a student for serious violations of published regulations, policies, and proscriptions.

### **General Guidelines and Notices**

- 1) The Office of the Vice President for Student Affairs, through its Office of Community Standards, is responsible for administering the disciplinary system. The Director of Community Standards shall establish or amend procedural regulations governing the resolution of disciplinary matters. The vice president for student affairs has authority to construe these regulations.
- 2) The College reserves the right to investigate and resolve a report of misconduct regardless of whether the reporter pursues a complaint. The College may initiate code of conduct proceedings against a student whose conduct does not conform to established standards regardless of whether such conduct occurred on or off campus. Being under the influence of alcohol or drugs, or both, or the existence of other mental impairment, does not alter the fact of, or excuse, a violation of the Code of Student Conduct. The Code of Student Conduct may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters. Further, the Code of Student Conduct applies to guests of students, and hosts may be held accountable for the misconduct of their guests.
- 3) Members of an officially recognized student group, club, or organization and its officers may be held responsible for violations of the Code of Student Conduct when particular misconduct received the tacit or explicit consent or encouragement of the group, club, or organization, or of its leaders, officers, or spokespersons. Under such circumstances, the College may temporarily or permanently rescind official recognition of the student group, club, or organization.
- 4) Electronic mail is the official method by which Providence College communicates to students. Students are responsible not only for monitoring and reading their College email, but also for taking necessary and timely action based on such communications.
- 5) Code of conduct proceedings are internal to the College and are not an extension of any external judicial system. The College may initiate disciplinary proceedings against a student regardless of pending civil or criminal action involving the same or a different set of factual circumstances. College disciplinary action may proceed before, simultaneous with, or after external investigative or judicial action, and the College is not bound or impeded by any action taken by external authorities. College disciplinary procedures are fundamentally fair to students and are notably different from those used in a civil or criminal proceeding.

6) The functions of the vice president for student affairs, the Associate Vice President/Dean of students, the Director of Community Standards, and the Dean of Residence Life as described in these procedures may be delegated to their designees who are members of the College administration and who shall exercise those functions on their behalf.

7) Time frames provided for resolving grievances may be adjusted for compelling reasons with notice and an explanation to the respondent and the complainant. Once a complaint has been received, all records that may be relevant to the grievance should be retained until the matter has been resolved. For purposes of grievance procedures, any reference to “business days” means a day when the College is open for business.

8) Conversations between students and members of the Personal Counseling Center and the Chaplain’s Office are strictly confidential and can be anonymous. Except in rare, extreme circumstances, no identifying information will be shared without the student’s permission. Conversations between students and other College officials (those who are not in the Personal Counseling Center or the Chaplain’s office) are kept as confidential as possible; however, information about certain types of incidents, including sexual misconduct, must be shared with the Title IX Deputy Coordinator and certain administrators so that the College can take any necessary action. In cases involving potential criminal conduct, the College must determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified. In planning a response to a report of sexual assault, the wishes of the complainant are given due consideration and the College’s response will be discussed with the complainant.

9) Retaliation against any person involved in the complaint resolution process, including the complainant or a witness, is strictly prohibited. Retaliation includes intimidation, threats, harassment, and other adverse action threatened or taken against the complainant or witness. Retaliation may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying charges of misconduct.

### **Definitions**

The term “student” means an individual who pays an acceptance fee, registers, or takes a course, whether or not for credit, either on a full-time or part-time basis, at Providence College. Persons approved to study in a domestic or foreign program are students. For purposes of this Code and its procedures, a person who is registered for courses, who withdraws after allegedly violating the Code, who is not officially enrolled for a particular term/semester but who has a continuing relationship with the College, or who has received a notice of acceptance for admission, is considered a “student.”

The term “member of the College community” means any student, any member of the faculty, staff, or administration, or any other person employed by the College.

The term “group, club, or organization” means any number of persons who have complied with the formal requirements for College recognition as such.

The term “campus” means all lands, buildings, and facilities owned, leased, operated, or used by Providence College.



The term “Community Standards Board Hearing” or “Hearing Board” means the group of trained individuals authorized by the director of community standards to determine whether a student has violated the Code of Conduct.

The term “hearing officer” refers to an individual assigned to decide a case in a Formal Hearing or a Board Hearing.

The term “reporter” refers to an individual who informs a College official of a suspected code of conduct violation. This individual does not have to be the alleged victim and may report the matter anonymously. A reporter may be a witness to the incident, a person to whom an alleged victim or an accused student tells about the incident, or a person who otherwise learns about the incident.

The term “complainant” means any person who files a claim alleging some type of victimization by a student that constitutes a violation of the Code of Conduct. When a student believes s/he has been a victim of another student’s misconduct, the student who believes s/he has been victimized will have the same rights under this Code as are provided to the complainant, even if another member of the College community submitted the actual complaint.

The terms “accused student” and “respondent” mean any student accused of violating the Code of Conduct.

The term “advisor” means a member of the faculty, staff, or administration whose role is to support and consult the involved student during any related meetings or proceedings. Complainants and respondents may each identify one Advisor. In all cases except sexual misconduct, relationship violence, and stalking, the following applies: the Advisor must be a member of the faculty, staff, or administration; the student may choose from a list of college employees who are familiar with the college's policies and procedures and the limited role of the Advisor (some members of the community may not be able to serve in this capacity); an Advisor may not be an attorney; the Advisor’s role is limited to providing support and consultation (the Advisor may not actively participate in the hearing; however, the Advisor may ask for procedural clarifications before, during, or after meetings or proceedings, and the Advisor may ask for a brief break for the benefit of the advisee).

### **Interim Measures**

At any point in time prior to the final resolution of charges, the College may take interim action of a protective and/or remedial nature, including but not limited to, suspension or issuance of a “no contact directive.” Other possible interim measures include: banning the respondent from areas of campus, and/or removal or relocation from residential buildings; or temporarily suspending the respondent from one or more College activities or programs.

With respect to certain types of code of conduct charges, including but not limited to sexual assault, the complainant may seek assistance from the Office of the Dean of Students in modifying academic, living, working, and transportation situations. The College will make every

effort to honor requests if such changes are reasonably available. Other steps meant to reduce or eliminate health or safety risks may be taken.

### *Interim Suspension*

The dean of students (or designee) may invoke an interim suspension when:

- 1) the continued presence of the student on campus is deemed likely to interfere with the educational process or the orderly operation of the College;
- 2) the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the College community, or is intimidating or threatening to another individual within the College community; or,
- 3) the offense allegedly committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the College community.

An *interim suspension* is an immediate temporary suspension from the College pending a disciplinary hearing. During the interim suspension, a student shall be denied access to the College campus, facilities (including classes), and/or all other College activities or privileges for which the student might otherwise be eligible, as the dean of students (or designee) may determine to be appropriate. An interim suspension may be broad and inclusive or may be restricted to a specific location and/or function and is based on the determination that the safety and well-being of the College community or specific persons are at risk.

The decision to alter or suspend privileges for an interim period shall be communicated in writing to the student, shall be effective immediately, and shall remain in effect until the conclusion of a conduct hearing or administrative decision unless it is revised or rescinded prior to such conclusion. A student who has been suspended under such circumstances has the right to receive written notice and an opportunity to present oral and written arguments against the imposition of the suspension within 5 days of the notice of suspension, and to receive timely written notification of the outcome of such arguments. If the respondent is suspended under such circumstances, the formal resolution process should be completed as quickly as possible. The College will not reimburse a student for any expenses incurred during the interim suspension period.

The College reserves the right to contact a parent/legal guardian of a student who has been placed on interim suspension.

### **Filing and Investigating a Report or Complaint**

Any member of the College community may file a report of suspected student misconduct to the Dean of Students/Associate V.P. of Student Affairs, the Office of Residence Life, or the Department of Public Safety; additionally, a report of suspected sexual misconduct also can be reported to the Title IX Coordinator or a Deputy Coordinator. Reporters are encouraged to make a report as soon as possible after the incident(s), or within a time period that is reasonable under the circumstances.

Generally, once a report has been filed, the information will be reviewed to determine whether it alleges misconduct pursuant to the Code, and, if so, an investigation will be conducted. Investigations involving possible violations of the Sexual Misconduct or Relationship Violence Policy will be conducted by an investigator in conjunction with the Department of Public Safety. The investigation may include meeting with the complainant, the accused student, and others who may have relevant information; obtaining written statements from witnesses; and seeking other potentially relevant records or information. Members of the College community asked to provide information in order to help resolve a complaint must be cooperative and truthful.

With respect to sexual assault reports, please refer to the Sexual Misconduct or Relationship Violence Policy and Grievance Procedures.

The investigative information will be submitted to the Director of Community Standards, who will determine whether to proceed with the complaint. If the Director determines that further action is necessary, s/he will schedule separate meetings with the accused student and the complainant (if any). The Director will explain to students the grievance procedures and answer their questions. Possible next steps are outlined below.

### **Mediation**

Some complaints are appropriate for mediation. Mediation is an informal process in which the parties to an interpersonal conflict attempt to resolve that conflict themselves, with the assistance of a residence life or community standards administrator, who guides the discussion but does not impose a solution. The purpose of the mediation is to ensure that the alleged offending behavior ceases, with prompt resolution at the most proximate level – as close to the source of concern – as possible. When the purpose is achieved, the complaint is resolved. Mediation is an option only if both the complainant and the accused student are willing to approach mediation in a spirit of cooperation, and if they and the dean (or designee) all agree that it is appropriate under the circumstances. Common remedies include but are not limited to: explicit agreements about future conduct with post-resolution monitoring; third- party assistance to the complainant and the respondent to establish guidelines for future interactions; changes to the academic, work, and/or living environments or assignments; an apology, which may include an explanation; or, other appropriate relief not resulting from a formal disciplinary proceeding.

If there is no complainant and/or if the accused student admits to the charges, and if deemed appropriate by the director of community standards because the charges are not severe, the community standards or residence life administrator will conduct an informal review with the accused student with the goal of achieving an outcome reasonably assured to end the misconduct and remediate any harm done.

Mediation will not be used for severe allegations of harassment, including complaints of sexual assault or sexual violence, or when a previous formal complaint of sexual misconduct has been filed against the respondent.

Mediations normally will be resolved within fifteen (15) days of receipt of the complaint.

If the director of community standards or residence life administrator determines at any point during this process that continued mediation is inappropriate, or if the mediation is unsuccessful, the matter shall proceed under one of the following two options.

**Formal Hearings within the Office of Community Standards or the Office of Residence Life**

If the claims are not admitted and/or cannot be disposed of by mutual consent, residence life staff or community standards administrators may hear and decide the case and impose sanctions. If the student admits to violating the Code of Conduct but challenges the sanction, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction. Formal Hearings normally will be resolved within thirty (30) days of receipt of the complaint (or receipt of the matter after a failed attempt to mediate), or sixty (60) days when a case involves Title IX issues.

**Community Standards Board Hearing**

At the discretion of the director of community standards (or designee), charges may be heard by a Community Standards Board. In a Formal Hearing, one or more members of the Office of Community Standards serve as the hearing officers. In a Board Hearing, either three or five members of the PC community serve as the hearing officers and the Director of Community Standards (or designee) serves as Protector of the Process. The Board will make a finding of “responsible” or “not responsible.” When a student is found responsible, the director (or designee) will determine appropriate sanctions to be imposed.

There shall be a single verbatim record, such as a tape recording, of the Board Hearing (excluding deliberations). This record is the property of the College.

In non-Title IX cases, Board Hearings normally will conclude, and the decision issued (via a “Final Outcome Letter”), within twenty-five (25) business days of receipt of the complaint, or twenty-one (21) days from the conclusion of the investigation and referral to the Office of Community Standards, whichever is later.

**Community Standards and Residence Life Hearings and Board Hearings:  
Rights Provided to the Accused and the Complainant**

Consistent with the search for truth is a process that treats students fairly, with due care for their well-being, and in a dignified manner; therefore, students are provided with basic rights and protections during the grievance process. These rights and protections, as applicable, include:

1. the right to bring a complaint and to an impartial, fair, and prompt investigation, knowing that time frames referenced in this Handbook may be adjusted for compelling reasons with notice and an explanation to the Parties;
2. the right to be treated with dignity, respect and sensitivity throughout the process;
3. the right to confidentiality, with disclosures made on a need-to-know basis only;

4. the right to be protected against retaliation;
5. the right to receive notice of the charges and an explanation of the grievance process;
6. the right to have access to relevant information; the right to a reasonable time frame to prepare for a proceeding;
7. the right to have an Advisor;
8. the right to a fair opportunity to provide relevant information via statements, documents and witnesses;
9. the right to refrain from providing incriminating statements during the investigation and/or Community Standards Process, knowing that the grievance resolution process will continue without delay with the information available;
10. the right to a reasonable and fair outcome, applying the preponderance of evidence standard of proof (i.e., Is it more likely than not that this Policy was violated?);
11. the right to be informed of the outcome as permitted by law;
12. the right to appeal the outcome for specified grounds;
13. the right to expect that sanctions are implemented and completed, and that any necessary follow-up, remedial actions are taken; and,
14. the right to be informed that information gathered by the College may be subpoenaed in criminal or civil proceedings and/or may be shared with law enforcement authorities.

### **Grievance Procedures and Time Frames**

The following grievance procedures apply to Community Standards and Residence Life Formal Hearings and Board Hearings and are designed to provide a prompt and equitable resolution of complaints:

#### **Pre-Hearing Process and Exchange of Information**

Within five (5) business days of conclusion of the investigation, the Office of Community Standards or Residence Life shall notify in writing the respondent and complainant (if any) of all charges. Prior to the scheduling of a hearing, the respondent will meet with the Director of Community Standards or designee to discuss the status of the case and options for going forward. A respondent may, but is never obligated to, declare responsibility and forgo a hearing on any charge(s). In such an instance the respondent will receive notice of the outcome of the process within five (5) business days. If a hearing is scheduled, the respondent will receive notice. If the respondent admits to violating the Code of Conduct but disagrees with the assigned sanction, the respondent can file an appeal of the sanction. Formal Hearings normally will be resolved within thirty (30) days of receipt of the complaint (or receipt of the matter after a failed attempt to mediate), or sixty (60) days when a case involves Title IX issues. The respondent and complainant shall receive reasonable notice of the date, time, and location of a hearing (at least 2 business days in advance).

At least three business (3) days in advance of a Hearing, the file and any lists of witnesses will be made available, for review only, to the respondent and complainant, if any, except as otherwise prohibited by FERPA. The respondent and complainant, if any, may submit a written list of proposed witnesses, if any, at least two (2) business days in advance of a Hearing;

however, the Director of Community Standards, or designee, will determine which witnesses shall be compelled to appear and failure to appear may result in a disciplinary charge

In advance of the hearing, the respondent and complainant, if any, will be informed as to the identity of the hearing officers and provided with an opportunity to object to any hearing officer for cause.

Cases in which more than one student is charged with violating the same Code section(s) and which depend on common information may, at the discretion of the Director of Office of Community Standards, either be considered jointly in a single consolidated hearing or be assigned to separate, individual hearings. If charged students do not voluntarily waive their right to confidentiality, the hearing shall not be consolidated.

In all cases except sexual misconduct, relationship violence, and stalking, the following applies: Complainants and respondents may each identify one Advisor for support and consultation during any related meetings or proceedings.

**WHO:** The Advisor must be a member of the faculty, staff, or administration. The student may choose from a list of college employees who are familiar with the college's policies and procedures and the limited role of the Advisor (some members of the community may not be able to serve in this capacity). An Advisor may not be an attorney.

**WHAT:** The Advisor's role is limited to providing support and consultation; the Advisor may not actively participate in the hearing; however, the Advisor may ask for procedural clarifications before, during, or after meetings or proceedings, and the Advisor may ask for a brief break for the benefit of the advisee. A student should select as an Advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because, normally, delays will not be allowed due to the scheduling conflicts of an Advisor. All communications regarding the case, including notice about meetings and proceedings, will be between the College and the student. It is the choice and responsibility of the student to notify the Advisor of any communications.

### **Hearing Procedures**

Hearings in Title IX cases have a distinct format (<http://www.providence.edu/student-affairs/Documents/sexual-misconduct-policy.pdf>) the procedures below are for non-Title IX cases.

If a student does not participate in the investigation and or subsequent hearing, the process will continue and the information in support of the charges shall be presented and considered in that student's absence, and the accused student will be notified of the decision.

The College may determine that it is necessary to make accommodations to alleviate concerns and fears regarding confrontation during Hearings. The Board Chair in consultation with the Director of Community Standards/Protector of the Process will determine the order of witnesses and resolve any questions of procedure arising during the Hearing. The Chair in consultation with the Director of Community Standards/Protector of the Process may disallow

or reframe any questions that are irrelevant or redundant. In the absence of good cause, as determined by the Chair (in consultation with the Director of Community Standards/Protector of the Process) in his/her sole discretion, the Parties may not introduce witnesses, documents, or other information at the Hearing that were not provided by the deadline. Relevant records, exhibits, and written statements may be received and considered by the chairperson.

The hearing shall be closed to persons other than those who are directly involved. The complainant, accused student, and their respective advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Witnesses are permitted to attend the hearing only when they are providing information.

Hearings are internal to the College and are not an extension of any external judicial system. Procedures are fundamentally fair to students and are notably different from those used in a civil or criminal proceeding. Witnesses will provide information directly to and answer questions from the Hearing Officers. Questions may be suggested by the Respondent and the Complainant to be answered by each other or by other witnesses. This method is used to preserve the educational tone of the Hearing and to avoid the creation of an adversarial environment. Questions as to whether potential information will be received shall be resolved at the discretion of the Chair in consultation with the Director of Community Standards/Protector of the Process. The Parties may make a brief opening statement. If the Chair determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing may be suspended and reconvened in a timely manner to receive such additional information.

In cases involving allegations of sexual assault, information regarding an individual's sexual history and practices will be considered only when it is determined that the information is directly relevant to the claims and essential to fair resolution of the matter.

After all witnesses have provided information, the respondent and the complainant may make or submit a closing statement and request a short recess to prepare it. The standard of proof for determining whether the accused student violated the Code of Conduct for all hearings is a preponderance of evidence, which is defined as more likely to be true than not.<sup>1</sup> When a Board is hearing the case, a simple majority vote is required in all decisions.

Within five (5) business days of the conclusion of deliberations, the Respondent and the Complainant, if any, will receive "Final Outcome Letters" via email; the Letters will notify the Parties of the outcome, and the right to appeal for specified grounds. Additionally, the Complainant shall be notified of any sanction imposed against the Respondent that has an

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<sup>1</sup> "Evidence that is more credible and convincing to the mind. That evidence which, when fairly considered, produces the stronger impression and is more convincing as to the truth when weighed against other opposing evidence; it is not determined by the number of witnesses or the quantity of documentation. Rather, the weight of all the evidence is determined when considering the opportunity for knowledge, the information possessed and the manner of testifying." Black's Law Dictionary

impact on the Complainant; the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), permits disclosure of this information.

### **Formal Hearings or Board Hearings: Possible Findings with Respect to Each Charge**

Not Responsible – The accused student is not responsible for a violation of one or more standards of the Code of Conduct.

Responsible – The accused student is responsible for a violation of one or more standards of the Code of Conduct.

### **Range of Sanctions**

One or more of the following sanctions may be imposed upon any student found to have violated the Code of Conduct and Community Standards. Failure to complete an assigned sanction by the established deadline will result in a temporary disciplinary hold placed on the student's account and possible referral to the Office of the Vice President for Student Affairs for further review.

Disciplinary Warning – A written notice to the student that the student is violating or has violated the Code of Conduct.

Deferred Disciplinary Probation – A more serious written notice that the student has violated the Code of Conduct.

Disciplinary Probation – A written reprimand for violation of the Code of Conduct. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating the Code during the probationary period. Probationary status may include a loss of privileges.

Loss of Privileges – Denial of specified privileges for a designated period of time. Fines – Previously established and published fines may be imposed.

Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Community Mentor Referral – A one-on-one meeting with an appointed Providence College faculty or staff member to engage in meaningful dialogue, identify resources, and help plan the completion of assigned sanctions. The program provides an opportunity for students to connect with campus services and adds another form of support and guidance outside of a conduct hearing.

Community Service/Educational Project – Assignment of community service opportunities, research projects, educational program attendance, or other appropriate learning experiences.

Alcohol/Drug Education – Participation in an alcohol/drug education program which may



include BASICS, Brief Motivational Interview (BMI), CHOICES, referral for assessment, and/or any other appropriate program.

Discretionary Sanctions – Work assignments, reflection essay, no-contact directive, removal of guest privileges, activity privilege ban, parental notification, or other related discretionary assignments.

Residence Hall Probation/Room Relocation – A formal warning that further violations of the Code of Conduct will constitute grounds for loss of the privilege of living in a particular residence hall/room, or campus housing, for a specified period of time or until a specific condition or conditions are met. The student may be relocated from his/her assigned on-campus housing at the discretion of the Office of Residence Life.

Residence Hall Suspension – Temporary or Permanent – Separation of the student from the residence halls for a definite period of time. If the suspension is temporary, conditions for readmission may be specified.

Deferred Suspension – Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the College's expectations of behavior articulated in the Code of Conduct. Deferred suspension may include the loss of privileges and likely will result in suspension (or dismissal) if the student is found responsible for violating the Code during this period.

Suspension – Separation of the student from the College for a definite period of time. Conditions for readmission may be specified.

Dismissal – Permanent separation of the student from the College.

Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct Grievance Procedures, including the completion of all sanctions imposed, if any.

Revocation of Admission and/or Degree – Admission to, or a degree awarded from, the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Repeated Violations – A prior disciplinary record is not relevant in determining responsibility for a code violation; however, once a student is found responsible for a violation, such history is relevant in determining appropriate sanctions. In the case of repeated violations involving the same or similar type of behavior, a student may receive more severe sanctions than s/he otherwise would receive. In the case of multiple violations involving different or dissimilar types of behavior, a student may receive more severe sanctions than s/he otherwise would receive.

## **Sanctions for Alcohol and Drug Violations**

The Office of Community Standards (OCS) and the Office of Residence Life (ORL) may employ whatever sanctions deemed appropriate by the hearing officer(s) as pertains to a particular alcohol or drug conduct violation. At a minimum, every student found responsible for an alcohol or drug conduct violation will be required to participate in an appropriate educational sanction and will receive a disciplinary warning. In addition, a student found responsible for an alcohol or drug violation will automatically have his/her housing assignment and privileges (including on- or off-campus eligibility and the ability to participate in housing selection) reviewed. The OCS has enunciated general and graduated guidelines for alcohol or drug conduct violations below; however, these guidelines are not absolute or exhaustive. Sanctions are applied as appropriate given all circumstances.

The following sanctions may be imposed for violation of the alcohol policy:

First Offense: Disciplinary warning, mandatory participation in an alcohol educational offering, civic engagement experience, reflection component, \$60 fine, review of housing privileges. Referral to the Personal Counseling Center for assessment as appropriate. Students transported to the hospital due to alcohol use face additional requirements (see above).

Second Offense: Disciplinary probation (for an offense that occurs within one calendar year of the first offense), mandatory participation in an alcohol educational offering, civic engagement experience, reflection component, parental notification, \$100 fine, and review of housing privileges. Referral to Personal Counseling Center for assessment as appropriate.

Third Offense: Possible deferred suspension, suspension or dismissal, \$150 fine, mandatory participation in an appropriate alcohol intervention offering, civic engagement experience, parental notification, community mentor assignment, referral to the Personal Counseling Center for assessment and review of housing privileges.

The following sanctions may be imposed for violation of the drug policy regarding use or possession of marijuana and derivative(s):

First Offense: Disciplinary probation, mandatory participation in a drug educational offering, parental notification, civic engagement experience, reflection component, \$100 fine, review of housing privileges. Referral to the Personal Counseling Center for assessment as appropriate.

Second Offense: Disciplinary probation and possible deferred suspension, suspension, mandatory participation in a drug educational offering, civic engagement experience, reflection component, parental notification, \$150 fine, review of housing privileges, and referral to the Personal Counseling Center for assessment.

Third Offense: Suspension.

The following sanctions may be imposed for violation of the drug policy regarding distribution or sale of marijuana and derivative(s), or drug paraphernalia:

- Providing marijuana to others, compensation not involved: \$200 fine, disciplinary probation or possible suspension or dismissal, notification to parents/guardian, participation in drug educational offering.

- Providing marijuana, compensation involved: Suspension or possible dismissal.
- Possession of drug paraphernalia: \$100 fine, disciplinary probation, notification to parents/guardian, confiscation of paraphernalia.

*It should be noted that fines are used in part to support educational opportunities and alcohol- and drug-free social/recreational opportunities for students.*

### **Possible Sanctions for Groups, Clubs, or Organizations**

In addition to those sanctions listed above, one or more of the following additional sanctions may be imposed upon student groups, clubs, or organizations:

1. Loss of Some Privileges – Loss of certain privileges for a specified period of time.
2. Loss of Official Recognition – Loss of all privileges, including official recognition, for a specified period of time.

### **Other Possible Consequences of Conduct Violations**

A history of findings that the Code of Conduct has been violated may have a negative impact on a student's ability to assume leadership roles on campus, including but not limited to the following organizations or positions: Resident Assistant; Student Congress; Friars Club; Board of Programmers; Orientation Leader; Urban Action. Students placed on disciplinary probation may not be permitted to participate in international student programs during their probationary status. Students should be aware that they may be obligated to report academic and disciplinary sanctions, including pending disciplinary action, if they submit an application to attend or transfer to another undergraduate college or to attend graduate school; additionally, such disclosures may be necessary on some employment applications, particularly for governmental (federal, state, local) positions, and on some licensure applications.

### **Rights of and Grounds for Appeal**

An appeal must clearly argue one or more of the following grounds:

1. Procedural Error – The departure from designated procedures resulted in significant prejudice, thereby adversely affecting the outcome of the hearing.
2. New Information – Information or relevant facts that would have altered the decision were not presented in the original hearing because such information or facts were not known and were not reasonably available to the person appealing the decision at the time of the original hearing.
3. Excessive or Inappropriate Sanction – The sanction imposed is either excessive or not appropriate for the violation.

In cases charged by the Office of Community Standards, students may appeal to the associate vice president for student affairs/dean of students, or his designee. In cases charged by the Office of Residence Life, students may appeal to the director of community standards, or his designee.

**Appeals in Sexual Misconduct Cases** – When the respondent is charged with sexual misconduct, both the respondent and the complainant have the right to appeal a finding based on one or more of the 3 grounds specified above to the VPSA.

Within five (5) business days of the emailing of the Final Outcome Letter(s), either the respondent or the complainant may submit a written appeal to the appropriate appellate officer. The complainant and respondent may review the appellate letter and submit a written response within three (3) business days of the notification that an appeal has been filed. The appeals officer may decide the appeal based on meetings and/or written submissions and the case file. The respondent and the complainant will receive via email an Appeal(s) Outcome Letter within ten (10) business days of the filing of the last filed appeal. The appeals officer has authority to grant or deny the appeal(s), to modify the findings and/or sanctions, or to remand the case for further proceedings as directed. If this decision is final, the sanctions, if any, will be imposed.

A sanction of dismissal for any type of Code violation that is affirmed on appeal may be appealed to the College's Executive Vice President. The appeal must be filed in writing and submitted by the student within five (5) business days of the emailing of the Appeal Outcome Letter. In Sexual misconduct cases, the complainant may review the respondent's appellate letter and submit a written response within three (3) business days of the notification that an appeal has been filed. The Executive Vice President may decide the appeal based on meetings and/or written submissions and the case file. The respondent and the complainant will be notified in writing of the outcome of the appeal within ten (10) business days of the filing date of the last-filed appeal. The Executive Vice President has authority to deny the appeal or to modify the sanctions. Decisions made by the Executive Vice President are final. Once the decision is final, the sanctions will be imposed.

### **Disciplinary Record Access and Retention**

In accordance with the 1974 Family Educational Rights and Privacy Act (FERPA), disciplinary records are part of a student's formal educational record and are maintained in the Office of Community Standards for a period of seven (7) years from the date of incident.

A student's disciplinary record may be shared with faculty, administrative staff and other authorized employees and agents of the College who have a legitimate educational interest in the information. This may include review of study abroad eligibility, alcohol assessment referrals, and selection of College leadership positions.

Refer to the Confidentiality of Student Educational Records section of the Student Handbook for information pertaining to student rights and disclosure policies under FERPA.

## **Section VI: Beyond Eaton Street**

### **College Shuttle Bus Service**

Providence College provides a shuttle bus service that runs daily on campus and throughout the surrounding neighborhood. It is free and a convenient way to travel the area, especially on rainy or cold nights. Departure is from behind Harkins Hall, at the walkway leading to the library. For route information and departure times, call 865-2940. The shuttle bus also provides transportation to community service sites weekday afternoons.

### **RIPTA**

Within the city, the Rhode Island Public Transit Authority (RIPTA) provides frequent bus service in and around Providence to most cities and towns and to most major activities in the state. For a schedule or more information, call RIPTA at 401-781-9400. RIPTA provides free bus rides for college students within the state. Your student ID will enable you to travel free on any route. The closest and most convenient stop is Route 55, which travels to Huxley Avenue.

### **Travel Services**

#### *Amtrak, Providence Station*

Frequently scheduled trains depart to many locations, including Boston, New Haven, New York City, and Washington, D.C. Call 800-USA-RAIL.

#### *Bonanza Bus Station/Peter Pan*

Buses depart from downtown Providence to Cape Cod, Boston, Hartford, and New York City. Bonanza also offers express service to and from Logan Airport in Boston. Call 401-331-7500.

#### *T.F. Green Airport*

T.F. Green Airport, located in Warwick, RI, about a 20-minute ride from campus, is serviced by many major and discount airlines. Call 401-737-4000.

#### *Greyhound Bus Lines*

Local terminal: 102 Fountain St., Providence, RI. For more information call 800-231-2222.

### **Hotel Accommodations**

#### *Courtyard Marriott*

Off Route 95 South, take Exit 22. Located near Providence Place (the downtown mall), and the Westin Hotel. Call 401-272-1191.

#### *Holiday Inn*

Off Route 95 South, take the Atwells Avenue exit and turn left. Off Route 95 North, take the Broadway exit, and at the light turn right. Call 401-831-3900.

#### *Providence Marriott*

Off Route 95, take Exit 23/State Offices and turn left. Call 407-272-2400.

#### *Providence Biltmore*

Off Route 95, take the downtown exit. Call 401-421-0700.

*Radisson Hotel*

Off Route 95, take exit 20/Rt. 195E to Exit 3/Gano Street, left off ramp. Two blocks on the right. Call 401-272-5577.

*Westin Hotel*

Off Route 95, take exit 22. Located near the RI Convention Center and Providence Place. Call 401-598-8000.

**Movies**

Check the Providence Journal Movie Listings at [www.projo.com/moviesandtv](http://www.projo.com/moviesandtv).

On campus, the Board of Programmers (BOP) sponsors movies on a regular basis. The movies are usually shown in McPhail's Entertainment Facility. The BOP also sponsors special movies shown in the residence halls on Channel 47.

**Theaters in Providence**

*Avon Repertory Cinema*

260 Thayer Street, East Side, 401-421-0020, [www.avoncinema.com](http://www.avoncinema.com). Two major features nightly.

*Cable Car Cinema*

204 South Main Street, East Side, 401-272-3970, [www.cablecarcinema.com](http://www.cablecarcinema.com). Comfortable couches.

*Providence Place 16, A Showcase Cinema*

Francis Street, Providence, Exit 22 off I-95, 401-270-4646, stadium seating, digital sound, multiple theaters. Get discount tickets at the Information Desk/Ticket Office, Slavin Center.

**Theaters Outside Providence**

*Showcase Cinemas* — [www.national-amusements.com](http://www.national-amusements.com)

Most Showcase Cinemas have multiple theaters, digital sound, and stadium seating.

*Showcase Seekonk*, Rte. 6: Seekonk, Mass., Exit 1 in Mass. off I-195, 508-336-6789.

*Showcase Warwick*: Rte. 2 (Quaker Lane) and Division Street, Warwick, RI, Exit 8A or 9A off I-95, 401-885-1621.

*Showcase at the Warwick Mall*: 400 Bald Hill Road, Warwick, RI, Exit 12B off of 95 South, 401-736-5454.

*Showcase North Attleboro*: 640 South Washington St. (Route 1), North Attleboro, Mass., Exit 1B off I-295 (near Emerald Square Mall), 508-643-3900.

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