

# Rivier University

## 2024-2025 Student Handbook



# Rivier University Student Handbook

2024-2025

## 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.

## Notice of Nondiscrimination

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](mailto:cmills@rivier.edu), 603-897-8211 or at [TitleIXCoordinator@rivier.edu](mailto:TitleIXCoordinator@rivier.edu) and Paula Randazza, Assistant Vice President for Student Experience, Dean of Students in the Dion Center, ext. 8244

You may reach them at their office extensions or at [TitleIXCoordinator@rivier.edu](mailto: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, 8<sup>th</sup> 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](mailto:ocr.Boston@ed.gov).

# Contents

- Notice of Handbook Limitations ..... 2
- Notice of Nondiscrimination..... 2
- Introduction ..... 11
  - From the President..... 11
- University Mission and History ..... 12
- Traditions and Customs ..... 13
  - Academic Convocation ..... 13
  - Mass of the Holy Spirit ..... 13
  - Presentation of Mary Day..... 13
  - Heritage Week..... 13
- Commencement Activities ..... 13
  - Baccalaureate Mass and Hooding..... 13
  - Pinning ..... 13
  - Commencement..... 13
- Academic Resources..... 14
  - The New Hampshire College and University Council (NHCUC) ..... 14
  - Regina Library..... 14
  - Retention Support Services ..... 14
  - Information Technology ..... 15
    - Help Desk ..... 15
    - Self-Service and Knowledge Base ..... 15
    - RivNet Account ..... 15
    - Email Services/Official University Communications..... 16
    - Microsoft One Drive and M365 ..... 16
    - Canvas ..... 16
    - Residence Hall Network Access ..... 16
    - Colleague Self-Service ..... 16
    - Intellectual Property and Copyright Infringement ..... 16
    - Student Recording Policy..... 17
- Academic Advising..... 17
- Disability Services..... 17
- The Academic Support Center ..... 17

Office of the Registrar .....	18
Athletics .....	18
Intercollegiate Athletics .....	18
Recreation and Intramurals .....	18
Muldoon Health and Fitness Center and Field Usage.....	18
Division of Student Experience .....	19
Office of Campus Ministry and Service Learning.....	19
Liturgy and Sacraments .....	19
Spiritual Growth & Pastoral Care.....	19
Leadership Development.....	19
Service, Peace, and Justice .....	19
Alternative Spring Break.....	19
Service Learning .....	20
Staff .....	20
Sr. Mary Anne Quibin Student Health Services.....	20
Immunizations.....	21
Student Health Insurance .....	21
Confidentiality.....	21
Counseling and Wellness Center .....	21
Office of Career & Life Success.....	21
Office of Student Diversity and Inclusion .....	22
Office for the Dean of Student Experience.....	22
Community Standards.....	22
CARES .....	22
Behavioral Assessment Team (BAT).....	23
BIAS Incident Response Team (BIRT) .....	23
America Reads Project.....	23
Office of Student Engagement.....	23
Program Planning .....	23
Student Organizations .....	23
Commuter Students .....	24
Student Group Travel Policy.....	24
Orientation.....	24
Student Government Association (SGA) .....	24

Agreement between the Administration and the SGA of Rivier University .....	25
Residence Life and Housing .....	25
Residence Life Staff .....	25
Staff Availability .....	25
Administrative Action .....	25
Housekeeping and Maintenance .....	26
Residence Hall Security .....	26
Parent/Guardian Notification .....	26
Summer Housing .....	26
Break Housing Periods/Residence Hall Closings .....	26
The Residence Halls .....	27
Living and Learning Together .....	27
The Basic Responsibilities of All Residents: A Social Contract .....	27
Eligibility for On-Campus Housing .....	28
Housing Deposit .....	28
Room Lottery and Housing Selection .....	28
Damage Deposit .....	28
Room Changes .....	28
Residence Hall Facilities .....	29
Common Areas .....	29
Bathroom Facilities .....	29
Kitchenettes .....	29
Laundry Rooms .....	29
Lounges .....	29
Lost and Found .....	29
Health Codes and Standards to Insure the Proper Care of Facilities .....	30
Cleanliness and Order .....	30
Room Inventory .....	30
Repair Requests .....	30
Health and Safety Inspections .....	30
Nashua Fire Marshal Safety Requirements .....	31
Fire Safety Equipment .....	31
Fire Doors .....	31
Decorating/Personalizing Your Room .....	31

Holiday Decorations .....	32
Furniture .....	32
Damages.....	32
Residence Life Policies .....	32
Alcohol Policy .....	32
Compliance .....	33
Drug Policy .....	33
Entering/Exiting .....	33
Fire Safety Regulations.....	33
Hall Sports .....	34
Halogen Light Safety Policy .....	35
Mistreatment of Staff.....	35
Occupancy.....	35
Overnight Visitors.....	35
Visitation Policy.....	35
Quiet Hours .....	36
Service, Emotional Support Animals & Pets .....	37
Signs, Posters, and Notices .....	37
Street Signs .....	37
Windows & Screens .....	37
Department of Public Safety and Security.....	38
Building Security / Access.....	38
Building and Grounds Maintenance .....	38
Crime Prevention.....	38
Crime Statistics .....	38
Emergency Notification System .....	38
Fire Drills.....	39
ID Cards.....	39
Lost and Found.....	39
Missing Students Who Reside in On-Campus Housing.....	39
Parking .....	40
Reporting a Crime.....	40
Timely Warnings & Emergency Notification .....	40
University Vehicle Use .....	40

Additional Student Resources & Services .....	40
Academic Calendar .....	40
Dion Center .....	41
Bookstore .....	41
Dining Services .....	41
Dining Hall .....	41
Raider Grounds in Regina Library .....	42
Mail Services .....	42
Transportation .....	42
Community Standards.....	43
Statement on Student Conduct .....	43
Student Rights & Responsibilities .....	43
Student Code of Conduct.....	44
Adjudication of the University Conduct Code.....	46
Sanctions.....	47
Appeals.....	48
University Policies.....	49
Academic Integrity .....	49
Alcohol Policy.....	49
Amnesty for Alcohol or Other Drug Use .....	51
Reporting: Alcohol/other drugs .....	51
Bias Motivated Offenses.....	51
Bullying, Harassment and Intimidation.....	51
Classroom Behavior .....	52
Computer Use Policy .....	53
Criminal Law .....	54
Culpability .....	54
Drug Policy .....	54
Drug Paraphernalia.....	55
Evidence of Drug Policy Violations .....	55
Penalties.....	55
Electronic Devices in the Classroom .....	55
Entry into University Premises Including Residence Hall Rooms .....	55
Firearms, Firearm Replicas, Weapons, Fireworks, Explosives, and Flammables .....	56

Fire Safety .....	56
Habitual Non-attendance Policy .....	57
Inclusivity Statement .....	57
Mistreatment of Staff .....	57
Non-Academic Grievance Process .....	57
Off-Campus Conduct .....	59
Off-Campus Publicity .....	59
Posting Policy .....	59
Religious Groups on Campus .....	60
Skateboard Policy .....	60
Smoking Policy.....	60
Social Media Policy.....	61
Solicitation Policy .....	62
Statement on Student Safety and Mandatory Referrals.....	62
Use of the Name of Rivier University.....	63
Weather .....	63
<b>A Culture of Respect: Rivier University Policy Regarding Prohibited Sex-based Harassment and Discrimination (the Policy) .....</b>	<b>64</b>
<b>I. Introduction &amp; Overview: Institutional Values and Community Principles.....</b>	<b>64</b>
1.1 Purpose .....	64
1.2 Scope .....	65
1.3 Jurisdiction .....	65
1.4 Collateral Misconduct/Concurrent Policies or Investigations .....	66
1.5 Prevention & Awareness.....	66
1.6 Role of Title IX Coordinator.....	67
<b>II. Policy and Notice of Non-Discrimination on the Basis of Sex .....</b>	<b>68</b>
2.1 Prohibited Sex-based Conduct.....	69
2.2 Other Prohibited Conduct.....	74
<b>III. University Reporting Options .....</b>	<b>79</b>
3.1 Employee Obligations .....	83
3.2 Reporting Considerations .....	84
3.3 Resources .....	86
3.4 Privacy and Confidentiality .....	89
3.5 Timely Warning .....	90



3.6 Initial Evaluation .....	90
3.7 Supportive Measures .....	91
3.8 Informal Resolution.....	92
3.9 Advisors.....	93
<b>IV. Grievance Procedures for Complaints of Sex Discrimination or Harassment.....</b>	<b>94</b>
4.1 Formal Complaints .....	94
4.2 Withdrawal of Complaint.....	95
4.3 Effect of Pending Complaint on Respondent.....	95
4.4 Basic Requirements of Title IX Grievance Procedures.....	95
4.5 Notice of Allegations.....	97
4.6 Dismissal of Complaint or Report .....	97
4.7 Safety and Remedial Measures, Including Emergency Removal .....	99
4.8 Acceptance of Responsibility .....	99
4.9 Investigation.....	99
4.10 Pre-Hearing Procedures .....	102
4.11 Investigative Report .....	103
4.12 Questioning the Parties and Witnesses .....	104
4.13 Determination Whether Sex Discrimination or Harassment Occurred .....	106
4.14 Disciplinary Sanctions or Remedies .....	107
4.15 Appeal of Determinations.....	109
4.16 Records .....	111

## 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. 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, Office for Student Diversity and Inclusion, 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. At Rivier everyone belongs. The staff in Student Experience recognize the value and uniqueness that each student brings to the Rivier Community and are 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.

You 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 and 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.

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.

### 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.

### Heritage Week

During the week of February 3, 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.

## Commencement Activities

### Baccalaureate Mass and Hooding

The Rivier community celebrates graduation in the Catholic tradition with a Baccalaureate Mass held 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.

### Regina Library

The Regina Library is the resource library 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 library resources include approximately 100,000 print volumes, over 340,000 e-books, subscriptions to more than 120 journals and 74 online research databases including over 130,000 electronic journals and more than 4,700 streaming videos. A reference librarian is available at the library for all the hours the library is open. Students needing research 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 (serving Starbucks beverages) 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.

The library also has computers, printers, scanners and copiers available for patron use. Laptop computers, video cameras, and a variety of devices to create digital content can also be loaned out for academic purposes.

### 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 upper-class student 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 guidance, referrals, and other support for academic, personal, and spiritual growth. Mentors assist first-year 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 Academic Achievement, Service, Cultural Awareness, and Vocational Discernment. Students will engage in class activities, group presentations, and service opportunities.
- The Office of Academic Advising provides students with professional 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 Academic Support Center (ASC) provides student-centered professional writing support and peer tutoring assistance in courses across the curriculum. The ASC offers one-on-one conferences with professional writing consultants, assistance in understanding subject content in all disciplines with peer tutors, group review sessions, and assistance with developing study skills, time management, test-taking strategies, and note-taking skills.

## 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](mailto: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 set-up 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](mailto: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.

### Colleague Self-Service

Colleague Self-Service is the University's student portal which offers access to midterm and final grades, course evaluations, course offerings, student's schedule, student's financial ledgers, unofficial transcripts, individual degree audit, and the class registration process.

### 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 the Division of Student Experience 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 Advising

Academic Advising serves as the starting point for undergraduate students as they navigate their individual academic plans at Rivier. Academic Advisors are assigned to students by major. The Academic Advising Office, 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 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.

## 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](mailto:disabilityservices@rivier.edu).

The Office of Disability Services is located on the first floor of The Learning Commons.

## The Academic Support Center

The Academic Support Center provides individualized academic support to all Rivier students and is staffed by professional writing consultants, and peer tutors. Students seeking help in all stages of their writing for any class may schedule individual 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, note taking, or time management can make an appointment with a writing consultant, a peer tutor, or come to open peer tutoring drop-in hours. The Academic Support Center is located on the lower level of the Learning Commons.



## 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>.

## Athletics

The Muldoon Center is home to the men's and women's basketball and volleyball programs along with the fitness center, coaches offices, and Sport Medicine facility. The Muldoon Center 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 - Great Northeast Athletic Conference (GNAC). Institutions in Division III place the 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 where a student-athlete's activities are conducted as an integral part of their 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.

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

Each year there is a unique series of activities based on student interest and need. On campus, the Muldoon Center fitness room and gym are open for recreational use by students, faculty, and staff. Information is available from the Athletics Department.

### Muldoon Health and Fitness Center and Field Usage

- Priority for scheduling: Intercollegiate athletics - games and practices
- Other University functions
- Prescheduled Student activities
- Nashua area community organizations rentals
- The Muldoon Center 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 Rivier students, faculty, staff and alumni use of the fitness center.
- Users must present the appropriate Rivier University I.D. for access to the fitness center during open recreation hours.
- Use of the fitness center 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 center must be trained in the proper use of the machines.

## Division of Student Experience

The Division of Student Experience at Rivier University believes that learning extends beyond the classroom. This division supports and challenges students through co-curricular and extra-curricular programs that align with the University's Roman Catholic tradition and core mission: transforming hearts and minds to serve the world. By emphasizing holistic education, the Division of Student Experience encourages students to participate in activities that foster spiritual growth, character development, lifelong learning, and service. The Student Experience staff promotes responsible decision-making, physical and emotional wellness, respect for all members of the Rivier community and beyond, and appreciation of diversity. This mission is reinforced through collaboration with academic affairs and other campus services.

### Office of Campus Ministry and Service Learning

The Office of Campus Ministry serves the spiritual, social, and personal needs of the campus community, providing opportunities to explore and affirm one's values and sense of meaning and purpose in life. Campus Ministry focuses on the areas of faith formation, pastoral care, service, spiritual and personal growth, peace and social justice, and leadership development. People of all faiths are welcome and encouraged 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.

#### Spiritual Growth & Pastoral Care

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

#### 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. In addition to the week of service, participants will engage in pre-departure education about the connection between service and social justice and in an unpacking session afterwards where they will highlight transformative moments of their experience for the campus community.

## 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 through the lens of Catholic Social Teaching and it leads to authentic knowledge and union with God, neighbor, and the community. All students are encouraged to serve the community. More specifically, students in the School of Undergraduate Studies engage in service learning in several ways:

- **First-Year Day of Service:** Students spend a morning serving a local organization with members of their Student Success course. Discussions and reflection take place in class before and after the day of service.
- **Service Immersion Experiences:** Students have the option of participating in a service immersion experience during spring break. Participants will meet several times before the week of service to learn about the injustices the host community faces, social justice, Catholic Social Teaching, advocacy, etc. and will present their experience to the campus community afterwards.
- **Routine and One-Time Service Opportunities:** All students are encouraged to serve the community. The Director of Campus Ministry and Service Learning can help connect students to organizations for ongoing service and will provide one-time opportunities throughout the academic year.

## Staff

Campus Ministry is staffed by one full-time director and one part-time chaplain. There are also possibilities for work study students to be involved in the daily operation of the office. For more information, visit [www.rivier.edu/ministry](http://www.rivier.edu/ministry) or call 603-897-8577. Email us at [campusministry@rivier.edu](mailto:campusministry@rivier.edu) or follow the Rivier Campus Ministry Instagram and Facebook pages for information and 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 weekdays with appointments scheduled in the following ways:

1. **Calling the office at 603-897-8244.**
2. **Emailing the clinic - [healthservices@rivier.edu](mailto:healthservices@rivier.edu).**
3. **[Medicat student health portal](#) scheduler.**

Please take note that the health services email, phone messages, or Medicat scheduler are not monitored outside clinic open hours, weekends, breaks or holidays. Staff will do their best to accommodate walk-in urgent visits.

The 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 referrals. 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 full-time undergraduate resident and commuter students 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 one year of their residence hall move-in date). All of this information is communicated via a student health portal available on the website to students with Rivier University log-in credentials. All medical forms are due each year no later than August 1 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](#). The 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 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 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.

#### Vector

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.

### Office of Career & Life Success

The Office of Career & Life Success provides a wide range of resources and support to assist students in their career planning efforts. In addition to Academic Advising, we offer tools to help students pursue internships, jobs, and graduate school opportunities. Our platform, Handshake, helps students build resumes, search for internships and jobs, and register for workshops and programs. The Office of Career & Life Success website ([www.rivier.edu/cdc](http://www.rivier.edu/cdc)) is a comprehensive resource offering students and alumni access to essential information for academic and career success.

We host annual job fairs on campus during the spring semester to support both graduating and undergraduate students in their pursuit of full-time employment and internships. These Career Fairs provide a range of full-time employment opportunities, internships, part-time work, and summer jobs. We encourage all students to take advantage of this annual event and the various career development services and resources we offer.

### Office of Student Diversity and Inclusion

The Office of Student Diversity and Inclusion 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.

### Office for the Dean of Student Experience

The Office of the Dean for Student Experience serves as a center for advocacy and support within the university community. Here, students seek guidance, support, and solutions to a wide range of academic, personal, and social challenges.

The Dean's role is to uphold the values of fairness, respect, and inclusivity while advocating for student rights and well-being.

### Community Standards

Upholding the student code of conduct is vital to maintaining a positive and respectful campus environment, promoting student development and accountability, and ensuring a fair and consistent approach to addressing behavioral expectations within the university community. Whether it involves mediation between students, responding to campus concerns, or implementing protocols, every action is guided by principles of fairness and due process.

### CARES

The CARES (Campus Advocacy, Resources, and Education for Safety) Team addresses and educates the campus community about sensitive issues such as sexual assault, domestic violence, dating violence, and stalking. CARES core values:

1. **Support Hub:** CARES serves as a dedicated resource and support hub for individuals affected by gender-based violence. It provides a safe space where students can seek assistance, information, and support.
2. **Education and Awareness:** CARES offers workshops, training sessions, and campaigns to educate the campus about the signs of sexual assault, domestic violence, dating violence, and stalking. These initiatives aim to raise awareness about these sensitive issues and equip the community with knowledge on prevention strategies and available resources.
3. **Advocacy and Empowerment:** CARES advocates for individuals affected by gender-based violence, empowering them to recognize, respond to, and seek help for instances of misconduct. By fostering a culture of understanding and empathy, CARES encourages proactive intervention and support.
4. **Collaboration:** CARES collaborates closely with campus partners and community agencies. This collaboration ensures a coordinated response to incidents of gender-based violence and facilitates access to a comprehensive range of support services for survivors.

5. **Promoting a Safe and Inclusive Environment:** CARES strives to promote a campus environment that is safe, respectful, and inclusive for all individuals. It works towards eliminating barriers that prevent students from thriving academically and socially due to the fear of gender-based violence.

In essence, CARES embodies the university's commitment to addressing gender-based violence, promoting safety, and fostering a supportive environment where every individual can flourish.

#### [Behavioral Assessment Team \(BAT\)](#)

At Rivier University, the health, safety, and well-being of each person in our community is at the forefront of our daily work. To uphold a positive learning environment free from disruptive behavior, both in and out the classroom, the University has established a Behavioral Assessment Team (BAT). This team, composed of dedicated staff members, addresses any concerning or disruptive behaviors, as well as threats to self or others.

#### [BIAS Incident Response Team \(BIRT\)](#)

Rivier University prioritizes diversity and inclusion as essential to fostering respect among all community members. Acts of bias, hate, or discrimination are taken seriously. The University has established a Bias Incident Response Team to effectively address and manage incidents of bias within the community. The primary goals are to promote inclusivity, support affected individuals, maintain a positive campus climate, and demonstrate the university's commitment to addressing bias-motivated incidents that violate our community standards.

#### [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.

### [Office of Student Engagement](#)

The Office of Student Engagement works within the Division of Student Experience 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.

#### [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/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 Engagement. All organizations must have a faculty/staff advisor. Click the hyperlink to see what clubs and organizations are available on campus. Contact the Office of Student Engagement or Student Government for more information.

The numerous [Clubs and Organizations](#) represent the various co-curricular activities within the University; some are funded by SGA (Student Government Association) and some are independent. For more information about these clubs and organizations, contact the Director of Student Engagement or click the link below. <https://www.rivier.edu/student-life/clubs/>

### 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 orientation for 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 Engagement 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 full-time undergraduate day 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 formed to promote common interest within the framework of the mission of the University. The Student Government Association oversees its recognized campus organizations and maintains financial control of funds paid by the students. 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;
- 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 whole person in their many dimensions. To this end, students have the responsibility to take advantage of the 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 they reach for their 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.

### Residence 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 Residence Life and Housing coordinates all functions of the University's residence halls. Each area has a staff of trained personnel available to assist resident students with social, personal, academic and cultural concerns.

The primary function of the staff is to create, with the residents of each floor, a positive living environment. In addition to enforcing University policy, the staff is also present to maintain building safety and security. Twelve to fourteen undergraduate students (Resident Assistants) and four 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.

#### Staff Availability

There is a staff member on duty at all times. You can reach a staff member by calling the duty cell phone at 603-305-8935. The staff roster and contact 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 their 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.

### Housekeeping 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 expected 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 or functions. The front and back doors to the halls are accessible with a resident student ID card until 8:00 p.m. each night. At 8:00 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 are asked to sign in as overnight visitors or vacate the halls by 12AM weekdays and 2AM weekends. The lounges are available to resident students 24 hours per day unless reserved through the Office of Residence Life and Housing. Public Safety/Security conducts routine rounds of the halls and surrounding property each night. 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.

### Summer Housing

University residence halls are available during the summer months for:

- Students who are attending summer school/internship 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

### Break Housing Periods/Residence Hall Closings

The residence halls officially close during all major break 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 break 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 break periods will be charged the current rate for break housing. Only those students who are on academically authorized internships and student athletes required to attend games or practices, will be exempt from break 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 break housing.

The Residence Life Staff will notify students of the actual time of closing and re-opening of halls a week prior to each break period. Students must vacate the halls by the time posted. Before you leave for any break, it is your responsibility to see that refrigerators are unplugged (when requested), 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 Director of Residence Life has the right to require the students to leave campus at any time.
- Students must pay a set fee for break housing unless exempt.
- Students may not have overnight guests during break housing.
- Students, no matter what age, may not have alcohol on campus during break housing.

### The Residence Halls

There are five residence areas 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 and Rivier Village apartments, opened in January of 2024.

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.

Room rates are determined by the University and posted 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 are 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 Director of Residence Life and Housing on a space available basis. Returning resident seniors in their last semester may carry fewer than 12 credits and may request to 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 are eligible to participate in the lottery/selection process. Specific lottery/selection procedures are made available to all students through the MCR Housing portal during the spring semester each year.

#### Damage Deposit

A damage deposit of \$200.00 is payable each year of residency. Students are required to pay for all damages in individual rooms and common areas. In the spring semester, damage charges less than \$200 will be deducted from the damage deposit with any balance credited to the student account; any charges over the \$200 deposit are paid by the student.

#### Room Changes

The Office of Residence Life and Housing 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 each semester 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 Director of Residence Life and Housing must authorize all changes according to the room change process.

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 individuals.

## 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. 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 Residence Life and Housing

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 lost or 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, and toasters for your use. While you are cooking or using any other electrical appliances you must stay in the immediate area. Since so many residents use the kitchenettes, they must be cleaned up immediately after use. Housekeeping staff are 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. Residents must supply their own supplies. The main laundry rooms in each building are considered common areas and shared by all residents unless otherwise posted. Washers and dryers are free of charge.

### Lounges

There are several common areas where students can study, socialize, and watch TV. Each hall is equipped with televisions and ROKU devices for streaming content or live TV. Recreation areas are located in Guild and Trinity Halls in which there is a billiard and Ping-Pong tables, as well as soda and snack machines.

### Lost and Found

If you find an item, please turn it in to a staff member or to the Office of Public Safety. 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.

## 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.

### Room Inventory

Rooms are inspected prior to student's arrival for furniture inventory and condition. Through these inspections and follow up, we expect that students will move into a space that is appropriately furnished, functional and clean. Should a student move in and identify a concern, they should report this to the Resident Director via email within 72 hours of move in. Resident Directors will follow up by placing the appropriate work orders, as needed, or taking a record of any pre-existing damages. Rooms are re-inspected each time an individual student moves out of a room.

### Repair Requests

Any item in need of repair should be reported to your RA or Hall Director. These staff members will file a maintenance requisition so that your needs will be addressed, and the property maintained. Please understand that our maintenance department is responsible for the 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.

### 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. All resident students are required to follow the Nashua Fire Marshal Safety Requirements and all other policies listed in the student handbook.

## Nashua Fire Marshal Safety Requirements

- Refrigerator/Microwaves **must be plugged into the wall outlet** without the use of extension cords or power strips.
- Space heaters shall not be allowed in the residence halls.
- Door Stoppers may not be used to hold open fire rated doors.
- Bunk beds may not be lined up to make one large double bunk.
- Extension cords/Power strips **MAY NOT be placed under rugs.**
- Power strips shall be UL approved and cannot exceed the maximum amps listed on the surge protector.
- Extension cords cannot exceed the maximum amps and be /UL approved.
- Christmas/twinkle/decorative light strands may be installed against the walls **BUT** not across, near, or around exit doors, windows, or crossing from wall to wall in the hallways.
- Appliances with open heating elements **MAY NOT** be used in or plugged into outlets in student bedrooms.
- Candles/items with flames, incense, or wax burners are not allowed in residence halls.
- Cloth flags, tapestries, or banners may not be hung on walls.
- Nothing may be affixed to the ceilings or fire safety items (sprinklers, extinguishers, etc.)
- Items with open heating elements are not allowed in residence hall bedrooms.
- Surge protectors/power strips cannot be used to connect another power strip or extension cord(s).
- Major and heat generating appliances must directly connect to a wall outlet without the use of extension cords, power strip, and or adapters of any kind.
- Surge protectors may only be used for non-heat generating equipment and cannot exceed the maximum amps listed on the surge protector.

### **List of appliances not allowed on surge protectors/power strips**

- Microwaves, Refrigerators, Toasters, Coffee Makers, Toaster Ovens, Etc.
- The Nashua Fire Marshal recommends using a power-strip that has a circuit breaker switch.
- The maximum cord length for surge protectors/power strips should not exceed 15 feet.
- Extension Cords/Power strips should never be covered with clothing, carpets, or furniture.

### 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 for the fire alarm system. These doors may be held open by the magnetic catch only. They are scheduled 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.

### 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 Life 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.

### 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.

### 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 report any damages you find in your room within the first week of occupancy to avoid getting charged for damages that are not your responsibility. Damage billing is based on room condition reports; residents are charged for any damages that are recorded upon room occupancy.

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 residence hall community. A list of typical damages and their costs is available from the Residence Life and Housing office.

## Residence Life Policies

### 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.

The following actions constitute violations of Rivier University policy:

1. Any infraction of New Hampshire state law.
2. Any violation of Rivier University's policy on alcohol
3. 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.

4. Drinking of alcoholic beverages in public areas.
5. 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.
6. Consumption of alcoholic beverages anywhere on campus, except in University residence halls by those of legal age, is prohibited.
7. Use of University funds for the purchase of alcoholic beverages to be served to individuals less than 21 years of age.
8. Failure to identify underage persons and to ensure that alcoholic beverages are not served to them.
9. Failure to provide equally accessible, alternative, non-alcoholic beverages whenever alcoholic beverages are available.
10. Serving alcoholic beverages to individuals who are intoxicated.
11. Use or possession of grain alcohol or caffeinated alcoholic beverages.

### Compliance

It is expected that students and guests will comply with the requests of University staff members including Residence Life Staff. Failure to comply and/or abusive treatment of staff will result in strict disciplinary measures including but not limited to temporary suspension from housing.

### 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 following actions constitute violations of Rivier University policy:

- Any infraction of New Hampshire state law.
- Any violation of Rivier University's policy on drugs.
- The presence of smoke or odors as in the case of marijuana.
- Failure to report drugs or drug use on campus.

### Entering/Exiting

A Rivier University ID is needed to enter the residence halls. Doors with card readers are accessible 6am-11pm. Outside of those times, and 24 hours per day, the front door is accessible with your University ID card. You may exit the building through any door between 6am and 11pm. After these times all doors, except the front doors will be locked and alarmed -- please exit the building through the front door before 6am and after 11pm.

Please, do not prop any doors open around the campus, especially in the residence halls. Doors that are not secured invite strangers into our community. For your own safety and security and for that of others, it is advisable for you to lock your door and carry your keys at all times. Note: The University is not responsible for lost, stolen or damaged items in your rooms.

### Fire Safety Regulations

If the fire alarm sounds, please exit the building as quickly as possible. Please report to the Dion Center once you have left the building. The fire safety equipment in the halls is to be used only in situations that require such equipment. Activating a false alarm and/or discharging a fire extinguisher without proper reason may result in dismissal from housing.



## 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\*\***

### **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. National Fire Code also prohibits the connection of refrigerators into power strips. 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.

## Hall Sports

Playing or participating in sports or other recreational activities within the residence hall, or outside in proximity of the building is prohibited. Please respect your neighbors and University property. 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.

### 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.

### 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/staff 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.

### Occupancy

Residents may host other Rivier University students or outside guest (if registered) in their residence hall room. Maximum occupancy in any room is double occupancy plus 1. For example, a room with two occupants may have a maximum of five people inside at any one time; a suite in Brassard Hall (designed for 11 people) may have a maximum of 23 people. Occupancy is limited for safety reasons.

### Overnight Visitors

Residents are allowed to have (up to two) overnight visitors of the same sex in their rooms. All overnight visitors must 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 to sleep in the room of and shower on the floor of a same sex host.

### 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 12:00 am***

***Friday - Saturday 11:00 am to 2:00 am***

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 Director of Residence Life and Housing.
6. Guests must always be escorted in and out of the residence halls 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.
10. 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 Director of Residence Life and Housing or the Office of Public Safety/Security.

### 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.**

[Service, Emotional Support Animals & Pets](#)

Service and Emotional Support Animals (ESAs) are permitted if approved through the Office of Disability Services. If not approved, animals may not be housed on campus. Pets, except for fish in fishbowls are not allowed in the residence halls. Large tanks and electric pumps are not permissible. A fish, in this case, is any animal that lives in water 24 hours per day and cannot survive outside of water.

[Signs, Posters, and Notices](#)

Student clubs, organizations and are required to adhere to the University's posting policy when putting up advertising signs.

Critical notices for students will be displayed in all residence areas and disseminated via campus-wide emails in a timely manner. Residents are expected to review and comply with these notices.

[Street Signs](#)

Possession of street signs that were once public property is prohibited under school policy as they constitute stolen property. As responsible citizens, we aim to reduce unnecessary taxpayer expenses rather than incur additional costs. Any street signs found will be confiscated and returned to the Department of Public Works (DPW) promptly.

[Windows & Screens](#)

Each room has windows with inner and storm protection and screens. Screens are to remain in your windows at all times. Windows are not intended to serve any purpose such as entering or exiting your room, or for passing items in and out of your room.

**Resident students are expected to follow all policies, procedures, guidelines, and standards listed under University Policies as well as those specific to Residence Life and Housing and outlined in the Residence Hall Agreement. Any violation of these university expectations will result in referral to the student conduct process.**

## 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 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.

## Building and Grounds Maintenance

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 603-888-1666.

## 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 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 RAVE NOTIFICATION 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.

## 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.

## ID 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. 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 Student Accounts, located in Adrienne Hall, Room 111.

Lost or stolen ID cards should be reported to the Department of Public Safety 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 603-888-1666. 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. 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 Office, Room 204, in the Dion Center. The Student accounts will assess an \$85.00 fee for commuter students and a \$100 fee for resident students. 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/student-life/public-safety](http://www.rivier.edu/student-life/public-safety).

## 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 Experience 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.

## University Vehicle Use

The University owns, leases, and rents passenger vans and other vehicles as needed for the expressed use of Students, Faculty, or Staff. All drivers must be "certified" as required by University Policy. The Rivier University Department of Public Safety and Security reserves the right to review driver's licenses and driving records of all drivers who operate a University-owned, leased, or rented vehicle. This policy applies to:

- All student drivers and Athletic Staff
- Any other employee/driver associated with a recognized University club or organization
- Any employee associated with any office of the University
- Any employee of a third-party vendor who is contracted by Rivier University, who operates a University-owned, leased, or rented vehicles

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

## 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 focused on providing a positive student experience. 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:

- ATM
- Bookstore
- Dean of Students
- Dining Services
- Lounge Space
- Office for Student Diversity and Inclusion
- Office of Campus Ministry
- Office of Student Engagement
- Office of the Vice President for Student Experience
- Phone charging station
- Public Safety and Security
- Reception and Board Room function space
- Student Government Association

## 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](http://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, 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. Financial aid can be used if books are being purchased, but not for other items.

## 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. For those students who have dietary needs, please see the Nutritionist at Sodexo.

#### **Monday-Friday**

Breakfast 7:30 am – 9:30 am

Lunch 11:15 am – 1:30 pm

Dinner 4:45 pm – 6:45 pm

Late Night 8:00 pm – Midnight

#### **Saturday-Sunday**

Brunch 11 am – 1:00 pm

Dinner 5:00 pm – 6:00 pm

#### **Sunday**

Late Night 8:00 pm – Midnight



## Raider Grounds in Regina Library

Monday–Thursday 8:00 am–10:00 pm; Friday 8:00 am–3:00 pm; Sunday 12:00 pm–5:00 pm

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

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 Services

Incoming mail and packages for all students will be held in the Mail Room located in Memorial Hall, Rm 118. Our hours of operation are Monday – Friday, 8:00-4:30. The mail room staff will notify you if you receive a package via your Rivier email. You will be asked to show your Rivier Student ID (or a valid photo ID) as proof of identification before mail and packages are released. We encourage you to stop in and check for mail on a regular basis as notifications are not sent for letters/cards. Please note that we will hold packages for six (6) months. If items are not picked up and if you have not made an arrangement with us to pick-up, they will be considered abandoned property and disposed of. Outgoing mail service is also provided. Whenever possible please bring your letter or package already prepared to be sent but know that we do have shipping supplies here as well and we’re happy to help you with packaging. Payment for outgoing mail/packages must be made in the form of cash or check only. If you have a prepaid label for the USPS, UPS, or FedEx we can send those out from our office as well.

The campus mailing address to be used for all mail and packages is as follows:

FIRST AND LAST NAME  
420 South Main St.  
Nashua NH 03060

If you have any questions or concerns, please do not hesitate to stop in or send us an email at [Mailroom@rivier.edu](mailto:Mailroom@rivier.edu)

## Transportation

Rivier University students, staff, and faculty may use the Nashua Transit buses 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

### 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 Dean of Students 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 & Responsibilities

#### Student Rights

- The right to confidentiality and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA).
- 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 staff member 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 or safety of its community members.
- 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 Dean of Students.

#### Student Responsibilities

- In support of the University's values, students have the responsibility to be respectful of all community members.
- Students are expected to engage fully in their educational endeavors.
- Students are expected 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.
- Adhering to the Student Code of Conduct.

## Student Code of Conduct

As in any community, there are certain regulations that govern day-to-day interaction on campus. 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, the 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 student is responsible for knowing and abiding by expectations and standards covered in this handbook and other university publications, city ordinance and state laws. The conduct process exists as an educational system to foster behavioral change by reviewing alleged violations and holding the students accountable for their actions when violations have occurred.

Violations of the Student Code of Conduct are inconsistent with responsible behavior at a Christian value-centered community such as Rivier University.

Therefore, the Student Conduct system will apply to behaviors that take place on the campus, at university sponsored events or trips, and may also apply to behaviors that take place off campus. In addition, the university also responds to complaints of misconduct online.

The following behaviors are considered violations of the student code of conduct:

### Academic Dishonesty

- Failure to abide by the Academic Integrity Policy.

### Personal Conduct

- Collecting, distributing, or viewing unauthorized video surveillance footage.
- Discrimination in any form.
- Disorderly conduct.
- Disposing of trash/refuse anywhere on campus except in designated receptacles.
- Gambling, as defined by New Hampshire state law.
- Harassment, intimidation, bullying of any member of the Rivier University community, including inappropriate use of telephones, messaging, email, social networking sites, etc.
- Lewd, indecent, or obscene expression.
- Obstruction or disruption of any authorized University activity, including classes.
- Theft; theft of services (i.e. removal of university owned furniture).
- Violations of other published University policies.

### General Safety

- Damage to/destruction of university property or the property of a member of the Rivier University community, including registered guests.
- Duplicating or possessing unauthorized University keys.
- Expression of any form which is degrading or demeaning to others, particularly, based on gender, race, religion, cultural background, ability, or sexual orientation.
- Hazing, as defined by New Hampshire state law.

- 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).
- Unlawful entry into or other unauthorized use of university facilities.
- Violation of the Skateboard Policy.
- Violation of the policy on weapons and firearms.
- Violations of the policies on Sexual Misconduct, Harassment, and Gender-Based Violence.
- Willfully activating a false fire alarm, tampering with fire or any emergency equipment, and failing to evacuate a building when a fire alarm sounds.

### **Identification and Representation**

- Impersonating or misrepresenting a university official or staff member.
- Producing false identification documents.
- Purposely providing false information to the University or to a university official.
- Refusal to provide positive ID when requested by university personnel.
- 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.)*
- The use of the name of Rivier University without the consent of the proper authorities.

### **Alcohol And Other Drugs**

- Any violation of the University Alcohol and/or Drug Policy or the laws of the State of New Hampshire.

### **Guest And Visitor Expectations**

- Any violation of the University Guest or Visitation Policy.

### **Sexual Misconduct/Title IX**

- Any violation of the University Title IX policy.

### **Student Conduct System**

- Encouraging, supporting, and/or influencing another individual or group of individuals to violate a university policy.
- Failure to comply with directives of university officials, including but not limited to residence hall, library, information technology, or public safety staff, as well as faculty.
- 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 investigation or disciplinary process.
- Violating the terms of any disciplinary sanction imposed by a conduct officer.

### **Residence Life and Housing Policies**

- Any violation of Residence Life and Housing Policies.

## Adjudication of the University Conduct Code

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 their own report, and 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 Student Conduct Process intends to address misconduct while allowing the student an opportunity to learn from violations of the Code of Conduct and demonstrate improved behavior. It emphasizes accountability, personal growth, and adherence to institutional standards.

### Conduct Violations are subject to the following process:

- Report
- An incident report is initiated by a member of the residence life staff, public safety staff, or other member of the Rivier community when there is a potential violation of the Student Code of Conduct. This report is reviewed, and the involved parties are invited to a conduct hearing with a resident director, director of residence life and housing, or the Dean of Students.
- Conduct Hearing\*
- The purpose of the hearing is to facilitate an educational dialogue whereby the incident may be thoroughly discussed. It aims to provide all involved parties with a fair and unbiased platform to resolve the reported violation; it enables students to take accountability for their actions, and if applicable, to explore restorative justice methods to mend any harm caused to affected parties or the residence hall/campus community.
- Meeting Outcome Notice
- Students involved in the Student Conduct Process will receive a follow up letter from the hearing officer detailing the outcome of the case and any sanctions applied. The notice is generally delivered via electronic means.

### **\*Interim Measures**

The Dean of Students has the authority to impose a suspension from the university or residence halls before a formal disciplinary hearing. Such an interim suspension may be enacted under the following conditions:

- To protect the safety and well-being of the university community or to safeguard university property.
- To ensure the student's own physical or emotional safety and well-being.
- If the student is perceived as a threat to the normal operations of the university.

During an interim suspension, the student may be prohibited from accessing residence halls, campus facilities (including attending classes), and/or other university activities or privileges.

All interim measures will remain in place until the full disciplinary process is completed including an appeal if the student chooses to engage in the appeal process.

The student may request a review of the interim suspension from the Vice President for Student Experience, who will conduct this review within three working days to assess whether the suspension should remain in effect until the conduct hearing takes place.

Students under interim suspension must obtain prior approval from the Dean of Students before returning to

campus. This policy does not discriminate against individuals with disabilities who are capable of effectively participating in the university community.

## Sanctions

### Range of sanction if found responsible for violations of the Code of Conduct:

- **Warning:**  
A cautionary notice that informs of conduct that conflicts with the community standards and advises students that repeat violations will result in a more severe sanction.
- **Restorative Measures:**  
May include restitution and compensation, apology and acknowledgement of responsibility, education or skill building, community service or mediation.
- **Probation:**  
Advanced conduct standing prior to suspension. Probation may include but is not limited to: loss of guest privileges, prohibited attendance at social events, notice to parents or guardians, or restorative measures. Any violation of community standard while on probation may result in suspension.
- **Deferred Residential Suspension:**  
Resident students are suspended from housing at the end of the term. Any violation of policy during the deferred suspension results in termination of the housing contract.
- **Suspension:**  
Removal from living on campus, attending classes, or participating in activities ranging from a few days to several semesters. Those suspended have the opportunity to return to a student in good standing if they complete all imposed sanctions and follow guidelines set forth in the conduct letter.
- **Dismissal:**  
Permanent termination of a student's association with residence hall living or academic enrollment which underscores the institutions commitment to upholding academic or behavioral standards. It is intended to protect the integrity of the community and ensure a safe and respectful environment for faculty, staff, and students. In some cases, students may be eligible for reinstatement.
- **Additional Sanctions:**  
The university reserves the right to impose additional sanctions as deemed necessary, tailored to the specific circumstances of each case.

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.

Any fines assessed as part of the sanctioning process are payable to RIVIER UNIVERSITY and will be collected in the Dean of Student's Office (Dion 201). Any fines that are not paid by the date outline in the conduct letter will be subject to a \$25.00 late fee and charged against a student's account.

Should a student encounter financial hardship, they may 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, the Director of Residence Life and Housing, or the Dean of Students.

Continual and/or repeated offenses (**more than three**) may result in the termination of the students' housing agreement or academic enrollment and may call for judicial review by the Dean of Students. It is understood that students who do not maintain themselves within the structure and guidelines of the campus community may be separated 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 Dean of Students and will be subject to the full range of sanctions, up to and including housing or academic suspension on the first offense of such incidents. 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.

### 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). All appeal letters must be submitted no later than 4:00 pm 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 through university email communication. 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 may be filed on one the following grounds:

- The evidence was insufficient to justify the actions taken.
- New evidence has become available that was not previously accessible.
- There was a procedural error or due process was not followed.
- The severity of the sanction is disproportionate to the violation.

#### Possible outcomes of an appeal include:

- Upholding the original decision.
- Reducing the sanction.
- Increasing the sanction.
- Modifying the sanction.

The decision made by the appeals officer is final. Sanctions may be enforced immediately upon the appeal decision or at another time specified by the appeal decision.

Initial Conduct Officer	Appeals submitted to
Resident Director	DoRLH
DoRLH	Dean of Students
Dean of Students	VPSE

# University 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=116&navoid=2220#acad\\_hone](https://catalog.rivier.edu/content.php?catoid=116&navoid=2220#acad_hone)

## 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.

### **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. Use of University funds for 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. 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 University is dedicated to ensuring the health and safety of its students. Severe impairment due to alcohol or drugs poses a significant risk and can be a life-threatening emergency. Such impairment, especially when it requires intervention from university staff, disrupts the community, or endangers oneself, others, or property, is strictly prohibited. If an ambulance is called due to severe intoxication, Rivier considers this a serious threat to the student's health and safety and reserves the right to notify the student's family or guardians.

Non-compliance with New Hampshire state law or Rivier University policy may lead to various consequences, including but not limited to fines, mandatory assessments with the University Counseling and Wellness Center or a similar agency, loss of on-campus housing and guest privileges, suspension, expulsion, and/or legal prosecution by the State of New Hampshire.

### **POSSESSION/CONSUMPTION**

Alcoholic beverages may only be possessed or consumed by students who are 21 years of age or older, and only within the privacy of their own rooms or the rooms of other 21+ year-old resident students. If there is any uncertainty about a student's age, staff members are required to request proper identification to verify age.

### **DISPLAYING**

Only residents who are 21 years of age or older are permitted to display alcohol containers, whether full or empty, in their rooms. The presence of alcohol containers in the room of a resident under 21 will be deemed a violation of the Alcohol Policy.

### **COMMON SOURCES**

The use of common sources of alcohol, such as kegs, beer balls (whether full, empty, tapped, or untapped), or spiked punch in large containers, is strictly prohibited in the residence halls. Students found using such common sources of alcohol may face suspension from on-campus housing for a minimum of one semester, be placed on probationary status, and must undergo a disciplinary review before being considered for re-admittance to campus housing.

### **LARGE QUANTITIES**

A large quantity of alcohol is defined as more than one twelve-pack of beer, one fifth of distilled spirits, or 1.5 liters of wine per legal-aged resident. Holding, carrying, or storing large quantities of alcohol on behalf of others (whether they are of legal age or not) is not permitted. Such quantities of alcohol will be confiscated, and being present with large quantities will be considered a violation of the alcohol policy.

### **DISTILLING ALCOHOL/BREWING BEER/MAKING WINE**

Campus buildings at Rivier University are intended for living and learning purposes. Distilling alcohol, brewing beer, or making wine is not permitted on campus.

### **RAPID CONSUMPTION**

Possession, use, or encouragement to use funnels, beer luges, or other devices designed to speed up alcohol consumption is prohibited on Rivier's campus. Additionally, shot-gunning beer or consuming shots of alcohol is not permitted.

## **INTOXICATION**

Public intoxication and other inappropriate behaviors resulting from alcohol consumption are not acceptable in the residence halls. Intoxication will be determined based on physical observation and behavioral evaluation by a university authority, without reliance on mechanical, electrical, or chemical sobriety instruments. If a student is intoxicated, Rivier University's primary concern is their health and safety. All students are obligated to ensure the well-being of intoxicated residents or their guests. Failure to responsibly seek help for an intoxicated individual may result in the student being held liable for negligence.

### [Amnesty for Alcohol or Other Drug Use](#)

At Rivier University, the health, safety, and well-being of everyone in our community are central to our daily efforts, involving the commitment of faculty, staff, students, and campus visitors. In crisis situations, we understand that there may be reluctance to seek help or report incidents due to fear of repercussions. Given that such situations can be life-threatening, we encourage all members of our community and guests to prioritize the safety of themselves and others by seeking assistance from campus officials, even if this involves violations of the University conduct code. To support this, the University upholds an Amnesty Policy:

#### [Reporting: Alcohol/other drugs](#)

A bystander or reporting individual who acts in good faith and discloses an incident related to alcohol and/or drug use that requires medical attention will not be subject to code of conduct violations for alcohol and/or drug use or visitation policies related to the time of the reported incident.

### [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](#)

Rivier University is committed to maintaining an educational environment that is safe, secure, private, and free from bullying, harassment, and intimidation. We do not tolerate any form of these behaviors.

Bullying, harassment, and intimidation include actions motivated by actual or perceived characteristics such as race, color, religion, national origin, ancestry, ethnicity, sexual orientation, socioeconomic status, age, disability (physical, mental, emotional, or learning), gender, gender identity and expression, veteran or marital status, obesity, or other distinguishing personal characteristics. This definition also covers actions based on association with individuals in any of these categories. Such behaviors may involve written, verbal, or electronic communication, physical acts, gestures, or any combination thereof, directed at another student.

Physical, verbal, or emotional abuse is considered a major violation and will result in immediate disciplinary action, which may include suspension from the academic community.

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/or 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, text messaging, Twitter, Facebook, Instagram, and other social media and websites.

Any acts, gestures, or words directed at others—whether physical, verbal, written, or electronic, including attacks on a person or property—that create emotional distress, disrupt peace, or foster a hostile environment are prohibited. This includes, but is not limited to, verbal taunts, name-calling, derogatory remarks based on ethnicity or gender, extortion, exclusion from peer groups, or any behavior intended to isolate or demean an individual. Such conduct may involve a single incident or a series of events. Regardless of whether it is classified as bullying, harassment, or intimidation, such behavior is contrary to Rivier University's mission, disrupts the educational process, and is not tolerated. Students who engage in these behaviors, whether on or off campus, may face disciplinary action.

Such conduct is contrary to Rivier University's mission, disrupts the educational process, and is strictly prohibited. Students who engage in bullying, harassment, or intimidation, whether on or off campus, may face disciplinary action. Additionally, such behavior may violate state or federal civil rights laws, potentially leading to civil and/or criminal penalties.

Students who believe they have been victims of bullying, harassment, or intimidation should promptly report the incidents to the Department of Public Safety and the Dean of Students. Retaliation or false accusations against victims, witnesses, or anyone providing information about such incidents in good faith are also prohibited.

### Classroom Behavior

The classroom, whether face-to-face or 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 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 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’.

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.

### 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. Members are expected to abide by Rivier University's acceptable use policy found on the <https://it.rivier.edu> website.

### Criminal Law

Students are required to comply with local, state, and federal laws, much like all citizens. Consequently, any student who violates the law, whether on or off-campus, may face legal prosecution. Furthermore, if the violation of law also constitutes a breach of university policies, procedures, or rules, the student may be subject to both legal prosecution and disciplinary action by the University. The timing of University disciplinary action—whether it occurs before, during, or after legal prosecution—depends on the nature of the alleged misconduct and its impact on the educational mission of the University or the pursuits of members of the campus community.

### Culpability

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

### 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,
3. contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.
4. 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.
5. 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 Experience 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

Evidence of Drug Policy Violations: The following are grounds for full disciplinary actions under the Rivier University Drug Policy: the actual presence of a controlled substance or illegal drug, any synthetic drug or substance prohibited by the policy, and the presence of smoke or odors, such as in the case of marijuana. Additionally, all students present at the time of the violation will be held accountable 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 face consequences such as being banned from campus property and/or prosecution by the State of New Hampshire.

### Electronic Devices in the Classroom

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

### 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 conduct inspections of premises as necessary throughout the year to identify and address concerns in residence halls and other campus areas. In most University residences, health and safety inspection occur at least twice each semester, typically at the beginning and end of each semester.

By accepting student housing, student agree that University representatives have the right to inspect student rooms, preferable in the presence of the student, for purposes including inventory, fire protection, sanitation, health, safety, maintenance, and enforcement of the conduct code, in accordance with University policies. The University also reserves the right to investigate and retain evidence of violations as deemed appropriate.

Students should be aware that the University will take disciplinary action against those found violating University policies.

Residence hall students have responsibility to familiarize themselves with all university policies, procedures, guidelines, and standards.

### 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 Public Safety 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.

## Habitual Non-attendance Policy

Habitual non-attendance is defined as an absence in any course for any reason equal to three full weeks of missed class sessions and for online courses, two or more absences within a 14-day period.

Course length	Course meetings/week	Number of absences
14-week course	2 times per week	6 absences
14-week course	3 times per week	9 absences
14-week course	1 time per week	3 absences
7-week course	2 times per week	4 absences
7-week course	1 time per week	2 absences

For undergraduate students, faculty members will notify the Office of Academic Advising or Success Coach when a student has reached the habitual non-attendance criteria for their course(s). The Academic 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 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 non-attendance in one or more classes may also be in jeopardy of violating the Resident Attendance Policy.

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

<https://catalog.rivier.edu/content.php?catoid=117&navoid=2321#classroom>

## Inclusivity Statement

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.

## Mistreatment of Staff

Residence Hall Staff and Public Safety Officers have a duty to uphold all University policies, as well as state and federal laws, and are responsible for addressing violations accordingly. In this context, students are prohibited from interfering with a staff member, mistreating or undermining their responsibility and authority. This policy also extends to students or staff stationed at the front desk who are tasked with reporting issues. Any actions perceived as mistreatment of staff may lead to termination of the Residence Hall Agreement for all individuals involved in such behavior.

## 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 Experience, Room 209 Dion Center, 603-897-8249.

## Off-Campus Conduct

Rivier University maintains the authority to take disciplinary action against students involved in off-campus conduct or incidents. Students should be aware that violations of local ordinances, state or federal laws may result in disciplinary action by Rivier University, regardless of whether these violations occur on or off campus, on or off University-owned property, and whether during a University-sanctioned activity or not. This includes situations where off-campus behavior negatively impacts Rivier University's campus life, faculty, administration, students, educational mission, processes, or functions, or anyone associated with these entities.

While Rivier University acknowledges it cannot supervise off-campus conduct to the same extent as on-campus behavior, it reserves the right to investigate and take appropriate disciplinary action regarding any off-campus conduct or incident that, if it occurred on campus, would warrant investigation and potential disciplinary measures. Examples include, but are not limited to: selling or distributing alcohol to underage students; selling or distributing illicit drugs; sexual misconduct; harassment, whether sexual or otherwise; sexual assault or other forms of sexual violence; violent behavior such as assault or battery; hazing; theft or destruction of property; disorderly conduct; acts of dishonesty; breaches of peace; and any other conduct that disrupts others' peace and enjoyment, whether governed by Rivier University's student code of conduct, the criminal laws of New Hampshire or any other state, federal criminal laws, or otherwise.

Sanctions for these offenses may include suspension or expulsion from Rivier University, in addition to other administrative sanctions deemed appropriate.

## Off-Campus Publicity

Students or student groups intending to publicize activities through news media channels (such as newspapers, radio, or television) are required to contact the Marketing and Communications Office. This office will provide assistance and coordinate publicity efforts.

## Posting Policy

To maintain the beauty of our campus and prevent damage to buildings, please adhere to the following guidelines regarding postings:

- Postings should not be placed on painted surfaces, woodwork, or windows.
- Posting is prohibited on floor tiles, carpets, steps, etc., due to safety concerns.
- Postings should not contain offensive content or conflict with Rivier University's mission.
- Postings may not be distributed in Rivier University parking lots or placed on vehicles parked on campus.
- Postings should be promptly removed after the event has concluded.
- To post in residence halls, please contact the Director of Residence Life and Housing for specific guidelines and approval.
- For posting in all non-residential campus buildings, approval must be obtained from the Office of Student Experience.
- Employees wishing to display non-University related notices should obtain approval from Human Resources before posting ads or flyers on university property.

Violation of these guidelines may result in sanctions against the sponsoring individual(s) or organization(s).

## 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 are permitted for point-to-point transportation on sidewalks and in parking lots on campus. However, it is prohibited to use these devices 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 is prohibited for operators of skateboards, hover boards, roller skates, in-line skates, or non-motorized scooters to engage in trick riding anywhere on campus, including sidewalks and parking lots. Trick riding is defined as any movement where the wheels of these devices are intentionally lifted off the surface. Operators of skateboards, roller skates, in-line skates, and non-motorized scooters must give right-of-way to pedestrians, bicyclists, vehicles, wheelchairs, and other non-pedestrian traffic. Additionally, operating these devices at excessive speed or in a reckless manner constitutes a violation of this policy.

Students found violating this policy will face enforcement according to current University guidelines for conduct violations. Visitors found violating this policy may be required to leave the campus immediately. Persistent violations or refusal to leave the campus may lead to disciplinary action or criminal arrest, or both, depending on the nature of the circumstances involved.

## Smoking Policy

Smoking is strictly prohibited inside all Rivier University buildings, as well as in university-owned vehicles. The policy extends to the use of electronic cigarettes and any similar devices designed to simulate smoking or the inhalation of tobacco products.

For those smoking outdoors, it is mandatory to dispose of tobacco product remains in designated receptacles.

Additionally, smokers must maintain a minimum distance of 20 feet from any university building. Any concerns regarding smoking policy violations may be reported to Public Safety for an immediate response or to the Dean of Students office for any questions.

Information about cessation programs in the greater Nashua area can be obtained through the Counseling and Wellness Office.

### Social Media Policy

The following policy applies to all Rivier University social media outlets including but not limited to blogs, Facebook, Instagram LinkedIn, X 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, posted multiple times under various posts.
- Comments are the opinion of the commentator or poster only, and their publication does not imply endorsement or agreement by Rivier University. Such comments do not 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.
- Social media administrators will monitor sites periodically during normal business hours for comments requiring University responses and for policy violations.
- Comments made by individual Rivier University employees from their personal accounts are personal expressions and are not endorsed by the University.
- All comments posted on any Rivier University Facebook site are subject to Facebook's Statement of Rights and Responsibilities, available at <http://www.facebook.com/terms.php>. Rivier University reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook for appropriate action.
- Similar rules apply to other social media platforms used by Rivier University.
- Rivier University reserves the right to modify these policies as the use of social media sites evolve.

## **Facebook, X and Other Social Networking**

When using social networking websites, Rivier University students must understand that the university does not explicitly or implicitly endorse or encourage their use or content. Students who choose to participate or create personal listings on such sites are expected to exercise responsibility and caution, projecting a positive self-image.

Rivier University currently does not monitor social networking websites on a routine or daily basis but reserves the right to respond to any violations of law or university policy that come to its attention. Photographs and images featured on the Rivier University website are the property of the university and should not be downloaded or used for personal purposes without permission.

Individuals who compromise their own or others' safety or privacy through activities on or related to social networking sites may be subject to disciplinary action, including suspension or dismissal from Rivier University.

## **Solicitation Policy**

Rivier University strictly prohibits any form of solicitation, sales, or door-to-door canvassing without explicit permission from the Director of Student Engagement. This policy applies to all individuals, both students and non-students, as well as campus and non-campus groups or organizations.

Unauthorized solicitation should be reported promptly to Public Safety for appropriate action.

## **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 Dean of Students.

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 Dean of Students of 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 Dean's decision on the appeal is final.

### Use of the Name of Rivier University

Students, whether individually or collectively, are prohibited from using the name of Rivier University in any activity outside of the regular work of the school without written consent from the appropriate authorities. Violation of this policy is considered grounds for dismissal.

### Weather

In case of inclement weather, the University reserves the right to delay or cancel the opening of the campus, including scheduled classes, labs, and nursing clinicals. The University utilizes the emergency notification system RAVE Guardian to inform the campus community of closures and/or updates.

# A Culture of Respect: Rivier University Policy Regarding Prohibited Sex-based Harassment and Discrimination (the Policy)

## I. Introduction & 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 Sex Based Discrimination and Harassment 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. 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.

### 1.1 Purpose

To ensure compliance with federal, state, and local sex discrimination laws and regulations, and to affirm a commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Rivier University has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sex discrimination, sex-based harassment, and/or retaliation.

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 Commission for Human Rights, and other applicable statutes.

This Policy reaffirms Rivier's institutional values, defines community expectations, provides recourse for those individuals whose rights have been violated, and provides procedures for determining when this Policy has been violated. Any member of the University community who is found to have violated this Policy may face disciplinary sanctions up to and including expulsion for students or termination of employment for employees. In all instances, the University will bear the responsibility for investigating and taking appropriate action, including any decision to seek disciplinary action.

### 1.2 Scope

This Policy addresses all forms of sex discrimination and sex-based harassment, sexual assault, stalking, and intimate partner violence, including dating and domestic violence, and may be applied to incidents, patterns, or to the institutional climate, all of which may be addressed in accordance with this Policy. This Policy applies to all employees, students, and other individuals participating in or attempting to participate in the University's program or activities, including education and employment.

This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the University will apply the Policy that was in place at the time of the alleged misconduct. Where the conduct occurred prior to the effective date but the complaint is made on or after the effective date, the University will apply the procedures under this Policy. Where a complaint was made prior to the effective date, the University will apply the procedures in place at the time of the complaint. Applicable versions of prior policies and procedures are available from the Title IX Coordinator.

The University recognizes that sex discrimination and sex-based harassment can occur in conjunction with misconduct related to an individual's race, color, national or ethnic origin, religion, age, disability, or other protected statuses. In the event alleged discrimination is reported to be based on more than one protected status, including sex, the University will coordinate the investigation and resolution efforts to address harassment related to the targeted individual's sex, 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.

### 1.3 Jurisdiction

This Policy applies to Rivier University's education programs and activities (defined as including locations, events, or circumstances in which Rivier exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University has disciplinary authority, and to misconduct occurring within any building owned or controlled by the University or any Rivier-recognized student organization. A Complainant does not have to be a member of the Rivier community to report concerns.



While Rivier does not have an obligation under the current Title IX regulations to address conduct that occurs wholly outside of the United States, 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 where both the Complainant and Respondent are members of the Rivier University community, this policy will apply regardless of the incident's location. 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.

#### 1.4 Collateral Misconduct/Concurrent Policies or Investigations

Collateral misconduct is defined to include potential violations of other University policies not incorporated into this Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures.

In such circumstances, the Title IX Coordinator may consult with Rivier officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the University. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

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 or federal criminal statutes. The University's policy, definitions, and standard of proof may differ from 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 law enforcement during the initial evidence gathering stages of a criminal investigation. Neither law enforcement's decision whether or not to prosecute a Respondent 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.

#### 1.5 Prevention & Awareness

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.

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, and the University will also provide prompt training to current employees who move into new roles if their duties under Title IX change in the new role. 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.

### 1.6 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 Experience](#) 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 provide information to any individual, including a Complainant, a Respondent 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 timeframes 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](mailto:cmills@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

**Paula Randazza, Assistant Vice President of Student Experience, Deputy Title IX Coordinator**

Dion Center

603-897-8244

[prandazza@rivier.edu](mailto:prandazza@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

**New Hampshire Human Rights Commission**

2 Industrial Park Drive

Concord, NH 03301

603-271-2767

**Office for Civil Rights, U.S. Department of Education, Boston Office**

5 Post Office Square, 8th Floor

Boston, MA 02109

617-289-0111

Fax: 617-289-0150

[ocr.boston@ed.gov](mailto: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

800-669-4000

Fax: 617-565-3196

[www.eeoc.org](http://www.eeoc.org)

## **II. Policy and Notice of Non-Discrimination on the Basis of Sex**

Rivier University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived sex. The University seeks to comply with all federal, state, and local laws and regulations prohibiting sex discrimination in post-secondary education institutions.

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 and will promptly and effectively address any such discrimination of which it has knowledge/notice using the resolution process in the Sex Discrimination, Sex-Based Harassment, and Retaliation Procedures.

## 2.1 Prohibited Sex-based Conduct

Students and employees are entitled to an educational and employment environment that is free of sex discrimination, sex-based harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally-prohibited sex discrimination, sex-based harassment, and retaliation that are also prohibited under this Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of this Policy, though supportive measures will be offered to those impacted.

All definitions below encompass actual and/or attempted offenses. Any of the following can be charged as, or combined as, pattern offenses, in which case equal and timely notice to both parties will clearly indicate that all individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions.

The University prohibits the following conduct:

### Sex-Discrimination

Sex discrimination is treating someone differently with respect to their employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

Sex discrimination includes:

- 1) Disparate Treatment: any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
  - Excludes a person from participation in;
  - Denies a person benefits of; or
  - Otherwise adversely affects a term or condition of a person's participation in a Rivier program or activity.

- 2) Disparate Impact: when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:
- Excludes a person from participation in;
  - Denies a person benefits of; or
  - Otherwise adversely affects a term or condition of a person's participation in a Rivier program or activity.

### Sex-based Harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassing conduct based on sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Harassing conduct of a sexualized nature includes, but is not limited to, unwanted conduct such as sexual advances, requests for sexual favors, and other verbal, written visual, or physical conduct of a sexual nature expressing sexual attention or coercion for sexual favors. It includes sexual assault and other acts of sexual violence.

Sex-based 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 include physical conduct such as unwelcome touching or restraining; verbal conduct such as derogatory comments, epithets, slurs, or humor, verbal abuse including degrading comments or sexually explicit statements; visual or non-verbal conduct such as leering, making sexual gestures, displaying suggestive objects or pictures; and/or written conduct such as letters, notes, or electronic communication containing explicit or obscene words or images;
- 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 Complainant has an intimate or sexual relationship;
- May be committed by or toward an individual or may be a result of the actions of an organization or group;

- May occur by or toward 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 Complainant and/or third parties who witness or observe harassment and are affected by it.

Sex-based harassment is defined specifically as:

- 1) *Quid pro quo harassment*. An employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the Rivier's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  
- 2) *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the University's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - The degree to which the conduct affected the Complainant's ability to access the University's education program or activity;
  - The type, frequency, and duration of the conduct;
  - The parties' ages, roles within the University's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - The location of the conduct and the context in which the conduct occurred; and
  - Other sex-based harassment in the University's education program or activity;
  
- 3) *Specific offenses*:

**Sexual Assault:** an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**Sexual Assault – Rape**

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 without consent of the victim. (In pursuit of criminal charges, New Hampshire state law requires proof of an element of force or threat of force. This Policy does not contain that requirement.)

**Sexual Assault – Fondling**

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim.

**Sexual Assault - Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent, which is 16 years old in New Hampshire.

**Sexual Assault – Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

**Dating Violence:** violence committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (1) The length of the relationship;
- (2) The type of relationship; and
- (3) The frequency of interaction between the persons involved in the relationship;

**Domestic Violence:** felony or misdemeanor crimes committed by a person who: (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the University, or a person similarly situated to a spouse of the victim; (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim; or (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

**Stalking:** engaging in a course of conduct (a pattern of behavior of two or more acts over a period of time) directed at a specific person that would cause a reasonable person to: (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress. (The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual.)

Examples of stalking may 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;
- 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 which may include 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;
- 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.

### 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.

## 2.2 Other Prohibited Conduct

**Consensual Relationships:** 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.

Individuals are expected to report any past, pre-existing, or current consensual relationships that could present a perceived or actual conflict of interest to the Vice President for Student Experience and/or the Office of Human Resources.

**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.

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

- By the use of force or threat of force;
- Without consent; or

- 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.

**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 Sex Based Harassment and Discrimination Policy.

**Retaliation:** 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 Respondent or Complainant. 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 take steps to stop retaliation until it is reported. Once notified, the University will take immediate and responsive action to any report of retaliation and may pursue charges and disciplinary proceedings under this Policy, 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.

**Unauthorized Disclosure:** distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the University; or publicly disclosing institutional work product that contains personally identifiable information without authorization or consent.

## 2.4 Definitions

**Coercion:** 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.

**Complainant:** (1) A student or employee who is alleged to have been subjected to conduct that violates of this Policy; or (2) A person other than a student or employee who is alleged to have been subjected to conduct that violates of this Policy and who was participating or attempting to participate in the University’s education program or activity at the time of the alleged sex discrimination.

**Complaint:** an oral or written request to the Title IX Coordinator that objectively can be understood as a request for the University to investigate and make a determination about alleged discrimination under this Policy.

**Consent:** 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. 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. The following are essential elements of consent:

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.

1. **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.
2. **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.
3. **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.

4. 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.

5. Statutory: In the State of New Hampshire, sex with a minor under 13 is strictly illegal regardless of age. Sex with a minor 13-16 is a felony, unless the offender is under 18. Sex with a minor 16-17 is a misdemeanor if the offender is under 21.

**Disciplinary Sanctions:** consequences imposed on a Respondent following a determination under that the Respondent violated this Policy.

**Employee:** for the purposes of the policy, “employee” refers to all faculty and staff, including members of the administration and instructional staff.

**Force:** 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 Complainant resists the sexual advance or request. However, resistance by the Complainant will be viewed as a clear demonstration of non-consent.

**Incapacitation:** 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)

**Party:** a Complainant or Respondent.

**Relevant:** related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

**Remedies:** means measures provided, as appropriate, to a Complainant or any other person the University identifies as having had their equal access to the University's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the University's education program or activity after the University determines that sex discrimination occurred.

**Report:** a notification to the Title IX Coordinator about an alleged violation of this Policy that does not contain a request for the University to investigate and make a determination about alleged discrimination under this Policy.

**Reporting Party:** an individual who notifies the University about a potential violation of this Policy but who is not themselves the victim of the alleged misconduct.

**Respondent:** means a person who is alleged to have violated this Policy.

**Third Party:** 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.

### Severity:

- The frequency of the speech or conduct;
- The nature of the speech or conduct;
- Whether the conduct was physically threatening;
- Whether the speech or conduct was humiliating;
- The effect of the speech or conduct on the Complainant's mental and/or emotional state;
- Whether the speech or conduct was directed at more than one person;
- Whether the speech or conduct arose in the context of other discriminatory conduct.

**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.

**Standard of Proof:** The University will determine the Respondent'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 Respondent is responsible for the alleged violation.

**Supportive measures:** individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to: (1) Restore or preserve that party's access to the University's education program or activity, including measures that are designed to protect the safety of the parties or the University's educational environment; or (2) Provide support during the University's grievance procedures or during an informal resolution process.

### III. University 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 sex-based discrimination and harassment and receive specific instruction about respecting and safeguarding private information. **The University cannot take appropriate action unless an incident is reported.**

Any individual with knowledge of a potential violation of this Policy is encouraged to report the alleged misconduct to the University regardless of where the incident occurred, or who committed it. The University has jurisdiction to take disciplinary action against a Respondent who is a current student or employee. Even if the University does not have jurisdiction over the Respondent, the University will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community using all available resources.

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 Complainant 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 Complainant requests that their name or other identifiable information not be shared with the Respondent 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 Respondent.

In making this determination, the University may consider:

- The seriousness of the alleged conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether there have been other complaints or reports of harassment or misconduct against the Respondent;
- The rights of the Respondent to receive notice and relevant information before disciplinary action is sought;
- If circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual misconduct or other violence;
- Whether the Respondent 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 Experience staff, as appropriate), and consider the Complainant's preferred means of resolution. The Title IX Coordinator in consultation with the Title IX Team will evaluate requests for confidentiality.

A Report provides notice to the University of an allegation or concern about sex discrimination, sex-based harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Formal Complaint provides notice to the University that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint.

Reporting carries no obligation to initiate a Complaint, and in most situations, Rivier University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible.

Reports or Complaints of sex discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

#### On Campus Reporting Options

##### **Colleen Mills, Director of Human Resources, Title IX Coordinator**

Molloy Hall

603-897-8211

[cmills@rivier.edu](mailto:cmills@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

##### **Paula Randazza, Assistant Vice President of Student Experience, Title IX Deputy**

Dion Center

603-897-8244

[prandazza@rivier.edu](mailto:prandazza@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

##### **Public Safety and Security**

Dion Center

603-888-1666

Open 24 hours a day, 7 days a week



### Confidential Reporting

On-campus, confidential resources are also available to students including 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. 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 abroad) and does not include the names or any other identifying information about the person(s) involved in the report.

### 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 Respondent, 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 on our [website](#). 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.

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.

### 3.1 Employee Obligations

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, including student employees, are required to promptly notify the Title IX Coordinator if they become aware of conduct that reasonably may constitute sex discrimination, sex-based harassment, retaliation, and/or other prohibited conduct under this Policy.

All non-confidential employees are required to share with the Title IX Coordinator all information of which they are aware regarding the potential violation, 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 in order to ensure that all students and employees have the information they need to make a report and receive supportive measures.

Before a Complainant or Reporting Party reveals information that they may wish to keep confidential, non-confidential employees should make every effort to ensure that the Complainant or Reporting Party understands:

- the employee's obligation to report the name of the Respondent 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;
- the Complainant or Reporting Party's option to request that the University maintain confidentiality, which the University will consider;
- the Complainant or Reporting Party's ability to share information with confidential resources as described in the section above.

Confidential Employees are specifically designated by role and/or licensure. Confidential employees include counselors, nurses, and clergy when acting in the scope of their employment. New Hampshire state law also requires the University to designate a Confidential Resource Advisor (CRA) based on their experience and ability to provide victim services related to sexual misconduct.

The University's CRA is:

**Emily Daversa, Director of Campus Ministry and Service Learning**

Dion Center

603-897-8577

[edaversa@rivier.edu](mailto:edaversa@rivier.edu)

The CRA 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.

The University expects all members of its 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 or colleagues, 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.

#### 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 - Center, and ordained Chaplain(s).

### 3.2 Reporting Considerations

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 Respondent 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 Respondent 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.

#### 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 of 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, Reporting Party, or Complainant 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, Reporting Party, or Complainant acting in good faith, who discloses sexual harassment or misconduct 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.

#### 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 Complainant 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 Respondent 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.

#### Time Limits on Reporting

There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible. Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

### 3.3 Resources

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.

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. A written notice of victim support and advocacy will be provided upon receipt of a report and will include information on campus and community support services.

#### *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**

#### *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

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 Complainant’s consent. All individuals are encouraged to use the resources that are best suited to their needs, whether on or off campus.

*Confidential Support Resources*

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 Emily Daversa

603-897-8577

Off Campus Confidential Support

**Bridges Domestic and Sexual Violence Support**

603-883-3044

Off Campus Confidential Support For Employees

[Employee Assistance Program](#)

222-209-7840

Other Private Resources and Reporting Options:

**NH Victims' Compensation Program**

800-300-4500

603-271-1284

**NH Governor's Commission on Domestic Violence and Sexual Assault**

603-271-3658

**National Sexual Assault Telephone Hotline**

800-656-4673

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.

### 3.4 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 decisionmakers, 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 Complainant, the Respondent, 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.

#### 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, resolution of the report, or to protect the University community. 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.

#### 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.



### 3.5 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 Complainant. 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 Complainant to the general public without the express consent of the Complainant. The release of the Respondent'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.

### 3.6 Initial Evaluation

The Title IX Coordinator conducts an initial evaluation, typically within seven business days of receiving Notice/Complaint/Knowledge of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
  - If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the [dismissal provision](#) in these procedures. It may then be referred to another process, if applicable.
- Determining whether Rivier has jurisdiction over the reported conduct, as defined in the Policy.
  - If the conduct is not within Rivier's jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate Rivier office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.

- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

### 3.7 Supportive Measures

Rivier University will offer and coordinate supportive measures as appropriate for any individual who experiences or is affected by sex-based discrimination or harassment, whether as a Complainant, Respondent, or a third party to restore or preserve that person's access to Rivier University's education program or activity or to provide support during the Title IX grievance procedures or the informal resolution process. For complaints of sex-based harassment, these supportive measures may include:

- 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.

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who

implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. Rivier University will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.

### 3.8 Informal Resolution

In lieu of filing or resolving a complaint through Rivier University's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution, even if voluntary, may not be used in cases involving sexual violence or assault. In addition, Rivier University does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Before the initiation of an informal resolution process, Rivier University will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties.

What information Rivier University will maintain and whether and how Rivier University could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

At no time prior to the resolution of the matter shall either party question or confront the other or engage a third party to do so outside the presence of the Title IX Coordinator or their designee. The matter will be deemed resolved when all parties expressly agree to an outcome that is acceptable to them and to the University. A party may withdraw from the Informal Resolution Process and initiate the investigation procedures at any time.

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

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 Complainant's access to the educational activities at the University and to eliminate a hostile environment. Examples of protective remedies are detailed in the Supportive Measures section above. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent 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 Complainant's anonymity.

The University will not compel a Complainant to engage in mediation or a restorative justice process, to directly confront the Respondent, or to participate in any particular form of informal resolution. 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 Complainant 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 30 business days of the initial report.

### 3.9 Advisors

In cases involving a student Complainant or a student Respondent, both the Complainant and Respondent may 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 party clearly understands all questions asked, and that the party clearly communicates their account of events. The advisor may also help the party 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 Complainant, Respondent, or third party during a live hearing before the Board.

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.

### **Agreements Not Recognized by the University**

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

## **IV. Grievance Procedures for Complaints of Sex Discrimination or Harassment**

Rivier University has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its educational program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by this Policy.

### **4.1 Formal Complaints**

Sex-based harassment and discrimination 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 may consider criminal or civil legal options in addition to or separate from this Policy. 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

Under this Policy, the following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Rivier University investigate and make a determination about alleged discrimination under Title IX:

- A "Complainant," which includes:
  - a student or employee of Rivier University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - a person other than a student or employee of Rivier University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Rivier University's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant;
- Rivier University Title IX Coordinator.

Rivier University may consolidate complaints of sex discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When

more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

**4.2 Withdrawal of Complaint**

Prior to the completion of the resolution options described in this policy, the Complainant may withdraw the sexual misconduct complaint. Withdrawal of the complaint 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 Complainant withdraws it, in order to protect the interests and safety of the University community.

**4.3 Effect of Pending Complaint on Respondent**

If a Respondent elects to withdraw from the University after an investigation has commenced but prior to a final resolution, the transcript of the Respondent will reflect a withdrawal and shall contain the notation "Voluntary withdrawal with disciplinary charges pending." A Respondent electing to withdraw from the University under these conditions shall have no right to apply for readmission. In exceptional circumstances, the Dean of Students 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 Dean of Students may deem to be appropriate.

**4.4 Basic Requirements of Title IX Grievance Procedures**

Rivier University will treat Complainants and Respondents equitably.

Rivier University requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

Rivier University presumes that the Respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

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

Rivier University has established the following timeframes for the major stages of the grievance procedures:

<hr/> <i>Notice of Allegations Review &amp; Comment Period</i> <hr/>	<hr/> <i>10 business days</i> <hr/>
--	-------------------------------------

<hr/> <i>Investigation &amp; Report</i> <hr/>	<hr/> <i>20 business days</i> <hr/>
<hr/> <i>Review of Draft Investigatory Report, Access to Evidence &amp; Comment Period</i> <hr/>	<hr/> <i>10 business days</i> <hr/>
<hr/> <i>Completion of Final Investigatory Report</i> <hr/>	<hr/> <i>5 business days</i> <hr/>
<hr/> <i>Notice of Hearing and/or Questioning and Credibility Assessment</i> <hr/>	<hr/> <i>6 business days</i> <hr/>
<hr/> <i>Determination</i> <hr/>	<hr/> <i>6 business days</i> <hr/>
<hr/> <i>Appeal</i> <hr/>	<hr/> <i>3 business days</i> <hr/>

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 Complainant and the Respondent 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.

Rivier University has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:

#### 4.5 Notice of Allegations

Upon initiation of Rivier University's Title IX grievance procedures, Rivier University will notify the parties of the following:

- Rivier University's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If Rivier University provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, Rivier University decides to investigate additional allegations of sex discrimination or harassment by the Respondent toward the Complainant that are not included in the notice provided or that are included in a complaint that is consolidated, Rivier will notify the parties of the additional allegations.

#### 4.6 Dismissal of Complaint or Report

Rivier University may dismiss a complaint of sex discrimination or harassment if:

- Rivier University is unable to identify the Respondent after taking reasonable steps to do so;
- The Respondent is not participating in Rivier University's education program or activity and is not employed by Rivier University;
- The Complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Rivier University determines that, without the



Complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- Rivier University determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Rivier University will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, Rivier University will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then Rivier University will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Rivier University will notify the Complainant that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then Rivier University will also notify the Respondent that the dismissal may be appealed. Dismissals may be appealed on the following basis:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; or
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

If the dismissal is appealed, Rivier University will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent; Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome;
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, Rivier University will, at a minimum:

- Offer supportive measures to the Complainant as appropriate;
- If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate;
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Rivier University's education program or activity.

#### 4.7 Safety and Remedial Measures, Including Emergency Removal

When an individualized safety and risk analysis has determined that a report 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 University functions, the University may place a student on interim suspension or impose a leave for an employee. Pending resolution of the report, the individual may be denied access to campus, campus facilities and/or all other University activities or privileges for which the individual 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 Dean of Students or designee as described in the Student Handbook. Provisions for suspension of faculty members are contained in the Faculty Handbook. Staff may be placed on leave at the discretion of the University.

#### 4.8 Acceptance of Responsibility

At any point in the process, the Respondent may choose to accept responsibility for all or part of the alleged misconduct. If the Respondent 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 Respondent. If the Respondent disputes any aspect of the allegations, the matter will proceed to an investigation.

#### 4.9 Investigation

Rivier University will provide for adequate, reliable, and impartial investigation of complaints. The burden is on Rivier University—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Rivier University will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Rivier University will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. Rivier University will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- Rivier University will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. Rivier University will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- Rivier University will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and Rivier University will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Rivier University will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Rivier University will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Rivier University to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Rivier University obtains that party's or witness's voluntary, written consent for use in its grievance procedures;
- Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to

the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Rivier University will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Rivier University will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
- Rivier University will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If Rivier University conducts a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. [Rivier University may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing];
- Rivier University will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

The investigator will coordinate the gathering of information from the Complainant, Respondent, and other individuals, or entities with relevant information regarding the report using any of the following processes.

- The investigator will share with the Complainant and Respondent for comment or rebuttal information and documentation considered material to the findings related to the report;
- The Complainant and Respondent 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 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 Complainant or Respondent 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.

The Title IX Coordinator 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 Complainant, the Respondent, 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.

#### 4.10 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 five days prior to the hearing or a date set by the Title IX Coordinator. 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.

#### Document/Records Review

In addition to reviewing any documents submitted by the Complainant and Respondent, 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.

### *Site Visits*

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

### *Complainant and Respondent Interviews*

The investigator will interview the Complainant and the Respondent separately and may interview one or both parties more than once as necessary. The Complainant and Respondent 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.

### *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 Complainant and Respondent or other witnesses.

### *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.

### *Prior Sexual History, Bad Acts, or Pattern Evidence*

In general, in a case where the Respondent 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 Prohibited Sex Based Harassment and Discrimination Policy, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Generally, prior sexual history of the Complainant or Respondent 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 Respondent, 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.

## **4.11 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 Complainant, Respondent, 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 Complainant and Respondent 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 Complainant or Respondent may submit any additional written comment or evidence to the investigator within 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 Complainant or Respondent, or after the 10 day comment period has lapsed without comment, the investigator will finalize the report and submit it to the decisionmaker.

#### 4.12 Questioning the Parties and Witnesses

Rivier University will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination or harassment.

#### Administrative Resolution for Sex-discrimination Complaints

Rivier University does not discriminate on the basis of race, color, national origin, religion, age, veteran or marital status, sex, gender identity, sexual orientation or disability in admission or access to, treatment in or employment in its programs and activities (except in the limited condition of a bona fide job qualification - BFJQ) and Title IX requires that the University not discriminate on the bases stated above. The following persons have been designated to handle inquiries regarding Title IX and the nondiscrimination policies:

#### **Colleen Mills, Director of Human Resources, Title IX Coordinator (for employees)**

Molloy Hall

603-897-8211

[cmills@rivier.edu](mailto:cmills@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

#### **Paula Randazza, Assistant Vice President of Student Experience, Title IX Deputy (for students)**

Dion Center

603-897-8244

[prandazza@rivier.edu](mailto:prandazza@rivier.edu)

[titleixcoordinator@rivier.edu](mailto:titleixcoordinator@rivier.edu)

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Regional Director, Boston Office  
Office for Civil Rights  
US Department of Education  
8th Floor, 5 Post Office Square  
Boston, MA 02109  
617-289-0111  
Fax: 617-289-0150  
TDD: 877-521-2172  
OCR.Boston@ed.gov

#### Hearing Resolution for Sex-based Harassment Complaints

If the Investigator's finding warrants a hearing, 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 eight 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.

Rivier University will conduct the live hearing with the parties physically present in the same geographic location or, at Rivier University's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking. Rivier University will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review upon written request.

Rivier University's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, and either:

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below; or
- If Rivier University permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, Rivier University will provide the party with an advisor of Rivier University's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, Rivier University will not appoint a confidential employee.



*Procedures for the decisionmaker to evaluate the questions and limitations on questions*

The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

*Refusal to respond to questions and inferences based on refusal to respond to questions*

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

#### 4.13 Determination Whether Sex Discrimination or Harassment Occurred

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Rivier University will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination or harassment occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred;
- Notify the parties simultaneously in writing of the determination whether sex discrimination or harassment occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the Complainant and Respondent to appeal,
- Not impose discipline on a Respondent unless there is a determination at the conclusion of the grievance procedures that the Respondent engaged in prohibited conduct;
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a Complainant and other people Rivier University identifies as having had equal access to Rivier University's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Rivier University's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a Respondent;
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred;
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a Respondent;
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that Rivier University provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

#### 4.14 Disciplinary Sanctions or Remedies

Following a determination that sex-based harassment occurred, Rivier University may impose disciplinary sanctions, which may include:

1. Loss or Restriction of Privileges
  - a. 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;
  - b. Loss of on campus housing and/or dining privileges;
  - c. Loss of the privilege of participating in social and/or ceremonial events on campus;
  - d. Loss of the privilege of maintaining a motor vehicle on campus;

- e. A requirement that a student resign membership in, or any offices, elected or appointed, held in, campus organizations;
  - f. Loss of access to certain campus locations; and
  - g. Loss of use of certain campus resources.
2. Required Action
    - a. Required counseling or educational sessions;
    - b. Required community service or restitution hours; or
    - c. Required restorative action.
  3. Disciplinary Probation
    - a. Probation for a specified or indefinite period of time, with or without conditions relating to the termination of probation.
  4. Suspension
    - a. 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

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

*Range of Safety and Remedial Measures*

- 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;
- Any other remedy that can be tailored to the involved individuals (students or employees) to achieve the goals of this policy.

#### *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 Experience 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.

#### **4.15 Appeal of Determinations**

Rivier University offers the following process for appeals from a determination whether sex discrimination occurred.

Dissatisfaction with the findings is not grounds for appeal. Rivier University will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made;
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

Either the Complainant or Respondent may file an appeal of the decision maker's findings and determination within three business days of receipt of the Hearing Board report using the procedures outlined below. Appeals must be filed with the Vice President for Student Experience (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 decisionmaker's determination is filed within a timely fashion, the determination shall be considered final and binding on all of the parties and may not be appealed after the sanctioning phase of the procedure.

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 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 a party appeals a dismissal or determination whether sex-based harassment occurred, Rivier University will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;

- Communicate to the parties in writing that Rivier University will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome;
- Notify the parties in writing of the result of the appeal and the rationale for the result. Any additional procedures or bases for appeal Rivier University offers will be equally available to all parties.

The appeal of the Decisionmaker 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.'

#### *Appeal Decision and Notification*

The Vice President will generally make all appeal decisions within three 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 Complainant and Respondent 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.

#### **4.16 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.