Rivier UNIVERSITY

2022-23 Student Handbook

Rivier University Student Handbook

2022-2023

Notice of Handbook Limitations

While the University makes substantial effort to ensure the handbook contains accurate information, Rivier University reserves the right to make changes at any time without prior notice. The University provides the information herein solely for the convenience of the reader, and expressly disclaims any liability which may otherwise be incurred. This publication is not intended to be, and should not be taken as, a statement of any contractual undertaking by or on behalf the University.

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Rivier University does not discriminate on the basis of race, color, national origin, religion, age, veteran or marital status, sex, sexual orientation, gender identity or disability in admission or access to, treatment in or employment in its programs and activities.

Title IX requires that the University not discriminate on the basis of gender. The following people have been designated to handle inquiries regarding Title IX and other nondiscrimination policies: Colleen Mills, Director of Human Resources in Molloy Hall, cmills@rivier.edu, 603-897-8211 or at TitleIXCoordinator@rivier.edu and Paula Randazza, Assistant Vice President for Student Affairs in the Dion Center, ext. 8244

You may reach them at their office extensions or at TitleIXCoordinator@rivier.edu. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Boston Office, Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, P: (617) 289-0111; F: (617)289-0150; TDD: (877) 521-2172; ocr.Boston@ed.gov.

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Introduction

From the President

Welcome to the Rivier University community. This Student Handbook identifies many opportunities for leading, learning, and service. Rivier prides itself as a community where you can explore your interests and support your academic success. Nashua is our home and the world is your classroom. Consider learning more about your world through academic clubs, internships, service learning, student government, peer mentors, admission ambassadors, and athletics. Participate in the wide variety of programs provided by Campus Ministry Intercultural Relations, and the Office of Global Engagement. Use Rivier's proximity to Boston and the great recreational areas of the mountains and seacoast to create experiences that will support your career and future endeavors. You will find Riv students almost everywhere.

As a Rivier student, you are a member of a community where respect for individual differences, concern for one another, and personal responsibility are keys to success. The staff in Student Affairs recognize the value and uniqueness that each student brings to Rivier University, and they are always ready to assist you.

You will learn that campus engagement will create incredible pathways to success. Thank you in advance for your positive contributions to the Rivier University culture of learning, leadership, and service through your participation in co-curricular activities.

Our students bring an energy that supports the core mission of Rivier 'transforming hearts and minds to serve the world.'

I hope you will use this Student Handbook as a guide to engagement and community life at Rivier and I look forward to seeing you on campus.

Sister Paula Marie Buley, IHM President

University Mission/History

The Mission of Rivier University

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

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

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

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

History of the University

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

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

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

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

Traditions and Customs

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

Heritage Day

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

Academic Convocation

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

Mass of the Holy Spirit

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

Presentation of Mary Day

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

Commencement Activities

Baccalaureate Mass and Hooding

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

Pinning

To recognize associate of science degrees in the Division of Nursing, all students who have successfully completed AS nursing classes receive the Nursing Pin from members of their faculty.

Commencement

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

Academic Resources

The New Hampshire College and University Council (NHCUC)

To foster institutional cooperation, Rivier University is a member of the New Hampshire College and University Council. The New Hampshire College & University Council (NHCUC) is a non-profit consortium of 21, public and private institutions of higher education in the state of New Hampshire. These institutions are recognized and highly regarded for their outstanding teaching, research, and community service activities. They serve as major centers of activity that are vital to the economic development of the community and the state.

The Regina Library and the Cho Educational Resource Center are the resource libraries for students, faculty, and staff. The library staff, in collaboration with the University faculty, serves the research needs of the community. To meet a diversified curriculum and the academic requirements of the Rivier University community, the libraries currently have approximately 100,000 volumes, subscribe to roughly 145 journal titles (of which about 70 are electronic), and patrons have online access through the library website to over 250,000 electronic books and approximately 80 online research databases (which provide access to over 75,000 electronic journals). A reference librarian is available at the library for all the hours the library is open. Students needing reference assistance may also contact a reference librarian from off-campus by telephone, text, email, or chat online.

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

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

Cho Educational Resource Center

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

Information Technology

The Office of Information Technology (OIT) provides Rivier University students, faculty, and staff with a data network, wireless access points, and all technology related services. Nowhere is this more apparent than in the Regina Library and labs across campus. All facilities provide students with access to computers and the Internet. Managed by the OIT, the STH labs are open every day during the academic year and on a limited basis during the summer to fulfill the computing needs of the community. In addition, IT Support, located in Sylvia Trottier Hall the Office of Information Technology suite on the 1st floor, offers students, faculty, and staff a wide range of academic and professional services. If you have a problem with any aspect of technology while on campus, please contact IT Support immediately at itsupport@rivier.edu or 603- 897-8469.

Help Desk

To provide the best possible technical support to Rivier University, Rivier provides 24x7 Help Desk Support. If you are on campus call ext. 8469 or off campus 603-897-8469 or toll free 844-505-8076. The Help Desk offers faculty, staff, and students access to a technician 24 hours a day, 7 days a week. These technicians can provide support on most of the technology-based functions provided by Rivier University. The Help Desk Technicians are specially trained to work with Rivier University technology needs.

Self-Service and Knowledge Base

An in-depth knowledge base is available on the IT webpage https://it.rivier.edu/ Check this out to answer most common questions and issues. A chat feature with a remote help desk technician is available on the site.

RivNet Account

You will receive an email from admissions or the registrar with directions to setup your account. This account will provide you with access to a wide variety of services necessary to pursue your academic career. To establish a computer account, please go to https://it.rivier.edu/rivnet-account-request/ .

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

All Rivier community users must comply with the Acceptable Use Policy located on the IT webpage. https://it.rivier.edu/information-technology/computer-use-policy/acceptable-use-policy/

Email Services/Official University Communications

Your email is easily accessible by browsing to our Office 365 by clicking Quick links from the main website https://www.rivier.edu/. Students should use this email account to communicate with your professors and various offices at the University and it is the official means by which Rivier University will communicate with you.

Microsoft One Drive and M365

All students have access to Microsoft's OneDrive through their Office 365 account. This means that students need not carry USB drives from location to location, or risk theft or loss of information. Simply

save your documents to your OneDrive and they will always be accessible from any device connected to the Internet.

Students can download Microsoft Office with their Rivier Account. Checkout the knowledge base article for details. - https://it.rivier.edu/knowledgebase/how-to-access-free-discounted-microsoft-software/

Canvas

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

Residence Hall Network Access

The OIT provides direct Internet access to the residence hall rooms so that students can use their own computers and other devices to access the Internet. Both wired and wireless connections are available. *Note:* Rivier University manages all Internet traffic coming to and from the University to ensure that our Internet service supports the educational mission of the University. The University does not block any types of Internet traffic or activity. Devices must be registered to use the wired network.

MyRiv—Student Portal

MyRiv - Rivier University's student portal - allows students to have immediate access to the following information: midterm and final grades, course evaluations, course offerings, student's schedule, student's bill, unofficial transcript, degree audit, register for classes and important dates.

Intellectual Property and Copyright Infringement

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

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

Student Recording Policy

Students may not record audio or video of any portion of a lecture, class discussion, or course-related activity without the prior and explicit permission of the course instructor, unless the recording is part of

an accommodation coordinated through the Office of Disability Services. Permission for recording is not a transfer of any copyrights in the recording or related course materials.

Approved recordings are solely for the purpose of individual or group study with other students enrolled in the same class. Recordings cannot be reproduced, transferred, distributed, or displayed in any public or commercial manner, and cannot be posted on any website or social media site. The sharing of video or audio recordings could be a FERPA violation, with associated repercussions.

Academic & Career Advising

Academic & Career Advising serves as the starting point for undergraduate students as they navigate their individual academic & career plans at Rivier. Academic & Career Advisors are assigned to students by major. The Academic & Career Advising Center, located on the second floor of the Learning Commons, is open from 8:30 a.m.-5 p.m. Monday-Friday and the phone number is (603) 897-8227. Throughout the year, Advisors assist students with course registrations, add/drop requests and scheduling changes; guide students through academic/career transitions and, when appropriate, refer students to campus resources; address student and parent academic/career questions and concerns; coordinate the notification process for short or long term absences due to sudden illness and/or sickness; process change of major requests and notify appropriate faculty; discuss University policies and procedures regarding faculty and/or grading disputes when requested; verify Intent to Graduate requests, and assist instructors and faculty regarding excessive absences and missing coursework. Academic & Career Advisors work jointly with faculty, student life, the counseling center, and other campus offices to ensure that each student is given the best possible academic experience while at Rivier University.

The Career Development Center offers resources in addition to Academic & Career Advising to assist students with their career planning efforts, including the pursuit of internships, jobs, and graduate school exploration. Resources such as *Handshake* assists students with building their resume, searching for internships and jobs, registering to attend workshops and programs. *What Can I do with this Major?* is a career exploration platform that students can access which outlines common career areas one can enter with a major, typical employers that hire in this field and strategies designed to maximize career opportunities. The Career Development Center website: www.rivier.edu/cdc is a comprehensive resource providing students and alumni the opportunity to access vital information related to academic and career success. Annual job fairs are held on campus in the spring semester to support graduating students in the pursuit of full-time employment. These Career Fairs provide all students with employment opportunities through internships, part-time work and summer job opportunities. Students are encouraged to take advantage of this annual event and all career development services.

Service Learning

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

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

Course SL100: Serving the World

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

Disability Services

The Office of Disability Services assists students with physical, psychological, medical, and learning disabilities who require reasonable accommodations. Students who have documented disabilities can access support services by contacting the Office of Disability Services at disabilityservices@rivier.edu. The Office of Disability Services is located on the first floor of The Learning Commons.

The Academic Support Center

The Writing and Resource Center provides individualized academic support to all Rivier University students and is staffed by professional writing consultants, graduate students, and peer tutors. Students seeking help in all stages of their writing for any class may schedule reserved writing appointments, submit papers online, or come to open drop-in hours to work one-on-one with a writing consultant. Students seeking help in understanding course content, preparing for exams, or completing homework may sign up for a group review session, make an appointment with a peer tutor, or come to open peer tutoring drop-in hours. The Writing and Resource Center is located on the lower level of the Learning Commons.

Retention Support Services

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

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

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

Office of the Registrar

Academic related policies and procedures, such as FERPA, change of address, transfer of credit, or habitual non-attendance, are available online through the University Academic Catalog at https://catalog.rivier.edu/index.php?catoid=115.

Student Affairs Services

The Division of Student Affairs at Rivier University serves students based on the ideal that learning occurs beyond the classroom. Offices in this division challenge and support students by providing co-curricular and extra-curricular programs and activities that are linked to the University's Roman Catholic tradition and core mission: transforming hearts and minds to serve the world. By focusing on the education of the whole person, the Division of Student Affairs invites students to engage in experiences that promote growth in faith, development and formation of character, and lifelong learning and service to the community. Members of the Student Affairs staff encourage responsible decision making, physical and emotional wellness, respect for all members of the Rivier community and beyond, and appreciation of diversity. This is strengthened through collaboration and cooperation with academic affairs and other campus student services.

Campus Ministry

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

Liturgy and Sacraments

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

Service, Peace and Justice

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

Alternative Spring Break

In partnership with student organizations, this program gives students the opportunity to do meaningful service work during spring recess. Past service trips have taken students to Washington, D.C., New Orleans, and Puerto Rico. Work has included manual labor, working in schools, and teaching Bible stories to children through a process called clown ministry.

Spiritual Growth & Pastoral Care

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

Leadership Development

Campus Ministry offers opportunities for servant leadership, leadership based on the belief that we are called to serve and not be served. These opportunities include roles at liturgies and prayer experiences, oversight of various volunteer projects, and program development and implementation.

Staff

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

Sr. Mary Anne Quibin Student Health Services

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

Immunizations

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

Student Health Insurance

Rivier University requires that each undergraduate student have some type of health insurance either through a private company or through the affordable care act plans. Rivier University

does not accept responsibility for any expense incurred for any medication, diagnostic procedure, or treatment.

Confidentiality

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

Counseling and Wellness Center

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

Alcohol and Drug Treatment Resources

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

Get Inclusive.com

Get Inclusive is an online interactive course required for all traditional age Rivier freshmen. Get Inclusive addresses many high-profile issues associated with college life; including, but not limited to, high-risk drinking, drug use; sexual misconduct; and diversity, equity and inclusion. It tracks individual substance use behaviors and risks associated with use.

Physical Education & Athletics

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

Intercollegiate Athletics

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

Full-time baccalaureate students are eligible to compete at the varsity level. Information concerning these programs is available from the Athletics Department.

Recreation and Intramurals

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

Multicultural Student Engagement

The Office of Multicultural Student Engagement provides support and services to students from historically marginalized populations. More specifically, the office seeks to achieve the following:

- To provide the University community with culturally and socially enriching programs and activities;
- To enhance the presence of a diverse population on Rivier University's campus;
- To provide resources to minority students on the local Nashua area;
- To provide campus training on diversity and inclusion.

CARE Program

Established through a Department of Justice grant, the CARE Program is a multi-disciplinary team of campus and community partners working together to reduce gender-based violence on campus. The CARE Program supports Rivier University's mission of respect for all people by addressing domestic violence, dating violence, sexual assault, and stalking through awareness, education, prevention, and trauma-informed services, as well as holding perpetrators accountable for their actions.

Student Life and Housing

The residence areas of Rivier University offer a unique experience in community living that extends the learning process of the University beyond the classroom. Students and staff work cooperatively to establish and maintain a living environment that supports the University's mission, promotes student growth, and respects all people as individuals. At Rivier, we strive to create a community in which everyone is included and encouraged to actively participate in the developing and changing nature of life on campus. It is the hope of the Residence Life Staff that each resident will give and receive respect, support, and encouragement to grow, change, learn, and develop through their experiences living on campus.

Residence Life Staff

The Director of Student Life and Housing Services lives on campus and coordinates all functions of the University's residence halls. Each building has a staff of trained personnel available to assist resident students with social, personal, academic and cultural concerns. In addition to the Director of Student Life and Housing Services, we have full-time undergraduate students residing in residence halls and serving as Resident Assistants who have been selected and trained to assist resident students with the challenges of community living.

The primary function of the staff is to create, with the residents of each floor, a positive living environment. In addition to enforcing University policy, the staff is also present to maintain building safety and security. Ten to twelve undergraduate students (Resident Assistants) and three professional Hall Directors make up the Residence Life Staff. There is always a staff member on duty to address any student concerns. These individuals are employed by the University specifically to assist and serve students. These staff members are particularly important to students, and we recommend that students become familiar with who they are and what they do.

Members of the University and Residence Life Staff are charged with maintaining environments conducive to the living and learning purposes of the University. Staff members may take immediate action in response to any given situation. The instructions of a staff member acting in the fulfillment of his/her duties are to be followed. Failure to heed these instructions is a serious breach of University conduct and will result in disciplinary action including, but not limited to, removal from on-campus housing.

Staff Availability

There is a staff member on duty at all times. You can reach a staff member by calling his/her campus extension, paging them in the buildings, or calling the duty cell phone. The staff roster and instructions are available at the front desk of each residence hall and will be posted on each floor. The Resident Assistant Office is in Guild Hall next to the front lobby.

Administrative Action

Members of the University and Residence Life Staff are charged with maintaining environments conducive to the living and learning purposes of the University. Staff members may take immediate action in response to any given situation. The instructions of a staff member acting in the fulfillment of his/her duties are to be followed. Failure to heed these instructions is a serious breach of University conduct and will result in disciplinary action including, but not limited to, removal from on-campus housing.

House Keeping and Maintenance

The excellent condition of the buildings and grounds is due to the outstanding efforts of the Housekeeping and Maintenance staff. The common areas (hallways, bathrooms, lounges) of the residence halls are cleaned Monday-Friday by the University housekeepers. Students are required to leave all common areas in acceptable condition after use. Please assist the staff by helping to keep Rivier a clean and comfortable place to live.

Residence Hall Security

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

Parent/Guardian Notification

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

Summer Housing

University residence halls are available during the summer months for:

- Students who are attending summer school at Rivier University
- Students who are involved in an internship or other field experience
- Groups who are participating in a workshop sponsored by and/or given at Rivier University
- Students who are required to live on campus as a function of their Rivier job

Vacation Periods/Residence Hall Closings

The residence halls officially close during all major vacation periods (Thanksgiving, Christmas/Winter, Spring, and Easter breaks). Only under unusual and extenuating circumstances will a student be permitted to remain on campus when the residence halls are closed. Student teachers and interns must obtain authorization from their department chair to be considered for vacation housing. All residents are encouraged to take special notice of scheduled hall closings and make the necessary arrangements for travel plans or time off from work if applicable. All students remaining in the residence halls during vacation periods will be charged the current rate for vacation housing. Only those students who are on academically authorized internships and student athletes required to attend games or practices, will be exempt from vacation housing charges. Students who are authorized to live on campus while the halls are officially closed must abide by all policies, procedures, guidelines, and standards outlined in this handbook as well as any regulations established during the time of vacation housing.

The Residence Life Staff will post the actual time of closing and re-opening of halls a week prior to each vacation period. Students must vacate the halls by the time posted. Before you leave for any vacation, it is your responsibility to see that refrigerators are unplugged (Christmas/Winter break only), windows are closed, lights are off, and trash is emptied. A residence staff person in your hall will conduct a health and safety check in each room during all scheduled closings.

Students who live on campus during times when the residence halls are officially closed need to be aware that:

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

On Campus Housing

The Residence Halls

There are four residence halls on Rivier's 68-acre campus. Guild Hall, built in 1960, Trinity Hall, opened in 1965, Presentation Hall, opened to the University's Sisters in 1977, then opened to students for the first time in 1999, and Brassard Hall, opened in the fall of 2001. Traditional-aged first year students are assigned to Guild Hall. After the first year, residents are free to live in the hall of their choice based on seniority and space availability.

Triple, double, single, and designated single rooms are available to students. Room rates are determined by the Business Office and posted in the halls and online prior to room selection. All rooms are available to all students registered for the lottery/selection process during the spring semester, unless certain rooms have been reserved for staff, medical necessities or as deemed necessary by the University.

LIVING and LEARNING Together

Community is defined as a group of people living in the same locality and under the same government. Residents at Rivier have chosen to become part of a large community of people who work hard to foster personal, spiritual, and educational growth. Within the residence halls you become members of a smaller community that share much more than common facilities.

Regardless of the length of time you and your roommate have known each other, a challenge confronts you: the challenge to create or continue a roommate relationship based on respect for your roommates' personal life, tolerance for the differences which exist between you, and the commitment for open discussion and resolution of problems which may arise while living together.

Students are encouraged to be responsible for their individual actions as well as for the way the community functions. Inherent in any community is basic responsibilities for all members; these guidelines are outlined as follows:

The Basic Responsibilities of All Residents: A Social Contract

- To treat other residents with respect and consideration.
- To understand all policies and regulations necessary for the hall community to function, and to abide by those rules.
- To be responsive to all reasonable requests of fellow residents.
- To be responsive and cooperative in all dealings with residence hall and University staff members.
- To accept responsibility for personal and community safety – refrain from misusing safety equipment, propping open locked doors, losing or forgetting room keys.
- To recognize that public areas and their furnishings belong to everyone, and abuse of those areas violates the rights of the community.

Rivier asks that each resident abide by the previously stated social contract to ensure that the needs of all students are taken into account.

Eligibility for On-Campus Housing

A student living in the residence halls must be enrolled in and maintain a minimum of 12 credits per semester within the School of Undergraduate Studies or 9 credits in the School of Graduate Studies. Exceptions to this policy for resident students will be considered by the Assistant Vice President for Student Affairs on a space available basis. Returning resident seniors in their last semester may carry fewer than 12 credits and remain in the halls while completing degree requirements.

Housing Deposit

A deposit of $250.00 is required to reserve a room; it is credited to the student's room and board account at the Business Office. Only returning students who have paid the deposit are eligible to participate in the room lottery and housing selection process in the spring. Room deposits for returning students are refundable until May 1st.

Room Lottery and Housing Selection

During the spring of each year each resident selects a room and roommate(s) for the following academic year. Priority for selection is based on each resident's class status, as determined by the Registrar's records.

Only students who have paid the $250.00 deposit and have proof of payment from the Business Office are eligible to participate in the lottery/selection process. Specific lottery/selection procedures can be found in the Office of Student Life and Housing Services and are made available to all students during the spring semester each year.

Damage Deposit

A damage deposit of $100.00 is payable each year of residency. Students are required to pay for all damages in individual rooms and common areas which are assessed to their account in the fall semester. In the spring semester, damage charges less than $100 will be deducted from the damage deposit with any balance credited to the student account; any charges over the $100 deposit are paid by the student.

Room Changes

The Office of Student Life and Housing Services recognizes that not all people are compatible and at times, a room change may be necessary. Students who are contemplating a room change should begin by discussing the situation with their roommate and involve their Resident Assistant when necessary.

During the first two weeks of school there is a room freeze that puts all room changes on hold. During this time, the residence life staff determines who has returned to campus, who has yet to return, and what spaces are available for students interested in changing rooms. Any room changes recommended by residence staff will be made for well-founded reasons only. The Assistant VP/ Director of Student Life must authorize all changes and all residents involved will be required to complete a Room Change Request Form.

The Director reserves the right to change room assignments of any student if deemed necessary for judicial reasons or otherwise. Additionally, the Director may withdraw a student from the residence halls for disciplinary or medical reasons prior to a hearing in cases where there exists a danger to self or to others.

Room Inventory

Each person is responsible for the proper care of his/her room. At the time residents move in, each receive a room inventory sheet, which is prepared by a member of the Residence Staff. This inventory determines the content and physical condition of the room. It is imperative that each resident reviews this sheet carefully before signing it to ensure accuracy; any discrepancies need to be reported to the assigned RA. Any damage beyond normal wear and tear that occurs during the year will be the responsibility of the room occupants. Damage billing is completed by comparing the room inventory report from check-in to the condition of the room upon check- out. Billing costs are placed on student accounts at the Business Office.

Holiday Decorations

Many residents like to decorate their rooms and/or doors during the holidays. While this adds to the festive mood of the residence halls, we must be cautious with regards to fire safety regulations. Halloween, Thanksgiving, Valentines, etc. decorations may not include any type of hay, grass, or live foliage; pumpkins may not be left in hallways as they obstruct the aisle and eventually decay. Live trees and wreaths, etc. are a fire hazard and are not permitted anywhere in the residence halls. Only artificial trees and lights, which are UL approved, may be kept in residence hall rooms.

Health and Safety Inspections

During the academic year, monthly health and safety inspections will be conducted in each room of each hall. These inspections are conducted by members of the Residence Staff or by Security, with the intent of ensuring that all health and safety precautions are being taken. Any violation of University policy, neglect or damage to a room or area, or other activities, which are noted, will be processed in accordance to policies outlined in this handbook and in the student handbook.

Health Codes and Standards to Insure the Proper Care of Facilities

Cleanliness and Order

We suggest that a reasonable standard for cleanliness and order in student rooms is a mark of respect for your neighbors and visitors, as well as part of your contribution to maintaining standards of health and safety in the halls.

Residents all share facilities such as bathrooms, kitchenettes, and lounges, so all must share in the responsibility of keeping them clean. Although the housekeeping staff does an excellent job in keeping our residence halls clean, it is not their responsibility to clean up after you. Students at Rivier pride themselves in living in some of the cleanest residence halls around - please help keep it that way.

You will be expected to keep your room tidy, showing reasonable respect for property, your roommate and yourself. Unsanitary or unacceptable conditions found at times of health and safety inspections or otherwise will subject room occupants to disciplinary review.

Perishable foods may not be stored in student rooms unless kept refrigerated. Any other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects and to avoid contamination of food. Every effort needs to be made to prevent food from dropping on and/or remaining on floors.

Decorating/Personalizing Your Room

You are encouraged to make your living space unique to you. For instance, rugs, posters, and plants are permitted in rooms. However, certain items are not allowed, such as unauthorized lofts (or any wood construction), unauthorized bunk beds, the use of cinderblocks to elevate beds, waterbeds, paint, wallpaper, etc. Furniture must rest on the floor and may not be suspended or placed on supports. Beds should not be taken apart and put on the floor to be used without ample padding underneath. Putting a bed frame directly on the floor scratches the tiles, and may damage the frame. When living on campus at Rivier University, residents rent the interior of a room and are asked to leave the room in the condition in which it was found.

Members of the Residence Staff have the responsibility to require residents to remove any inappropriate item, poster, or message from the exterior of a bedroom door, wall, or window. In addition, flags, banners and/or posters cannot be hung from ceilings or in individual bedroom windows.

Furniture

Furniture or furnishings in common areas are not to be removed from the area at any time. Room furniture can be rearranged in individual rooms, but furniture cannot be removed or added to your room without proper authorization. Lounge furniture found in rooms will result in a $25.00 fine per piece. Repeated offenses will result in disciplinary review.

Damages

Each resident is responsible for the proper care of his or her room. Residents are free to decorate their rooms as they wish as long as no permanent damage is done to the room or its furnishings. Nails and double stick or scotch tape should not be used to hang pictures or posters. Hooks may not be driven into or tacked onto ceilings or walls.

Be sure to check your room inventory form before you sign it and report any damages to be added on to avoid getting charged for damages that are not your responsibility. Damage billing is based on room inventories, and you will be charged accordingly for any damages unrecorded.

Residents are jointly responsible for the care of public areas. Damage costs to common areas will be shared among all residents of the area or by the entire hall community. A list of typical damages and their costs is available from the Office of Student Life and Housing Services.

Repair Requests

Any item in need of repair or damaged should be reported to your RA or Hall Director. These staff members will be sure to file a repair request form or maintenance requisition slip so that your needs will be addressed, and the property kept up. Please understand that our maintenance department is responsible for upkeep of the entire campus so repairs will be done in order of priority. If you are not satisfied with the repair or have concerns, please inform your Hall Director and every effort will be made to rectify problem situations.

If you see a serious maintenance problem, such as a flood in the laundry room or bathrooms, etc. report it to the person on duty immediately. Problems that are not so serious and can wait (such as a washer or dryer out of order, etc.) should be reported to your RA or Hall Director.

Signs, Posters, and Posted Notices

Student organizations, clubs and groups are welcome to put up advertising signs and posters. However, we ask that you use masking tape, not scotch tape, to do so. Also, please do not post signs on outside windows.

Important notices for students will be posted in all residence areas on a timely basis; Residents are responsible for reading and following these notices. Vandalizing these notices is against University policy and subject to disciplinary action.

Any signs, stickers or displays posted on Rivier University property, whether in University buildings or parking lots, may not contain language, pictures or slogans that contradict the University's mission or that are deemed offensive. Offensive language, pictures or slogans would include those which would be likely to draw a rating above PG if it were being rated as a movie due to its strong, graphic or rude language, its sexual content, its crude humor, or its references to violence, nudity or illicit drugs.

Street Signs

The possession of street signs that were once public property is against school policy. These are stolen property. As good citizens, our goal is to lessen needless taxpayer's expense, not create further expense. Street signs may be confiscated and returned to the DPW at any time.

Smoking

Rivier University does not permit smoking in any of its buildings. Smoking is also prohibited in University-owned vehicles. Those who choose to smoke outside of buildings are required to place the remains of tobacco products in the proper receptacles. Any issues should be brought to the attention of a Student Affairs staff member. Information on cessation programs offered in the greater Nashua area is available through the Counseling Office.

Pets and Health Regulations

Public Health regulations clearly state that animals, reptiles, and other pets may not be kept in residence halls. Fish are the only animals allowed as pets in the halls. A fish is defined, in this case, as any animal, which lives underwater 24 hours per day and cannot survive at all outside of water. To save energy, no electric pumps, lights or filters may be used in the residence halls.

Hall Sports

Playing or participating in sports or other recreational activities within the residence hall, as well as outside in proximity of the building is prohibited. Please respect your neighbors and University property - horseplay or roughhousing often leads to unnecessary damage or injury.

The throwing of snowballs at windows or any part of a University building, at anyone not playfully engaged in a snowball fight, or at any car, is strictly prohibited.

Fire Safety Equipment

Each of the residence halls is equipped with a variety of safety equipment. This equipment, which includes such items as fire extinguishers, smoke and heat detectors, exit signs, and emergency lights, is not to be tampered with at any time. Abusing these items is subject to disciplinary action including, but not limited to, dismissal from housing.

Fire Doors

Fire doors are not to be obstructed on either side, or propped open at any time. Some doors are equipped with magnetic sensors that are programmed to the fire alarm system. These doors may be held open by the magnetic catch only. They are programmed to close automatically when the alarms are triggered. Corridor doors deter the spread of smoke and fire and are to be kept closed if not on a magnetic catch. The Nashua Fire Code also requires that nothing be stored or placed in the hallways at any time. Any item not sanctioned or installed in hallways is considered a fire hazard.

Residence Hall Facilities

Common Areas

Any area or space other than individual student rooms is known as a common or public area. These include hallways, lounges, lobbies, stairways, bathrooms, etc. Residents jointly share responsibility for the condition of common areas. Intentional damage or unnecessary messes will be considered a violation of Rivier's community standards and will not be tolerated. If a room or area has damages, which no student has taken responsibility for, charges for said damages will be equally shared between building and floor residents. Since all residents have the right to use public areas you are reminded to be courteous of each other’s rights to those facilities. TV/DVD and lounge space usage is on a first come first served basis. Common lounges and equipment can be reserved at any time for special programs or activities by signing up in advance with Director of Student Life and Housing Services.

Furniture such as tables, chairs or hall equipment are for use in the common areas only. Please do not remove anything from the lounges or kitchenettes that does not belong to you. If you bring personal

items into the common areas, please take them with you when you leave. The University is not responsible for loss of stolen items.

Bathroom Facilities

You are requested to use the shower rooms on your floor only. Failure to be sensitive to this can create inconveniences for others. You are expected to treat these facilities with respect so that all floor members will have the benefit of a clean, problem-free area. Please report leaks, floods or any other problems to the residence staff member on duty.

Kitchenettes

Shared kitchenettes are provided in each residence hall. These areas are equipped with sinks, stoves, refrigerators, microwave ovens, toaster ovens, and ironing boards for your use. While you are cooking or using any other electrical appliances you must stay in the immediate area. Because so many residents use the kitchenettes, they must be cleaned up immediately after use. The housekeeping staff is not responsible for the cleaning or upkeep of the kitchens - resident students are. Since fire codes prohibit cooking in individual rooms, students are encouraged to use any and all electrical appliances for cooking in the kitchenettes.

Laundry Rooms

Each residence hall has laundry areas equipped with washers and dryers and sinks for resident's laundry needs. Residents must supply their own soap, etc. The main laundry rooms in each building are considered common areas and shared by all residents unless otherwise posted. Washers and dryers are free to use by all residents.

Lounges

There are several common areas where students can study, socialize, and watch TV. These lounges are furnished as to be as comfortable as possible, and a fireplace enhances the atmosphere in the Guild main lounge. Each hall is equipped with televisions, ROKU access, and a DVD for use in the main lounges. A recreation room is located in Guild Hall in which there is a billiard table, Ping-Pong table, and soda snack machines, and a ping-pong table is available for use in the Trinity Hall lobby.

Lost and Found

If you find an item, please turn it in to a staff member, and leave a message at the front desk. The person sitting at the desk will make announcements about lost and found items. Lost laundry items are usually left on the table in the laundry rooms. Please respect the property of other residents. Taking what does not belong to you is considered stealing and will lead to disciplinary action.

Vending Machines

Soda and snack machines are located in Guild and Brassard Halls as well as in all classroom buildings. Filing a refund request with the Sodexo Campus Services staff in the Dion Center can refund money lost in the vending machines.

Office of Student Engagement

The Office of Student Engagement works within the Division of Student Affairs to provide the resources necessary to support learning beyond the classroom. The Office of Student Engagement sponsors events, advises clubs and organizations, provides programming resources to faculty, staff, and students, seeks to serve as an advocate for students, and provides outreach to the commuter student population.

It is the goal of the office to serve the University by bringing quality programming opportunities to the campus while developing the interpersonal, organizational, and leadership skills of its students.

Student Engagement

The Office of Student Engagement coordinates a wide variety of programs in conjunction with student clubs and organizations. Planned by students for students, these events are meant to entertain, educate, and enrich the Rivier University experience. Events have included comedy troupe, wellness programs, charity fundraising days, trips to NYC and Canada, alcohol awareness activities, and professional speakers.

Program Planning

Anyone, whether acting as a member of an organization or on his/her own, may plan a program. The following steps must be followed for the event to be recognized by the University:

1. Read the Student Leader Handbook for tips and guidelines to ensure that your program is a success.
2. Complete the event authorization on Campus Groups, Rivier's student engagement platform.
3. Wait for approval from the Office of Student Engagement.

Student Organizations

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

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

Academic Honor Societies

Alpha Sigma Lambda
Beta Beta Beta (TriBeta)
Kappa Delta Pi

Clubs and Organizations

Biology Club
Campus Activities Board
Campus Ministry Club
Clinical Sciences Club
Commuter Activities Council
Dance Team
Education Club
Indian Student Association
Model United Nations
Multicultural Student Organization
Psychology Club
RivCast

Rivier International Students Association
Student Athletic Advisory Council
Student Government Association
Student Nurses Association

Commuter Students

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

- Monthly Commuter Events
- Study, lounge space available in the Dion Center.

Student Group Travel Policy

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

Orientation

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

Student Government Association (SGA)

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

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

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

- A club must have five active members, including officers and a faculty/staff advisor;
- The club must have a working constitution submitted to the Student Government Association; and

- The club must demonstrate an attempt to fulfill the goals articulated in the club constitution.

Agreement between the Administration and the SGA of Rivier University

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

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

America Reads Project

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

Department of Public Safety and Security

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

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

Building Security / Access

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

Crime Prevention

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

Crime Statistics

The Annual Crime Report is compiled from the incidents reported to the Public Safety Office, other designated Campus Security Authorities (CSA's), and the Nashua Police Department and is prepared at the conclusion of the calendar year. Rivier University complies with the Campus Security Act of 1990, also referred to as the Clery Act. For more information on crime statistics or the Public Safety Department, contact our office.

Emergency Notification System

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

I.D. Cards

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

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

Lost and Found

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

Missing Students Who Reside in On-Campus Housing

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Rivier University Department of Public Safety. The Department of Public Safety will generate a missing person report and initiate an investigation.

After **investigating** the missing person report, should the Department of Public Safety determine that the student is missing, the Department of Public Safety will notify the Nashua Police Department and the student's emergency contact no later than 24 hours after the investigation determines that the student is missing.

If the missing student is under the age of 18 and is not an emancipated individual, Rivier University will notify the student's parent or legal guardian, in addition to any additional contact person designated by the student when the Department of Public Safety has determined that the student is missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Rivier University in the event the student is determined to be missing. If the student has identified such an individual, Rivier University will notify that individual no later than 24 hours after the investigation determines that the student is missing. Students who wish to identify a confidential contact can do so through the Rivier University Office of Student Life and Housing Services. This contact information will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

Parking

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

Reporting a Crime

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

Timely Warnings & Emergency Notification

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

The Campus

The Facilities Management Department maintains the University buildings and grounds with a concern for safety and security. The department responds immediately to reports of potential safety and security hazards, such as broken windows and locks. If you feel that an immediate response is needed for a safety and security hazard and members of the Facilities Management Department are not available, please contact the Department of Public Safety and Security at 888-1666.

Fire Drills

The Public Safety/Security Department in conjunction with the Nashua Fire Department and the Residence Life Staff conducts fire drills. Student participation is mandatory at all drills. You must evacuate the building **IMMEDIATELY** when the fire alarm sounds. It is the sole responsibility of the student to evacuate whenever an alarm sounds. The University advises all residents to familiarize themselves with the location of fire extinguishers, fire alarm boxes and fire exits.

Additional Student Resources & Services

Academic Calendar

You may find Academic Calendars for the current and future years here:
https://www.rivier.edu/academics/support-resources/registrar/academic-calendar/

Dion Center

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

- Student Government offices
- Campus Ministry office
- Multicultural Student Engagement office
- Public Safety offices
- Student Engagement office
- Student Affairs office
- CARE office
- Dining Services
- Group Study Area
- Lounge Space
- Rivier University Bookstore
- ATM
- Phone charging station
- Reception and Board Room function space

Bookstore

The Rivier University bookstore is a one-stop destination for all students' school needs. The campus store offers many used, rental, and digital textbook options in addition to new copies. The store has Rivier University imprinted items, school supplies, dorm supplies, snacks, and graduation gear. Skip the

lines! Online shopping is available 24/7 at www.riviershop.com. The bookstore website includes updated bookstore news and store hours. In the store, acceptable forms of payment are cash, major credit cards, checks, campus cards preloaded at the Business Office (not flex cash), gift cards and financial aid vouchers. Online payment methods include major credit cards, bookstore gift cards and campus cards preloaded at the Business Office.

Dining Services

Dining Hall

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

Hours of Operation

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

Raider Grounds in Regina Library

Monday–Thursday 8 a.m.–10 p.m. Friday. 8 a.m.–3 p.m.

Saturday 10 a.m.–2 p.m. Sunday. 3 p.m.–10 p.m.

Raider Grounds offers Starbucks coffee and beverages and “Simply to Go” items; a comprehensive convenient meal program targeted at customers that need a food fix in a hurry. The grab and go menu consists of sandwiches, salads, desserts, and hot microwaveable meals.

General Information

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

Mail Service

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

Photocopies

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

Transportation

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

Community Standards, Student Rights, and Responsibilities

Statement on Student Conduct

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

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

Student Rights

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

- The right to be free from discrimination on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation, or disability in admission or access to treatment in or employment in its programs and activities
- The right to confidentiality and privacy in accordance with the Family Educational Rights and Privacy Act
- The right to be free from harassment, bullying, threats, hazing, intimidation, and violence
- The right to be treated respectfully as a member of the Rivier community
- The right to request assistance from any member of the Student Affairs staff and to be treated with professionalism
- The right to a fair and timely administrative hearing on all conduct charges and to know the charges and evidence against them

- The right to appeal all conduct decisions in accordance with procedures in the Student Handbook
- The right to peaceful assembly that does not disrupt or interfere with the operation of the University
- The right to express opinions which differ from that of the University in a manner appropriate for a Catholic institution

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

Student Responsibilities

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

Personal Conduct

As in any community, there are certain regulations that govern day-to-day interaction in the residence halls. The basic reason for these policies is not to tell individuals how to live, but an attempt to encourage consideration for individual rights and to ensure the security and welfare of all members of the community.

The basic philosophy of community living upon which the regulations are built is:

- Each person must respect the rights of others
- Residents must respect University and private property

Policies and procedures have been developed to support an environment characterized by mutual respect and responsible behavior. Students are expected to cooperate and to encourage others to do the same. Each resident student is responsible for knowing and abiding by residence life expectations and standards (covered in this handbook) as well as University policies (covered in the Student Handbook), city ordinance and state laws. The residence life disciplinary system exists as an educational system to foster behavioral change by reviewing alleged violations and holding the resident accountable for his or her actions when violations have occurred.

Rivier University Non-Academic Grievance Process

The purpose of this policy is to provide equitable and orderly processes to resolve non-academic grievances by students.

DEFINITIONS

> Non-Academic Grievance -- formal difference or dispute between a student and a University employee about the interpretation and/or application of the University's non-academic policies and procedures, or provision of services, by members of the University's faculty or staff, that negatively affects the student. A grievance may be based on one of the following claims: failure to provide services, arbitrary and/or capricious actions by a University employee or administrative office; policy or procedure applied unfairly and/or in a different manner than it was applied to others; administrative error in the application of the policy or procedure.

Relevant Administrator– Appropriate Office Director or Academic Division Dean. The grievance is with the office/department/division where the service is delivered. Questions about the appropriate location are resolved by the appropriate division vice president or designee.

Policy Statement

A non-academic grievance differs from an appeal of an academic decision, as it deals with service issues and not the actual outcomes of course work. A student may file a non-academic grievance in the cases of an unresolved difference or dispute between themselves and the University (office or individual) related to services rendered or non-academic decisions. The policy covers matters outside the scope of other policies of the University.

Complaints about sexual harassment and discrimination based upon protected class are addressed via the University's *A Culture of Respect: Sexual Misconduct, Harassment, and Gender-Based Violence* policies (Student Handbook); and complaints about student behavior are addressed through the *Community Standards, Student Rights, and Responsibilities* policies (Student Handbook). Specific divisional, departmental, or program handbooks and guidance may be used based on the presenting situation.

Informal Resolution

The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual, administrator, or office. An attempt at informal resolution should begin no more than 10 business days after the service or decision is rendered.

Formal Grievance

If the student is unsatisfied with the informal resolution response, the student may make a formal, written grievance to the relevant administrator.

Any formal grievance must be submitted by the student within 20 business days after the service or decision is rendered. The student must state the nature of the grievance and the remedy being sought and describe any previous attempts to resolve the grievance.

The administrator reviews the situation and should provide a written response, including appeal information within 15 days of receiving the complaint, copying the primary mentor/academic advisor. Students will be informed if extenuating circumstances require additional time.

Appeal of Formal Grievance Decision

If the student is unsatisfied with the formal grievance decision, the student may appeal in writing to the appropriate vice president or designee.

Any appeal must be submitted within 20 business days of the transmission of the formal grievance decision. The student must state the nature of the justification for the appeal.

The vice president or designee reviews the grievance and should provide a written response within 15 days of receiving the appeal. This decision is final.

Questions regarding the non-academic grievance procedure should be directed to the Office of Student Affairs, 209 Dion Center, 603-897-8249.

Conduct Violations

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

- Obstruction or disruption of any authorized University activity, including classes
- Damage to/destruction of University property or the property of a member of the Rivier University community, including registered guests
- Theft; theft of services (i.e., removal of food from the Dining Hall without authorization, etc.)
- Physical abuse of another person or any conduct which threatens the health or safety of another (i.e., sexual harassment/assault/misconduct, stalking, dating violence, domestic violence, and physical assault of any type)
- Violation of the University Alcohol and/or Drug Policy or the laws of the State of New Hampshire
- Unlawful entry to or other unauthorized use of University facilities
- The use of the name of Rivier University without the consent of the proper authorities
- Willfully bringing members of the opposite sex into restricted areas of the residence halls at restricted times, or disregard for the policies during open hours
- Disorderly conduct
- Lewd, indecent, or obscene expression
- Expression of any form which is degrading or demeaning to others, particularly on the basis of gender, race, religion, cultural background, ability, or sexual orientation
- Hazing, as defined by New Hampshire state law.
- Gambling, as defined by New Hampshire state law
- Producing or providing false identification documents
- Any violation of University residence hall policy
- Duplicating or possessing unauthorized University keys
- Willfully activating a false fire alarm, tampering with fire or any emergency equipment, and failing to vacate a building when a fire alarm sounds
- Violation of the University policy on weapons and firearms
- Harassment, intimidation, bullying of any member of the Rivier University community, including inappropriate use of telephones, answering machines, email, social networking sites, etc.
- Disposing of trash/refuse anywhere on campus, except in designated receptacles
- Smoking in non-smoking areas
- Purposely providing false information to the University or to a University official
- Failure to comply with directives of University officials, including but not limited to residence hall, library, information technology, public safety staff as well as faculty
- Encouraging, supporting, and/or influencing another individual or group of individuals to violate a University policy
- Violation of the computer use policies
- Unauthorized video surveillance
- Violating the terms of any disciplinary sanction imposed by an earlier conduct violation
- Interfering with any University investigation or disciplinary process including, but not limited to, tampering with physical or potential physical evidence, or communicating or attempting to communicate with any witness or potential witness for any reason relating to influencing any University investigation or disciplinary process

- Any signs, stickers, or displays on Rivier University property, whether in University buildings or parking lots, which contain language, pictures, or slogans that contradict the University's mission or that are deemed offensive. (Note: Offensive language, pictures, or slogans would include those which would be likely to draw a rating above PG if it were being rated as a movie due to its strong, graphic, or rude language, its sexual content, its crude humor, or its references to violence, nudity, or illicit drugs.)

Adjudication of University Conduct Code Violations

A Christian principle centered environment requires that all students participate in the development of the Rivier University community standards by not only personally respecting the rules, regulations, and policies/procedures but also encouraging others to do so. If a student becomes aware of a conduct violation, Rivier University expects the student to discourage the violation, report the violation to a University official, fill out his/her own report with a member of the Residence Life Staff, and/or not to remain passively present during the violation.

Rivier University will generally follow a progressive disciplinary system, meaning that repeated violations of the same policy or multiple violations of different policies will lead to more serious sanctions.

The process for the adjudication of conduct code violations is typically as follows:

FIRST VIOLATION

- Review by the Resident Director
- Disciplinary Warning and a $50.00 fine

SECOND VIOLATION

- Review by the Resident Director
- Disciplinary Probation and a $75.00 fine

AND (if alcohol violation)

- Completion of educational sanction
- Notification to parents/guardians

THIRD VIOLATION

- Review by the Resident Director
- Weekend Residential Suspension (2 consecutive weekends) and a $100.00 fine
- Notice of Housing Privileges in jeopardy with extended probation

AND (if alcohol violation)

- Completion of educational sanction
- ***Notification to parents/guardians***

Continual and/or repeated offenses (***more than three***) will result in the termination of the violators housing contract and may call for judicial review by the Assistant Vice President for Student Affairs. It must be understood that students who do not maintain themselves within the structure and guidelines of the on-campus community may be suspended from Rivier University.

Incidents that involve physical assault, harassment, drugs, large quantities of alcohol, fire/life safety issues, gambling, violations of the computer use policy, and/or other incidents deemed to pose a threat

to the campus or to any off-campus community, will be referred to the Assistant Vice President for Student Affairs and will be subject to the full range of judicial penalty, up to and including housing suspension on the first offense of such incidents.

Fines are payable to RIVIER UNIVERSITY and will be collected in the Office of Student Life and Housing Services. Any fines that are not paid by the date established in the judicial hearing will be subject to a $25.00 late fee and charged against a student's account at the Business Office.

Should a student encounter financial hardship, they can request community service hours in lieu of fines. The decision to allow service versus fines is at the discretion of the hearing officer. If service hours are an option, it is up to the student in violation to contract a service hour agreement plan with a University employee. More information about this option is available from the Resident Directors, or from the Director of Student Life.

In reviewing an individual violation for possible sanctions, please keep in mind that sanctions may vary because we recognize that everyone's situation is unique and many factors are considered, including:

- Severity of the incident
- Weight and clarity of the information
- Current judicial status of the student
- Impact of the student's behavior on the larger community
- Educational impact of the sanction on the individual's potential for growth
- Students attitude and how it affects his or her behavior

Individuals involved in policy violations in the residence halls that are not Rivier students will lose on-campus visiting privileges for a period of time and/or other sanctions as deemed appropriate for the nature of the violation.

Individuals who are non-residents but are students at Rivier will follow the same judicial proceedings as resident students and may lose visitation privileges within the residence halls.

Any disciplinary action on the part of Rivier University does not automatically release a person from legal prosecution.

Definitions

POSSESSION/CONSUMPTION

Alcoholic beverages may only be possessed or consumed by students of legal age (21+ years old) in the privacy of their rooms or the rooms of other 21+ year old resident students. If in question, staff members are required to ask for proper proof of age.

DISPLAYING

Only those residents who are 21 years of age or older may display alcohol containers (full or empty) in their rooms. Alcohol containers found in the room of a minor will be considered a violation of the Alcohol Policy.

COMMON SOURCES

Using common sources of alcohol such as kegs, beer balls (full or empty, tapped or untapped) or spiked punch in large containers is not allowed anywhere in the residence halls. Students found using common sources of alcohol may be suspended from on-campus residency for a minimum of one semester, placed

on a probationary status and be subject to disciplinary review prior to re-admittance into campus housing.

LARGE QUANTITIES

A large quantity of alcohol is defined as more than one twelve-pack of beer, or 1 fifth of alcohol, or 1.5 liters of wine per legal-aged resident. Holding, carrying, or storing large quantities of alcohol for other persons (21 or not) is not a permissible excuse. Large quantities of alcohol will be confiscated. Being in the presence of large quantities of alcohol will be considered a violation of the alcohol policy.

DISTILLING ALCOHOL/BREWING BEER/MAKING WINE

The residence halls are designed for living and learning while enrolled at Rivier University. Distilling alcohol, brewing beer, or making wine are not activities that are permitted on campus.

RAPID CONSUMPTION

Possession, use or encouragement to use funnels, beer luges, or other devices to speed the consumption of alcohol is considered inappropriate on Rivier's campus. Shot-gunning beer or consuming shots of alcohol are not activities that are permissible on campus.

INTOXICATION

Public intoxication and other inappropriate behaviors that may result from consuming alcohol are not welcome in the residence halls. The determination of intoxication will be based upon physical observation and evaluation of behavior by a University authority and need not rely on any mechanical, electrical, or chemical sobriety instrument.

Should a student be intoxicated, Rivier University's first concern is the health of that individual. All resident students, not only the Residence Staff members, have the obligation to assure the safety of intoxicated residents (or their guests). If a resident does not act responsibly getting the help needed for an intoxicated student, he/she may be held liable for negligence.

CULPABILITY

Any student found in a room or area where a violation is taking place will be held accountable for said violation.

Disciplinary Procedures

Administrative Action

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

Cooperation and Honesty

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

Disciplinary Appeals

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

Initial Conduct Officer	**Appeals are submitted to…**	
Resident Director	AVPSA	Decision of the appeals officer is final
AVPSA	VPSA	Decision of the appeals officer is final
VPSA	Hearing Board	Decision of the Hearing Board is final

Institutional Policies

Academic Integrity

Policies governing academic integrity (e.g., plagiarism, honesty, and cheating) can be found in Rivier University's Academic Catalog under Academic Policies at https://catalog.rivier.edu/content.php?catoid=115&navoid=2152.

Interim Suspension

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

Interim suspension may be imposed only:

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

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

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

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

Alcohol Policy

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

Under New Hampshire state law, it is illegal to:

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

The following actions constitute violations of Rivier University policy:

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

9. Serving of alcoholic beverages to individuals who are intoxicated.
10. Use or possession of grain alcohol or caffeinated alcoholic beverages.

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

Failure to comply with New Hampshire state law or Rivier University policy may result in a range of actions including but not limited to a fine, a mandatory assessment with the Rivier University Counseling and Wellness Center or comparable community agency, loss of on-campus housing privileges, loss of guest privileges in the residence halls, suspension, expulsion, and/or prosecution by the State of New Hampshire.

Assessment of Student Learning Outcomes

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

Bias Motivated Offenses

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

Bullying, Harassment and Intimidation

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

Bullying, harassment and intimidation, as used in this statement, include actions shown to be motivated by actual or perceived race; color; religion; national origin; ancestry or ethnicity; sexual orientation; socioeconomic status; age; physical, mental, emotional, or learning disability; gender; gender identity and expression; veteran or marital status; obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories. Bullying, harassment, and intimidation means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, a physical act or gesture, or any of the combination of these, directed at another student. Bullying, harassment, and intimidation can include physically harming a student or causing damage to their property. It also may cause emotional distress to a student which interferes with the student's educational and living environment and creates a hostile educational and living

environment. This statement also includes cyber-bullying. Cyber-bullying includes any of the situations listed in the prior paragraph but is undertaken using electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, Twitter, Facebook, and other social media and websites.

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

Classroom Behavior

The classroom, whether face-to-face online, is the heart of the educational experience at Rivier University because it provides a formal setting for the important exchanges among faculty and students. Regular and punctual attendance at all classes, essential for maximum academic achievement, is a major responsibility of Rivier University students. Failure to attend and contribute to the classroom environment significantly and demonstrably reduces the quality of the educational experience for everyone in the classroom. As a result, absences almost always impact the quality of performance.

As part of its commitment to a quality educational experience for all members of the Rivier community, the University formally requires specific attendance policies to be developed by its professors and reviewed by the dean of the division. Any attendance policy used by an individual professor as a criterion for evaluation must be specified in the course syllabus and presented to students during the first week of classes. These policies can be found in respective course syllabi and may include reasonable penalties and sanctions for excessive absences.

Students are expected to attend all class sessions. In the event of prolonged illness, accident, or similar emergency, it is the responsibility of the student to notify, in writing, both the professor and, for undergraduates, their academic and career advisor or success coach. For graduate students, include the program director/coordinator(s) or dean(s) of the division. Students must remember that it is always their responsibility to make up the work they may have missed during an absence from class. Students are directed to confer with their professors when their absences jeopardize satisfactory progress.

Faculty are expected to attend all class sessions. When faculty will be absent from class, the faculty will notify the students via email and contact the Dean, Program Director and/or Administrative Assistant. In the event it is not possible for the instructor to give advanced notice because of an emergency that prevents them from providing instruction for a scheduled class, the students are expected to wait fifteen minutes before leaving and will send an email to the instructor and the dean to indicate their attendance for that scheduled class.

Professors are strongly encouraged to record attendance and alert the Academic & Career Advising Center and the Office of the Registrar when a student fails to attend the equivalent of two weeks of courses (two absences for a course meeting once a week, four absences for a course meeting twice a

week, six absences for a course meeting three times a week). The student will then be alerted that he/she is in danger of falling under the 'habitual nonattendance policy" (see below).

For graduate students taking online or seven-week courses, absence from three or more classes may jeopardize their ability to succeed; therefore, the student's continuation in the course will be determined by the instructor and the dean of the division. If a student is absent from the first two classes of the course, the student cannot continue in the course without approval of the program director and/or dean.

Electronic Devices in the Classroom

Policies governing the use of electronic devices in the classroom can be found in Rivier University's Academic Catalog.

Computer Use Policy

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

- You may not intentionally seek information about, browse, copy, or modify files or passwords belonging to other people, whether at Rivier University or anywhere else.
- You are authorized to use only those resources to which you have specifically been granted access. If it is unclear whether you are authorized to access or use a resource, assume that you may not do so.
- You are NOT authorized to grant others access to your resources, including your username/password.
- The University's policies on harassment apply to electronic displays and communications with the same force as they do to more traditional means of display and communication.
- You must not display, transmit, or store images, sounds, or messages that are offensive or could create an atmosphere of discomfort or harassment for others.

- Messages, sentiments, or declarations sent as electronic mail or other postings must meet the same standards for distribution or display as tangible documents.
- You must not engage in activities that degrade computing or network performance in a manner that may prevent others from meeting educational or administrative objectives.
- You must not create or willfully disseminate computer viruses. You should be sensitive to the possibility of spreading viruses and should take steps to ensure your files are virus-free.
- You may not use the University's technology resources for private or commercial monetary gain.

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

Criminal Law

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

Drug Policy

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

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

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

Under New Hampshire state law, it is illegal to:

1. Manufacture, possess, have under your control, sell, purchase, prescribe, administer, transport, or possess with intent to sell, dispense or compound any controlled drug, or any preparation containing a controlled drug.
2. Deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store,

contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.

3. Place in any newspaper, magazine, handbill, or other publication any advertisement, knowing that the purpose of the advertisement, when viewed as a whole, is to promote the sale of objects intended for use as drug paraphernalia.
4. Facilitate a house party where drugs are present.

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

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

Drug Paraphernalia

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

Evidence of Drug Policy Violations

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

Penalties

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

Entry into University Premises Including Residence Hall Rooms

University authorities reserve the right to enter all campus premises on a regular basis. A student's residential room is considered private, and representatives of the University will ordinarily enter only after knocking on the door. They will enter to: (a) attend to maintenance needs or complete ongoing

projects; (b) assist in any emergency; (c) retain or re-establish peace and order; (d) recover or prevent the destruction of University property; (e) perform health and safety inspections; or (g) investigate alleged violations of federal, state, municipal laws or University policies, rules or regulations. University representatives retain the authority to conduct searches of rooms regardless of the permission of the residents of the room. When rooms are entered for the above stated reasons, the resident's right to privacy will be maintained to the extent appropriate under the circumstances as determined by the University representatives, consistent with University protocol.

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

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

Muldoon Health and Fitness Center and Field Usage

Priority for scheduling:

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

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

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

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

The possession of or use of any firearm, replica firearm, deadly weapon, or other dangerous or flammable material (except for flammables used for legitimate personal use) is strictly forbidden on the Rivier University campus. This includes, but is not limited to, the possession of or use of ammunition, air rifles, air pistols, gas powered guns, paintball guns, sporting-type weapons, sling shots, toy guns that are painted black, gun blue, dark blue, brown or silver, toy knives that are painted silver, black, brown, gun

blue or dark blue, the carrying of any toy gun or toy knife concealed, the possession of any object that is meant to depict any type of an explosive device such as but not limited to a hand grenade, suicide bomb vest, suitcase bomb, pipe bomb or explosive satchel and the possession of or use of fire crackers. Deadly weapon is defined to be any firearm, knife or other substance or thing which, in the manner it is used, intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury. Violation of this policy will result in an immediate disciplinary response.

Fire Safety

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

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

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

Fire Safety Regulations

CANDLES/INCENSE

Open flame sources such as candles, potpourri burners, incense, bottled gas appliances, lanterns and the like are prohibited in residence hall rooms.

COOKING APPLIANCES

No cooking appliance may be used in individual rooms. You may use these in the kitchenettes only.

EXTENSION CORDS

National Fire Protection Codes prohibit connection of a power strip to another power strip or extension cord. Rivier University requires power-strips that have a built-in circuit breaker switch.

ELECTRICAL APPLIANCES

Use of any appliance in an individual room that has an open element (for example, an electric coffee maker or a hot plate) is against city fire laws and therefore strictly prohibited. Individual heating units/hot air blowers, air conditioning units and halogen/torch lamps, are not allowed in the residence hall rooms.

FIRE ALARMS

Students should know all their options of exits and stairways before they need to use them in an emergency. All residents must vacate the building when the fire alarm is sounded during a fire or fire drill. Evacuation procedures are explained below and posted on your floor. Any person who willfully sounds the fire alarm or tampers with any fire equipment without cause will be subject to severe disciplinary action and/or criminal prosecution and may be suspended from the residence halls.

If you discover a fire in your building

- Do not endanger yourself, get out of the building as soon as possible
- Activate/Pull the fire alarm station on your way out of the building
- Be sure to leave the surrounding area of the building and report to the Dion Center
- Please be cooperative and follow instructions from Residence Life Staff or University personnel

If you hear the fire alarm sounding

- Go to your door and feel it to see if it is hot before going out into the hallway.
- If it is hot, put a wet towel under the door, and hang a sheet out the window.
- DO NOT OPEN THE DOOR.
- If the door is cool, leave by the nearest exit.
- Take a blanket or towel with you to cover your mouth and nose if you should encounter smoke.
- Close all doors behind you.
- As you leave, the way may seem clear. If conditions change and smoke fills the hallways, get down low, on your hands and knees, and crawl to stay below the smoke.
- Once out of the building, go to your designated area and direct any questions to your RA or Hall Director.

**** Never go back into the building until the all-clear is given by the Fire Department****

Habitual Nonattendance Policy

Habitual nonattendance is defined as an absence in any course for any reason equal to three full weeks of missed class sessions. This translates to three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week, and two or more absences within a 14-day period in an online course.

Faculty members will notify the Office of Academic & Career Advising or success coach when a student has reached the habitual nonattendance criteria for their course(s). The academic and career advisor or success coach will then attempt to resolve the issue of habitual nonattendance with the student. It is the responsibility of the student to notify their Academic & Career Advisor, success coach, or program director of any intention to withdraw from a course or to withdraw from the University. If the student has not officially withdrawn from the course(s) by the University's last date to withdraw from a course, the faculty member will assign a grade of F.

Undergraduate day students who have documented habitual nonattendance in one or more classes may also be in jeopardy of violating the Resident Attendance Policy (see Student Handbook).

Students who have registered and not attended any class sessions of a course(s) by the end of the drop/add period may be dropped from the course.

Halogen Light Safety Policy

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

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

Harassment, Intimidation, and Bullying

Physical, verbal, or emotional abuse of any person is considered a major violation and subject to immediate disciplinary action including but not limited to suspension from housing.

Any acts, gestures or words made to others by physical, verbal, written, electronic means, or through attacks on a person or property, including via electronic transmittal, which tend to create emotional distress, a breach of the peace or a hostile environment for the person upon whom they are perpetrated under the circumstances involved, shall be prohibited. This behavior may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs, extortions of money or possessions, exclusion from peer groups, or other behavior intended to isolate or demean another individual. Such conduct may consist of either a single incident or a series of events. Whether described or categorized as bullying, harassment and/or intimidation, such conduct is contrary to the Rivier mission statement, is disruptive to the educational process and is prohibited. Students who engage in bullying, intimidation, or harassing behavior, whether on or off campus, may be subject to disciplinary action.

Mistreatment of Staff

Residence Hall Staff and Public Safety Officers have a duty to uphold all University policies and state and Federal laws and are responsible to deal with violations. In that light, students may not interfere with a staff member, mistreat or otherwise abuse and/or undermine a staff member's responsibility and authority. This policy also applies to students who are sitting at the front desk and are responsible for reporting problems. Any actions deemed as a mistreatment of staff may result in the termination of the Residence Hall Agreement for all persons involved in such actions.

Visitation Policy

Open Hours

Rivier University is proud to be a Catholic institution that honors its mission and heritage in our residential community. It is our belief that visitation hours promote the dignity of and respect for all human persons and provide a structure, by which students can live and learn in a harmonious environment, while contributing to the following:

- The right to private time for resident students to sleep, study or reflect.
- The relationship development of roommates and/or students of the same gender to foster friendships.
- The development of boundaries and the avoidance of roommate conflicts in relation to opposite gender visitation.
- The ability to develop a community among students in the same wing/hallway.

A 24-hour visitation policy in the residence hall rooms would work against the purpose of our mission and the community life that we strive to build on our University campus.

The designated common areas in each of our residence halls and in the Dion Center provide space for 24-hour visitation for all residents and/or their guests who need to interact for academic pursuits or social endeavors.

Residents are expected to respect the hours outlined for Open Hours and to make sure their guests are out of residence areas by the hour prescribed.

Open hours for resident students are:

Sunday - Thursday 8:00 am to 12:00am
Friday - Saturday 8:00 am to 2:00am
Open hours for non-resident students and/or guests are:
Sunday - Thursday 11:00 am to 12:00a m
Friday - Saturday 11:00 am to 2:00am

Students may entertain guests of the opposite sex in their living quarters during open hours. The guidelines for open hours are:

1. All residence hall policies remain in effect.
2. Each resident is responsible for the guest(s) they sign in.
3. Guests are to be signed in and out at the front desk. All guests are expected to leave a proper ID (driver's license or student ID) at the desk when signing in. The ID will be returned when the guest is signed out.
4. Each resident may register no more than two (2) guests at any one time during Open Hours.
5. There are some staff members who make their home on campus. These members of the University community may have guests at times other than those mentioned above; however, they must be escorted in and out of the building. This policy applies to Resident Directors, VISTA Volunteers, and the Assistant Vice President/Director of Student Life.
6. Guests must be always escorted in and out of the residence halls and throughout their visit.
7. Guests should use the designated bathroom near the lobby on the ground floor of each residence hall. Guests may use the bathrooms in the halls providing the guests are escorted and providing that no one is inconvenienced in the process. Guests are not allowed to use the showers anywhere in the residence halls; however, overnight guests must use designated showers on their respective floors.
8. Residence staff reserves the right to require individuals who are disruptive to leave the premises, to deny guest privileges to the resident involved, and/or to refuse re-admittance to any person.
9. According to the NH State law and the regulations of Rivier University, no one under the age of 21 may consume alcohol, serve alcohol, or be present in a room where alcohol is being served. Residence staff reserves the right to confiscate alcohol and/or refuse admittance to anyone carrying alcohol.

Any unregistered guest will be considered as a trespasser. Campus Security officers may have such individuals arrested at their discretion, depending upon the nature of the situation. Any unregistered individual who is escorted off-campus or asked to leave the campus for failure to register as a guest may not return to the campus without authorization of the Assistant VP/Director of Student Life or the Office of Public Safety/Security.

Violations of the above policy will result in a referral to the University conduct process

Overnight Visitors

Residents are allowed to have (up to two) overnight visitors of the same sex in their rooms. All overnight visitors much register, with their hosts, at the front desk of the building in which they will stay. Guests must have a guest pass and be escorted throughout the building at all times. It is advisable to limit the number of guests and the frequency and length of stay for guests on a regular basis. If frequent visits begin to pose a problem, the appropriate staff member will review visitation privileges. It is the responsibility of the resident hosting an overnight guest to be sure roommates are not inconvenienced in this arrangement. Also, residents are responsible for ensuring that their visitors comply with University and residence hall regulations. Overnight visitors may stay up to three (3) consecutive nights and may stay up to a total of eight (8) nights during any given month. Guests MUST be registered with, sleep in the room of and shower on the floor of a same sex host.

Quiet Hours

Sound carries easily throughout the residence halls. Voices, stereos, televisions, and sound amplification equipment can often be heard in other rooms on a floor or on floors above and below. All residents have the right to sleep, study, or listen to music of their choice without disturbance. Residents should be conscious of the volume of their music and are expected to be considerate and comply with reasonable requests from peers and staff to adjust their sound/noise levels. The cooperation of every student is expected for the maintenance of an atmosphere conducive to study, relaxation and sleep. Relative quiet is always expected.

> ***Quiet Hours*:**
> ***Begin at 11:00pm Sunday - Thursday and continue through 11:00am the following day**
> ***Begin at 12:00 midnight Fridays and Saturdays and continue through 11:00am the following day**

Quiet hours are considered important for study in the Residence Halls, but it is the responsibility of individual students to observe these rules in a spirit of civility; therefore, they are to be enforced by all residents and Resident Assistants. It is an individual's responsibility to inform others when noise becomes disruptive; however, should the disruptive conduct continue, a member of the Residence Life staff should be contacted for appropriate action. At all times, consideration must be given to the rights and the needs of others within the residence hall community.

There are especially established quiet hours during final examinations. It is essential that the highest degree of consideration be afforded to students who are completing their final examinations. Violation of these 24-hour quiet hours during exam periods will not be tolerated.

It should be noted that 24-hour courtesy hours are always in effect. Please remember to live by community standards and respect the rights of others in your day-to-day interactions.

Off-Campus Conduct

Rivier University reserves the right to take disciplinary action against students who are involved in off-campus conduct or off-campus incidents. Students should understand that violations of local ordinances, state or federal laws may subject the student to disciplinary action by Rivier University whether those violations occur on or off campus, on or off University-owned property, whether during an activity sanctioned by the University or otherwise, when the off-campus behavior may negatively impact Rivier University's campus life, its faculty, administration, students, its educational mission, processes, or functions, or anyone affiliated with the foregoing. While Rivier University recognizes that it cannot supervise, control, or oversee off-campus conduct to the same degree or in the same way as conduct on campus, it retains the right to investigate and take any appropriate disciplinary action

regarding any conduct or incident off campus that, if committed on campus, would be investigated and may lead to disciplinary action. Examples may include, but are not limited to: selling or distributing alcohol to underage students; selling or distributing illicit drugs; sexual misconduct; harassment, sexual or otherwise; sexual assault or other sexual violence; otherwise violent behavior including assault or battery; hazing; theft or destruction of property; disorderly conduct; acts of dishonesty, breaches of the peace and otherwise intrusive and unacceptable conduct detrimental to others' peace and enjoyment whether subject to the code of conduct of students attending Rivier University, the criminal code of the State of New Hampshire, or any other state, the criminal code of the United States government or otherwise. Sanctions for these offenses may include suspension or expulsion from Rivier University as well as other sanctions available to the administration.

Off-Campus Publicity

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

Posting Policy

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

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

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

Rivier University Social Media Policy

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

- The purpose of Rivier University's social media presence is to disseminate information including news, events, and opportunities with members of the Rivier University community as well as to the public in a timely and engaging manner.
- We encourage your appropriate participation in our online communities. Please be aware that comments containing any of the following inappropriate forms of content shall not be permitted on Rivier University social media sites and are subject to removal and/or banning of the offending user:
    - Comments not related to the original topic, including random or unintelligible comments.

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

Facebook, Twitter and Other Social Networking

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

Rivier University Statement on Inclusivity

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

Policy of Religious Groups on Campus

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

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

Skateboard Policy

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

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

It shall also be a violation of this policy for any operator of a skateboard, hover board, roller skates, in-line skates or non-motorized scooter to engage in any trick riding anywhere on campus, including on sidewalks and in parking lots. Trick riding means any type of movement where the wheels of the skateboard, roller skates, in-line skates or non-motorized scooter are deliberately removed from contact with the surface. Skateboarders, roller skaters, in-line skaters and those operating non-motorized scooters must yield the right-of–way to pedestrians, bikes, cars, wheelchairs, and other non-pedestrians. Excessive speed or other reckless operation of a skateboard shall constitute a violation of this policy. Violations of this policy by students will be enforced in accordance with current University guidelines for

Conduct Violations. Violations of this policy by visitors may result in the person being asked to leave the campus. Future violations or failure to leave the campus may result in either disciplinary action or criminal arrest, or both, depending upon the specific circumstances involved.

Smoking Policy

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

Solicitation Policy

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

Statement on Student Safety and Mandatory Referrals

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

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

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

A student who is mandated an assessment must sign a "Limited Release of Information" form so that verification of participation in the mandated assessment sessions can be forwarded to the referring person. The referring person is notified only that the mandatory attendance requirement has been met. What is discussed within the sessions is not disclosed. All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality. If the student completes

the assessment, the results of the assessment and the fact that an assessment was conducted are confidential and may not be disclosed without consent of the student and may not form the basis of a disciplinary proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment or requirements offered in conjunction with the assessment, this fact is not confidential, and the Director of Counseling may disclose that fact to the Assistant Vice President for Student Affairs (AVPSA).

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

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

Use of the Name of Rivier University

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

University Vehicle Use

Purpose

The University owns, leases, and rents passenger vans and other vehicles as needed for the expressed use of Student, Faculty, or staff.

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

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

Policy and Procedures for van use will be reviewed and acknowledged through the Department of Public Safety when scheduling usage.

Weather

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

Communication

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

A Culture of Respect: Sexual Misconduct, Harassment, and Gender-Based Violence Policies

Overview: Institutional Values and Community Principles

Rivier University is a Catholic coeducational institution, founded by the Sisters of the Presentation of Mary. The University trusts that all members of the Rivier community enter voluntarily with knowledge and understanding of Rivier's mission. Commitment to self-discipline and mutual respect towards one another is expected of all members of the University community and are essential elements of an environment centered on Christian principles. The application of the Sexual Misconduct and Harassment Policy strives to ensure that we uphold our institutional values and community principles to maintain a community free from the harmful consequences of sexual and gender-based harassment. Harassment and discrimination threaten our ability to thrive personally, academically, and professionally at Rivier. Sexual misconduct, a form of sex discrimination, violates a person's rights, dignity, and integrity and violates our community principles and the mission of the University.

Rivier University is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of the Rivier community, including students, faculty, administrators, staff, contractors, and visitors. The University maintains a community characterized by trust, mutual respect, and responsibility where all can feel secure and free from discrimination in the classroom; social, recreational, and residential environments; and the workplace. All members of the community are expected to adhere to the requirements of the law and to the standards of the University community.

The purpose of this policy is to provide the Rivier University community with a clearly articulated set of behavioral standards, common understandings of definitions and key concepts, and descriptions and examples of prohibited conduct, including sexual harassment, sexual violence, stalking, and domestic and dating violence (or intimate partner violence). The policy applies to all community members, including students, faculty, staff, contractors, and visitors. It is intended to guide students, faculty, and staff who have been affected by sexual harassment or misconduct, whether as a Reporting Party*, a Responding Party, or a third party.

In this policy, "Reporting Party" refers to an individual who identifies as being a victim or survivor of sexual harassment, sexual violence, stalking or intimate partner violence. "Responding Party" refers to an individual who has been accused of sexual harassment or misconduct. A "third party" refers to any other participant in the process, including an individual who makes a third-party report, participates in an investigation or disciplinary process as a witness, or is affected by any prohibited conduct.

This policy, as set forth, reaffirms Rivier's institutional values, defines community expectations, provides recourse for those individuals whose rights have been violated, and provides for fair and equitable procedures for determining when this policy has been violated. The University is committed to fostering a climate free from sexual harassment, sexual violence, stalking, and intimate partner violence through clear and effective policies; a well-coordinated and integrated education and prevention program; and prompt and equitable procedures for resolution of reports. In all instances, the University, not the Reporting Party, will bear the responsibility for investigating and taking appropriate action, including the decision to seek disciplinary action against a Responding Party.

This policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including sexual violence, sexual assault, stalking, and intimate partner violence. Misconduct of this nature is contrary to Rivier's institutional values and prohibited by state and federal law. The University is dedicated to addressing cases of sexual misconduct promptly, supporting all parties involved. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment.

Rivier strongly encourages the prompt reporting of any incident of sexual or gender-based misconduct to the University and to local law enforcement or civil rights enforcement agencies. Upon receipt of a report, the University will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this policy; conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against a Responding Party.

**The current federal Title IX Rule uses the term "Complainant" to define an individual who identifies as being a victim/survivor of sexual misconduct, harassment, and/or gender-based violence. However, in accordance with prior best practices adopted by Rivier University, this policy will continue to use the term "Reporting Party."*

discrimination, including sexual harassment, sexual violence, stalking or intimate partner violence, is reported to a "responsible employee" of the University (see Section IV for the definition of a "responsible employee"). By educating all campus constituencies about effective strategies to prevent discrimination and harassment, we can achieve our institutional mission, foster a community built on trust and mutual respect, and protect the health, safety, and welfare of all members of the Rivier community.

Discrimination based on sex or gender, including sexual harassment, sexual assault, stalking, and intimate partner violence, violates federal and state civil rights laws and may be subject to criminal prosecution in addition to action taken by the University. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual assault or harassment is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education's Office for Civil Rights, the Equal Employment Opportunity Commission and/or the New Hampshire Human Rights Commission.

The University expects all members of our community to participate in the process of creating a safe, welcoming, and respectful environment on campus. In particular, the University expects that Rivier community members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct or harassment. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to take these actions will be supported by the University and protected from retaliation.

Retaliation is any act or attempt to retaliate or seek retribution against any individual or group of individuals involved in the report, investigation and/or resolution of an allegation of sexual misconduct or harassment. Forms of retaliation include intimidation, threats, pressuring, harassment, continued abuse or violence, slander and libel, or preventing participation in University activities or proceedings. Retaliation can be committed by any individual or group of individuals, not just a Responding Party or Reporting Party. Retaliatory conduct by community members and third parties is prohibited regardless of whether it occurs on or off campus, in person, or through social media, e-mail, or other forms of communication.

Any form of retaliation should be reported to the Title IX Coordinator immediately. The University cannot stop retaliation until it is reported. Once notified, the University will take immediate and responsive action to any report of retaliation and may pursue disciplinary proceedings independent of the sanction or protective measures imposed in response to the underlying allegations of Sexual Misconduct or Harassment. Disciplinary action may include termination of employment or dismissal from the University.

II Scope of Policy

Rivier University denounces harassment of and discrimination against any and all individuals or groups. This policy applies to all Rivier community members, including students, employees, volunteers, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the University or on University property. All the aforementioned are responsible for understanding and complying with this policy.

This policy provides community members with the structure and guidance to assist those who have been affected by sexual harassment, sexual violence, stalking or intimate partner violence, or other forms of sexual misconduct, whether as a Reporting Party, a Responding Party, or a third party, and to provide fair and equitable procedures for investigation and resolution of reports.

When used in this policy, "Reporting Party" refers to an individual who identifies as being a victim or survivor of sexual harassment, sexual violence, stalking or intimate partner violence, or other forms of sexual misconduct. "Responding Party" refers to an individual who has been accused of prohibited conduct under this policy. "Third party" refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

While current Title IX guidance does not recognize locations outside the USA as covered under the scope of policy, Rivier University recognizes that all community members are responsible for their actions and behavior, and are required to follow University policies and local, state, and federal law. This policy applies to conduct occurring on Rivier University property or at University-sanctioned events or programs that take place off campus, including, but not limited to, study abroad, internship programs, community-engaged learning, and athletics events. In situations in which both the Reporting Party and Responding Party are members of the Rivier University community, this policy will apply regardless of the location of the incident. In particular, off campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Rivier University community or Rivier University is covered under this policy.

A Reporting Party is encouraged to report misconduct to the University regardless of where the incident occurred, or who committed it. The University has jurisdiction to take disciplinary action against a Responding Party who is a current student or

employee. Even if the University does not have jurisdiction over the Responding Party, the University will take prompt action to provide for the safety and well-being of the Reporting Party and the broader campus community using all available resources.

For the purposes of the policy, "employee" refers to all faculty and staff, including members of the administration and instructional staff.

III. Notice of Non-Discrimination

Rivier University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, genetic information, or veteran status and other legally protected statuses in the recruitment and admission of its students, in the administration of its education policies and programs, or in the recruitment and terms and conditions of employment of its faculty and staff. Rivier University shall adhere to all applicable state and federal equal opportunity laws and regulations.

The University is dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation. Rivier University maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of University operations.

This policy addresses all forms of sex discrimination, including sexual harassment, sexual violence, stalking, and intimate partner violence. Rivier University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX is enforced by the Office for Civil Rights within the U.S. Department of Education, which has promulgated regulations explaining and implementing Title IX. Sex discrimination and sexual harassment are also prohibited under Title VII of the Civil Rights Act of 1964, and the New Hampshire Human Rights Act, the regulations of both the Equal Employment Opportunity Commission and the New Hampshire Human Rights Commission, and other applicable statutes.

This policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against Rivier community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits sex- and gender-based harassment that does not involve conduct of a sexual nature.

The University also recognizes that harassment related to an individual's gender, gender identity or expression, or sexual orientation can occur in conjunction with misconduct related to an individual's race, color, national or ethnic origin, religion, age, disability or other statuses. Targeting individuals on the basis of these characteristics violates University policy and community principles. Under these circumstances, the University will coordinate the investigation and resolution efforts to address harassment related to the targeted individual's gender, gender identity or expression, or sexual orientation together with the conduct related to the targeted race, color, national or ethnic origin, religion, age, disability or other statuses.

Rivier University, as an educational community, will respond promptly and equitably to reports of sexual harassment, sexual violence, stalking, and intimate partner violence in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

A. Role of Title IX Coordinator

The Title IX Coordinator oversees the University's centralized review, investigation, and resolution of reports of sexual harassment, sexual violence, stalking, and intimate partner violence. The Title IX Coordinator also coordinates the University's compliance with Title IX and other applicable statutes.

The Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence, stalking, and intimate partner violence involving students, staff, administrators, faculty, vendors, and visitors;
- Supported by the Student Affairs staff (primarily the Vice President and Assistant Vice President);

- Knowledgeable and trained in University policies and procedures and relevant state and federal laws;
- Available to information to any individual, including a Reporting Party, a Responding Party or a third party, about the courses of action available at the University, both informally and formally, and in the community;
- Available to provide assistance to any University employee regarding how to respond appropriately to a report of sexual harassment, sexual violence, stalking, or intimate partner violence;
- Responsible for monitoring full compliance with all procedural requirements and time frames outlined in this policy;
- Responsible for overseeing training, prevention and education efforts and periodic reviews of climate and culture; and
- Responsible for compiling annual reports.

Inquiries or complaints concerning the application of Title IX may be referred to the University's Title IX Coordinator and/or to the U.S. Department of Education's Office for Civil Rights or New Hampshire Human Rights Commission:

Colleen Mills, Director of Human Resources, Title IX Coordinator: Molloy Hall |603-897-8211 | cmills@rivier.edu or titleixcoordinator@rivier.edu

Paula Randazza, Assistant Vice President of Student Affairs, Title IX Deputy Coordinator: Dion Center |603-897-8244| prandazza@rivier.edu or titleixcoordinator@rivier.edu

New Hampshire Human Rights Commission: 2 Industrial Park Dr, Concord, NH 03301| Phone: (603) 271-2767

Office for Civil Rights, U.S. Department of Education, Boston Office: 5 Post Office Square, 8th Floor, Boston, MA 02109-3921| Phone: 617-289-0111 | Fax: 617-289-0150 | Email: ocr.boston@ed.gov

Inquiries involving employees may be referred the Title IX Coordinator or to the following government agencies:

United States Equal Employment Opportunity Commission, Boston Office: John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 | Phone: 800-669-4000 | Fax: 617-565-3196 | Web: www.eeoc.org

IV Privacy and Confidentiality

Rivier University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, including sexual harassment, sexual violence, stalking, or intimate partner violence. All University employees who are involved in the University's Title IX response, including investigators and sanction board members, shall receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Such a review is essential to protecting the safety of the Reporting Party, the Responding Party, and the broader campus community and to maintaining an environment free from sex discrimination and gender-based harassment.

Privacy and confidentiality have distinct meanings under this policy.

A. Privacy

Privacy generally means that information related to a report of misconduct will only be shared with a limited group of individuals. The use of this information is limited to those University employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet, and respect and safeguard the privacy of all individuals involved in the process. Conversations with individuals designated as private resources constitutes a report to the University and will initiate an inquiry into the incident.

B. Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, sexual assault advocates and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or as otherwise required by law.

On campus, confidential resources available to students include counselors in Rivier Counseling and Wellness Center, medical providers in Rivier Student Health Services, assigned confidential resource advisor, and ordained clergy (typically the University

Chaplain). Employees may access confidential assistance through the Employee Assistance Program as well. Community resources for students and employees include Bridges: Domestic & Sexual Violence Support and the New Hampshire Coalition Against Domestic and Sexual Violence. Information shared with these resources will remain confidential and will not be shared with the University or anyone else without express permission of the individual seeking services. Conversations with these individuals do not constitute reports to the University and do not initiate any investigative response.

When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify The Division for Children, Youth and Families. Don't have to contact the County Attorney's Office. DCYF contacts the local DCYF Office and the local law enforcement agency. An individual who has experienced sexual misconduct may also seek assistance from a medical provider. In general, the disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). The individual has the right to request that a sexual assault advocate be present and to request that law enforcement not pursue a criminal charge. Neither campus nor community medical providers will notify the University of the report.

Anonymous statistical information must be shared with public safety where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions. The information contained in the Clery Report only tracks the number of Clery-reportable offenses occurring at campus locations or University-sponsored programs (e.g., study away) and does not include the names or any other identifying information about the person(s) involved in the report.

C. Responsible Employee, Confidential Security Authorities (CSA), and Confidential Resource Advisor

University employees responsible for student welfare and all supervisors who are not specifically designated as confidential resources under this policy are required to share reports of sexual misconduct and harassment with the Title IX Coordinator or a member of the Title IX Team.

Under Title IX, a university is required to take immediate and corrective action if a "responsible employee" knew or, in the exercise of reasonable care, should have known about sexual or gender-based violence or harassment that creates a hostile environment. A "responsible employee" includes any employee who:

1. Has the authority to take action to redress the harassment;
2. Has the duty to report to the appropriate school officials any sexual harassment or any other misconduct by students or employees; or
3. A student could reasonably believe has the authority or responsibility to take action.

Under the **Jeanne Clery Act**, all colleges and universities that receive federal aid must disclose information about crime on their campuses. In addition to collecting this information, the Clery Act requires higher education institutions to:

- Identify individuals and organizations that meet the definition of a Campus Security Authority (CSA).
- Collect crime reports from CSAs and provide this information annually. *

According to the Clery Act, a crime should be considered to be "reported" when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even an offender. A CSA should ensure that they, in turn, inform the university of the incident.

The Clery Act identifies certain institutional employees as CSAs. These individuals have a mandated duty to report crimes that they witness or that are reported to them. By virtue of their position and function in regard to official job duties, ad hoc responsibilities, or volunteer engagements, CSAs have an obligation under the Clery Act to notify the University (via Public Safety) of specific crimes.

Most of the University's CSAs are staff and faculty having "significant responsibility for student and campus activities," meaning they have direct relationships with students.

The Clery Act defines four general categories of CSAs:

- University Public Safety.
- Persons responsible for campus security (non-Public Safety).

- Institutional individuals/offices to which crimes should be reported (e.g. Title IX Coordinator, VP of Student Affairs, Human Resources, etc.).
- Officials with significant responsibility for student and campus activities.

Examples of individuals who meet the criteria for being a CSA:

- Team Coaches (head coach down to graduate assistants/volunteer coaches)
- Advisors (both academic & student organization)
- Residence Directors/Assistants
- Title IX Coordinators/Investigators
- Student Activity Coordinators
- Directors of Student-related Programs

**The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October. This report must contain statistics of campus crime for the preceding three calendar years and include details about the efforts taken to improve campus safety. Rivier University Faculty and Staff identified as CSA receive annual training on their role as a CSA.*

Under **NH-RSA-188-H:7*,** each institution of higher education in the State of New Hampshire must designate at least one confidential resource advisor. The confidential resource advisor:

- May have another role at the institution.
- Shall not be a student or a Title IX Coordinator.
- Shall be appointed based on experience and a demonstrated ability of the individual to effectively provide victim services related to sexual misconduct.

The confidential resource advisor shall inform the student or employee, or provide resources about how to obtain, including in written format:

- Reporting options and the effects of each option.
- Counseling services available on campus and through a local rape crisis center or domestic violence center.
- Medical and health services available on campus and off campus.
- Campus escort services for security.
- Available academic and residence life accommodations.
- Student loan counseling for students considering temporary permanent withdrawal or half time enrollment regarding loan deferment, forbearance, or other student loan programs.
- The investigative and disciplinary process of the institution.
- The legal process carried out through local, state, and federal law enforcement agencies.
- That the institution's disciplinary process is not to be considered a substitute for the criminal justice process.
- Any limits on the ability of the confidential resource advisor to provide privacy or confidentiality to the student.

*(Source: NH RSA 188-H)

Rivier University's Confidential Resource Advisor: Ryan Grogan, CARE Program Director: Dion Center |603-897-8676 | rgrogan@rivier.edu

Under Rivier University's policy, all employees responsible for student welfare and all supervisors are considered "responsible employees." This will include, for example, faculty; coaches; administrators; student organization advisors; security officers; resident assistants; resident directors; and other staff and student employees with a responsibility for student welfare. All administrators, faculty members, and supervisors are aware of their responsibility to assist students, faculty, and staff employees in reporting alleged incidents of sex discrimination or gender-based harassment to the Title IX Coordinator.

Before a Reporting Party reveals information that the Reporting Party may wish to keep confidential, a responsible employee should make every effort to ensure that the Reporting Party understands:

(i) the responsible employee's obligation to report the name of the Responding Party involved in the alleged violation, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Coordinator;

(ii) (ii) the Reporting Party's option to request that the University maintain confidentiality, which the University will consider;

(iii) (iii) the Reporting Party's ability to share information with confidential resources as described in the section above.

Any responsible employee who becomes aware of sexual harassment or misconduct or other potentially discriminatory behavior must contact the Title IX Coordinator. This notification should be done promptly and with attention to maintaining the Reporting Party's privacy.

Under the guidance of the Title IX Coordinator, the University will conduct an initial assessment of the conduct; of the Reporting Party's expressed preferences, if any, as to course of action; and of the necessity for any interim measures to protect the safety of the Reporting Party or the community. The goal is to eliminate any hostile, intimidating, or objectively offensive environment.

Any student or employee who believes they are the victim of sexual harassment or other forms of sexual misconduct should report the incident promptly in the manner most comfortable to them.

D. Request for Confidentiality

The University will pursue a course of action consistent with the Reporting Party's request where possible. Where a Reporting Party requests that their name or other identifiable information not be shared with the Responding Party or that no formal action be taken, the University will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Rivier community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before disciplinary action is taken against a Responding Party. In making this determination, the University may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether the Reporting Party is a minor under the age of 18, whether there have been other complaints or reports of harassment or misconduct against the Responding Party, the existence of independent evidence, and the rights of the Responding Party to receive notice and relevant information before disciplinary action is sought. The Title IX Coordinator in consultation with Public Safety and Student Affairs will evaluate requests for confidentiality.

The University will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party. The University will assess any barriers to proceeding, including retaliation, and will inform the Reporting Party that Title IX and University policy prohibit retaliation. The University will take rigorous responsive action to protect the Reporting Party.

Where the University is unable to take action consistent with the request of the Reporting Party, the Title IX Coordinator will inform the Reporting Party about the University's chosen course of action, which may include the University seeking disciplinary action against a Responding Party. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Responding Party or revealing the identity of the Reporting Party.

Anonymous statistical information must be shared with public safety officials where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions. The information contained in the Clery Report only tracks the number of Clery-reportable offenses occurring at campus locations or University-sponsored programs (e.g., study away) and does not include the names or any other identifying information about the person(s) involved in the report.

E. Timely Warning

If a report of misconduct discloses a serious, immediate or continuing threat to the Rivier community, the University may issue a campus-wide timely warning or notification (which may take the form of an email, text or other electronic communication to community members) to protect the health or safety of the community and to heighten safety awareness. A timely warning may include a campus-wide notification for a report of sexual assault, stalking, and intimate partner violence. The timely warning will not include any identifying information about the Reporting Party. The University reserves the right to send campus-wide notifications on any report of sexual misconduct.

At no time will the University release the name of the Reporting Party to the general public without the express consent of the Reporting Party. The release of the Responding Party's name to the general public is guided by Family Educational Rights and Privacy Act (FERPA) and the Jeanne Clery Act. The University may share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions.

All University proceedings are conducted in compliance with the requirements of FERPA, 2013 Reauthorization of the Violence Against Women Act, the Clery Act, Title IX, state and federal law, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

V. PROHIBITED CONDUCT AND DEFINITIONS

A. Sexual Harassment

B. Sexual Assault

C. Non-Consensual Sexual Contact

D. Sexual Exploitation

E. Stalking

F. Indecent Exposure

G. Intimate Partner Violence

H. Physical Assault

I. Prohibited Relationships by Persons in Authority

J. Retaliation

K. Other Campus Code Violations

Rivier University prohibits all forms of sexual misconduct and gender-based violence including sexual violence, intimate partner violence, and stalking. Each of these terms encompasses a broad range of behavior. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual or otherwise, against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with that person. Stalking refers to a course of conduct directed at a specific person that would cause a person to fear for their safety or the safety of others.

Sexual misconduct and gender-based violence can occur between individuals who are known to one another or have an intimate or sexual relationship or may involve individuals who are not known to one another. Sexual misconduct can be committed by people of any sex or gender, and it can occur between people of the same or different sex or gender identities.

The University prohibits the following specific conduct:

A. Sexual Harassment

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature when one or more of the following occur:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a University program or activity;

2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or equal opportunity to participate in or benefit from University employment, programs or activities. That is, the conduct is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender stereotyping, even if the acts do not involve conduct of a sexual nature.

Under the current Title IX guidelines, sexual harassment is defined as:

1. Quid pro quo sexual harassment by employees.
2. Sexual assault, dating violence, domestic violence, and stalking, as defined by the Clery Act.
3. Any other "unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it denies a person access to the Rivier University's education program or activity.

A single or isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances may include, but are not limited to:

1. The frequency of the speech or conduct;
2. The nature and severity of the speech or conduct;
3. Whether the conduct was physically threatening;
4. Whether the speech or conduct was humiliating;
5. The effect of the speech or conduct on the Reporting Party's mental and/or emotional state;
6. Whether the speech or conduct was directed at more than one person;
7. Whether the speech or conduct arose in the context of other discriminatory conduct;
8. Whether the speech or conduct unreasonably interfered with the Reporting Party's educational opportunities or performance (including study abroad), University-controlled living environment, or work opportunities or performance;
9. Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
10. Whether the speech or conduct deserves the protections of academic freedom.

Sexual harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents;
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context;
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has an intimate or sexual relationship;
- May be committed by or against an individual or may be a result of the actions of an organization or group;
- May occur by or against an individual of any sex, gender identity, gender expression or sexual orientation;
- May occur in the classroom, in the workplace, in residential settings, or in any other setting;
- May be a one-time event or can be part of a pattern of behavior;
- May be committed in the presence of others or when the parties are alone; and
- May affect the Reporting Party and/or third parties who witness or observe harassment and are affected by it.

Examples of conduct that may constitute sexual harassment as defined above may include a severe, persistent or pervasive pattern of unwelcome conduct that includes one or more of the following:

1. Physical conduct
    - Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements;
    - Unwanted sexual advances within the employment or academic context;
2. Verbal conduct
    - Making or using derogatory comments, epithets, slurs or humor;
    - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations soliciting unwelcome sexual activity;
    - Objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;
3. Visual or non-verbal conduct
    - Leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters in a public space or forum;
    - Severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate; and
4. Written conduct
    - Letters, notes or electronic communications containing comments, words, or images described above.

Sexually harassing behaviors differ in type and severity. Key determining factors are that the behavior is unwelcome; is based on sex or gender stereotypes; and is used as the basis to give or withhold academic or employment benefits or is reasonably perceived as severe, pervasive, objectionable or offensive under both a subjective and an objective assessment of the conduct.

Sexual harassment may also include what is commonly referred to as "quid pro quo" conduct, which means unwelcome sexual advances or propositions by a supervisor or person of authority toward a subordinate where the superior:

1. Expressly or implied conditions an offer of employment or academic benefit in exchange for sexual favors;
2. Makes submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; or
3. Makes or threatens reprisals after a negative response to sexual advances.

B. Sexual Assault

Sexual assault is defined as having or attempting to have sexual intercourse with another individual, including:

1. By the use of force or threat of force;
2. Without effective consent; or
3. Where that individual is incapacitated or physically and/or mentally unable to make informed and reasonable judgments.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

This definition conforms to the FBI's Uniform Crime Report and Clery Act definition of rape: "the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." Under New Hampshire state law, however, the rape definition differs in that it requires proof of an element of force or threat of force.

C. Non-Consensual Sexual Contact

Non-consensual sexual contact is defined as having intentional physical contact of a sexual nature with another individual:

1. By the use of force or threat of force;
2. Without consent; or
3. Where that individual is incapacitated or physically and/or mentally unable to make informed and reasonable judgments.

Non-consensual sexual contact includes: touching the intimate parts of another; touching a person with one's own intimate parts; forcing a person to touch another's intimate parts; forcing a person to touch one's own intimate parts; or disrobing or exposure of another without permission. Intimate parts may include the breasts or chest, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner, or the clothing covering the same.

D. Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another individual or group to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Distributing sexually intimate or sexual information about another person;
- Prostituting an individual;
- Inducing another to expose their own genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted infection (STI) or virus without their knowledge;
- Sexually-based stalking and/or bullying;
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity; and
- Knowingly assisting another person with committing an act of sexual misconduct.

E. Stalking

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would:

1. Place the person in reasonable fear for safety, or of harm or bodily injury to self or others; or
2. Reasonably cause substantial emotional distress to the person.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking may involve individuals who are known to one another, including those who have an intimate or sexual relationship, or may involve individuals who are not known to one another.

Stalking includes cyber-stalking, a particular form of stalking in which technological means are used to pursue, harass, or make unwelcome contact with another person in an unsolicited fashion. Such methods include the use of the Internet, emails, social media, or blogs; landlines and cell phones; text messaging; global positioning systems; spyware on a person's computer or cellphone; or other similar devices or forms of contact.

Examples of stalking include, but are not limited to:

- Non-consensual communication including telephone calls, text messages, email messages, social network site postings, letters, gifts, or any other communications that are unwanted and/or place another person in fear;
- Following, pursuing, waiting or showing up uninvited at a classroom, workplace, residence, or other locations frequented by the person;
- Leaving unwanted written messages, objects or gifts;
- Vandalizing a person's property;
- Surveillance and other types of observation by physical proximity or electronic means,
- Accessing email and social media accounts;
- Spreading lies or rumors about a person, for example, filing false reports, posting or distributing personal or false information;
- Manipulative or controlling behaviors, such as threats to harm oneself in order to force contact;
- Assaulting or killing the victim's pet;
- Threatening physical contact against a person or their friends and family; or
- Any combination of these behaviors directed toward an individual person.

Under the Clery Act and the Violence Against Women Act, the University will record and report all relevant incidents of stalking.

F. Indecent Exposure

A person commits indecent exposure if that person intentionally shows their genitals in a public place or in another place where there are other persons present under circumstances in which one knows or should know that this conduct is likely to affront or alarm.

G. Intimate Partner Violence

Intimate partner violence refers to dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is in, or has been involved in, a sexual, dating, domestic, or other intimate relationship with the Responding Party. Intimate partner violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, emotional abuse, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats, assault, property damage, violence, or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and does not discriminate by racial, social, or economic background.

The University will not tolerate intimate partner violence of any form. For the purposes of this policy, the University does not define intimate partner violence as a distinct form of misconduct. Rather, the University recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating or other social relationship of a romantic or intimate nature with the Reporting Party.

Examples of intimate partner violence include, but are not limited to:

- Striking, grabbing, punching, choking, or pushing one's partner, or threatening to do any of the foregoing;
- Throwing, smashing, or breaking objects;
- Restricting one's partner's physical movements;
- Constantly texting or calling when not together;
- Threatening to "out" or disclose personal information of one's partner;

- Mocking or ridiculing one's religious or spiritual beliefs; or
- Hiding or destroying one's visa, immigration paperwork, or other important legal documents.

Under the Clery Act and the Violence Against Women Act, the University will record and report all relevant incidents of intimate partner violence.

H. Physical Assault

Physical assault is a purposeful action meant to threaten or endanger the health or safety of any person. Examples include, but are not limited to, fighting, pushing, kicking, punching, hitting with or throwing an object at, or biting. This behavior is typically treated as a violation of the Rivier Code of Student Conduct and the Employee Conduct policy. When these acts occur in the context of intimate partner violence or when the behavior is perpetrated on the basis of sex or gender, the misconduct will be resolved under the Sexual Misconduct and Harassment Policy.

I. Prohibited Relationships by Persons in Authority

As of the publication of the 2022-2023 Student Handbook, the University is reviewing its Consensual Relationships policy. This policy, like all University regulations, is subject to change.

The University is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. The University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party have the potential to interfere with these goals and policies.

Therefore, consistent with its commitment to objectivity and ethical behavior, the University is required to intervene in such circumstances.

A romantic, intimate, or sexual relationship in which one individual is able to Exercise Authority over the other creates conflicts of interest and perceptions of undue advantage or disadvantage. When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of applicable sections of the appropriate handbook (faculty, staff, student), based upon subsequent unwelcome conduct.

A student is expected to report any past, pre-existing, or current consensual relationships to the Vice President for Student Affairs and/or the Office of Human Resources.

All violations, complaints, or concerns regarding this policy should be reported to the Title IX Coordinator.

J. Retaliation

Retaliation is any act or attempt to retaliate or seek retribution against any individual or group of individuals involved in the report, investigation and/or resolution of an allegation of sexual misconduct or harassment. Forms of retaliation include intimidation, threats, pressuring, harassment, continued abuse or violence, slander and libel, or preventing participation in University activities or proceedings. Retaliation can be committed by any individual or group of individuals, not just a Responding Party or Reporting Party. Retaliatory conduct by community members and third parties is prohibited regardless of whether it occurs on or off campus, in person, or through social media, e-mail, or other forms of communication.

Any form of retaliation should be reported to the Title IX Coordinator immediately. The University cannot stop retaliation until it is reported to the University. Once notified, the University will take immediate and responsive action to any report of retaliation and may pursue disciplinary proceedings independent of the sanction or protective measures imposed in response to the underlying allegations of Sexual Misconduct or Harassment. Disciplinary action may include termination of employment or dismissal from the University.

K. Other Campus Code Violations

When other potential violations of the Rivier Code of Student Conduct or the Employee Conduct policy occur in conjunction with incidents of sexual misconduct or when the behavior is perpetrated on the basis of sex or gender, the University has the discretion to resolve these violations under whichever policy it deems most appropriate.

VI. Consent and Related Definitions

A. Consent

B. Force

C. Coercion

D. Incapacitation

E. Alcohol or Other Drugs

A. Consent

Consent consists of an active, conscious, and voluntary decision by each participant to engage in mutually agreed-upon sexual activity. Consent must exist from the beginning to the end of each sexual activity or each form of sexual contact. An individual who is physically incapacitated by alcohol or other drug consumption (voluntary or involuntary) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.

The following are essential elements of consent:

1. Informed and reciprocal:

All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

2. Freely and actively given:

Consent cannot be gained by force, coercion, deception, threats; by ignoring or acting in spite of the objections of another; or by taking advantage of the incapacitation of another individual.

3. Mutually understandable:

Consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage freely in sexual activity. In the absence of clear communication or outward demonstration, there is no consent. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. Relying solely upon non-verbal communication can lead to a misunderstanding or false conclusion as to whether consent was sought or given.

If at any time during the sexual activity, an individual is hesitant, confused, uncertain, or is no longer an enthusiastic participant, both parties should stop and clarify verbally the other's willingness to continue before continuing such activity.

4. Not indefinite:

Either party may withdraw consent at any time. Withdrawal of consent may be expressed by "no" or outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once consent is withdrawn, sexual activity must cease immediately.

All parties must obtain mutually understandable consent before continuing further sexual activity. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity.

5. Not unlimited

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity each time such activity occurs. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

In the State of New Hampshire, consent cannot be given by minors who are 14 or 15, if the actor is at least 5 years older than the minor. Consent cannot be given by minors under 14 years of age, regardless of the age of the Responding Party. For this reason, any sexual act with an individual under 14 is considered a felony.

B. Force

Force is the use or threat of physical violence, intimidation, or coercion to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. Such action would cause a person to fear for their physical or psychological well-being. For the use of force to be demonstrated, there is no requirement that a Reporting Party resists the sexual advance or request. However, resistance by the Reporting Party will be viewed as a clear demonstration of non-consent.

C. Coercion

Coercion is the use of pressure that compels another individual to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, implied threats or blackmail which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

D. Incapacitation

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction). Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically unable to make informed, reasonable judgments. An individual is incapacitated, and therefore unable to give consent, if they are asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person; however, warning signs that a person may be approaching incapacitation include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, loss of consciousness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a person should have been aware of the individual's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a reasonable person.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy and is a crime in the State of New Hampshire. (NH RSA 632-A)

E. Alcohol or Other Drugs

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of their own and the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence, stalking, intimate partner violence, or other sexual misconduct and does not diminish one's responsibility to obtain informed and freely given consent.

VII. Resources

A. Awareness and Prevention of Sexual Misconduct

B. Emergency Support and Response Services in the Event of Sexual Violence

C. Medical Resources in the Event of Sexual Violence

D. Confidential Support

E. On Campus Confidential Support

F. Off Campus Confidential Support

G. Private Resources and Reporting Options

H. Additional Community Resources

Rivier is committed to treating all members of the community with dignity, care and respect. Any individual who experiences or is affected by sexual harassment, sexual violence, stalking or intimate partner violence, whether as a Reporting Party, a Responding Party, or a third party, will have equal access to support and counseling services through the University. Interim remedies are also available to all parties.

The University recognizes that deciding whether to make a report, either to the University or law enforcement, and choosing how to proceed can be difficult decisions. The University encourages all individuals affected by sexual and relationship violence to seek the support of campus and community resources. These professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources on and off campus, regardless of when or where the incident occurred.

Rivier is committed to providing a comprehensive and integrated prevention, education, and awareness program that attends to the multifaceted dynamics of sexual harassment, sexual violence, stalking, and intimate partner violence. The University strives to create a non-discriminatory and harassment-free living, learning, and working environment for all members of the Rivier community, including students, staff, faculty, and visitors. The Rivier Title IX Coordinator oversees all University education and prevention programs and develops initiatives to respond to campus needs and climate.

A. Awareness and Prevention of Sexual Misconduct

All incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing training and education on a periodic basis. Educational programs focused on sexual misconduct include an overview of the University's policies and procedures, relevant definitions, including prohibited conduct, discussion of the impact of alcohol and illegal drug use, effective consent, safe and positive options for bystander intervention, and information about risk reduction. The Title IX Coordinator oversees the education and prevention calendar and tailors programming to campus needs and legal climate. All educational programs include a review of resources and reporting options available for students, faculty and staff.

B. Emergency Support and Response Services in the Event of Sexual Violence

Rivier encourages all community members to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual or relationship violence. This is the best option to provide physical safety, emotional support, and medical care to a survivor. It is also the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The University will escort any Rivier community member to a safe place, provide transportation to the hospital, assist in coordination with law enforcement, and provide information about the University's resources and reporting processes.

Assistance is available from Rivier Public Safety and local law enforcement 24 hours a day, year-round, by calling Rivier Public Safety and/or the Nashua Police Department. Any individual can request that a member of Rivier Public Safety or the Nashua Police Department respond and take a report. An officer from the Nashua Police Department can meet with a student or

employee on campus wherever they are most comfortable. Rivier Public Safety will provide transportation upon request to a medical center or the police department.

Emergency Response Services

911

Rivier Public Safety & Security: 603-888-1666

Nashua Police Department: 603-594-3500

C. Medical Resources in the Event of Sexual Violence

A medical provider can provide emergency and/or follow-up medical services. A medical examination is extremely important, especially with incidents involving sexual assault and rape. A board-certified sexual assault nurse examiner (SANE) is available should the individual choose to undergo a forensic examination. This medical examination has two goals: first, to diagnose and treat the full extent of any injury or physical effect (including prevention of sexually transmitted illnesses [STI] or possibility of pregnancy) and second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy; a thorough physical examination, which includes the genital and/or anal area; and a blood draw. There is a limited window of time (typically 72-96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any particular course of action. The decision to seek timely medical attention and gather any evidence, however, will preserve the full range of options to seek resolution under this policy or through the pursuit of criminal prosecution.

On campus, **Rivier Health Services** can provide medical care to students during regular business hours; however, Health Services is not equipped for forensic examinations. An individual has the option — and is encouraged – to go to **Southern New Hampshire Medical Center (SNHMC)** for care and to have evidence collected. SNHMC provides forensic exams and, hence, is the preferred medical center for those seeking sexual assault forensic examinations. Rivier Public Safety will provide transportation upon request to SNHMC.

Rivier Student Health Services: Guild Hall | 603-897-8295
(Available to resident students for routine health matters and examinations)

Southern New Hampshire Medical Center (SNHMC): 8 Prospect St, Nashua, NH 03060 | 603-577-2000 | 24-hour Emergency Department
(Services offered include: Forensic sexual assault examination, emergency contraception, HIV/STD testing, pharmacy services, and treatment of injuries)

St. Joseph's Hospital and Trauma Center – 603-882-3000
(Services offered include: Treatment of injuries and follow-up care)

A trained advocate from Bridges Domestic and Sexual Violence Support is also available to accompany individuals to access off-campus resources, such as the hospital.

D. Confidential Resources and Support

Rivier encourages all community members to make a prompt report of any incident of sexual harassment, sexual violence, stalking, intimate partner violence, and other forms of sexual misconduct to local law enforcement and the University. For individuals who are not prepared to make a report, or who may be unsure what happened, but are still seeking information and support, there are several legally protected confidential resources on campus and in the local community, including counseling and support services.

Individuals affected by sexual harassment, sexual violence, stalking, intimate partner violence, and other forms of sexual misconduct may want to consult with someone in a confidential manner without making a report to the University or initiating an investigation. The trained professionals listed in this section are designated as confidential and may not share information about a patient/client (including whether or not that individual has received services) without the individual's expressed consent unless there is imminent danger to the patient/client or others or as otherwise required by law. They may, however, submit non-identifying information about the incident for the purposes of making a statistical report under the Clery Act, as described in Section IV.

- **On Campus Confidential Support –**
  Rivier University Counseling & Wellness Center: 603-897-8251 or Confidential Resource Advisor, Ryan Grogan: 603-897-8676

- **Off Campus Confidential Support -**
  Bridges Domestic and Sexual Violence Support: (603) 883-3044

- **Off Campus Confidential Support (**for employees) **-**
  Employee Assistance Program – 1-222-209-7840

- **Other Private Resources and Reporting Options:**

  - NH Victims' Compensation Program – 1 (800) 300-4500 or (603) 271-1284

  - NH Governor's Commission on Domestic Violence and Sexual Assault- (603) 271-3658

  - National Sexual Assault Telephone Hotline 800-656- 4673

In addition to the confidential resources listed above, Rivier community members have access to a variety of resources provided by the University. The professionals listed below are trained to support individuals affected by sexual harassment, sexual violence, stalking, intimate partner violence, or other forms of sexual misconduct and to coordinate with the Title IX Coordinator consistent with the University's commitment to a safe and healthy educational and work environment. The individuals listed below can a) provide information regarding the University's policies and procedures; b) assist in accessing other support services; and c) help arrange for supportive measures or other remedies. **While not bound by confidentiality**, these resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process.

Colleen Mills, Director of Human Resources, Title IX Coordinator: Molloy Hall | 603-897-8211 | cmills@rivier.edu or titleixcoordinator@rivier.edu

Paula Randazza, Assistant Vice President of Student Affairs, Title IX Deputy: Dion Center |603-897-8244| prandazza@rivier.edu or titleixcoordinator@rivier.edu

Public Safety and Security
Dion Center, 603-888-1666, Open 24 hours a day, 7 days a week

Resident Assistants/Residence Directors: In residence halls

F. Additional Community Resources

Students, faculty, and staff members may also access additional resources located in Nashua or Southern New Hampshire. These organizations can assist with crisis intervention services, counseling, medical attention and assistance in working with the criminal justice system. Off-campus resources can assist individuals wishing to make a report to the University but will not notify the University without the Reporting Party's consent. All individuals are encouraged to use the resources that are best suited to their needs, whether on or off campus.

VIII. Reporting

A. Reporting to and Coordination with Law Enforcement

B. Campus Reporting Options

C. Anonymous Reporting

D. Reporting Sexual Harassment

E. Reporting Considerations: Timeliness of Report and Location of Incident

F. Amnesty for Alcohol or Other Drug Use

G. Statement Against Retaliation

H. False Reports

I. Reports involving Minors or Suspected Child Abuse

The University is committed to providing a variety of accessible means of reporting sexual misconduct and gender-based violence so that all instances of sexual assault or harassment will be reported. All Rivier community members, even those who are not obligated by the University's Sexual Misconduct and Harassment Policy, are strongly encouraged to report information regarding any incident of sexual misconduct or harassment to the Title IX Coordinator The Title IX Coordinator is specifically charged with coordinating the initial assessment, initiating the investigation, and responding to allegations of sexual misconduct or harassment to stop the conduct, address its effects, and prevent its recurrence.

At the time a report is made, a Reporting Party does not have to decide whether or not to request a formal resolution process. Choosing to make a report and deciding how to proceed after making the report can be a process that occurs over time. To the extent possible, the University will respect an individual's autonomy in making these decisions and provide support that will assist each individual in making that determination.

Any individual who reports sexual harassment, sexual violence, stalking, or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. All individuals involved can expect to be treated with dignity and respect. In every report under this policy, the University will make an immediate assessment of any risk of harm to the Reporting Party or to the broader campus community and will take steps necessary to address those risks. These steps will include temporary protective measures to provide for the safety of the Reporting Party or others involved and the campus community as necessary. In this process, the University will balance the Reporting Party's interests with its obligation to provide a safe and non-discriminatory environment for all members of the University community.

A. Reporting to and Coordination with Law Enforcement

The University encourages individuals to pursue criminal action for incidents of sexual harassment, sexual violence, stalking, and intimate partner violence that may also be crimes under New Hampshire criminal statutes. The University will assist a Reporting Party, at the Reporting Party's request, in contacting local law enforcement and will cooperate with law enforcement agencies if a Reporting Party decides to pursue the criminal process to the extent permitted by law. Except where the Reporting Party is less than 18 years old, the University will respect a Reporting Party's choice whether or not to report an incident to local law enforcement, unless the University determines that there is an overriding issue with respect to the safety or welfare of the University community. When a report involves suspected abuse of a minor under the age of 18, the University is required by state law to notify the Department for Children, Youth and Families and/or the District Attorney's office.

The University's policy, definitions, and standard of proof may differ from New Hampshire criminal law. A Reporting Party may seek resolution through the University's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's decision whether or not to prosecute a Responding Party nor the outcome of any criminal prosecution are determinative of whether sexual harassment, sexual violence, stalking, or intimate partner violence has occurred under this policy. Proceedings under the University's Sexual Misconduct and Harassment Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Individuals are not required to file a criminal complaint.

At the request of local law enforcement, the University may agree to defer for a short time its Title IX fact gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Reporting Party regarding Title IX rights, procedural options, and the implementation of interim measures to assure safety and well-being. The University will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

Individuals wishing to file a criminal complaint for incidents of sexual harassment, sexual violence, stalking, and intimate partner violence that occurred on campus may contact the Nashua Police Department directly. Individuals may also contact the Title IX Coordinator and/or Public Safety to assist with filing a criminal complaint. Individuals are not required to file a criminal complaint.

B. Campus Reporting Options

The University encourages all individuals to report sexual misconduct and harassment to the Title IX Coordinator or a member of Public Safety and Security. These individuals are trained annually on issues related to sexual violence and harassment and receive specific instruction about respecting and safeguarding private information.

All Rivier community members, even those who are not obligated to do so by this policy, are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking, or intimate partner violence directly to the Title IX Coordinator. **The University cannot take appropriate action unless an incident is reported to the University**.

With the exception of those employees who have legally recognized confidentiality or who are listed as Confidential Support Resources in this policy, all University employees with responsibility for the welfare of students and all supervisors, including faculty, coaches, administrators, and residence life staff, are required to share with the Title IX Coordinator any report of sexual misconduct or harassment they receive or of which they become aware. Student employees who have responsibility for the welfare of other students, such as Resident Assistants (RAs) are also required to report to the Title IX Coordinator any incident of sexual misconduct or harassment of which they become aware.

These individuals are required to share with the Title IX Coordinator all information of which they are aware, including the identities of the parties involved, if known. Disclosure of sexual and/or gender-based violence misconduct to any of these individuals will initiate a response from the Title IX Coordinator or designee.

On Campus Reporting Options:

Colleen Mills, Director of Human Resources, Title IX Coordinator: Molloy Hall | 603-897-8211 | cmills@rivier.edu or titleixcoordinator@rivier.edu

Paula Randazza, Assistant Vice President of Student Affairs, Title IX Deputy: Dion Center |603-897-8244| prandazza@rivier.edu or titleixcoordinator@rivier.edu

Public Safety and Security: Dion Center | 603-888-1666 |Open 24 hours a day, 7 days a week

C. Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct. An individual may report the incident without disclosing their name, identifying the Responding Party, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the University's ability to respond to an anonymous report may be limited.

The University's anonymous reporting system is called Silent Witness and can be found at Here

The Title IX Coordinator will receive the information contained in the anonymous report and will determine any appropriate response or action, including individual or community remedies as appropriate. In consultation with the Director of Public Safety and Security, the Title IX Coordinator will determine if the anonymous report provides sufficient information to submit a Clery crime report.

Silent Witness is NOT a 911 or Emergency Service: If you require immediate or emergency assistance, please contact the Rivier Public Safety and Security at 603-888-1666 or dial 911.

D. Reporting Sexual Harassment

In the event that an individual believes that they may be experiencing behavior that constitutes sexual harassment, they should document the behavior and report it to the Title IX Coordinator.

E. Reporting Considerations: Timeliness of Report and Location of Incident

All community members are encouraged to report sexual harassment, sexual violence, stalking, and intimate partner violence as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If the Responding Party is no longer a student or employee or is not a member of the Rivier community, the University may not be able to take disciplinary action against the Responding Party, but will still seek to meet its Title IX obligations by taking steps to end the harassment, prevent its recurrence, and address its effects.

An incident does not have to occur on campus to be reported to the University. All University community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the University community have a responsibility to adhere to University policies and local, state, and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus conduct that is likely to have a substantial adverse effect on any member of the University community or Rivier University may be addressed under this policy.

The University reserves the right to investigate alleged prohibitive conduct under this Policy occurring on or off-campus when such conduct may adversely affect the University, possess a threat of harm to the University community; interferes with the University's pursuits of its educational objectives and mission, and/or if a student or employee is charged with a violation of state or federal law.

F. Amnesty for Alcohol or Other Drug Use

At Rivier University, the health, safety, and well-being of each person in our community is at the forefront of our daily work; and requires the investment of faculty, staff, students, and campus visitors. In crisis situations, the University recognizes there may be reluctance to seek help or report incidents due to fear of consequences. Since these situations may be life-threatening, Rivier asks that all members or our community and guests care for themselves and others by requesting assistance from campus officials, even in cases that violate the University conduct code. As such, the University honors an Amnesty Policy:

Reporting: Alcohol/other drugs

A bystander or reporting individual acting in good faith, who discloses any incident relating to alcohol and/or drug use that results in the need for medical attention, will not be subject to the code of conduct for violations of alcohol and/or drug use or visitation policies occurring at or near the time of the reported incident.

Reporting: Sexual Misconduct

A bystander or reporting individual acting in good faith, who discloses sexual harassment or misconduct, either as a Reporting Party or a third party, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

Students whose pattern of behavior indicates repeated violation of university alcohol and/or drug policies will jeopardize their immunity in Amnesty cases.

G. Statement Against Retaliation

It is a violation of University policy to retaliate in any way against an individual because they raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence. The University recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Reporting Party, Responding Party, or third party may commit or be the subject of retaliation. Any form of retaliation should be reported to the Title IX Coordinator immediately. The University cannot stop retaliation until it is reported.

The University will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven to be a violation under this policy.

H. False Reports

The University takes the accuracy of information very seriously, as a charge of sexual harassment, sexual violence, stalking, or intimate partner violence may have severe consequences. Knowingly making a false report or complaint under this policy, or knowingly providing false or intentionally misleading information during an investigation, may result in disciplinary action up to and including dismissal from the University or termination of employment. A good faith complaint that results in a determination that the evidence is not sufficient to support a formal charge or to constitute a violation of this policy is not considered to be a false report.

When a Reporting Party or third-party witness is found to have provided false allegations or false information with malicious intent or in bad faith, that individual may be subject to disciplinary action. Similarly, a Responding Party or witness who is later proven to have intentionally given false information during the course of an investigation may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

I. Reports involving Minors or Suspected Child Abuse

When a report involves suspected abuse of a minor under the age of 18, the University is required by state law to notify the New Hampshire Department for children, Youth and Families and/or the District Attorney's office. This requirement extends to resources designated as confidential by the University, including staff and counselors at Rivier Student Health Services and Rivier Counseling and Wellness Services, and ordained Chaplain(s).

IX. Safety and Remedial Measures

A. Range of Safety and Remedial Measures
B. Interim Suspension or Leave

Title IX requires the University to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from prohibitive conduct, including taking interim protective measures before the final outcome of an investigation. In general, when taking interim protective measures, the University shall minimize the burden on the Reporting Party, to the extent permitted by law. Under those circumstances where a Reporting Party does not wish to pursue a complaint and requests confidentiality, the University will take immediate action to protect the Reporting Party while keeping his or her identity confidential.

The University will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Party. The University will assess any barriers to proceeding, including retaliation, and will inform the Reporting Party that Title IX and University policy prohibit retaliation. The University will take rigorous responsive action to protect the Reporting Party.

Upon receipt of a report, the University will impose reasonable and appropriate interim measures designed to eliminate the hostile environment and protect the parties involved. The University will make reasonable efforts to communicate with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Safety and remedial measures may be imposed regardless of whether formal disciplinary action is sought by the Reporting Party or the University.

A Reporting Party or Responding Party may request a No Contact Order or other protective measure, or the University may choose to impose safety or remedial measures at its discretion to ensure the safety of all parties, the safety of the broader University community, and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a safety or remedial measure. The University will take immediate and responsive action to enforce a previously implemented measure. These measures will be kept confidential, to the extent that maintaining the confidentiality would not impair the ability of the University to provide the protective measures.

A. Range of Safety and Remedial Measures

Safety and remedial measures will be implemented at the discretion of the University. Potential remedies, which may be applied to the Reporting Party and/or the Responding Party, include:

- Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus;

- Imposing a No Contact Order between parties;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Changing a class schedule, including the ability to take deferral, drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Changing a work schedule or job assignment;
- Changing an on-campus housing assignment;
- Providing assistance from University support staff in completing housing relocation;
- Limiting an individual or organization's access to certain University facilities or activities pending resolution of the matter;
- Providing a voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Assisting with transportation needs;
- Imposing interim suspension or leave; and
- Any other remedy that can be tailored to the involved individuals (students or employees) to achieve the goals of this policy.

B. Interim Suspension or Leave

Where the report of sexual harassment, sexual violence, stalking, or intimate partner violence poses a substantial and immediate threat of harm to the safety or well-being of an individual or members of the campus community, or to the performance of normal University functions, the University may place a student or student organization on interim suspension or impose a leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or all other University activities or privileges for which the individual or organization might otherwise be eligible, as the University determines appropriate based upon the outcome of the investigation. When interim suspension or a leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Students may be placed on interim suspension at the discretion of the Vice President for Student Affairs or their designee as described in the Code of Student Conduct. Provisions for suspension of faculty members are contained in the Faculty Handbook. Staff may be placed on leave at the discretion of the University.

X. Title IX Review and Resolution

A. Overview of Procedural Options (students, staff, faculty)

B. Role of the Title IX Coordinator and Team

C. Initial Title IX Review

D. Informal or Remedies-Based Resolution

E. Formal Resolution

F. Investigation

A. Overview of Procedural Options (students, staff, faculty)

Upon receipt of a report, the Title IX Coordinator, in consultation with members of the Student Affairs Division as appropriate, will conduct an initial Title IX Review. The goal of this review is to provide an integrated and coordinated response to reports of sexual harassment or misconduct. The review will consider the nature of the report, the safety of the individual and of the campus community, and the Reporting Party's expressed preference for resolution.

At the conclusion of the assessment, the University may choose to pursue Informal Resolution, a remedies-based approach that does not involve disciplinary action against a Responding Party or refer the matter for a University-based investigation and the Formal Resolution process. The goal of the investigation is to gather all relevant facts and to determine if there is a preponderance of evidence that a violation of the policy occurred.

The initial steps for resolution of a complaint against a student, an employee or a faculty member will involve the same stages: an initial assessment, followed by remedies and informal or formal resolution as appropriate. There are specific procedures for resolving complaints against a student, faculty or staff Responding Party detailed in the relevant Appendices.

B. Role of the Title IX Coordinator

The Title IX Coordinator oversees the University's centralized review and resolution of reports of sexual harassment, sexual violence, stalking, intimate partner violence, and other sexual misconduct. The Title IX Coordinator also oversees the University's compliance with Title IX and other applicable statutes.

Although a report may be made to any University employee, the University seeks to ensure that all reports are referred to the Title IX Team to ensure consistent application of the policy to all individuals and allow the University to respond promptly and equitably to eliminate the harassment, prevent its recurrence and address its effects.

The members of this team oversee the resolution of a report under this policy. Resources are available for both students and employees, whether as a Reporting Party or a Responding Party, to provide guidance throughout the investigation and resolution of the complaint. Interim remedies are also available to provide protection and security.

C. Initial Title IX Review

In every report of sexual harassment or misconduct, the University will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, further action may be initiated depending on a variety of factors, such as the Reporting Party's wish to pursue informal or formal resolution, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the allegation;
- Respond to any need to address immediate physical safety and emotional well-being;
- Notify the Reporting Party of the right to contact law enforcement and seek medical treatment;
- Notify the Reporting Party of the importance of preservation of evidence;
- Enter the report into the University's daily crime log;
- Assess the reported conduct for the need for a timely warning under the Clery Act;
- Provide the Reporting Party with information about on- and off-campus resources;
- Notify the Reporting Party of the range of available safety and remedial measures;
- Provide the Reporting Party with an explanation of the procedural options, including informal remedies-based resolution and formal resolution;
- Assess for pattern evidence or other similar conduct by Responding Party;

- Discuss the Reporting Party's expressed preference for manner of resolution and any barriers to proceeding; and
- Explain to the Reporting Party the University's policy prohibiting retaliation.

D. Informal or Remedies-Based Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking formal disciplinary action against a Responding Party.

Where the Title IX Review concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Reporting Party's access to the educational activities at the University and to eliminate a hostile environment. Examples of protective remedies are detailed in the Safety and Remedial Measures section above. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Responding Party and/or indirect action by the Title IX Coordinator or the University. Depending on the form of informal resolution used, it may be possible to maintain the anonymity of the Reporting Party.

The University will not compel a Reporting Party to engage in mediation or a restorative justice process, to directly confront the Responding Party, or to participate in any particular form of informal resolution. Mediation or restorative practices, even if voluntary, may not be used in cases involving sexual violence or assault. The use of restorative justice in other cases, with the approval of all parties, may be considered. The decision to pursue informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Reporting Party can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

E. Formal Resolution

Disciplinary action against a Responding Party may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the University differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The specific procedures for Formal Resolution will vary based upon the role of the Responding Party:

- For a report against a student, disciplinary action may be recommended by the Hearing Board following an investigation, a hearing and determination that a violation has occurred.
- For a report against an employee, disciplinary action may be taken at the conclusion of the investigation by the Director of Human Resources.
- For a report against a faculty member, disciplinary action may be taken at the conclusion of the investigation by the Vice President for Academic Affairs, or their designee, using the procedures outlined in the Faculty Handbook.

F. Investigation

Where the Title IX review concludes that a policy violation may have occurred and disciplinary action may be appropriate, the University will initiate an investigation. The University will designate a Title IX investigator. The Title IX Investigator(s) receive annual training in Title IX investigations and compliance, in addition to extensive experience in investigating allegations of sexual harassment, sexual violence, stalking, and intimate partner violence.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Reporting Party, the Responding Party and any witnesses. The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate. In gathering the facts, the investigator may consider prior allegations of, or findings of responsibility for, similar conduct by the Responding Party to the extent such information is relevant.

As part of the investigation, the University will provide an opportunity for the parties to identify witnesses and other evidence. Witnesses must have observed the acts in question or have relevant information and cannot be participating solely to speak about an individual's character. The investigator will provide periodic updates to the Title IX Coordinator, particularly regarding

any emerging needs for the Reporting Party or Responding Party for additional safety or remedial measures and regarding estimated timelines.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in Section IV. Privacy vs. Confidentiality, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The University will seek to complete the investigation phase within 30 (thirty) business days of initiating the investigation, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, an investigative report will be forwarded to the Title IX Coordinator and will follow the relevant procedures for Formal Resolution depending on whether the Responding Party is a student, faculty member, or staff member.

Where practical, within thirty (30) days from the date the reporting party issues a written notice alleging a potential Title IX violation, an investigation shall take place. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties involved every thirty (30) days until it is completed.

At the conclusion of the investigation, the investigator will prepare a written report which will be provided to the Title IX Coordinator.

Information gathered during the review and investigation will be used to provide for the safety of the Reporting Party and the University campus community, and impose remedies as necessary to address the effects of the conduct cited in the report, and as part of a hearing process to evaluate the responsibility of the Responding Party. At the conclusion of the investigation, the University will notify all parties that the investigation is complete and provide information about next steps in the process.

Based on the information gathered in the initial Title IX Review and/or full investigation, the University will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

The Title IX Coordinator will document each report or request for assistance in resolving a case involving charges of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

Appendix A: Procedures for Resolving Complaints Against a Student

A. Preliminary Concerns
- a. Timing of Reports
- b. Jurisdiction
- c. Effect of Criminal Proceedings
- d. Effect of Pending Complaint on Responding Party
- e. Amnesty for Alcohol and Drug Use
- f. Advisors
- g. Agreements Not Recognized by the University
- h. Time Frames
- i. Communications
- j. Standard of Proof
- k. Records

B. Initiating a Report

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Rivier University has established the Sexual Misconduct and Harassment Policy that articulates the University's community standards and includes definitions of prohibited conduct and key concepts. This policy also outlines the resources and reporting options available to the University community and methods of addressing cases involving sexual harassment, sexual violence, stalking, intimate partner violence, or other forms of sexual misconduct. This appendix details the specific procedures for resolving a report of sexual misconduct or harassment where a student is identified as the Responding Party.

A. Preliminary Concerns

a. Timing of Reports

Individuals are encouraged to report sexual harassment, sexual violence, stalking, and intimate partner violence as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If the Responding Party is no longer a current student, the University may not be able to take disciplinary action against the Responding Party, but will still seek to meet its Title IX obligations by taking steps to end the harassment, prevent its recurrence, and address its effects.

A current student is defined as someone who has matriculated and has not formally severed recognized student status with the University. A student retains this status throughout the student's career at the University, including academic terms, scheduled vacations, summer months, and periods of leave or off-campus study.

b. Jurisdiction

An incident does not have to occur on campus to be reported to the University. All University community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the University community have a responsibility to adhere to University policies and local, state, and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus conduct that is likely to have a substantial adverse effect on any member of the University community or Rivier University may be addressed under this policy.

c. Effect on Criminal Proceedings

The University encourages individuals to pursue criminal action for incidents of sexual harassment, sexual violence, stalking, and intimate partner violence that may also be crimes under New Hampshire criminal statutes. The University's policy, definitions, and standard of proof may differ from New Hampshire criminal law. The University will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation using the procedures outlined here except at the request of local law enforcement during the initial evidence gathering stages of a criminal investigation. Neither law enforcement's decision whether or not to prosecute a Responding Party nor the outcome of any criminal prosecution are determinative of whether sexual harassment, sexual violence, stalking, or intimate partner violence has occurred under this policy.

d. Effect of Pending Complaint on Responding Party

If a Responding Party elects to withdraw from the University after an investigation has commenced but prior to a final resolution, the transcript of the Responding Party will reflect a withdrawal and shall contain the notation "Voluntary withdrawal with disciplinary charges pending." A Responding Party electing to withdraw from the University under these conditions shall have no right to apply for readmission. In exceptional circumstances, the Vice President for Student Affairs may grant permission to apply for readmission to a withdrawing or withdrawn student. If such special permission is granted, readmission will not be automatic and may be subject to such terms and conditions as the Vice President for Student Affairs may deem to be appropriate.

e. Amnesty for Alcohol and Other Drug Use

At Rivier University, the health, safety, and well-being of each person in our community is at the forefront of our daily work; and requires the investment of faculty, staff, students, and campus visitors. In crisis situations, the University recognizes there may be reluctance to seek help or report incidents due to fear of consequences. Since these situations may be life-threatening, Rivier asks that all members or our community and guests care for themselves and others by requesting assistance from campus officials, even in cases that violate the University conduct code. As such, the University honors an Amnesty Policy:

Reporting: Alcohol/other drugs

A bystander or reporting individual acting in good faith, who discloses any incident relating to alcohol and/or drug use that results in the need for medical attention, will not be subject to the code of conduct for violations of alcohol and/or drug use or visitation policies occurring at or near the time of the reported incident.

Reporting: Sexual Misconduct

A bystander or reporting individual acting in good faith, who discloses sexual harassment or misconduct, either as a Reporting Party or a third party, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

Students whose pattern of behavior indicates repeated violation of university alcohol and/or drug policies will jeopardize their immunity in Amnesty cases.

f. Advisors

Under the current Title IX Regulations, both the Reporting Party and Responding Party must be assisted during the Title IX process by an advisor of their choosing.

An advisor serves to guide the student through all phases of the process and may accompany the student to any meeting throughout the process. Any advisor selected is advised to be familiar with University policies and procedures related to Title IX and gender-based violence.

The advisor should assure that the student clearly understands all questions asked, and that the student clearly communicates their account of events. The advisor may also help the student identify appropriate witnesses or evidence. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Scheduling of interviews and meetings will not be significantly delayed due to the lack of availability of the advisor.

The advisor's role during an investigatory interview or subsequent meetings with the investigator(s) is as a silent observer. The advisor may not interact with the investigator during the course of an investigation. The advisor may request a recess during an investigatory interview or meeting to consult with the student, but not while any question is pending before the student.

The advisor may accompany a student to any meeting with an investigator, with the Title IX Coordinator or her/his designee, or with the Hearing Board. The advisor must ask questions, or speak for a Reporting Party, Responding Party, or third party during a live hearing before the Board.

A Reporting Party, a Responding Party, or any witness for the case at hand may not serve as an advisor to any other party involved in the investigation.

Witnesses called to speak with an investigator as part of this process may – but are not required to – utilize an advisor of their choosing to all meetings related to the investigation and serves in a role similar to that described above.

Any advisor who becomes disruptive in any meeting may be removed from that meeting and/or prohibited from participation in the remainder of the process.

g. Agreements Not Recognized by the University

Other than a judicial order, the University will not recognize agreements between the Reporting Party and Responding Party in which the University did not participate unless reviewed and approved by the Title IX Coordinator.

h. Time Frames

The University seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, the Reporting Party and the Responding Party can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution time frame needs to be extended for good cause, the University will provide written notice to all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where the Responding Party is a second semester senior, the University may withhold that student's Rivier University degree pending conclusion of the sexual misconduct proceedings. The University reserves the right to restrict a student's participation in University programs while an investigation is pending.

i. Communications

All communications and notices required by these procedures may be made electronically, in hard copy, or in person.

j. Standard of Proof

The University will determine the Responding Party's responsibility by the preponderance of the evidence standard which is whether the information provided supports a finding that it is "more likely than not" that the Responding Party is responsible for the alleged violation.

k. Records

The investigative report, including all documents, information, and other evidence, and the documentation regarding any finding, sanction, and appeal will serve as the formal record of the proceedings and will be maintained by the Title IX Coordinator as part of the Responding Party's conduct record.

If a student has been found responsible for a violation of this policy, such records may be used in reviewing any further conduct issues consistent with this policy and the Code of Student Conduct.

B. Initiating a Report

Any person who has experienced an incident of sexual misconduct or gender-based violence, as defined in the Sexual Misconduct and Harassment Policy, may file a report against a Rivier University student responsible for that conduct. Students filing reports may request that the University initiate its formal resolution option, its informal, remedies-based resolution option or request the University take no action.

At the time a report is made, a Reporting Party does not have to decide whether or not to request disciplinary action. Choosing to make a report and deciding how to proceed after making the report can be a process that occurs over time. To the extent possible, the University will respect an individual's autonomy in making these decisions and provide support that will assist each individual in making that determination.

Where a Reporting Party requests that their name or other identifiable information not be shared with the Responding Party or that no formal action be taken, the University will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Rivier community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before disciplinary action is taken against a Responding Party. In making this determination, the University may consider:

- The seriousness of the alleged conduct;
- The respective ages and roles of the Reporting Party and Responding Party;
- Whether there have been other complaints or reports of harassment or misconduct against the Responding Party;
- The rights of the Responding Party to receive notice and relevant information before disciplinary action is sought;
- If circumstances suggest there is an increased risk of the Responding Party committing additional acts of sexual misconduct or other violence;
- Whether the Responding Party has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the student or others;

- Whether under the circumstance there is a continuing threat to the community;
- Whether the sexual misconduct was committed by multiple perpetrators;
- If the circumstances suggest there is an increased risk of future acts of sexual misconduct under similar circumstances;
- Whether the sexual violence was perpetrated with a weapon; and
- Whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).
- The Title IX Coordinator retains the authority to make the final decision regarding which method of resolution shall be used. In making this decision, the Title IX Coordinator shall assess the above factors, consult with the Title IX team (Student Affairs staff, as appropriate), and consider the Reporting Party's preferred means of resolution.

The Title IX Coordinator in consultation with the Title IX Team will evaluate requests for confidentiality.

C. Information for the Reporting Party and Intake Meeting

After receipt of the report, the Title IX Coordinator or a member of the Title IX Team will conduct an intake meeting with the Reporting Party. At this meeting, the person conducting the intake will inquire into the nature of the report and allegations of misconduct. The Reporting Party will be informed of all safety and remedial measures and resolution options available under this policy and must select an advisor. The Reporting Party will be informed of the prohibition against retaliation and instructed not to destroy any potentially relevant documentation or evidence in any format. The Reporting Party will also be offered support resources on and off campus as described in Section VII of this policy. The Reporting Party will be given a copy of the Sexual Misconduct and Harassment Policy as well as a brochure containing pertinent information regarding the policy, resolution procedures, and resources.

D. Title IX Review

In every report of sexual harassment or misconduct, the University will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the allegation;
- Assess the need to address immediate physical safety and emotional well-being;
- Notify the Reporting Party of the right to contact law enforcement and seek medical treatment;
- Notify the Reporting Party of the importance of preservation of evidence;
- Enter the report into the University's daily crime log;
- Assess the reported conduct for the need for a timely warning under the Clery Act;
- Provide the Reporting Party with information about on- and off-campus services and resources;
- Notify the Reporting Party of the range of interim accommodations and remedies;
- Provide the Reporting Party with an explanation of the procedural options, including remedies-based resolution and formal resolution;
- Assess for pattern evidence or other similar conduct by Responding Party;
- Discuss the Reporting Party's expressed preference for manner of resolution and any barriers to proceeding; and
- Explain the University's policy prohibiting retaliation.

E. Safety and Remedial Measures

Upon receipt of a report, the Title IX Coordinator, in consultation with the Title IX Team, will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to provide a safe educational and work environment. Potential remedies, which may be applied to the Reporting Party and/or the Responding Party, include:

- Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Imposing a No Contact Order between parties;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Changing a class schedule, including the ability to take deferral, drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Changing a work schedule or job assignment;
- Changing an on-campus housing assignment;
- Providing assistance from University support staff in completing housing relocation;
- Limiting an individual's or organization's access to certain University facilities or activities pending resolution of the matter;
- Providing a voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Providing assistance with transportation needs;
- Imposing interim suspension or leave; and
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

F. Withdrawal of Complaint

Prior to the completion of the resolution options described in this policy, the Reporting Party may withdraw the sexual misconduct complaint. Withdrawal of the compliant will, in most circumstances, end any investigation or process taking place under this policy. The University reserves the right to move forward with a complaint, even after the Reporting Party withdraws it, in order to protect the interests and safety of the University community.

G. Summary of Resolution Options

a. Informal, Remedies-Based Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking formal disciplinary action against a Responding Party.

Where the Title IX Review concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Reporting Party's access to the educational activities at the University and to eliminate a hostile environment. Examples of protective remedies are detailed in the Interim Measures section above. Other potential remedies include targeted or broad-based educational

programming or training, direct confrontation of the Responding Party and/or indirect action by the Title IX Coordinator or the University. Depending on the form of informal resolution used, it may be possible to maintain the Reporting Party's anonymity.

The University will not compel a Reporting Party to engage in mediation or a restorative justice process, to directly confront the Responding Party, or to participate in any particular form of informal resolution. Mediation or restorative practices, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Reporting Party can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

b. Formal Resolution

Disciplinary action against a Responding Party may only be taken through the Formal Resolution process. The Formal Resolution process contains four phases: Investigation, Hearing, Sanction, and Appeal. This process is outlined in detail below.

H. Responding to Report

a. Information for Responding Party and Notice of Investigation

After receipt of the report, an intake meeting with the Reporting Party and the Title IX Coordinator is scheduled. Should the Title IX Coordinator determine to pursue formal resolution, then the Title IX Coordinator or a member of the Title IX Team shall issue a Notice of Investigation. The Notice of Investigation will outline the nature of the complaint and allegation of misconduct and the procedures for the method of resolution being initiated. The Responding Party must select an advisor. The Responding Party will be informed of the prohibition against retaliation and instructed not to destroy any potentially relevant documentation or evidence in any format. The Responding Party will be given a copy of the Sexual Misconduct and Harassment Policy. The Responding Party will also be offered support resources on and off campus as described in Section VII of this policy. The Title IX Coordinator, or their designee, also may conduct an intake meeting with the Responding Party if deemed appropriate. If the Responding Party fails to meet and cooperate with the Title IX Coordinator the investigator, or any other person during this process, the resolution of the complaint will proceed without input from the Responding Party.

b. Acceptance of Responsibility

At any point in the process, the Responding Party may choose to accept responsibility for all or part of the alleged misconduct. If the Responding Party accepts responsibility for the alleged misconduct, the process may, but will not necessarily, proceed to the investigation phase. The Title IX Coordinator may proceed directly to the sanction phase to determine an appropriate sanction for the Responding Party. If the Responding Party disputes any aspect of the allegations, the matter will proceed to an investigation.

I. Formal Resolution Procedures

a. Investigation Phase

i. Investigator

The Title IX Coordinator, in consultation with the Title IX Team, will designate an investigator of their choosing, who has specific training and experience investigating allegations of sexual harassment and sexual misconduct, to conduct a thorough, impartial, and fair investigation. The University will designate a trained investigator who may be an employee of the University or an external investigator engaged to assist the University in its fact gathering and determination of a finding. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigation is designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the Reporting Party, the Responding Party and any third-party witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the investigation will safeguard the privacy of the individuals involved.

ii. Investigation Process

The investigator will coordinate the gathering of information from the Reporting Party, Responding Party, and other individuals or entities with relevant information regarding the report using any of the following processes. The investigator will share with the Reporting Party and Responding Party for comment or rebuttal information and documentation considered material to the findings related to the report. The Reporting Party and Responding Party will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information. The investigation phase will typically be completed within twenty (20) business days. Given the availability of witnesses or complexity of the circumstances, this time frame may be extended as necessary to ensure the integrity and completeness of the investigation. The investigator will provide periodic updates to the Title IX Coordinator, particularly regarding any emerging needs that would require additional protective or supportive measures for the Reporting Party or Responding Party or regarding any adjustments to estimated timelines. Information gathered during the investigation will be used to evaluate the appropriate course of action, provide for the safety of the individuals and the campus community, and impose remedies as necessary to address the effects of the conduct cited in the report, in addition to being used in a hearing to determine a finding.

1. Document/Records Review

In addition to reviewing any documents submitted by the Reporting Party and Responding Party, the investigator will try to obtain such other physical or medical evidence relevant to the investigation as the investigator determines, in his or her judgment, to be necessary, including but not limited to documents, police records, electronic or other record of communications between the parties or witnesses, video or audio recordings, records or other relevant information. In obtaining such evidence, the investigator will comply with applicable laws and University policies.

2. Site Visits

The investigator may visit relevant sites or locations and record observations through written or photographic documentation.

3. Reporting Party and Responding Party Interviews

The investigator will interview the Reporting Party and the Responding Party separately and may interview one or both parties more than once as necessary. The Reporting Party and Responding Party may be accompanied by their advisors during the interview(s). To ensure accuracy of information shared during the interview process, a neutral University employee who has received annual training in Title IX investigations and processes, may accompany the investigator during the interview process.

4. Witness Interviews

The investigator will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the University. The investigator may also interview any other individual he or she finds to be potentially relevant to the allegations of the report. The investigator will inform each witness or other individual interviewed that they are prohibited from retaliating against the Reporting Party and Responding Party or other witnesses.

5. Experts

The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the report. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

6. Prior Sexual History, Bad Acts, or Pattern Evidence

In general, in a case where the Responding Party raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant to assess the manner and nature of communications between the parties but is not necessarily determinative. As noted in the Sexual Misconduct and Harassment Policy, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Generally, prior sexual history of the Reporting Party or Responding Party will not be considered relevant to an investigation. However, in limited circumstances, such as pattern evidence, it may be relevant in the determination of responsibility or, in the case of Responding Party, the determination of a sanction. Additionally, a prior finding (post appeal rights) of responsibility for a similar act of sexual misconduct will always be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction.

If either party wishes to bring forth information concerning the other party's sexual history, bad acts, or pattern evidence, such requests must be made during the course of the investigation to the investigator, who is responsible for determining its relevance.

iii. Investigative Report

At the conclusion of the investigation, the investigator will prepare a written report summarizing and analyzing the relevant facts determined through the investigation, referencing any supporting documentation or statements. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. In general, the investigator may redact information that is irrelevant, more prejudicial than probative, or immaterial. The investigator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts. Further, the investigator may redact any statements regarding general reputation or any character trait. The investigative report may include summaries of interviews with the Reporting Party, Responding Party, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records and forensic evidence. The investigator may provide a summary of impressions including context for the evidence.

Before the report is finalized, the Reporting Party and Responding Party will be given the opportunity to review their own statement(s) and other relevant information collected during the investigation, including the summaries of statements of the other party and any witnesses.

A Reporting Party or Responding Party may submit any additional written comment or evidence to the investigator within ten (10) business days of notice of the opportunity to review the relevant portions of the investigative file.

Upon receipt of any additional information or evidence by the Reporting Party or Responding Party, or after the ten (10) day comment period has lapsed without comment, the investigator will finalize the report and submit it to the Title IX Coordinator.

iv. Notice of Hearing

If the Investigator's finding warrants that a hearing must occur, the Title IX Coordinator will provide written notice to both parties and their advisors, (the "Notice of Hearing") stating: (1) the date, time, and place of the hearing. The Notice of Hearing will be delivered, at the Title IX Coordinator's discretion, by email or in person, and will be considered effective immediately upon delivery. The hearing will take place no later than 8 business days, if reasonable, following delivery of the Notice of Hearing. All parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Hearing Board may postpone the proceedings or proceed with the hearing and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date, as outlined above.

v. Pre-Hearing Procedures

All parties will provide the Title IX Coordinator (or designee) with a list of witnesses they wish the University to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Title IX Coordinator, but at least two business days prior to the hearing. It is assumed that the Investigator's Report includes and matches any witness list provided by all parties.

The Title IX Coordinator will provide each party with a copy of the list of witnesses, and identification or copies of documents or other information submitted by each party, at minimum, 24 hours prior to the hearing. In the absence of good cause, as determined by the Title IX Coordinator, in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided in the Investigation and/or Title IX Coordinator by this deadline. If, at any time prior to the hearing, after reviewing the Investigator's report and the complainant's list of witnesses and other evidence, the responding party elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, he or she may request that the University propose a resolution to the charges and a sanction and, with the consent of the complainant, resolve the complaint without a hearing. If the responding party chooses this option and takes responsibility for the alleged sexual misconduct, he or she waives the option for a hearing and must accept any consequences and sanctions determined by the University.

b. Hearing Board

i. *Composition of the Hearing Board*

The Hearing Board shall be composed of a pool of Rivier faculty/staff members appointed by the VP for Student Affairs through a selection process determined by the Title IX Coordinator in consultation with the Title IX Team. For any given case, three members of the pool will be selected to comprise the Board. These three members shall be voting members of the Board. The Hearing Board will be chaired by a designated chair; the chair shall not vote. All members of the Hearing Board shall be trained annually regarding the dynamics of sexual misconduct, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, relevant sanctioning precedent (which shall inform but not bind the Board), and the University's policies and procedures. The training shall also stress the importance of confidentiality and privacy of all parties.

ii. Hearing Procedures

The Hearing Board's process is in two parts: determination of responsibility and, if necessary, assessment of sanction.

The Hearing Board will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The University will have notified all necessary witnesses to be present, to be available, or to have provided written statements in lieu of attending the hearing. This may be done as necessary to accommodate a witness who cannot be present, or whom the University determines may remain anonymous.

The Hearing Board shall have access to the investigative report and all related documents to review prior to making a decision finding and an appropriate sanction, if necessary. All documents provided to the Board shall have all personally identifiable information for all students involved redacted. After reviewing the report and finding, if the Board feels that more information is required, they may ask the investigator for further clarification.

The Hearing Board will review in advance of the live hearing all written materials provided. The parties will have received or been provided the opportunity to review and copy these materials during the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate the written materials. Only the Hearing Board and each party's advisor can question the individual parties and any witnesses. Only the party's advisor may ask the Hearing Board to pose additional questions or inquire further into specific matters either by submitting these requests directly, in writing or orally and in real time by the party's advisor of choice and never by the party personally. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Hearing Board is empowered to disallow or reframe any questions that are irrelevant or redundant. If the Hearing Board determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing Board may suspend the live-hearing and reconvene it in a timely manner to receive such information. A delay will not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented during the Investigation process and/or pre-hearing meeting. In both formal and informal disciplinary matters, the University expects students to be cooperative, responsive, and honest. Withholding information, deception, and/or badgering of others to do the same will be regarded as a major infraction of University policy.

iii. Review of Other Relevant Information and Opportunity to Respond

The Hearing Board shall be given access to other relevant information in the Reporting and/or Responding Party's student file, including prior student conduct history. This information shall have personally identifiable student information redacted and be prepared for review by the Hearing Board. The Reporting and/or Responding Party shall have access to this information prior to the live hearing and shall have an opportunity to respond directly, orally and in real time by the party's advisor and never by the party personally. Only information related to the information presented from the Reporting and/or Responding Party's student file shall be permitted in this statement.

The Reporting Party and Responding Party shall have the opportunity to present a statement to the Board describing the impact of the case on them. This statement must be presented to the Board in writing. The Board will not ask any questions regarding the individual's statement. To the extent either party requires support in preparing such a statement, the University will provide assistance.

iv. Standard of Proof

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to state whether the standard of evidence to determine responsibility is the preponderance or the evidence standard or the clear and convincing evidence standard. to evaluate evidence of alleged Sexual Misconduct. Rivier University will continue to follow the adopted "preponderance of the evidence" standard. A preponderance of the evidence means that information shows it is "more likely than not" that a violation of policy occurred. In the context of a hearing hereunder, the responding party will be found to be responsible for the alleged Sexual Misconduct if the Hearing Board concludes that such Sexual Misconduct more likely than not occurred based upon careful review of all information presented. Intoxication is not, as such, a defense. The accused student may, however, introduce information of intoxication whenever it is relevant to the live hearing, but it is not a defense for the Sexual Misconduct.

v. Range of Sanctions

The Hearing Board may impose any sanction or combination of sanctions defined in the Code of Student Conduct, including probation, suspension, and expulsion. See Appendix C for a complete list of potential sanctions.

Any student found responsible for a sexual assault violation will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for a non-consensual sexual contact violation (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for any other violation under the Sexual Misconduct and Harassment Policy will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The Board will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

vi. Deliberations of Hearing Board

After a thorough review of the investigative report, findings, other related documents and relevant information, and any responses or statements from the Reporting Party and Responding Party, the Hearing Board shall deliberate regarding the appropriate sanction(s). The sanction shall be determined by a majority vote of the voting members of the Board. Should there be a tie, the chair shall cast the deciding vote.

The Hearing Board will present the sanction decision and the rationale for it to the Title IX Coordinator.

vii. Notice of Outcome

The final written Notice of Outcome shall be simultaneously provided in writing to both the Reporting Party and the Responding Party by the Title IX Coordinator or a member of the Title IX Team. The University will also provide written notice, at the same time to both parties, of any change in the outcome upon appeal.

Both parties have the right to be informed of the outcome. The Notice of Outcome will include the findings as to whether there was a policy violation, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. In addition, the Responding Party will be fully informed of any sanctions. For reports involving sexual violence, the Reporting Party will be fully informed of any sanctions and remedies that directly relate to Reporting Party, including information about the Responding Party's presence on campus (or in a shared class or residence hall), that may help a Reporting Party make informed decisions or work with the University to eliminate harassment and prevent its recurrence. For all other reports under this policy, the Reporting Party will be informed of only those sanctions that directly relate to the Reporting Party, consistent with FERPA and other applicable law. The notice shall include information regarding the right to appeal the outcome for both the Reporting Party and the Responding Party.

Sanctions imposed are implemented immediately upon presentation of the Notice of Outcome, subject to reversal or modification upon appeal.

viii. Participation of Both Parties During Live Hearing

The Reporting Party and the Responding party must participate in the live hearing. If either party or witness does not submit to cross-examination at the live hearing, Hearing Board members must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. If the responding party fails to appear at the hearing, after being duly notified of its place and time, the Hearing Board may postpone the proceedings or determine the complaint on the basis of the information available.

c. Appeal of Hearing Board Findings

i. Eligibility, Timeline, and Filing Procedures

Either the Reporting Party or Responding Party may file an appeal of the Hearing Board findings within three (3) business days of receipt of the Hearing Board report using the procedures outlined below. Appeals must be filed with the Vice President for Student Affairs (hereafter "Vice President"), who serves as the appeals officer. If the Vice President has served in a Title IX officer capacity with the case in question, an appeal officer designee will be appointed. If no appeal of the Hearing Board's findings is filed within a timely fashion, the findings of the Hearing Board shall be considered final and binding on all of the parties and may not be appealed after the sanctioning phase of the procedure.

Dissatisfaction with the findings is not grounds for appeal. Appeals may be based only on one or more of the following grounds:

- a procedural error (failure to follow prescribed policy and/or procedures) that may have had a prejudicial effect upon the outcome of the proceedings;
- new evidence that was discovered after the investigation was completed and could not have been discovered previously that may have an effect upon the outcome of the proceedings;
- evidence of conflict of interest, bias, fraud or misconduct on the part of the Title IX Team.

The appeal shall consist of a concise and complete written statement outlining the facts that support the available grounds for the appeal.

If the appeal is properly filed, the other party will be given the opportunity to review the written appeal and respond to it in writing to the Vice President. Any response by the other party must be submitted to the Vice President within three (3) calendar days from being provided the appeal. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

The receipt of the appeal and any response to the appeal will be acknowledged in writing (which can include email).

If for any reason the Vice President is unable to serve as the appeals officer, they may designate another trained appeals officer to serve in their stead.

ii. Appeal of Hearing Board Findings Procedures

The appeal of the Hearing Board findings will be conducted in an impartial manner by the Vice President. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination is presumed to have been decided reasonably and appropriately. The appeal is not a de novo review of the underlying matter. The decision shall affirm the original findings of the investigator unless the Vice President sustains one of the grounds for appeal, in which case the Vice President will refer the case to the original or new investigator for reconsideration as appropriate.

Appeals are not intended to be full rehearing of the complaint (de novo). This is not an opportunity for the Vice President to substitute their judgment for that of the original investigator merely because they disagree with the findings. Appeals decisions are to be deferential to the original investigator except where one of the stated grounds above has been established.

Iii. Appeal Decision and Notification

The Vice President will generally make all appeal decisions within three (3) business days of receipt of both the appeal and all responses to it, if any.

The appeal decision will include a rationale and shall be presented simultaneously in writing to both the Reporting Party and Responding Party by the Title IX Coordinator or a member of the Title IX Team.

The decision of the Vice President upon an appeal of the findings of the investigator shall be final.

Appendix B: Summary of Rights

All members of the Rivier community have the right to:

- Live, work, and learn at Rivier free from gender-based discrimination;
- Be treated with respect, dignity, and fairness;
- Have their privacy protected by all individuals involved in the investigation and resolution of any report of sexual misconduct or harassment;
- File a report and have any report resolved promptly, fairly and thoroughly according to the Rivier University Sexual Misconduct and Harassment Policy;
- Receive support throughout the resolution process;
- Be free from retaliation for making a report or participating in an investigation;
- Receive timely notice of meetings and equal access to information used in those meetings;
- Have an advisor or support person present at all meetings;
- Receive timely written notification of the outcome of any investigation, including sanctions, any changes to the outcome due to appeal, and when the outcome becomes final; and
- Appeal the finding and outcome as detailed in the Sexual Misconduct and Harassment Policy.

In addition, a Reporting Party has the right to:

- Choose whether to file a criminal complaint with local law enforcement and to receive assistance should they wish to do so;
- Receive interim support and reasonable protective measures to help them continue to live, work and learn at Bates Rivier;
- Choose whether they wish to participate in any formal investigative process; and
- Receive amnesty for minor drug or alcohol violations that occurred at the time of the incident.

Individuals have these rights regardless of your race, color, ethnicity, national origin, age, sex, gender identity or expression, sexual orientation, religion, or any other protected class.

Appendix C: Possible Sanctions for Students Found Responsible for Violations

1. Loss or Restriction of Privileges.
    1. Loss of the privilege of participating in any public function (e.g., performances, organizations, student government, or athletic) wherein the participant will be thought of as a representative of Rivier University;
    2. Loss of on campus housing and/or dining privileges;
    3. Loss of the privilege of participating in social and/or ceremonial events on campus;
    4. Loss of the privilege of maintaining a motor vehicle on campus;
    5. A requirement that a student resign membership in, or any offices, elected or appointed, held in, campus organizations;
    6. Loss of access to certain campus locations; and
    7. Loss of use of certain campus resources.
2. Required Action.
    1. Required counseling or educational sessions;
    2. Required community service or restitution hours; or
    3. Required restorative action.
3. Disciplinary Probation.
    1. Probation for a specified or indefinite period of time, with or without conditions relating to the termination of probation.
4. Suspension.
    1. Suspension for a specified or indefinite period of time, with or without conditions relating to readmission to the University.
5. Dismissal or Expulsion.
6. Withholding of Degree.