

UNIVERSITY POLICIES AND PROCEDURES

Accommodation Requests for Students with Disabilities Policy Statement

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

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

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

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

Procedures for Requesting an Accommodation(s)

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

- Academic accommodations for certificate, AS and BS level courses: The student's SA. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.
- Academic accommodations for on-line, master's or doctoral level courses: The SSC. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.
- Clinical sites and fieldwork placements: Directly to the clinical site or field work placement site. The student should notify their SA/SSC, who will assist the student in

identifying whom to contact at a clinical site/field work placement site to request an accommodation.

- **Housing accommodations:** The SA/SSC. Students are advised to provide notice of their disability needs to the SA/SSC well in advance of their arrival to campus (preferably at, or before, the time of their housing application), or in advance of when they will need a specific accommodation, in order to allow time to make necessary and appropriate arrangements. Due to the limited number of single rooms in the residence hall, approved single room accommodations will be placed on a waitlist until a single room becomes available. Returning students must request housing accommodations in advance of completing a new housing agreement. Previous accommodations are not automatically extended. The student may be required to submit updated, current and comprehensive documentation concerning the nature and extent of the disability.
- **The use of assistance animals:** The student's SA/SSC.
- **All other accommodations:** The student should contact their SA/SSC.

Medical Documentation:

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

Approval of Accommodations:

If the 504 Coordinator determines that a student is a qualified individual with a disability and that the accommodation requested will allow the student to fully participate in the program, course or activity for which the accommodation is requested, the SA/SSC in consultation with the student and the 504 Coordinator, will review the student's request and identify the accommodation(s) that will be provided to the student. NEIT is not obligated to provide a student with the accommodation of their choice but with an accommodation which is reasonable and effective. The 504 Coordinator will make the final determination as the accommodation to be provided.

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

Conflict Resolution Procedures:

Any student who believes that they have not been granted an accommodation to which they believe they are entitled or who is faced

with the situation where an accommodation is not being appropriately implemented, should speak with their SA/SSC.

Alcohol and Drug Amnesty Policy

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

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

Alcohol Policy

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

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

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

Animals on Campus

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

- Use in classroom or lab as a component of the course curriculum subject to the prior written approval of OTL,
- "Service animals" necessary to perform specific tasks for the benefit of individuals with disabilities, or,

- "Assistance animals" determined to provide emotional support to residence hall students with approved accommodations.

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

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

Responsibilities of Individuals Using Service or Assistance Animals on Campus:

- **Care and Supervision:** Care and supervision of the animal are the sole responsibility of the person who benefits from the animal's use. The person is required to maintain full control of the animal at all times. The person will be individually and exclusively responsible for all aspects of the caring, feeding, health, and well-being of the animal. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by NEIT.
- **The Service Animal Handler** is required to ensure the animal is well cared for at all times. Animals must be kept clean, healthy and under control of the Service Animal Handler at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Service Animal and/or discipline for the Service Animal Handler
- **Licensing:** The animal must meet all applicable state and town licensing requirements. NEIT reserves the right to request documentation that the animal has been licensed.
- **Health:** The animal must be kept clean and healthy and be immunized according to Rhode Island law. Preventive measures should be taken at all times for flea, tick, and odor control.
- **Leash:** Animals must be harnessed, leashed, or inside a carrier device, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- **Damage:** The Handler of a service or assistance animal is solely responsible for and agrees to accept and incur any and all liability and legal damages awarded to any third party as a result of bodily injury to persons or damage to NEIT's or another's property caused by his or her service or assistance animal.
- If fleas, ticks or other pests are detected, the animal shall be immediately removed from the residence hall and/or campus until such time as the Service Animal's Handler provides proof that the animal has been treated and, for residential student

owners, that the residence has been treated using approved fumigation methods by an NEIT-approved pest control service. The Animal Handler will be billed for the expense of any pest treatment. NEIT shall have the right to bill the Animal Handler's NEIT account for unmet obligations under this provision.

- Appropriate Animal Behavior in Public Settings: The animal will not be allowed to sniff people, tables in eating areas, or the personal belongings of others; initiate contact with someone without the owner's direct permission; or, display any disruptive or aggressive behaviors or noises.
- Both service and assistance animals may be excluded from the campus and campus buildings if they pose either an undue hardship or a direct threat to guests or members of the campus community.
- This policy also does not apply to fish in fish tanks in residence hall rooms which are 5 gallons and under and meet the conditions set forth below.
 - The fish cannot pose a danger to people.
 - The fish tank must be kept clean at all times.
 - The fish tank must be kept in the student's room, and not in a bathroom.
 - The fish tank must be removed if the student will be away from their room for more than 3 days, unless the student has made arrangements with another student to maintain the fish tank during their absence.

Children on Campus Policy

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

Communicable Diseases (Including COVID-19)

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

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

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

At times, NEIT may issue communications and/or directives pertaining to health and safety policies and/or procedures. Students who do not comply with the provisions of NEIT's health and safety policies and/or procedures will be subject to disciplinary action, including, but not limited

to losing their housing privileges or application of disciplinary sanctions up to and including dismissal from the university.

Drug Policy

NEIT prohibits the unlawful manufacture, possession, dispensing, use or distribution of controlled substances and illicit drugs, marijuana (in any quantity, including less than one ounce) and medical marijuana on NEIT property or in NEIT buildings or at NEIT sanctioned off-campus functions and activities.

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

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

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

Students are subject to disciplinary action if they passively allow the use or distribution of controlled substances and illicit drugs, marijuana and medical marijuana to take place anywhere on NEIT property, including their residence hall room. NEIT prohibits the possession of drug paraphernalia, including but not limited to, bongs, Hookahs/water pipes, bowls, pipes, and syringes (other than for use with prescription medications).

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

Elevators

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

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

Hazing Policy

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

physical mental stress, including extended deprivation of sleep or rest or extended isolation.

Notification of Student Rights to Privacy

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") affords students certain rights with respect to their educational records. (Educational records are those records directly related to a student and maintained by the institution or by a party acting for the institution). An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. An eligible student's rights include:

1. The right to inspect and review the student's education records within 45 days after the day the New England Institute of Technology ("NEIT") receives a request for access. A student should submit to the Registrar's Office, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

A student who wishes to ask NEIT to amend a record should write the Vice President for Student Support Services, clearly identify the part of the record they want changed, and specify why it should be changed. If NEIT decides not to amend the record as requested, NEIT will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

NEIT discloses education records without a student's prior written consent when authorized by FERPA, including to NEIT officials whom the university has determined to have legitimate educational interests. A school official, typically includes a person employed by NEIT in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NEIT who performs an institutional service or function for which NEIT would otherwise use its own employees and who is under the direct control of NEIT with respect to the use and maintenance of PII from education

records, such as an attorney, auditor, or collection agent or a student volunteering to assist another NEIT official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NEIT.

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

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

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

- a) name
- b) address
- c) telephone number
- d) e-mail address
- e) date and place of birth
- f) enrollment status (undergraduate or graduate; full-time or part-time)
- g) program of study and terms attended
- h) participation in officially recognized activities and sports
- i) dates of attendance
- j) degrees, certificates, awards and honors received (including dates conferred or received)
- k) most recent previous educational agency or institution attended
- l) photographic, video or electronic images of students taken and maintained by the university.
- l) photographic, video or electronic images of students taken and maintained by the university.

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

• To other School officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided

that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) · To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) · To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) · Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Policy Against Unlawful Harassment, Discrimination and Retaliation

Unlawful Harassment, Discrimination, and Retaliation are prohibited.

The goals of New England Institute of Technology are based upon a fundamental commitment to treat employees and students with dignity and respect. New England Institute of Technology does not discriminate

on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity or gender expression, in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs or in any phase of its employment process. Sexual and gender-based harassment and sexual violence are forms of sex discrimination.

The university has designated Scott Freund, Executive Vice President, to coordinate the university's efforts to comply with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other laws, orders and regulations governing discrimination. Any questions or concerns regarding Title IX,

Section 504 or other federal, state or local laws related to discrimination should be directed to:

Scott Freund
Executive Vice President
New England Institute of Technology
One New England Tech Boulevard
East Greenwich, Rhode Island 02818
sfreund@neit.edu
Tel. 401-739- 5000

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

Discrimination: Discrimination is any treatment – including harassment – on the basis of a protected characteristic. NEIT does not engage in and will not tolerate harassment or discrimination based on race, color, religion, national and ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or any other criterion specified by federal, state or local laws.

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

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

Responsibilities of Students and Employees: Employees and students are responsible for respecting the rights of other members of the NEIT community, including co-workers and fellow students. Any employee or

student who feels she or he is being unlawfully harassed or discriminated against should, whenever possible, inform the offender that the conduct is unwelcome and must stop. If the conduct does not stop or if the individual chooses not to inform the offender that the conduct is unwelcome and must stop, the individual should follow the procedures outlined in NEIT's Complaint Resolution & Disciplinary Procedures for Incidents of Unlawful Harassment, Discrimination, and Retaliation set forth below.

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

Retaliation Prohibited

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

Complaint Resolution and Disciplinary Procedures for Incidents of Unlawful Harassment, Discrimination or Retaliation

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

- Discrimination in this policy refers to discrimination based on race, color, religion, national and ethnic origin, age or disability.
- To report incidences of Title IX Prohibited Conduct, i.e., dating violence, domestic violence, sexual assault, stalking, sex discrimination, or sexual harassment (discrimination against sex, sexual orientation, gender identity or expression), see NEIT's Title IX Reporting, Investigation, and Grievance Procedures below.

Designated Complaint Contact Persons (CCPs):

CCP Name, Location and Phone Extension

Danielle Lavandier, Student Support Services, East Greenwich Campus, Rm N201, phone extension 3336

Jennifer Oliver, Student Support Services, East Greenwich Campus, Rm N201, phone extension 3369

Liz Robberson, Student Support Services, East Greenwich Campus, Rm N201, phone extension 3440

Tim Shirley, Student Support Services, 101 Access Road Campus Bldg. AC, Rm 202E, phone extension 3421

Megan Starr, Student Support Services, East Greenwich Campus, Rm N201, phone extension 3436

Danielly Jamous, Residence Life, Residence Hall, Rm 154, phone extension 3529

The CCPs are available to serve as a resource to any individual who has an unlawful harassment, or discrimination complaint or inquiry. The CCPs

have information about NEIT policies and procedures, options available for resolution of complaints, and confidentiality requirements.

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

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

Investigation Procedures and Recommendation: Upon receipt of a complaint of unlawful harassment, discrimination, or retaliation, the CRO will undertake a prompt, fair, impartial investigation, and resolution. In determining whether the alleged conduct constitutes unlawful harassment, discrimination, or retaliation, the CRO will consider the facts and surrounding circumstances in which the alleged incidents occurred.

Preponderance of the evidence is the standard to be used to determine whether sufficient evidence has been presented in these proceedings.

The CRO's investigation may consist of personal interviews with the complainant, the respondent(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The investigation may also involve any other methods and documents deemed pertinent by the CRO. The complainant and the respondent may provide the CRO with names of witnesses and any other pertinent information. Each person interviewed will be reminded of their duty to provide information and will be advised that he/she is to keep what is said in the interview confidential and not to discuss what was said with others. It is the policy of NEIT that interviews will be done privately with each individual with no one else in attendance.

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

Disciplinary Action or Sanctions: If the CRO determines that there has been a violation of NEIT's Policy Against Unlawful Harassment, Discrimination, or Retaliation, the Executive Vice President, in consultation with such other members of the administrative staff as he/she deems necessary, shall determine appropriate disciplinary action or sanctions to be taken against the respondent. The goal of the disciplinary action or sanctions is to stop the behavior, prevent its recurrence, and remedy its effects. Disciplinary action or sanctions may include, but are not limited to, training, referral to counseling, sanctions listed under NEIT's Student Conduct Policy, warning, reprimand, withholding of a promotion or pay increase, reassignment, suspension from school or

from employment without pay, dismissal from NEIT or termination of employment, as NEIT believes appropriate under the circumstances.

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

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

Refund Policy

1. Any refunds of tuition, student and lab fees, and meal plans for resident students are calculated on an academic term basis.
2. Students who withdraw from NEIT must notify the Registrar's Office in writing. Absence from class does not constitute withdrawal. Tuition and fees refunds are pro-rated based on the following schedule:
 - Written notification received by the Registrar.
 - In the first week* of class, will result in a refund of 75% of the term's tuition and fees.
 - In the second week* of class, will result in a refund of 50% of the term's tuition and fees.
 - In the third week* of class, will result in a refund of 25% of the term's tuition and fees.
 - After the third week* of class, will result in no refund.
3. Resident students who withdraw from NEIT or who plan to move out of NEIT housing for other reasons must immediately notify the Office of Residence Life by completing the Housing Move-Out Form located in My Housing on the Student Website. Moving out of the residence hall or not staying in one's assigned room does not constitute withdrawal from housing. Students who assume residence in on-campus housing in any given term are responsible for all room charges for that term. There are no refunds.

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

- In the first week* of class, will result in a refund of 75% of the term's meal plan.
- In the second week* of class, will result in a refund of 50% of the term's meal plan.
- In the third week* of class, will result in a refund of 25% of the term's meal plan.
- After the third week* of class, will result in no refund.

Resident students who remain enrolled at NEIT and change to commuter status during an academic term must use their remaining meal plan balance before the end of the term in which they move out of the residence hall and they must use the remaining dining flex dollars by the end of the Spring Term. There will be no refunds of meal plans or flex dollars.

Students who complete a housing application in My Housing on the Student Website and select a meal plan and do not move into the residence hall will not receive a refund for the meal plan if they use their meal plan to make purchases in the Dining Center.

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

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

Right to Search Policy

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

When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, or stolen property on campus, or in cases otherwise involving some risk of harm, NEIT reserves the right to search an individual's personal belongings that are on NEIT property. Such belongings might include but are not limited to articles of clothing, purses, briefcases, bags, safes, containers, and vehicles. If a personal belonging(s) to be searched is locked inside of an item, the individual is required to open it when directed by a Designated NEIT Official. If the individual refuses to remove a lock from a personal item, and in NEIT's reasonable determination there is an eminent risk of harm, NEIT reserves the right to open the locked item. If there is no eminent risk of harm, NEIT reserves the right to confiscate the item. If by the end of the academic term or NEIT break period in which the item is confiscated the matter is not resolved due to the individual's lack of cooperation in the matter, NEIT reserves the right to open and/or discard the locked item and its contents. If the locked item is owned by NEIT, such as residence hall furniture and individual lockers, NEIT reserves the right to break the lock to conduct a search. NEIT Designated NEIT officials include Public Safety staff and Residence Life staff (only when the search is within the residence hall).

Smoking Policy

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

Smoking is not permitted in any building on the East Greenwich campus, in front of the building, or within 50 feet of any building entrance or exit. Smoking is not permitted in any building on the Post Road and Access Road campuses or within 50 feet of any building entrance or exit. Smoking is not permitted on any patio, recreation field, athletic location, or on the green between One New England Tech Blvd and the residence hall. Smoking is not permitted in the residence hall, in the front of the residence hall, in the residence hall courtyard or patio or within 50 feet of any exterior wall of the residence hall. NEIT's restrictions on smoking also apply to hookahs and electronic cigarettes, also known as e-cigarettes, personal vaporizers (PV), and electronic nicotine delivery systems (ENDS).

Social Media Policy

While NEIT will not proactively monitor personal web sites, social networking sites, blogs, online video hosting sites, and other such Internet information repositories for student conduct violations, NEIT will address student conduct violations that are reported to NEIT. If, in the course of the investigation, violations of law or NEIT policy are identified,

the student(s) may face a disciplinary response as outlined in the Student Conduct section of this Handbook.

Solicitation Policy

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

Solicitation by students or student organizations is permitted only with the prior written approval of the NEIT Director of Student Activities. Solicitation which has been approved is limited to public areas of NEIT's facilities.

Public areas include student lounges, dining areas, Tech Way, patios, lawn areas, the campus green and designated portions of some NEIT buildings and recreation areas.

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

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

Student Assembly Policy

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

Student Conduct Policy

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

- That the NEIT community expects high standards of respect, civility, integrity, and responsibility from all of its members (community standards).

- That each student is responsible for their conduct, and that continuation as a student is conditional upon compliance with the requirements expressed or implied in this policy.

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

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

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

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

- Violating NEIT's policies found in the NEIT Student Handbook and Catalog;
- Violating the Alcohol and Drug Policy;
- Violating community standards;
- Possessing weapons;
- Creating a fire hazard/arson;
- Hazing;
- Falsifying information/identification;
- Unauthorized use of the NEIT logo/name;
- Abusing the student conduct system, e.g., intimidating witnesses and making false reports;
- Refusing to cooperate during the investigation of an incident that is conducted under this policy;
- Sexual misconduct (Incidents of sexual misconduct are handled under NEIT's Title IX Reporting, Investigation and Grievance Procedures)
- Discrimination/harassment/retaliation (Incidents of unlawful harassment, discrimination, or retaliation are handled under NEIT's Policy Against Unlawful Harassment, Discrimination, and Retaliation);
- Attempted or actual use of electronic devices that invade a person's privacy;
- Endangering behavior – behavior that threatens or endangers the health or safety of the community or individuals or creates a reasonable fear that such a result will occur, including but not limited to acts or threats made directly or indirectly by oral or

written words, drawings, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.

- Complicity, through act or omission, in assisting another student, individual or group in committing or attempting to commit a violation of this Student Conduct Policy;
- Physical violence/assault, including the intent to cause harm;
- Bullying, including cyberbullying;
- Threats;
- Theft and attempted theft;
- Non-compliance with the requests of university officials. Non-compliance of NEIT's Department of Public Safety officials, law enforcement or fire officials acting in the performance of their duties, and failure of the student to identify themselves to these persons when requested to do so;
- Vandalism and attempted vandalism, property damage, including graffiti;
- Disruptive behavior, to include behavior that may affect the learning or community experience of others;
- Disorderly or indecent behavior;
- Gambling;
- Unauthorized entry and attempted entry;
- Possession of fireworks on campus;
- Use of drones on campus unless the use is required for an NEIT class or an NEIT-sanctioned student club project, or written consent has been provided by the Executive Vice President;
- Reckless driving on NEIT property or near the university's entrances/exits;
- Violations of local, state or federal law; and,
- Failure to exhibit good citizenship and respect for the campus community, both on- and off-campus as determined in the sole judgment of university officials.

Reports of Students Misconduct and Individuals Responsible for Conducting Investigations

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

Reports of violations of the Student Conduct Policy or behavior wherever they occur that could be considered a criminal action or public safety threat to the campus community shall be made to the Department of Public Safety. The Director of Public Safety or their designee** will investigate the reported violations or behavior. Investigations may be

conducted in collaboration with the Office of Residence Life or the Office of Student Support Services.

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

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

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

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

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

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

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

Investigations of Alleged Violation(s)

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

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

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

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

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

Immediate Interim Suspension

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

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

During an interim suspension from school, the student will be prohibited from being on NEIT campuses and will be denied access to NEIT activities, services, classes, facilities or privileges for which the student might otherwise be eligible, as the Vice President for Student Support Services or their designee may determine to be appropriate.

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

The suspension shall extend until an investigation can be completed.

Absences from classes are not excused and academic work that is missed may only be made up with the consent of the instructor if the student returns to NEIT within the same term he/she is suspended. Instructors are under no obligation to allow work that the student missed during the suspension to be made up.

Mutual No Contact Orders

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

Student Notification of Charge of Violation of Student Conduct Policy

If after a review of the information acquired during an investigation there appears to be a violation(s) of the Student Conduct Policy, the student(s) will be charged with violating the Student Conduct Policy and notified either verbally, in writing or via electronic notice by the Director of Student Life or designee, or the Director of Residence Life or designee.

The individual who sent notification to the student of a violation(s), or a designee, will schedule a Conduct Meeting with the student(s) to review and provide the student(s) an opportunity to respond to the alleged violation(s) charges. The Conduct Meeting may be held in person, by videoconference or by phone. Students are required to attend the scheduled meeting(s) and to arrive on time. If there are circumstances beyond a student's control that would keep the student from attending the meeting(s), the student must call within 24 hours of the meeting time, if possible, in order to provide an explanation and to reschedule. Students who do not attend a scheduled meeting(s) may be subject to further disciplinary action. Failure to appear or call may result in a determination being made as to whether or not the student was responsible for the alleged violation(s) and a sanction(s) may be applied if the student is found responsible.

It is the policy of NEIT that Conduct Meetings with the student and the NEIT staff member conducting the meeting will be done privately with no one else in attendance, unless in the sole discretion of NEIT, the circumstances of the violation warrant that another NEIT employee(s) attend the meeting.

The individual conducting the Conduct Meeting will review with the student(s) the charges of misconduct and provide the student the right to respond to the charges, hear any evidence in support of the charges, and provide evidence against the charges, including the names of witnesses and any other pertinent information.

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

Disposition and Sanctions

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

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

Disciplinary Action

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

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

Sanctions for Student Misconduct

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

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

SANCTIONS (IN ALPHABETICAL ORDER) Disciplinary Probation

A student will remain on disciplinary probation for a specified period of time. While on disciplinary probation, the student is given the opportunity to modify unacceptable behavior, to complete any discretionary sanctions, and to demonstrate a positive contribution to the NEIT

community. A student on probation may also lose privileges that otherwise may be available to them. The student is made aware that any subsequent violations of the Student Conduct Policy may result in disciplinary action up to and including dismissal.

Discretionary Sanctions:

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

Dismissal:

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

Loss of Privileges:

This sanction places restrictions on NEIT activities, services, classes, transportation and/or facilities (including housing) for a specified period of time. Such restrictions include but are not limited to: attendance in classes; housing in the residence hall as well as residency in a particular room, pod or hallway; participation in housing selection; residence hall guest privileges; use of NEIT support services or electronic resources; access to NEIT transportation; and participation in student activities or NEIT organizations. Students whose sanction is to leave the residence hall or a particular room will be told the date and time by which the student needs to leave by a member of the Residence Life staff.

Restitution:

Restitution is compensation required of students who engage in the theft, misuse, damage, or destruction of institutional, private property or personal property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage they caused.

Certain violations, such as pulling a fire alarm or engaging in any prohibited activity that activates a fire alarm, may result in monetary penalties, which must be paid by the date specified when the sanction is given.

Suspension:

This sanction results in the student being separated from NEIT for a specified length of time. The student will be prohibited from being on NEIT campuses and will be denied access to NEIT activities, services, classes, facilities or privileges for which the student might otherwise be eligible. Absences from classes are not excused and academic work that is missed may only be made up with the consent of the instructor if the student returns to NEIT within the same term they are suspended. Instructors are under no obligation to allow work that the student missed during their suspension to be made up. The student is responsible for all financial obligations to NEIT; no refunds are made.

Verbal Warning:

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

Written Warning:

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

Disciplinary Action for Student Organizations:

Student groups and organizations may be charged with violations of NEIT Policies. A student group or organization and its officers may be held collectively and/or individually responsible when violations of NEIT's Student Conduct Policy occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. Examples of disciplinary action that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, and restitution. Deactivation includes loss of all privileges, including NEIT recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

Appeals Process:

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

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

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

- The interpretation or judgment of NEIT administrators regarding the meaning or implementation of the written regulations, standards, and/or policies of NEIT;
- The written policies, rules, requirements, or procedures of NEIT themselves; and/or,
- Sanctions imposed by the Executive Vice President for Unlawful Harassment and Discrimination and/or Title IX Reporting, Investigation, and Grievance Procedures

To initiate an appeal of a student conduct matter, a written appeal must be submitted to the Executive Vice President, Scott Freund. Click [HERE](#) to complete and submit the appeal form. (When using the link, be prepared to access your authenticator app to verify that it is you.) An appeal must be submitted within 7 business days of receiving a disposition. If the appeal is submitted on the final day of the 7-day period, it must be submitted by 4:00 p.m. Your appeal should include all the relevant issues, facts, and a summary of witnesses' proposed contributions to the appeal.

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

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

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

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

Student Conflict Resolution Procedure

(Students who have concerns involving unlawful harassment, discrimination, or sexual misconduct should follow the procedures outlined in NEIT's "Policy Against Unlawful Harassment, Discrimination and Retaliation" or "NEIT's Title IX, Reporting, Investigation and Grievance Procedures" in this Student Handbook.)

New England Institute of Technology (NEIT) is committed to maintaining a campus environment where students can live, work and learn in an atmosphere of civility, and mutual respect. NEIT believes it is in the interest of the student and the university community to resolve conflicts as quickly, equitably and as informally as possible.

Students who have conflicts involving staff, other students, academic matters, financial matters, or any other aspect of their university experience should follow the steps outlined below.

Step One:

If the conflict involves:

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

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

Step Two:

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

- Conflicts involving NEIT employees (staff or faculty members) may be brought to the attention of the staff member's supervisor or the faculty member's Department Chair. The student and/or Supervisor/ Department Chair may utilize the services of the student's Student Advisor in an effort to resolve the matter.
- Conflicts involving academic matters may be brought to the attention of the Department Chair. The student and/or Department Chair may utilize the services of the student's Student Advisor in an effort to resolve the matter.
- Conflicts involving financial matters may be brought to the attention of the Director of Student Accounts. The student and/or Director of Student Accounts may utilize the services of the student's Student Advisor in an effort to resolve the matter.
- Conflicts involving residence hall matters (other than personal conflicts between students) may be brought to the attention of the Director of Residential Life. The student and/or Director of Residential Life may utilize the services of the student's RA in an effort to resolve the matter.
- All other conflicts involving any other aspect of the student's university experience – Go to Step 3. If the matter is resolved to the student's satisfaction, the matter will be closed.

Step Three:

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

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

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

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

Step Four:

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

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

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

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

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

Arbitration Agreement

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

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

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

Student Health Insurance

New England Institute of Technology (NEIT) requires all full-time students who live in NEIT housing, and all international students with F-1 visas (whether living in NEIT housing or not) to carry personal health insurance. If a student can show proof of adequate private health insurance, the Student Health Insurance may be waived by electronically submitting a waiver form by the designated due date (go to <https://studentcenter.uhcsr.com/>). Students that do not obtain a waiver are required to enroll in the Student Health Insurance program administered by Arthur J. Gallagher & Co. and underwritten by UnitedHealthcare Student Resources. The annual premium for students enrolled in the Student Health Insurance program will be assessed to the student's account. The Student Health Insurance program is designed to protect against unexpected medical expense and to meet most students' needs while on campus and throughout the Policy

Year. The Policy Year ends at the end of NEIT's summer term (usually the last week of September). If a student graduates or withdraws from NEIT prior to the end of the Policy Year, the student retains the insurance through the end of the Policy Year. If a non-resident student is interested in obtaining health insurance through NEIT they are eligible to enroll in the plan.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, peer-to-peer file sharing, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Title IX Reporting, Investigation and Grievance Procedures

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

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

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

Any person, a victim, a witness or an authorized legal representative with the legal right to act on behalf of a complainant, may report Title IX Prohibited Conduct to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be a Complainant. Such a report may be made at any time (including during non-business hours) by telephone, electronic mail, or mail, using the contact information listed for the Title IX Coordinator above in accordance with NEIT's Title IX Reporting, Investigation, and Grievance Procedures which can be found on the Student Website under the Support Services tab.

Weapons Policy

The possession of weapons (defined below) is prohibited on NEIT grounds, even if otherwise permitted by law. Possession of weapons on

NEIT grounds shall be grounds for disciplinary action and/or dismissal or termination.

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

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

This policy shall not apply to:

- Active or retired law enforcement officers/agents (local, state, and/or federal) authorized to carry weapons by law or their governmental agency.
- The use of simulated weapons by students and faculty as required in NEIT courses or in activities coordinated by the Office of Student Activities (e.g., laser tag)
- The use of knives required in NEIT courses.
- The possession and/or use of disabling chemical sprays when used for self-defense.

Written Information Security Policy (WISP) – Students

New England Institute of Technology’s (NEIT’s) Written Information Security Policy (WISP) is intended to ensure the confidentiality, integrity, and availability of data and resources through the use of effective and established information security processes and procedures. The WISP ensures that NEIT:

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

Scope

The policy requirements and restrictions defined in this document shall apply to network infrastructures, databases, external media, encryption, hardcopy reports, films, slides, models, wireless, telecommunication, conversations, and any other methods used to convey knowledge and ideas across all hardware, software, and data transmission mechanisms including systems that create, maintain, store, access, process or transmit institutional data. This policy also applies to information resources owned by others, such as contractors of NEIT or entities

in the private sector, in cases where NEIT has a legal, contractual or fiduciary duty to protect said resources while in NEIT custody. In the event of a conflict, the more restrictive measures apply. This policy covers NEIT’s network system which is comprised of various hardware, software, communication equipment and other devices designed to assist NEIT in the creation, receipt, storage, processing, and transmission of information.

This definition includes equipment connected to any NEIT domain or VLAN, either hardwired or wirelessly, and includes all stand-alone equipment that is deployed by NEIT at its office locations, at remote locales or in cloud environments. Students are responsible for complying with the current NEIT Written Information Security Policy as published by the Department of Technology Services (DOTS). The complete policy can be found at <https://dots.neit.edu/cybercenter/neit-wisp-2-1/>