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GENERAL INFORMATION

MISSION OF THE COLLEGE
The Community College of Rhode Island is the state’s only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state’s economic development and the region’s workforce.

CCRI’s DEFINITION OF AN EDUCATED PERSON
Four Abilities
The faculty and staff of the Community College of Rhode Island have established four critical abilities that define the learning outcomes of a CCRI graduate. These four abilities can be applied in many contexts and are critical skills that must be developed not only at CCRI, but over the course of a lifetime. These core abilities guide students, faculty and staff in establishing educational goals and assessing learning within and across the primary domains of knowledge: arts and humanities, science and mathematics, and the social sciences.

1. Effective Communication
   - Use standard English grammar and mechanics.
   - Create work that addresses a given purpose and context and responds to the target audience.
   - Present a central idea, supported by concrete, relevant details
   - Establish a clear and consistent sequence of ideas.

2. Critical Thinking
   - Identify, analyze and understand complex ideas.
   - Determine a research focus and the nature and scope of information needed.
   - Locate, evaluate and use information effectively.
   - Draw logical conclusions from information.
   - Express well-reasoned or innovative perspectives.

3. Quantitative, Mathematical and Scientific Reasoning
   - Demonstrate an understanding of mathematical, quantitative or scientific principles.
   - Apply a scientific approach in asking questions.
   - Apply mathematical, quantitative or scientific principles in solving problems.
   - Interpret numeric information in graphical form.

4. Social Interaction
   - Evaluate ethical dimensions of decisions.
   - Use teamwork to accomplish tasks in groups.
   - Demonstrate an understanding of global, cultural and historical perspectives.

Assessment of Student Learning
The community college is committed to providing quality education and to assuring that students acquire the knowledge and skills necessary to be successful. Assessment of student learning provides the information we need to make improvements in program structure, course content and pedagogy. To this end, information, including samples of student work, may be collected at the classroom, department and institution levels. The information collected will be completely anonymous and will have no impact on student grades. Aggregated results will be used for program planning purposes and may be included in institutional research analyses and reports. In addition, students may be asked to submit samples of their course work and engage in focus groups. They also may be asked to complete a questionnaire assessing the quality of academic services. These activities help us determine the extent
to which students demonstrate competency in the areas outlined in the Definition of an Educated Person and in their area of concentration.

PHILOSOPHY ON THE FIRST YEAR OF COLLEGE
The first two semesters of college lay the foundation for students’ academic experience and are critical to their success. The community college is committed to providing a supportive environment where students can explore academic opportunities, achieve personal goals, transition effectively to college life by meeting college-level expectations, and experience a culture of inclusivity and enrichment. The first year of college at CCRI is designed to foster scholastic achievement while students develop independent thinking, a sense of personal responsibility and a desire for lifelong learning.
Student Handbook
Welcome

On behalf of the Community College of Rhode Island, I am delighted you have chosen CCRI! I welcome you to our college community and hope you will make the most out of your college experience.

During your time at CCRI, I hope you will take full advantage of all the college has to offer through its 80-plus academic programs, its many services and organized student life. Be sure to be proactive in your education and active in college activities. Get involved – there is something for everyone.

This Student Handbook is an important publication for you to read and reference throughout your time at CCRI. It contains policies and procedures that may prove helpful along the way. It outlines your responsibilities as a student and the college’s responsibility to provide you and your peers with a safe educational environment that is conducive to learning and personal development for all.

In case you do not have this booklet with you when you have a question, just remember all this information can be found online at www.ccri.edu. If you have any questions or concerns after reading this handbook, please feel free to contact my office. We are here to assist you.

Again, thank you for choosing CCRI and I wish you great success, both in and outside the classroom.

Sincerely,

Michael Cunningham
Dean of Students
STUDENT CONDUCT CODE

Civility and Respect
While the Code of Conduct defines and identifies the rules and regulations regarding student conduct, there is a more fundamental expectation that all students, employees and guests of the Community of College build and maintain a culture of civility, respect and safety. These behavioral cornerstones support the mission of the college and provide a framework within which all other college activities take place. We are all expected to treat one another with respect through our greetings, our language, our appearance and actions. We exhibit civility through our language, our attitude and our behavior. We contribute to one another’s safety through our carefully thought-out actions and words.

We seek to build a culture that fosters mutual respect, kindness and a drive toward learning and self-improvement. As an institution of higher learning we seek to understand that which separates us and build connections that increase knowledge, understanding and community strength. As a community, we expect standards of civility and respect to be upheld at all times, in all situations. This includes, but is not limited to:

- Conducting oneself appropriately in the classroom, participating, arriving on time, avoiding distracting or disruptive situations, respecting differences of opinion, completing work in a timely manner and being respectful of others’ needs in the classroom that may be different from your own.
- Understanding that, as the state’s only community college, all residents of the state who seek to learn and improve themselves are welcome and belong here.
- Acknowledging that the diversity of the state and of our college is a strength and that no one should be made to feel inferior or treated as anything other than a human being worthy of respect.
- Affirming that, when we disagree, we do so respectfully, without anger or resorting to personal attacks, and that we will seek to understand why others think or believe as they do in a spirit of honest inquiry.
- Accepting that our disputes should be resolved by designated parties when they cannot be resolved by ourselves. There is no place for violence, verbal or mental abuse, or harassment in higher education or in our community.
- Avoiding inflammatory, rude, sarcastic, obscene or disrespectful speech and disruptive behavior that has a negative impact on everyone’s learning.

Civility and respect are not rules that can be violated and heard in a disciplinary setting. They are standards of the community that should be encouraged and supported by all members of the community in all settings. They are standards that the college will address. Should others question your adherence to the standards of civility and respect, you should use the examples above: seek to understand the difference in opinion, respectfully agree to disagree if there is no common ground and seek appropriate college support to help resolve unresolved conflicts.

Article I: DEFINITIONS
1. The term “college” means Community College of Rhode Island.

2. The term “student” includes all persons taking courses at the college, both full and part time. Those who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students.”

3. The term “faculty member” means any person hired by the college to conduct classroom activities.

4. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.

5. The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the college. The dean of students shall determine a person’s status in a particular situation.
6. The term “organization” means any number of persons who have complied with the formal requirements for recognition by the college.

7. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college, including adjacent streets and sidewalks.

8. The term “conduct hearing board” means any person or persons authorized by the dean of students to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions.

9. The term “conduct hearing officer” means a college official authorized on a case-by-case basis by the dean of students to impose sanctions upon students found to have violated the Student Conduct Code. The dean of students may authorize a conduct hearing officer to serve simultaneously as a conduct-hearing officer and the sole member or one of the members of a conduct hearing board. Nothing shall prevent the dean of students from authorizing the same conduct hearing officer to impose sanctions in all cases.

10. The term “shall” is used in the imperative sense.

11. The term “may” is used in the permissive sense.

12. The term “business day” refers to any day that the college is open and conducting business, exclusive of weekends. The term “academic day” refers to any day that the college holds classes.

13. The dean of students is that person designated by the college president to be responsible for the administration of the Student Conduct Code.

14. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Conduct Code, the college catalog, posted or emailed notices, or found on the college’s website.

15. The term “cheating” includes, but is not limited to:
   a. Use, or the attempted use, of any unauthorized assistance in taking quizzes, tests or examinations.
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
   c. The acquisition of teaching or testing materials, including test banks and answer keys, or access to online resources provided by textbook publishers, without the express permission of the college faculty or staff.

16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Article II: STUDENT RIGHTS AND RESPONSIBILITIES
1. A student shall have the opportunity to pursue higher education in a safe atmosphere, free from bullying, prejudice, discrimination, harassment and abuse – verbal, physical or psychological. A student must actively contribute to the creation of a safe learning environment.

2. A student shall have the freedom to express opinions, beliefs and attitudes. However, a student is not free from the consequences of utilizing that freedom and must extend the same freedom of expression to others.

3. An applicant for admission to the college shall not be discriminated against because of race, color, creed,
national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam-era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, except in those special circumstances permitted or mandated by law.

4. An applicant for, or a recipient of, college financial aid or college scholarship shall not be discriminated against because of race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam-era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, except in those special circumstances permitted or mandated by law.

5. A student shall be free from searches and seizures of person and possessions while on college property unless there is a case of imminent danger to the health and/or safety of individuals or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property. Searches will be conducted by Campus Police in the presence of a designated Student Services dean.

6. Students’ disciplinary records shall be maintained by the Dean of Students Office and are treated in a confidential manner in accordance with FERPA regulations. Such records will be maintained for at least six (6) years after the date of the incident that led to the initiation of disciplinary action. Disciplinary records will be kept separate and confidential unless the student consents in writing to have it revealed or as allowed by law.

7. Student Health Services medical, surgical and mental health records and information are confidential and will not be released to anyone without the student’s knowledge and signed authorization or in accordance with state and federal law.

Article III: AUTHORITY

1. The Dean of Students Office shall empanel student conduct hearing boards as needed and shall appoint a member of the administrative staff to serve as a limited voting chair of each hearing board. Administrative chairs shall only vote in event of a tie. Each hearing board must have an equal number of student and faculty representatives, but not less than one each, to hold a hearing.

2. When convening a hearing board will unnecessarily delay the timely hearing of a case or when insufficient members to hold a hearing are available, a case may be referred to an administrative hearing conducted by a designated Student Services dean serving as a conduct hearing officer following the general procedures established for a hearing.

3. The dean of students shall determine which conduct hearing board or conduct hearing officer shall be authorized to hear each case.

4. The Dean of Students Office shall develop policies for the administration of the program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Conduct Code. Such policies and procedures must be included with notification to a student that he or she has been accused of violating the Student Conduct Code.

5. Decisions made by a conduct hearing board or conduct hearing officer shall be final, subject to the normal appeal process.

6. A conduct hearing board or officer may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Conduct Code. All parties must agree to arbitration and to
be bound by the decision with no right of appeal. Arbitration or mediation is never allowed when a charge of sexual assault is made as defined on Page 36.

Article IV: PROSCRIBED CONDUCT

Section A. Jurisdiction of the College

Generally, college jurisdiction and discipline shall apply to conduct that occurs on or off college premises, including in online and electronic spaces, and that adversely affects the college community and the pursuit of its objectives.

Section B. Misconduct – Rules and Regulations

Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in Article V, Section C. Misconduct is defined as, but not limited to, the following:

1. Acts of dishonesty, including, but not limited to, the following:
   a. Cheating, plagiarism, violations of testing protocols, or any other form of academic dishonesty that seeks to portray the work of others as your own to gain an academic advantage over others through the unacknowledged effort of others, or in any way benefit from anything not through your own scholarship.
   b. Furnishing false information to any college official or faculty member.
   c. Forgery, alteration or misuse of any college document, record or instrument of identification.
   d. Tampering with the election of any college-recognized student organization.
   e. Printing or posting knowingly false information with the intent to harm or humiliate an individual.

2. Disruption of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on or off campus, or other authorized non-College activities, when they occur on college premises and that infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within.

3. Violence, including physical abuse, fighting, verbal abuse, bullying, threats, or other conduct that threatens or endangers the health or safety of any person.

4. Harassment, intimidation or other actions perceived as intimidating in the attempt to coerce a person or person to act against their wishes. Harassment is defined as unwelcome words or conduct that are severe, persistent and/or pervasive and unreasonably interfere with a community member’s ability to enjoy the benefits and opportunities of the college.

5. Sexual misconduct (See Page 39 for definitions) including:
   a. Sexual harassment
   b. Dating or domestic violence
   c. Sexual assault,
   d. Sexual exploitation including violations of personal privacy that encompass voyeurism, unauthorized recordings and distribution of sexually explicit media without permission
   e. Stalking
   f. Retaliation (see Page 42).

6. Hate crimes and/or bias-related behaviors that result in damage to property, or abuse, harassment or intimidation of another person based on the perceived or actual religion, ethnicity, race, national origin, disability, veteran status, sex, gender, gender identity/expression or sexual orientation. Violations that meet the state definition of a hate crime may be referred to local law enforcement agencies. Bias-related incidents that are not breaches of college policies or state or federal law may be addressed using the mediation provisions of this code.
7. **Hazing**, any conduct or method of initiation into any student organization, whether on public or private property, that willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of the student or any other person, or that subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

8. **Theft and vandalism**, attempted or actual, of and/or damage to property of the college or property of a member of the college community or other personal or public property.

9. **Failure to comply** with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10. **Unauthorized access** to any college premises or unauthorized entry to or use of college premises; unauthorized possession, duplication or use of keys or access cards.

11. **Violation of college policies**, rules or regulations as published in print or online or distributed electronically.

12. **Violation of law**, federal, state or local, on college premises or at college-sponsored or supervised activities.

13. **Use, possession or distribution of narcotic** or other controlled substances except as expressly permitted by law.
   a. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, or public intoxication.
   b. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.

14. **Retaliation**, physical or through intimidation, threats, coercion or discrimination against a complainant, respondent, witness, reporting party or any participant involved (or believed to be involved) in a disciplinary investigation or process, directly or through others acting on your behalf.

15. **Obstruction** of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions. The use of recreational conveyances, motorized or otherwise, is prohibited in the buildings and sidewalks. This includes, but is not limited to skateboards, bicycles, scooters and hover boards.

16. **Conduct** that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college.

17. **Theft or other abuse of computer time**, including but not limited to:
   a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
   e. Use of computing facilities to view or send obscene or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the college computing system.
   g. Any breach of computer ethics.

18. **Abuse of the disciplinary system or other process including the Sexual Misconduct Policy**, including but not limited to:
   a. Failure to obey the summons of a conduct hearing board or college official.
b. Falsification, distortion or misrepresentation of information to a college official, college investigator, college police or before a conduct hearing board.
c. Disruption or interference with the orderly conduct of a meeting of a conduct hearing board.
d. Institution of the disciplinary process knowingly without cause.
e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary process.
f. Attempting to influence the impartiality of a college official or member of a conduct hearing board prior to and/or during the course of a hearing.
g. Harassment (verbal or physical) and/or intimidation of a member of a conduct hearing board prior to, during and/or after a hearing and/or of a college official during the disciplinary process.
h. Failure to comply with the sanction(s) imposed by a college hearing board or hearing officer under the Student Conduct Code.
i. Influencing or attempting to influence another person to commit an abuse of the disciplinary process.

Section C. No-Tolerance Behavior
1. There is no tolerance for the following types of misconduct:
   a. Violence
   b. Sexual misconduct
   c. Possession of a weapon
   d. Conduct that is classified as a hate crime

2. Behavior related to any of these types of misconduct may result in immediate suspension or expulsion from the college. Formal complaints must be adjudicated by a student conduct hearing board and/or the office of Institutional Equity as appropriate, not an administrative hearing officer except as otherwise provided for by college policy or process.

Section D. Violation of Law and College Discipline
1. If a student is charged only with an off-campus violation of federal, state or local laws but not with any other violations of this code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

2. College disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of this Student Conduct Code. An example of this would be if both violations result from the same factual situation, without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

3. When federal, state or local authorities charge a student with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a disciplinary body that is a component of the Student Conduct Code, the college may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

4. If the college is investigating an allegation of sexual and/or relationship violence pursuant to college policy and process, and the matter is also being investigated by police and/or prosecuted pursuant to state law, the college may delay its investigation for a reasonable period of time determined by the college if 1) the police request the college delay its proceedings so that the criminal investigation is not impeded; or 2) if a party requests a delay
and both parties agree to such a delay.

Article V: JUDICIAL POLICIES

Section A. Charges and Hearings

1. Any member of the college community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Dean of Students Office. Any charge should be submitted as soon as possible after the event has taken place, preferably within 10 academic days. Complaints of sexual misconduct should be made, and shall proceed, pursuant to that process (see Page 39).

2. The Dean of Students Office will hold a preliminary interview to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the college. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the matter will be referred to a student conduct hearing board.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than three (3) or more than 10 business days after the respondent’s initial interview or, in the case of an allegation of sexual misconduct, after the date the findings were delivered to the parties. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of students with required notification of the parties involved.

4. The student conduct hearing board shall hold hearings. During breaks or at other times when a conduct hearing board cannot be convened, hearings may be conducted by an administrative hearing officer acting as chairperson and board.
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the hearing shall be at the discretion of the student conduct hearing board chair and/or a conduct hearing officer.
   c. In hearings involving more than one respondent, the chairperson of the student conduct hearing board, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
   d. The complainant and the respondent have the right to be assisted by any adviser they choose. The complainant and/or the respondent is responsible for presenting his or her case and, therefore, advisers are not permitted to speak or to participate directly in any hearing before a student conduct hearing board.
   e. In cases involving rape, fondling, sexual harassment, domestic violence, dating violence, stalking, hate crimes or bullying, the complainant may request that steps be taken to provide testimony in a manner that does not require being in the presence of the respondent as long as such steps do not deny the respondent access to the information presented by the complainant.
   f. The complainant and the respondent shall have the privilege of presenting witnesses with relevant information regarding the charge(s), subject to the right of questioning only by a student conduct hearing board. Neither the complainant nor the respondent may question witnesses or each other. Questions may be directed to the chair of the student conduct hearing board by the complainant or respondent.
   g. The student conduct hearing board, at the discretion of the chairperson, may accept pertinent records, exhibits and written statements as evidence for consideration.
   h. All procedural questions are subject to the final decision of the chairperson of the student conduct hearing board.
   i. After the hearing, a student conduct hearing board shall determine and notify the dean of students within two (2) academic days of the hearing (by majority vote) whether the student has violated each section of the Student Conduct Code that the student is charged with violating.
   j. A student conduct hearing board’s determination shall be made on the basis of the preponderance of evidence standard, i.e. the greater weight of the evidence demonstrates that the respondent violated the Student Conduct Code.
   k. Except in the case of a student charged with failing to obey the summons of a student conduct hearing
board or college official, no student may be found to have violated the Student Conduct Code solely because the student failed to appear before a hearing board. In all cases, the evidence in support of the charges shall be presented and considered.

1. Only the respondent is notified of the outcome and the sanction of a conduct hearing board. The complainant will be informed of the decision of the board, but not the details of any sanction except in cases involving allegations of sexual assault, domestic violence, dating violence, stalking or otherwise provided for by law. In these cases, both complainant and the accused will be notified of the decision in full and concurrently.

5. In such circumstances where a student is served with a no-trespass order by Campus Police as a matter of public safety, Campus Police shall file a complaint with the Dean of Students Office (in the format required by that office) within one business day in order to process the complaint through the established student conduct process.

Section B. Interim Measures

1. Interim suspension – In certain circumstances, the vice president for Student Affairs or designee may impose a college suspension prior to the hearing before a student conduct hearing board. It may be imposed:
   i) To ensure the safety and well-being of members of the college community or preservation of college property;
   ii) To ensure the student’s own physical or emotional safety and well-being; or
   iii) If the student poses a definite threat of disruption of or interference with normal operations of the college.

   During the interim suspension, students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the vice president for Student Affairs or her designee may determine to be appropriate. In some circumstances, the college may request a psychiatric evaluation from a licensed mental health professional as a condition of return.

   Notification of the student’s faculty and limited notification of key college departments will be made.

2. No-contact directive – In certain circumstances, the dean of students may impose a no-contact directive prior to the hearing before a student conduct hearing board when the charge is harassment or sexual misconduct, or there is reason to believe that negative contact could occur and impact the student conduct hearing. The college-issued and binding directive is to have no contact with a specified person or persons. This includes physical contact, in-person communication, written communication, electronic forms of communication, the enlisting of third parties to communicate on your behalf, and public postings and declarations intended to send implicit messages to the specified person or persons. All efforts will be made to avoid directing a student to stop attending a classes or classes prior to a hearing board’s decision, and, if necessary, assistance will be given to the student to continue in his or her classwork to the extent possible.

3. Removal from course section or activity – in certain circumstance, the dean of students may temporarily remove a student from a section of a course if his or her continued presence in the section will create a situation in which the expected teaching and learning process will be disrupted. This may include, but is not limited to, personal behaviors in the classroom, allegations of sexual misconduct, interpersonal disputes with the instructor or fellow classmates that cannot be avoided.

Section C. Appeals

1. A decision reached or a sanction imposed by a student conduct hearing board may be appealed by the respondents(s) or complainant(s) to the vice president for Student Affairs within five (5) business days of receiving the decision. Such appeals shall be in writing and shall be delivered to the vice president for Student Affairs.
2. An appeal shall be limited to review of the initial hearing and the supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code that the student was found to have committed.
   d. To consider new evidence or other relevant facts 1) not brought out in the original hearing, and 2) sufficient to alter a decision, because such evidence and/or facts were not known to the person appealing at the time of the original hearing or investigation (in the case of an investigation of sexual misconduct).

3. Appeals are accepted if there is sufficient evidence to meet any of the above criteria and it can be demonstrated by the party requesting the appeal that the factor being appealed made a material difference in the determination of responsibility or the sanction imposed. If the vice president for Student Affairs upholds an appeal, he or she may rule directly on the matter or the case may be remanded back to the original student conduct hearing board or administrative hearing officer with specific instructions for reconsideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating the Student Conduct Code, review of the sanction by the vice president for Student Affairs may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the vice president for Student Affairs, upon review of the case, may reduce but not increase the sanctions imposed by the student conduct hearing board or remand the case to the original hearing officer or hearing board.

5. In cases involving appeals by complainants, the vice president for Student Affairs upon review of the case may reduce or increase the sanctions imposed by the student conduct hearing board or remand the case to the original hearing officer or hearing board.

6. Alternatively, once a student has exhausted the internal complaint or grievance processes, he or she may choose to utilize the complaint process overseen by the Council on Postsecondary Education and the Office of the Postsecondary Commissioner or “equivalent governing board” in compliance with the Federal Program Integrity Rule. The specific types of complaints covered by these regulations are:
   a. Allegations of state consumer protection violations, including, but not limited to fraud and false advertising;
   b. Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated; and
   c. Allegations regarding the quality of education or other accreditation requirements.

For more information and details on how to file a program integrity complaint, visit the Council on Postsecondary Education and the Office of the Postsecondary Commissioner “or equivalent governing board” website at https://www.riopc.edu.

Section C. Sanctions
1. The following, as well as other appropriate sanctions, may be imposed upon any student found to have violated the Student Conduct Code:
a. *Administrative holds* – An administrative hold may be applied to a student’s account at the discretion of the Dean of Students Office prior to adjudication of charges if a student refuses to or fails to respond to charges brought against him or her. Holds are to be lifted upon meeting with designated staff and are not an indication of actual responsibility for said charges.

b. *Warning* – A notice in writing to the student that the student is violating or has violated institutional regulations.

c. *Probation* – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

d. *Loss of privileges* – Denial of specified privileges for a designated period of time. This may include limitations on a student’s right to access parts or all of a facility in cases where the student conduct hearing board believes contact between two parties would be detrimental to one or both of the students or that it is in the college’s best interests.

e. *Fines* – Previously established and published fines may be imposed. Fines are also posted online.

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

g. *Discretionary sanctions* – Work assignments, service to the college, educational assignments or other related discretionary assignments (Such assignments must have the approval of the dean of students.)

h. *No-contact directive* – A college-issued and binding directive to have no contact with a specified person or persons. This includes physical contact, in-person communication, written communication, electronic forms of communication, the enlisting of third parties to communicate on your behalf, and public postings and declarations intended to send implicit messages to the specified person or persons.

i. *Removal from course* – when a student repeatedly disrupts a classroom learning environment and does not respond to faculty efforts to address the behavior, a faculty member may request a student be permanently removed from the classroom without grade or refund. This sanction may only be imposed permanently by a conduct hearing board. A student may remain in the classroom pending the decision of the hearing board, unless determined to be a continuing disruption by the dean of students.

j. *College suspension* – Separation of the student from the college for a defined period of time, after which the student is eligible to return. Conditions for readmission, including a reinstatement review by the associate vice president, may be specified. In some circumstances, the college may request a psychiatric evaluation from a licensed mental health professional as a condition of return. Notification of the student’s faculty and limited notification of key college departments will be made.

k. *College expulsion* – Permanent separation of the student from the college. This sanction only may be imposed by a student conduct hearing board.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than college suspension or college expulsion upon application to the Dean of Students Office. Disciplinary records shall be destroyed six years after the date of the incident that led to the initiation of disciplinary action.

4. The following, as well as other sanctions, may be imposed upon groups or organizations:

   a. Those sanctions listed above in Section C 1, except suspension or expulsion.

   b. Deactivation – Loss of all privileges, including college recognition, for a specified period of time.

5. In each case in which the student conduct hearing board determines that a student has violated the Student Conduct Code, the sanction(s) shall be determined by that board and imposed by the Dean of Students Office.
Section D. Schedule of Fines
The following fines may be imposed only after an admission of responsibility from the respondent or a finding of responsibility by a disciplinary committee or hearing officer.

Violation of the Smoking Policy $50 (first offense); $75 (subsequent offenses)
Failure to evacuate during an alarm $150 (each offense)
Failure to comply $75 (each offense)
Obstruction $100 (each offense)
Violation of the Sign Policy $25 (per item)

Article VI: Off-campus incidents
The college shall have jurisdiction over student conduct that occurs on campus property or in connection with college functions and affairs. The college also shall have discretion to exercise jurisdiction over conduct that occurs off campus and that would violate student conduct and discipline policies or regulations if the conduct occurred on campus when (1) the alleged misconduct indicates the student may be a threat to the safety or security of members of the college community or college property, functions or facilities; or (2) the alleged misconduct involves academic work or any records, documents or identifications of the college.

Specifically, the college may choose to exercise jurisdiction over off-campus incidents under Section One (1) above where the alleged misconduct involves:

a. Sexual misconduct (see Page 39)
b. Sexual harassment
c. Possession or use of weapons, explosives or destructive devices
d. Manufacture, sale or distribution of controlled substances
e. Hate crimes
f. Hazing
g. Conduct that would constitute felony burglary, robbery, theft, etc.
h. Retaliation

Students involved in any of these offenses are subject to suspension or expulsion from the college.

Article VII: Compliance with Federal Law
In compliance with the Clery Act, the community college reports all complaints that fall under the purview of the laws in its annual Clery Report. As such, reporting to confidential reporters (see Page 27) can be allowed, but all reported incidents are included in the college Clery statistics, even if a complainant does not seek action by the college. The inclusion of the information in the annual Clery Report will be for statistical purposes only and will not include the names of the parties.

Those affected by sexual violence (rape, fondling, dating/domestic violence, stalking) will receive a written notice of their rights and options for academic, working and related accommodation, as well as information on resources on and off campus for advocacy, legal support, medical and psychological care, and visa and immigration assistance.

Article IX: Interpretation and Revision
A. Any question of interpretation regarding the Student Conduct Code shall be referred to the vice president for Student Affairs.

B. The Student Conduct Code shall be reviewed every three years under the direction of the dean of students. Updates to remain compliant with state and federal regulations and laws shall occur annually. All changes will be reviewed by the Student Advisory Council before final approval by general counsel and the President’s Council.
How complaints against students are handled

1. Complaint is received through Campus Police or through the Dean of Students Office “Report It” online reporting tool. After an initial interview with the complainant, a staff member will determine if there is a potential violation of the Student Conduct Code. If so, the responding student is notified that a complaint has been filed and that he or she must schedule an initial interview with a Dean of Students Office staff member within three academic days. An administrative hold is placed on the student’s account until he or she has complied with the request. Allegations of sexual misconduct as listed on Page 36 or bias-related incidents are referred to the Director of Institutional Equity for investigation. If the findings recommend disciplinary action, the case moves back to this process as set forth in No. 4 below.

2. At the respondent’s initial interview, the complaint is shared in detail with the student and the student has an opportunity to respond. In this meeting, the student can accept responsibility, deny responsibility or say nothing at all.

At the conclusion of the initial interview, one of the following actions may be taken by the interviewer:

- Dismiss the case if insufficient evidence that the Student Conduct Code was violated is presented.
- Refer the case to a student conduct hearing board if the student denies responsibility or the precedent sanction is suspension or expulsion.
- Issue a sanction (except suspension or expulsion) based on past precedent, the student’s disciplinary record and the specific factors of the incident if the student accepts responsibility for the incident.

If the student denies responsibility or if he or she is facing possible suspension or expulsion, a student conduct hearing board must be convened at a time not less than three nor more than five business days after the respondent’s initial interview to hear the complaint.

3. The student conduct hearing board shall be composed of up to two student delegates and up to two faculty delegates. A Dean of Students Office staff member will preside as a nonvoting chair, except in case of a tie. The number of student delegates and faculty delegates must be the same. Students and faculty members are selected by the Dean of Students Office in consultation with Student Government and Academic Affairs.

The respondent and the complainant may be accompanied by an adviser of their choosing who may serve as a nonspeaking support for either student. Both the complainant and the respondent may bring witnesses in person or signed and dated witness statements. Witnesses must have firsthand knowledge of the incident or complaint. Once scheduled, the hearing will occur as planned whether the complainant and/or the respondent chooses to attend or not.

The student conduct hearing board shall make a determination based solely on the facts presented at the hearing regarding the incident in question. No other factors may be considered. The burden of proof is on the complainant to demonstrate that the respondent is responsible for violating the Student Conduct Code. A preponderance of the evidence shall be the standard of proof. Mitigating factors regarding why the Student Conduct Code was violated are only pertinent in the sanctioning phase.

4. Once a student conduct hearing board has made a determination of whether the respondent is responsible or not responsible, the hearing board will determine an appropriate sanction. The respondent will be notified of the disposition of the complaint and, if appropriate, the designated sanction within two academic days. The complainant will be informed of the decision of the board, but not the details of any sanction except in cases where otherwise provided for by law.

Upon receipt of the notification, the accused student or the complainant may appeal the decision as detailed in section B.
The student conduct process at CCRI

Complaint is submitted to the Dean of Students Office or Report It.

Preliminary interview is held by dean of students’ staff.

If the accused accepts responsibility

Sanction determined administratively.
No appeal.

If the accused does not accept responsibility

Hearing before the student conduct board.

If the hearing board finds that the accused student is responsible, a sanction is determined by committee after input from the parties, review of previous disciplinary history and based on past precedent.

If submitted, appeal heard and decided by the associate vice president for Student Services.
ACADEMIC POLICIES

POLICY ON ACADEMIC INTEGRITY

Academic integrity is vital to an institution of higher education. The integrity of your work – that it represents your independent thought and effort and that it properly acknowledges the work of others – is essential to the awarding of credit and to the development of your academic potential. As such, instances of academic dishonesty – cheating, plagiarism, etc. – are extremely serious academic offenses that should not be overlooked. Students should be aware and regularly cautioned that violations of academic integrity may result in suspension or expulsion from the college.

Definitions

Acts of academic dishonesty are serious offenses that should not be overlooked. Students should be regularly reminded that violations of academic integrity may result in suspension or expulsion from the college. Examples of academic dishonesty include:

• Cheating – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise.
• Fabrication – intentional and unauthorized falsification, misrepresentation or invention of any data or citation in an academic exercise.
• Plagiarism – intentionally representing the words, ideas or data of another as one’s own in any academic exercise without providing proper citation.
• Unauthorized collaboration – instances when students submit individual academic works that are substantially similar to one another; while several students may have the same source material, the analysis, interpretation and reporting of the data must be each individual’s independent work.
• Participation in academically dishonest activities – any action taken by a student with the intent of gaining an unfair advantage. This includes submitting previously graded work as new.
• Facilitating academic dishonesty – intentionally or knowingly helping or attempting to violate any provision of this policy.

Procedure

If an instructor can demonstrate that cheating or plagiarism has taken place, he or she will notify the student in question, present the evidence and apply an academic penalty depending on the severity of the offense. The instructor will bear in mind that there are different degrees of academic dishonesty and assign the academic penalty he or she considers most appropriate from the options listed below:

1. Require that a makeup test is taken or a makeup paper is written.
2. Reduce the grade on the paper or exam.
3. Reduce the final grade in the course by one or more levels.
4. Assign a grade of “F” to the exam or paper.
5. Assign a grade of “F” for the course.

The instructor must present the student with the Academic Grievance Policy at the time of notification so that the student will know his or her rights of appeal. The student may appeal the appropriateness of the particular academic penalty chosen by the instructor, as well as the finding of fact, through the academic grievance process. The instructor also will notify the dean of students so that a record may be maintained. If the faculty member wishes to pursue the matter as a disciplinary issue, he or she must refer the matter to the dean of students, where a conduct hearing officer may choose to impose disciplinary sanctions following procedures outlined in the Student Rights and Responsibilities section (See Page 8.)

ACADEMIC GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide students who believe they have been denied fair and equitable treatment in academic affairs an organized method to resolve their problems. Faculty and students shall
be kept informed of the grievance procedure by the appropriate academic dean and all parties shall be encouraged
to resolve problems at the first level.

The word “recommendation” in this procedure shall not be constructed to mean a directive. The word “days” shall
mean the academic days Monday through Friday.

In May of each year the vice president for Academic Affairs shall establish a student grievance committee for the
ensuing 12 months. The committee’s members shall be one administrator selected by the vice president for
Academic Affairs, two faculty members selected by the Faculty Association and two students (having a GPA not less
than 2.5) selected by Student Government. As soon as possible after establishment, the committee shall meet to
elect a chairperson and to formulate rules of hearing procedure for its 12-month incumbency. The administrative
member shall be responsible for scheduling meetings and providing secretarial assistance. If any decision or
recommendation from the first three (3) levels is not completed within the time limits specified, the grievance shall
automatically move to the next higher level.

1. Student and instructor must meet within five (5) days after the grievance arises, attempting to settle the
grievance at that meeting. The instructor shall give his or her decision to the student in writing within three (3)
days after the meeting. If the grievance is not resolved at the first level, or if the instructor’s decision is not
received within three (3) days, the student must contact the department chairperson for assistance.

2. The student may request a meeting with the department chairperson if the grievance is not resolved with the
instructor. The request shall be written, stating the nature of the grievance and the desired resolution within six
(6) days after the meeting with the instructor. The chairperson shall confer with the instructor, getting his or her
decision in writing, and meet with the student within three (3) days of receipt of the request. The chairperson
shall attempt to resolve the problem and must render his or her recommendation in writing to all parties within
the next three (3) days. If the chairperson is the instructor being grieved, the third level shall replace the second
level of this procedure.

3. If either the student or the instructor is dissatisfied with the chairperson’s recommendation, he or she may
request inquiry by either the dean of Arts, Humanities and Social Sciences; dean of Business, Science,
Technology and Math; or dean of Health and Rehabilitative Sciences, as appropriate. This request must be made
in writing to the academic dean within three (3) days of receipt of the chairperson’s recommendation. A copy of
the request shall be sent to the chairperson, who shall immediately send all documentation and his or her
recommendation to the dean. The dean shall meet with the instructor, the chairperson, the student and a
Student Services advocate appointed by the dean of student development within five (5) days of receipt of the
request, attempt to resolve the problem, and make recommendations in writing to all parties within three (3)
days of the inquiry’s completion.

4. If either the student or the instructor is dissatisfied with the dean’s recommendation, he or she may request a
hearing before the Student Grievance Committee. This request must be made to the appropriate dean in writing
within three (3) days of receipt of the dean’s recommendation. The dean shall immediately notify the dean of
student development of the request, and shall forward all documentation and his or her written
recommendation to the administrative member of the Student Grievance Committee. The administrative
member shall call a meeting of the Student Grievance Committee to be held within five (5) days of receipt of
request. Before the hearing convenes, the student has the right to challenge one faculty member of the Student
Grievance Committee, and the instructor has the right to challenge one student member of the Student
Grievance Committee.

In the case of a challenge, that board member shall be immediately replaced by an alternate selected in the
same manner as the original member. If a faculty member of the Student Grievance Committee belongs to the
same department as the instructor being grieved, he or she shall be automatically replaced by an alternate
before the hearing convenes. The Student Grievance Committee shall review the documentation, hear all parties concerned, use any or all means to ascertain the facts and make a final recommendation concerning the grievance. Within five (5) days of the hearing’s adjournment, the chairperson of the Student Grievance Committee shall send written recommendations to all parties present at the hearing. The Student Grievance Committee shall be the last appeal at the Community College of Rhode Island.

A. **Time.** The number of days indicated at each level is considered a maximum. All efforts should be made to expedite the process. The time limits may only be extended in extenuating circumstances by mutual agreement between the grievant and the person against whom the grievance is directed.

B. **Grade appeals.** A student who alleges an error of injustice in the grading process may present a formal grievance in writing to the instructor. Grading reflects careful and deliberate assessment of a student’s performance by the instructor. No complaint challenging a grade may be initiated later than 25 calendar days following the day grades were posted to the Banner system. If the faculty member who assigned the challenged grade is no longer employed at the institution or is not contacted within the 25-day timespan, the student may present the complaint to the department chairperson. Please note: During the summer, faculty members are unavailable after commencement and grievances might not be addressed until the faculty member returns from summer break. This still obligates the students to register their grievance within the 25-day window.

C. **Withdrawal.** Students may withdraw their informal or formal complaints in writing before a hearing.
GENERAL POLICIES

ALCOHOL AND DRUG POLICY

The Community College of Rhode Island seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the college has established a policy governing the possession, sale and consumption of alcoholic beverages on the campus and conforming to the laws of Rhode Island.

Possession or consumption of alcohol is strictly controlled by the college. Rhode Island law states that no alcoholic beverages can be sold, delivered or in any way be given to a person under 21 years of age. Anyone under the age of 21 who knowingly makes false statements as to his or her age in order to purchase or in any way procure alcoholic beverages shall be subject to appropriate prosecution existing under state law.

Consistent with its educational mission, the college sponsors programs that promote awareness of the physical, psychological, social and behavioral effects of alcohol consumption. Assistance is available in finding community resources for those who are experiencing alcohol-related difficulties.

The use of narcotics or dangerous drugs on the college campus violates campus policy and Rhode Island state law. The law prohibits the manufacture, distribution, dispensation, sale, possession or use of any illegal drug. Educational programs and seminars that provide significant information and literature regarding the implications and consequences of drug use are available.

While use of medical marijuana with a legally obtained card from the Department of Health is legal in the state of Rhode Island, use of medical marijuana is prohibited in all buildings and on all premises by federal law.

Any student who violates institutional policy or law as it relates to the use of alcohol and drugs may be subject to disciplinary action taken by the college including suspension or expulsion.

CCRI does consider all factors when a community member is involved in a crime of violence and also in violation of the alcohol/drug policies. CCRI recognizes that students who have been drinking and/or using drugs (whether voluntarily or involuntarily) at the time of an incident of violence (such as domestic violence, dating violence, stalking or sexual assault) may be hesitant to report such incidents or participate in the process because of fear of potential consequences. CCRI strongly encourages students and employees to report such incidents to officials. A bystander acting in good faith or a reporting individual acting in good faith, or any party to the investigation and process, who discloses any incident of violence to CCRI officials or law enforcement will not be subject to disciplinary action for violations of the drug and alcohol policies. In certain circumstances CCRI may grant additional amnesty for violations.

Alcohol on Campus

Given the risks associated with the use of alcohol on campus and because of a variety of liability concerns associated with the use of alcohol, it has been determined that it is not prudent to permit the dispensing of alcohol on the college’s premises. Consequently, no employee of the college or anyone acting on the college’s behalf shall sell or give alcohol to anyone while utilizing the college’s facilities or while on the college’s premises.

Under exceptional circumstances, an exception to this policy may be made via a request of the Office of the Vice President for Business Affairs in writing and in advance.

Legal Sanctions for Alcohol and Other Drugs

Rhode Island penalties for driving while impaired are as follows:

a. Section 3-8-6 of the Rhode Island General Laws states that it is unlawful for a minor (under the age of 21) to
purchase or attempt to purchase or to make a false statement or misrepresent his or her age through the presentation of a false document in connection with the attempted purchase of alcohol. The sanction is a minimum fine of $100 to $500 and the possibility of up to 30 hours of community service and suspension of his or her driver’s license for up to three months for a first offense.

b. Section 3-8-10 of the Rhode Island General Laws states that possession of alcohol by a minor is illegal. The fine ranges from $150 to $750 for a first offense. In addition, violators may be required to perform community service and shall be subject to a minimum 60-day suspension of their driver’s license, and upon a second offense or subsequent offense may be ordered to undergo substance abuse assessment.

c. In Rhode Island, driving while having a blood alcohol concentration of .08 percent and above is a crime. Some of the Rhode Island penalties for driving while under the influence of alcohol or other intoxicating drugs include fines starting at $100, community service, license suspension and/or imprisonment.

d. In Rhode Island, persons at least 18 years old but less than 21 years of age driving with a blood alcohol concentration greater than .02 but less than .10 are considered to be driving while impaired. The sanctions for driving while impaired include a fine of up to $250, up to 30 hours of community restitution, suspension of driver’s license for a minimum of one month up to three months and attendance at an alcohol or drug treatment program.

e. Persons arrested for the sale of illegal drugs may be subject to being held in jail without bail until a hearing and are subject to forfeiting any money or vehicles associated with the sale of those illegal drugs.

Legal Sanctions for Illegal Drugs
Rhode Island statutes cover a wide range of drug offenses, including the use, possession, sale, distribution, transportation and manufacture of various types of drugs (Title 21, Chapter 28 of the Rhode Island General Laws). Among other provisions, the state law creates the following mandatory minimum prison sentences for first-time offenders who are not “drug dependent” persons. Actual sentences depend on the severity and the circumstances of the offense, and the character and background of the offender.

   a) Imprisonment of not less than 10 years for possession of enumerated quantities of controlled substances: heroin, coca leaves, cocaine, ecgonine, phencyclidine (PCP) and Lysergic acid diethylamide (LSD), plus a fine.
   b) Possession of larger enumerated quantities results in a minimum prison sentence of not less than 20 years plus fine.
   c) Distribution of a controlled substance to persons under age 18 is penalized by imprisonment for not less than 15 years.
   d) Education and counseling may be required.

Health Risks Associated with Use of Alcohol and Other Drugs
Many people are unaware of the potential physical and psychological consequences of their drug use. Not everyone who uses drugs becomes addicted. The vast majority of Americans who drink alcohol, for example, do so without any serious problems. However, it is important to remember that alcohol is a powerful drug – and like marijuana, cocaine or heroin, it can pose certain risks to your health and well-being. Alcohol abuse is responsible for an average 200,000 deaths annually in the United States. Half of all accidental deaths, suicides and homicides in the United States are estimated to be alcohol related. In addition, alcohol use is implicated in many cases of sexual assault.

   a. Personal risk factors.* Frequently, people who drink abusively do not consider themselves to be problem drinkers. Certain factors pose an increased risk for developing a serious alcohol problem. These are:
      1) Having one or more blood relatives with a history of alcohol or other drug problems.
      2) Growing up in a family in which alcohol was associated with family dysfunction.
      3) Drinking to get drunk.
      4) Being able to “hold your liquor” – seeming to be less affected by alcohol than most people.
      5) Excessive drinking at a young age and/or having a history of other drug abuse.
      6) Having one or more memory “blackouts” caused by drinking.
      7) Drinking to relieve bad feelings or to escape from problems.
      8) Having friends who are heavy drinkers.
      9) Having a history of impulsivity and/or behavioral problems, such as conduct disorder.
10) Using other drugs that, when combined with alcohol, increases the effects and dangers of drinking.


b. Birth defects. Fetal Alcohol Syndrome (FAS) is among the three leading causes of birth defects. FAS refers to a pattern of physical and mental defects that may occur in infants whose mothers drink during pregnancy.

c. Acute alcohol poisoning. Certain high-risk practices (e.g., drinking games, drinking grain alcohol punch) involve the quick ingestion of large amounts of alcohol that can shut down breathing and heart functioning. This can be fatal. Chronic alcohol abuse also has been linked to liver disease, gastrointestinal disorders, birth defects, depression, impotence and malnutrition. Alcohol and other drug use can impair judgment, reasoning, communication and perception. In addition, it may lead to risky sexual encounters such as unprotected sex and sexual assault. Alcohol may be a contributing factor in cases of acquaintance rape. Alcohol does not cause a person to commit sexual assault. Furthermore, drunkenness does not absolve a guilty party from the act of rape. Drunk or sober, sexual assault is a crime.

d. Signs and symptoms of alcohol poisoning. If someone you know has any of the following symptoms after drinking alcohol, it is possible that he or she is suffering from acute alcohol poisoning. Do not leave the person alone. Do not let him or her “sleep it off.” Turn the person on his or her side to prevent choking should vomiting occur. Call 911 for immediate medical attention if you see any of the following:
   • The person is unconscious or semi-conscious and cannot be roused.
   • The person has cold, clammy, pale or bluish skin.
   • The person’s breathing is slow or irregular.
   • The person vomits while passed out and is not waking up after vomiting.

BATHROOM AND LOCKER ROOM USAGE POLICY
All students, staff members, faculty members and guests should use the bathroom or locker room that corresponds to their gender identity or expression. Individuals are prohibited from using a public bathroom or locker room that does not correspond to their gender identity or expression.

In regards to privacy, all persons using a public bathroom or locker room are to be treated with dignity and respect. Anyone wishing more privacy may use any of the single-stall bathrooms that are marked on the campus maps or with the designated symbol. Anyone wishing more privacy in a locker room should contact a staff member in Athletics for access to a private changing area.

Harassment of those using the bathroom or locker room that corresponds to their gender identity or expression may constitute a violation of the college’s Sexual Violence and Sexual Harassment Policy and should be reported to Campus Police, the dean of students (deanofstudents@ccri.edu, 401-825-2173) or the director of Institutional Equity/Title IX Coordinator (ehcanning@ccri.edu, 401-825-1230).

COMMUNICATION
The official method of communication from the Community College of Rhode Island to all students is email directed to the student’s CCRI email account. While other forms of communication will be used, students are expected to check their CCRI email account regularly and will be held accountable for information sent via this medium. Daily checking is strongly encouraged, as time-sensitive information is sent, especially prior to the beginning of each
semester and regarding financial matters.

**COMPLAINTS AGAINST EMPLOYEES**

In incidents where students feel that college employees have acted inappropriately or unprofessionally, students have the right to file a complaint. In most cases, a conversation with the employee about the concerns is the quickest and simplest way to resolve a conflict. Complaint processes depend on who the subject of the complaint is and the nature of the complaint. Complaints regarding teaching style or methods or grading practices are generally not viable complaints as faculty members are free to develop their courses largely as they determine best within the confines of college policy and the law. Discussions on those matters are best referred to department chairs.

**Discrimination, Disability or Harassment Complaints**

Contact the Office of Institutional Equity at [equity@ccri.edu](mailto:equality@ccri.edu). Elizabeth Canning is the director of Institutional Equity and Title IX coordinator. Complaints will be handled per college and Board of Education policies.

**Other Complaints**

All other types of complaints should be submitted by completing an incident report form at [http://ccri.edu/hr/forms.html](http://ccri.edu/hr/forms.html). The director of Human Resources, Sheri Norton, will acknowledge and review all complaints. Complaints will be addressed as appropriate in regards to the relevant college, state or federal policies and in compliance with any relevant bargaining unit contracts. Complaints may be referred to other departments as necessary. Anonymous complaints will not be accepted.

**REPORTING A CRIME**

**Responsibility to Inform**

It is a shared responsibility of every community member to report crimes on campus. What to do:

First, contact Campus Police. If it is an emergency, dial ext. 2000 from any campus. Otherwise, call:
- Warwick: 401-825-2109
- Lincoln: 401-333-7035
- Providence: 401-455-6050
- Newport: 401-851-1620

The individual answering the phone will request the information below. Any information is useful, so do not hesitate to call if you can assist Campus Police with a particular incident.

- A good description of the offender including height, weight, color of hair and eyes, and clothes.
- Vehicle information including make and model, color, license plate and direction of travel.
- Number of people involved.
- Date and time of incident.
- Details about the crime.

A Campus Police officer will interview you further to complete the investigation. Some crimes will require the presence and collaboration of the local law enforcement agency.

Please remember:
- Do not handle, touch or remove evidence.
- Remove yourself from the crime scene if it’s unsafe.
- Remain calm.

Any person who is a victim of a crime on campus may request the local law enforcement agency be notified of an incident. This does not mean that the other agency will respond to the scene of the incident.
Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the chief of Campus Police or his or her designee can file a report on the details of the incident without revealing your identity to the extent permitted by law and/or policy. However, for reports involving sexual misconduct, confidentiality cannot be guaranteed and the incident will be reported to the director of Institutional Equity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. However, the college’s attempt to investigate and act upon a confidential report are limited by the request for confidentiality. Reports filed in this manner are counted and reported in the annual crime statistics for the institution.

You may also file an anonymous report online. Please make sure that, if you wish to maintain anonymity, you not include any information that would reveal your identity. The online link is https://ccri-advocate.symplicity.com/public_report.

Mandated Reporters and Exemptions

Clery Act
The Clery Act requires institutions of higher learning to identify individuals on their campuses who are mandated to report crime. Specifically, the act requires that the school designate individuals who have significant responsibility for student and campus activities but do not have significant counseling responsibilities to report crimes that are made known to them. Based on this criterion, the following CCRI officials are considered campus security authorities (CSA) who must report all crimes:

• All administrative officers of the college
• Chief and deputy chief of Campus Police and all Campus Police officers and patrol officers
• All deans, associate deans and assistant deans
• Director of Institutional Equity and Title IX coordinator
• Student Services directors and assistant directors
• Student Services advisers, coordinators and other professional staff
• All athletic coaches and trainers
• All student organization advisers

All CSAs are obligated to report all actual, suspected or alleged Clery violations that are reported to them, or of which they become aware, to Campus Police. These individuals must report to the appropriate college official even if the reporting party asks them not to do so.

Title IX
For issues of sexual misconduct, employees of the college in the following positions are designated as responsible employees as defined in the guidance from the Office of Civil Rights of the Department of Education.

• All college officials and administrators
• All full- and part-time faculty
• All academic deans, associate and assistant deans, and department chairs
• All student services deans, associate and assistant deans, directors, associate and assistant directors
• All student services advisers, coordinators and other professional staff
• All employees who are responsible supervisors for one or more employees
• All athletic coaches and trainers
• All student organization advisers
• All other individuals designated as “campus security authorities,” as listed in the college’s annual crime statistics and fire safety report (“Clery report”).
All such “responsible employees” are obligated to report all actual, suspected or alleged incidents of sexual misconduct that are reported to them, or of which they become aware, to the director of Institutional Equity and Title IX coordinator at 401-825-1230. These individuals must report to the appropriate college official even if the reporting party asks them not to do so. The above lists do not imply that others should not or cannot report crime on a CCRI campus or that they do not have an ethical or moral responsibility to do so.

For those who do not want the matter reported to college officials but who would like to discuss the incident or learn about options in a confidential setting, there are confidential resources available.

Confidential Resources
Pastoral and professional counselors providing counseling services as part of their duties are exempt from mandated reporting, except in instances where there is a threat or danger to others or self. These roles are defined as:

Pastoral counselor
An employee of an institution who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor by the institution.

Professional counselor
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. If you would like to discuss a matter confidentially with a member of the college’s counseling staff, please contact the office on your campus:

Knight (Warwick): 401-825-2301
Flanagan (Lincoln): 401-333-7160
Liston (Providence): 401-455-6063
Newport County: 401-851-1625

COMPUTER NETWORK AND USAGE POLICY
General Principles
Access to computer systems and networks owned or operated by the Community College of Rhode Island comes with certain responsibilities and obligations and is granted subject to college policies and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms and individual rights to privacy.

Policy on Computer Crime
Any persons who directly or indirectly access any computer system for any fraudulent purpose or who alter, damage or destroy any computer or parts of its systems without authorization shall be charged with a felony according to the General Laws of the State of Rhode Island (Chapter 52 of Title 11). This crime also may result in suspension or expulsion from the college.

Theft of a computer or any parts of its systems is a felony. In addition to disciplinary action taken by the college, the individual will be subject to prosecution by the state of Rhode Island.

A. Responsible Use of Information Technology
The Community College of Rhode Island is an educational institution that encourages continuous learning, experimentation and the development of the complete person. The college is committed to respecting individual
privacy and freedom while expecting each individual to act in a responsible, legal, ethical and efficient manner when using the college’s information technology systems. These systems are designed to encourage high-quality educational, professional, career development and self-discovery activities.

B. Purpose
The purpose of this policy is to define responsible and ethical behavior that guides faculty, student and staff use of information technology resources at CCRI. Information technology includes but is not limited to desktop computers, workstations, network servers, mainframe computers, software, digital information, and voice, video and data networks. This policy is supplemented by all other college policies and by the policies of those networks to which CCRI is interconnected, including but not limited to Oshean. Applicable local, state and federal laws also apply to information technology users at CCRI.

C. Audience and Understanding
This policy applies to all students, faculty and staff of the Community College of Rhode Island and to all other users who are authorized to access information technology resources at CCRI. These users are responsible for reading, understanding and complying with this policy.

D. Policy
CCRI provides access to information technology resources for faculty, staff, students and certain other users to support our mission of access to learning and to conduct business. Every authorized user of information technology resources at CCRI is responsible for utilizing these resources in an efficient, ethical and legal manner and in ways consistent with overall college policy.

The following principles serve to guide the responsible use of information technology for all CCRI users.

Respect the rights of others by complying with all college policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of other individuals. For example, you should not send harassing messages via email or transmit or reveal personal or private information about individuals unless you have authorization from those individuals.

Use computing facilities, accounts and data only when you have appropriate authorization and use them for approved purposes. For example, you should not use CCRI information technology resources to run a business or to access another individual’s computer account.

Respect all pertinent licenses, contractual agreements and copyrights. Use only legal versions of copyrighted software in compliance with vendor license requirements. For example, you should not post another individual’s copyrighted material on your webpage or install software with a single-user license on multiple computers.

Preserve the integrity of computing systems, electronic data and communications networks. For example, you should not modify settings on a desktop computer to make it unusable to others or excessively utilize networked resources, such as music videos, that overload CCRI’s network bandwidth.

Respect and adhere to all applicable local, state and federal laws. For example, you should not use CCRI’s information technology resources to attack computers on another network by launching viruses, worms or other forms of attack.

E. Privacy
Electronic resources, including but not limited to programs, files, data and email belonging to an information technology user at CCRI are private. CCRI reserves the right to have authorized college personnel examine computing resources, communication systems, files, electronic mail and printer listings. Reasons for examination include, but are not limited to, performing system maintenance, preventing or investigating unauthorized access
and system misuse, assuring compliance with software copyright and distribution policies, and complying with legal and regulatory requests for information. Every effort will be made to ensure the privacy of a user’s files. However, if policy violations are discovered, they will be reported accordingly.

Guidelines

A. In making acceptable use of resources, students must:
   1. Access only files and data that are their own, that are publicly available or to which they have authorized access.
   2. Be sensitive to concerns of the taxpayers who support the college. Obscene sites are off limits; college resources may not be used to access them.
   3. Use only legal versions of copyrighted software in compliance with vendor license requirements.
   4. Be considerate in their use of shared resources. Students must refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, disk space, printer paper, manuals or other resources.

B. In making acceptable use of resources, students must NOT:
   1. Use another person’s system, ID card, password, files or data without permission.
   2. Use computer programs to decode passwords or access controlled information.
   3. Use any information technology resource to access or transmit the files or communications of other students, faculty or staff without authorization, or to provide information about, or lists of, students, faculty or staff to persons, groups or organizations outside the college without authorization.
   4. Download or display obscene material.
   5. Circumvent or subvert or attempt to circumvent or subvert system or network security measures.
   6. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services or damaging files.
   7. Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products, for political candidates or for any profit-making company or enterprise.
   8. Make or use illegal copies of copyrighted software, store such copies on college systems or transmit them over college networks.
   9. Deploy an individual wireless network. Any unauthorized wireless access point connected to the campus will be considered a security risk and disabled.
   10. Use the network for purposes that place a heavy load on scarce resources.
   11. Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
   12. Use the college’s systems or networks in a manner that subjects the college to civil or criminal liability.
   13. Use the college’s systems or networks for personal gain such as selling a product or item without receiving authorization from the college.
   14. Use the college’s systems or networks to transmit any material in violation of United States or Rhode Island laws or regulations.
   15. Engage in any other activity that does not comply with the general principles presented above.
   16. Engage in computer harassment. Computer harassment may be defined as:
       a. Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials or threats of bodily harm to the recipient or the recipient’s immediate family;
       b. Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass or bother, whether any actual message is communicated, and/or where no purpose of legitimate communication exists and when the recipient has expressed a desire for the communication to cease;
       c. Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
       d. Intentionally using the computer to disrupt or damage the academic research, administrative work or
related pursuits of another;

- Intentionally using the computer to invade the privacy, academic or otherwise, of another or to threaten to invade the privacy of another.

**Enforcement**

The dean of students will review alleged student violations of acceptable use policies as referred through the student disciplinary system and in accordance with the Student Conduct Code procedures. Users who breach this code of practice may, after due process, be refused access to the college’s computer and communications networks and may be subject to further disciplinary action. In an emergency, to prevent further possible unauthorized activity, the college may temporarily disconnect that user from the network. If this is deemed necessary by college staff, every effort will be made to inform the user prior to the disconnection and every effort will be made to re-establish the connection as soon as the college determines it is appropriate.

The college considers any violation of acceptable use of principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly relating to unacceptable use. Offenders also may be prosecuted under all applicable local, state and federal laws.

Members of the CCRI community who believe they have been a victim of a violation of this policy or believe they have witnessed a student violation of this policy should file a complaint with the dean of students. Faculty members should report suspected violations to the vice president for Academic Affairs. Staff members should report suspected violations to their department head, who may report the problem to the director of Human Resources.

Reports of suspected unauthorized use or misuse of CCRI information technology resources will be investigated pursuant to standard college procedures.

Information technology users who are found in violation of this policy will be subject to CCRI disciplinary processes and procedures including, but not limited to, those outlined in this Student Handbook, the CCRI Employee Handbook and any applicable bargaining unit contracts. Privileges to use CCRI information technology resources may be revoked. Illegal acts also may subject users to prosecution by local, state and/or federal authorities.

**Questions Relating to This Policy**

The examples of unauthorized use of CCRI information technology resources given above are not meant to be exhaustive. Questions regarding this policy or the application of this policy to a specific situation should be referred to the director of Information Technology. Whenever you are in doubt regarding an issue of questionable use, it is in your best interest to resolve the issue before pursing any questionable use of information technology resources.

* Adapted from Middlesex Community College

**Nondiscrimination Policy**

Discrimination against, including harassment of, any member of the college community on the basis of race, color, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity, gender expression, disabled veteran, veteran of the Vietnam era (protected categories) is prohibited.

**Sign Policy**

**Rationale**

The Community College of Rhode Island’s sign policy establishes standards for all interior signs on all campuses. It provides guidance about the placement and location of directional signs, event signs, departmental signs and student signs as well as provisions for their approval and removal. This policy is designed to recognize the needs of
the college’s distinct campuses while promoting an uncluttered and more attractive environment.

**Scope**
This policy applies to temporary signs and other displays on the Community College of Rhode Island campuses. For the most part, such signs will be event-related. It does not apply to college signs produced and installed by the college or college subcontractors and intended for display on a continuing basis, such as:

- Exterior building names
- Traffic signs
- Official college identity signs or banners
- Building directories or maps
- Room identifiers
- Classroom emergency procedure placards/signs
- No-smoking signs
- Out of order signs

Also, this policy does not apply to non-public areas of the campus, such as individual administration, faculty or student club offices, or to personal effects, such as clothing.

**Statement of policy**

A. **Public areas.** CCRI’s sign policy addresses temporary signs and displays within public areas inside campus buildings.

1. Signs and displays may be posted only on designated bulletin boards. Authorized staff members on each campus first must approve and stamp all signs and displays (See Section C below.), except where otherwise noted within this policy.

2. The attachment of signs or similar displays to any interior space not specifically permitted for such use is prohibited. This will prevent damage to public property and unnecessary cleanup or replacement costs, and will help to prevent potential health and safety hazards. Signs or similar displays may not be attached to:
   - Glass/windows (except when required by law and/or with special permission for critical information, i.e., college closing; also see Section B.)
   - Walls (painted, concrete or otherwise)
   - Doors (except with special permission for critical information, i.e., college closing)
   - Stairways, stairwells, railings and steps
   - Columns or pillars
   - Stainless steel surfaces
   - Elevators (both inside and out)
   - Permanent campus signs
   - Furniture
   - Trash or recycling receptacles
   - Light fixtures
   - Ceilings
   - Floors

3. The unauthorized painting or defacing of any interior college-maintained surface or structure is prohibited.

4. Signs and similar displays shall not be installed so as to block the visibility of any existing sign or display. Posting over other materials is not allowed and may be subject to immediate removal.

5. Signs and similar displays inside campus buildings shall not be larger than 20 inches by 30 inches.

6. No sign or similar display shall be installed in such a way as to constitute a health or safety hazard or that is in violation of the fire safety code.

7. One sign per event will be permitted per bulletin board. Multiple postings in one location are both wasteful and inconsiderate of other organizations and may be subject to immediate removal.

8. The total allowable number of signs posted for any event is limited only by the total number of bulletin boards.
boards on a campus, except for the community bulletin board (See Section E.)
9. All signs except student signs should adhere to the college’s graphic standards. Graphic standards specify the use of the correct college logo and fonts that help to create a unified family look. CCRI’s graphic standards are available on the college website at http://ccri.edu/marketing/graphicstandards for the college community to use.
10. Signs, except student signs, that do not adhere to the college’s graphic standards may be subject to immediate removal.

B. Faculty and administration areas. Faculty and administration offices and department areas are exempt from some of the restrictions in Section A.
   1. Signs and displays may be posted on glass and doors in these private areas.
   2. Individual departments are responsible for bulletin boards in their department areas and ensuring the material posted on them conforms to the provisions of this sign policy.

C. Approval. Each campus will appoint designees who will approve and stamp organization/individual/department and student sign requests.

Stamp approval designees by campus:
- Flanagan – Mary Baker, Administration Suite, second floor
- Knight – Wendy Parr, Advising and Counseling Office, first floor
- Liston – Sarah Durvin, Administrative Offices, second floor
- Newport – Robyn Greene, Administration Suite, second floor

1. Because the Department of Marketing and Communications is the official college source of communications, its postings do not require a stamp.
2. Official department signs that follow graphic standards do not require a stamp.
3. All student signs require a stamp, except in the case of candidates for student government elections (See Section G.)

D. Timing. Most signs and displays that are posted in public areas will be event-related and, as such, must have a defined start and end date.
   1. Each stamp will include a date that indicates when the sign must be removed.
   2. It is the sole responsibility of the individual/organization/department posting the signs to remove them by the stated removal date.
   3. Failure to remove signs by the removal date will result in a warning. Those who have repeated violations will risk denial of future sign requests.

E. Outside organizations. One bulletin board per campus will be provided exclusively for outside/off-campus organizations and will be designated as a community bulletin board.
   1. In accordance with the college Alcohol Policy, no signs or displays posted may promote the sale or consumption of alcohol or drugs.
   2. No signs or displays may promote any organizations associated with adult entertainment if they contain obscene material and/or information that violates the college’s nondiscrimination policy.
   3. Signs posted on the community bulletin boards should be of general interest and benefit to the college community.
   4. Any outside organization wishing to post a sign or display in our campuses must receive a stamp of approval. Any signs posted without stamps will be removed.

F. Division of Workforce Partnerships. Because of the unique nature of CCRI Workforce and the courses and classes that it offers, measures have been considered to meet its needs.
   1. CCRI Workforce will be supplied its own, rolling bulletin boards for primary entrances/exits at each campus.
2. CCRI Workforce will be solely responsible for its own posting and removal of signs and displays.
3. CCRI Workforce will be responsible for taking out and putting away the rolling boards each day.
4. There will be no limit as to the number of signs on each board per event.
5. CCRI Workforce signs do not need to be stamped.

G. Student organizations. Because students have limited means to communicate with the general student body, certain exceptions will be made in regard to the general sign policy. As indicated in C.3, all student signs except student government election campaign signs require a stamp.  
1. Students are allowed to post signs on glass, doors and walls in student club areas only, as well as one sign per event per bulletin board.
2. During a period of three (3) weeks prior to Student Government elections, candidates are not limited by the number of signs they are allowed to post. Candidates may post signs in the following areas:
   - One per bulletin board
   - Columns or pillars
   - Stairways and stairwells
   - Stainless steel surfaces
   - Elevators (outside only)
3. Student government candidate signs do not require a stamp.
4. All candidate signs must be removed within 48 hours of the close of the election.

H. Directional signs. With events and programs comes the need to direct individuals to these events.  
1. Requests for directional signs should be made to Facilities at the campus where the event is taking place at least one week in advance of the event.
2. Directional signs should be free-standing, on easels or in sign holders. Bulletin boards also may be used.
3. Directional signs should not be taped or attached to walls. The limitations listed in A.2 also apply to directional signs and displays.

I. Prohibitions. Any postings that are obscene and/or have discriminatory information that violates the college’s nondiscrimination policies will not be approved and, if posted without approval, will be removed immediately. The approved posting areas will not be used as personal message boards; they are solely for information that is intended to benefit the campus community as a whole. For the sake of maintaining a sense of community and support for all members, organizations are expected to refrain from using racial, gender or ethnic slurs, stereotypical depiction or similar references in all advertising material.

J. Violations. Violations of this policy may result in referral to the dean of students for discipline.

Note. Because of unique circumstances, the following specific venues are exempt from the Sign Policy: the Library, the Bookstore, conference rooms and any teaching classrooms.

SOLICITATION POLICY

Purpose. The purpose of this policy is to define what constitutes solicitation and to establish reasonable time, place and manner restrictions for on-campus solicitation.

Definition. Solicitation is defined as a planned, in-person sharing of information with and/or requesting of information from students, faculty, staff or guests in the buildings and on the grounds of the college, for the purpose of:
- distributing advertising or other materials;
- compiling data for surveys or programs (excluding such activity that is part of formal college academic or vocational courses);
- recruitment of members or support for an organization; and
• providing information sessions (excluding such activity that is part of formal college academic or vocational courses).

Designated areas. On-campus solicitation activities are permitted in the following areas (“Designated Areas”):

Handouts/Literature Distribution

Knight Campus

• All areas within the megastructure that are open to the public
• Outside areas of the campus that are open to the public

Flanagan Campus

• All areas within the campus buildings that are open to the public
• Outside areas of the campus that are open to the public

Liston Campus

• All areas of the campus building that are open to the public
• Outside areas of the campus that are open to the public

Newport County Campus

• All areas of the campus building that are open to the public
• Outside areas of the campus that are open to the public

Literature and handouts may be distributed within rooms or areas reserved for meetings, programs and events by the individual or organization (or group) that has reserved the room or area.

Tables and Displays

Knight Campus

• The Great Hall (exclusive of the cafeteria area)
• The ground floor foyer
• The second floor foyer
• Outside areas of the campus that are open to the public

Flanagan Campus

• The cafeteria
• Outside areas of the campus that are open to the public

Liston Campus

• The Atrium
• Outside areas of the campus that are open to the public

Newport Campus

• The Atrium
• Outside areas of the campus that are open to the public

Table and/or display reservations are required and are issued on a “first-come, first-served” basis. They should be
requested from the college’s facility use coordinator. Approval of reservation requests are based upon and subject to the size of the area(s) requested, as well as any other scheduled use of the area(s) on the date and time requested. Student organizations requesting a table or display reservation must also follow the event planning rules of the Office of Student Life.

Restrictions.

Handouts/Literature Distribution

Members of the college community and/or the public may distribute hand-outs and literature in designated areas provided that:

- The free flow of traffic (pedestrian and/or vehicular) at any point is not obstructed (handouts and literature may not be distributed in or on the roadways on campus).
- Handouts and literature are not forced upon others.
- Handouts and literature are not distributed in designated parking lots/areas and are not placed on vehicles parked on campus.
- Distribution of handouts and literature does not interrupt or interfere with individuals who are engaged in the daily conduct of college business (e.g. students and faculty in labs, classrooms, study areas, or libraries, college personnel while engaged in their employment, and individuals attending college functions or using college facilities).
- All individuals and/or organizations ensure that their handouts and literature does not litter the area where it is being distributed.
- Distribution of handouts and literature, and/or the tables or displays does/do not block or hinder access to elevators, stairways, fire exits, entrances, hallways or walkways in and to college buildings.
- Distribution of handouts and literature is prohibited in stairwells, restrooms, libraries, labs, classrooms (without prior approval from applicable faculty or instructors), faculty and staff offices, and other administrative and/or operational areas of the college.

Tables and Displays

Tables and displays are subject to the following:

- The free flow of traffic (pedestrian and/or vehicular) at any point is not obstructed (handouts and literature may not be distributed in or on the roadways on campus).
- Handouts and literature distributed from a table and/or display are not forced upon others.
- The use of a table and/or display does not interrupt or interfere with individuals who are engaged in the daily conduct of college business (e.g. students and faculty in labs, classrooms, study areas, or libraries, college personnel while engaged in their employment, and individuals attending college functions or using college facilities).
- All individuals and/or organizations ensure that their handouts and literature does not litter the area where their reserved table or display is located.
- The table and/or display does/do not block or hinder access to elevators, stairways, fire exits, entrances, hallways or walkways in and to college buildings.
- Tables and displays must be attended at all times by the individual or organization (or group) sponsoring the distribution and/or who requested the reservation.

SMOKE–FREE CAMPUS

The Community College of Rhode Island prohibits smoking in all of its campus facilities as well as at all points of access and egress from its facilities, including all connecting ramps and walkways such as those at the Knight Campus megastructure. Smoking is allowed at or beyond designated enclosures located at each campus or at a distance equal to those enclosures from the building. Smoking includes traditional tobacco products as well as “electronic cigarettes” and similar devices. Failure to comply will result in disciplinary action as stipulated by the dean of students for student infractions, and the appropriate disciplinary process as set forth in collective bargaining
agreements or Board of Education policy for faculty and staff.

The prohibition within all facilities will not apply to the use of tobacco products as part of a preapproved, limited classroom demonstration or research project.

INCLUSION OF TRANSGENDER PERSONS POLICY
All persons whose gender identity or expression does not correspond with their assigned biological sex at birth are included in the college’s nondiscrimination policy. All students can expect a prompt and effective response to sex-based harassment including bullying and/or harassment based on a student’s actual or perceived gender identity or expression.

Transgender persons may use the public bathrooms or locker rooms consistent with their gender identity or expression. Transgender persons may participate in sex-segregated activities at the college in accordance with their gender identity or expression. Eligibility for participation in varsity athletic sports are regulated by the National Junior College Athletic Association (NJCAA). For details regarding NJCAA eligibility rules, please contact the Athletics Department.

Transgender persons can expect privacy from the institution regarding their transgender status. Legal name and gender changes can be submitted at any Enrollment Services counter with the proper documentation. Additionally, any person may submit a request to Enrollment Services that his or her preferred name be used on CCRI ID cards and class rosters.

Definitions:
(Provided by the Gay Lesbian Straight Education Alliance and recommended by the Rhode Island Department of Education)

The terms below are designed to provide a basic understanding of words, phrases and ideas related to gender. It’s important to note that all language is constantly evolving; new terms are introduced, while others fade from use or change their meaning over time.

**Gender:** A set of cultural identities, expressions and roles – codified as feminine or masculine – that are assigned to people based upon the interpretation of their bodies and, more specifically, their sexual and reproductive anatomy. Since gender is a social construction, it is possible to reject or modify the gender one is assigned at birth and to develop, live and express a gender that feels truer and just to oneself.

**Gender identity:** A personal conception of oneself as male, female, both, neither and/or another gender. Gender identity can be the same as or different from the gender a person is assigned at birth. Gender identity is a matter of self-identification; no one can tell anyone else how to identify or what terms to use. Gender identity is different from sexual orientation, and everyone has both a gender identity and a sexual orientation.

**Transgender:** An umbrella term describing people whose gender identity does not match the gender they were assigned at birth.

**Gender binary:** A socially constructed system of viewing gender as consisting solely of two categories, “male” and “female,” in which no other possibilities for gender are believed to exist. The gender binary is a restrictive and inaccurate way to view gender because it does not take into account the diversity of gender identities and gender expressions among all people. The gender binary is oppressive to anyone that does not conform to dominant societal gender norms.

**Gender expression:** The multiple ways (e.g., behaviors, dress) in which a person may choose to communicate gender to oneself and/or to others.
WEAPONS ON CAMPUS

The Community College of Rhode Island has maintained a longstanding policy prohibiting weapons on any of its campuses. The introduction of guns, knives or other devices on campus is potentially dangerous to the entire college community and inconsistent with a safe learning environment. Faculty, staff and students are, therefore, advised that the introduction of any weapon is a direct violation of policy and a serious breach of security that will require immediate discipline, up to and including dismissal. Possession of a weapon is a no-tolerance behavior in the student code of conduct. Anyone aware of a potential violation of the No Weapons Policy should contact Campus Police.
SEXUAL MISCONDUCT

The college is committed to maintaining a safe and inclusive learning environment and prohibits discrimination, including harassment and violence, based on sex and gender.

Governing policy
College policies and procedures in this area are governed by the Rhode Island Board of Higher Education’s Council on Postsecondary Education. The Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy may be found at www.riopc.edu/static/photos/2017/03/06/PS17_Sexual_Harassment_040115.pdf

The Sexual Harassment and Sexual Violence Policy prohibits actions of sexual harassment, sexual assault, sexual or relationship violence, or stalking at all Rhode Island educational institutions under the its jurisdiction, including the Community College of Rhode Island. In addition, federal and state law including Title IX of the Education Amendments of 1972, Title VI of the 1964 Civil Rights Act, and the Violence Against Women Reauthorization Act of 2013, apply to the college.

The Sexual Harassment and Sexual Violence Policy “applies to the perpetration of sexual harassment, sexual assault or sexual [or relationship] violence [or stalking] by one member of the Covered Entity’s community (faculty, staff, student or volunteer) against another. Depending on the context, the policy may also apply where one of the involved or affected parties is a visitor or a contractor performing work on behalf of the Covered Entity. The policy applies to all such behavior occurring on campus, and to behavior occurring off campus when the behavior arises in the context of a Covered Entity event or otherwise has a significant relation to, or could have a significant impact on, the Covered Entity’s living, learning or employment environments.”

Application of Student Handbook Violations

Violations of the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy that involve students will be adjudicated pursuant to the Conduct Code and the policy is incorporated in the Student Handbook for that purpose. Portions of the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy definitions and terms are replicated below in the section entitled “Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy.” These definitions and terms are also considered to be Conduct Code violations.

Conduct Code Sexual Misconduct Definitions

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and any other verbal, nonverbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education, employment, or participation in programs or activities of the college;

(2) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual’s education, employment, or participation in programs or activities of the college; or

(3) Such conduct is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s education, employment, or participation in programs or activities at the college.

Sexual harassment can arise from many different types of unwelcome verbal, nonverbal and physical conduct ranging from sexual gestures or teasing to sexual assault, acts of sexual violence, including domestic and dating violence, stalking and other coercive activity.
Sexual harassment need not be intentional. The intent of the person who is alleged to have committed such behavior may not be relevant to determining whether a violation has occurred. The relevant determination is whether a reasonable person, similarly situated, could have reasonably considered the alleged behavior to be sexual harassment.

Acts that do not necessarily involve conduct of a sexual nature, but are based on sex or gender stereotyping, and that may include physical aggression, intimidation, hostility, humiliation, insulting and hazing may also be considered sexual harassment under this policy. This may include conduct or comments based on gender, gender expression or identity and sexual orientation.

Behavior that may constitute sexual harassment if unwelcome, includes, but is not limited to:

- Verbal sexual harassment such as sexual comments, jokes and innuendoes, whistles and “cat calls,” crude and offensive language, comments on physical attributes, pregnancy, sexual orientation, gender identity/expression, use of demeaning or inappropriate terms/slurs, discussion of sexual activities, the posing of personal questions, the spreading of stories about someone’s social or sexual life, and propositions or pressure for social or sexual contact.
- Nonverbal sexual harassment such as sexually explicit stares, gestures implying sexual activity, gestures designed to mock someone, following someone or blocking their path, the display of sexually explicit or suggestive images, and sexual exploitation.
- Physical sexual harassment, unwanted touching, hitting, patting, grabbing, pinching, hugging, sexual assault, domestic violence, dating violence, and stalking.
- These definitions will be interpreted and applied by the college consistent with reasonable standards for mature behavior, academic freedom and freedom of expression.

**SEXUAL VIOLENCE**

**Definitions**

**Sexual Assault**

Any sexual act directed against another person, by force, threat of force, coercion or without consent, including instances where the person is incapable of giving consent. Sexual assault includes rape, fondling, incest and statutory rape.

*Coercion* means express or implied threats of any harm that would place a reasonable individual in fear of immediate or future harm and that is employed to make someone engage in sexual activity.

*Consent* means conduct that signifies through words or behaviors that the parties have indicated agreement to engage in sexual activity. Consent is an informed agreement to participate in specific sexual acts.

- Past consent does not imply future consent.
- Silence or absence of resistance, by itself, does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time, including during sexual activity.
- Coercion, force or threat of force invalidates consent.

*Fondling* means the touching (with a hand or any other part of the body) of another person’s clothed or unclothed sex organs, breasts, groin, buttocks or anus for the purpose of sexual arousal, sexual gratification or abuse, without consent of the person, including instances where the person is incapable of giving consent. Fondling also includes being forced to touch (with a hand or any other part of the body) another person’s clothed or unclothed sex organs,
breasts, groin, buttocks or anus, without consent, including instances where the person is incapable of giving consent.

*Force* means the actual use or threat of physical violence that is employed to make someone engage in sexual acts.

*Incapable of giving consent* means that because of the person’s age or temporary or permanent mental incapacity they cannot give intelligent, knowing and voluntary consent. If someone is asleep, passed out or incapacitated because of drugs or alcohol, he or she is incapable of giving consent.

*Incest* means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Rape* means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral copulation by mouth-to-genital contact, without consent, including instances where the person is incapable of giving consent.

*Statutory rape* means sexual intercourse with a person who is under the statutory age of consent.

**Sexual Exploitation**

Taking sexual advantage of another individual’s nudity or sexuality without consent and includes, but is not limited to:

- causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
- recording or photographing of private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts or buttocks);
- dissemination, streaming or posting of recordings, photos or other images of an individual’s sexual acts and/or intimate parts (including genitalia, groin, breasts or buttocks);
- voyeurism (watching or taking pictures, videos or audio recordings of another person in a state of undress and/or engaging in sexual acts);
- allowing third parties to observe private sexual acts;
- knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection or virus; and/or
- exposing one’s genitals to another individual.

**Domestic Violence**

Crimes of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, type of relationship and frequency of interaction between the persons involved in the relationship.
Stalking
Engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others
   b. Suffer substantial emotional distress, even if said distress does not require medical treatment or counseling.

“Acts” include communications transmitted by electronic means through a computer or other electronic device.

Retaliation
Retaliation, physical or through intimidation, threats, coercion or discrimination against a complainant, respondent, witness, reporting party or any participant involved (or believed to be involved) in a disciplinary investigation or process, directly or through others acting on your behalf.

Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy
Portions of the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy definitions and terms are replicated below. Sexual violence is also prohibited under Title IX of the Educational Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013 (VAWA) and Rhode Island state law.

Sexual Assault (Rhode Island):
The state of Rhode Island generally defines sexual assault as sexual penetration or sexual contact by coercion or force or when the victim is incapacitated, helpless or under the age of consent. The state of Rhode Island defines coercion or force as when the accused:
   • Uses or threatens to use a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
   • Overcomes the victim through application of physical force or physical violence.
   • Coerces the victim to submit by threatening to use force or violence on the victim and the victim reasonably believes that the accused has the present ability to execute these threats.
   • Coerces the victim to submit by threatening to, at some time in the future, murder, inflict serious bodily injury upon, or kidnap the victim or any other person and the victim reasonably believes that the accused has the ability to execute the threat.

The applicable Rhode Island statutes are located in the Policy and are available on the General Assembly’s website: http://webserver.rilin.state.ri.us/Statutes/TITLE11/INDEX.HTM

§11-37-1 Definitions
§11-37-2 First-degree sexual assault
§11-37-4 Second-degree sexual assault
§11-37-6 Third-degree sexual assault
§11-37-8.1 First-degree child molestation sexual assault
§11-37-8.3 Second-degree child molestation sexual assault

Sexual Assault (VAWA)
The VAWA defines sexual assault as rape (including attempted rape), fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. It includes sexual acts against people who are incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Rape (UCR)
The UCR standard of the FBI defines rape as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Fondling (UCR)
The UCR defines fondling as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

DATING AND DOMESTIC VIOLENCE

Definitions

Domestic Violence (Rhode Island)  [http://webserver.rilin.state.ri.us/Statutes/TITLE12/12-29/12-29-2.HTM](http://webserver.rilin.state.ri.us/Statutes/TITLE12/12-29/12-29-2.HTM)

Rhode Island General Law §12-29-2 defines domestic violence as any of the following crimes when committed by one family or household member against another: simple assault, felony assault, vandalism, disorderly conduct, trespass, kidnapping, child-snatching, sexual assault, homicide, violation of the provisions of a protective order or a no-contact order, stalking, refusal to relinquish or to damage or to obstruct a telephone, burglary, and unlawful entry, arson, cyberstalking and cyberharassment, domestic assault by strangulation and electronic tracking of motor vehicles.

“Family or household member” means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past three (3) years, and persons who have a child in common regardless of whether they have been married or have lived together, or persons who are, or have been, in a substantive dating or engagement relationship within the past one year which shall be determined by the court’s consideration of the following factors:

1. The length of time of the relationship;
2. The type of the relationship;
3. The frequency of the interaction between the parties.

Domestic Violence (VAWA)
The VAWA defines domestic violence as a felony or misdemeanor crime of violence committed:

A. By a current or former spouse or intimate partner of the victim;
B. By a person with whom the victim shares a child in common;
C. By a person who is cohabitating with, or has cohabitated with, the victim as spouse or intimate partner;
D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
E. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence (Rhode Island)  [http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-22/16-22-24.HTM](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-22/16-22-24.HTM)

Rhode Island General Law §16-22-24 defines a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. “Dating partner” means any person involved in an intimate association with another primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Dating Violence (VAWA)
The VAWA defines dating violence as violence committed by a person who is, or has been in, a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the relationship.

Stalking (Rhode Island)  [http://webserver.rilin.state.ri.us/Statutes/TITLE11/11-59/INDEX.HTM](http://webserver.rilin.state.ri.us/Statutes/TITLE11/11-59/INDEX.HTM)

Rhode Island General Law 11-59 defines stalking as any person who: (1) harasses another person; or (2) willfully, maliciously, and repeatedly follows another person with the intent to place that person in reasonable fear of bodily
injury. The penalty for a felony conviction of stalking is imprisonment for not more than five years, a fine of not more than $10,000 or both.

**Stalking (VAWA)**
The VAWA defines stalking as engaging in a course of conduct directed at a specific person what would cause a reasonable person to:

(A) Fear for the person’s safety or the safety of others; or
(B) Suffer substantial emotional distress.

A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, including social media, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
What to do in the event of sexual assault

In the event you are a victim of sexual assault, your first priority it to get to a place of safety and seek medical care. Seeking help from a hospital or trauma center ensures that individuals receive the necessary medical treatment and tests at no expense. It also provides the opportunity for collection of evidence that could aid in prosecution (if chosen), that cannot be obtained later (Ideally individuals should not wash, douche, use the toilet or change clothing prior to a medical/legal exam.)

Once you have received appropriate medical care, you will want to seek advice on what to do next. You have multiple options available to you and you will be the person who makes the decisions.

Local, State or Campus Police
You can consult with a police officer trained in sexual trauma to access medical care or counseling and learn about your legal rights WITHOUT having to file a police report. If you choose to consult with Campus Police, we will notify local law enforcement should you choose to file a criminal complaint.

Community Resources
Community support services give victims access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention. Off-campus services that are available 24 hours a day and seven days a week include:

Women’s Center (401-861-2760) Day One (401-421-4100)

College Resources
The college strongly encourages individuals who have been assaulted to report the incident in a timely manner. Individuals reporting to the director of Institutional Equity/Title IX coordinator, dean of students or Campus Police shall be informed of the available options and will be provided information on interim protective measures if appropriate to the situation. For matters taking place on campus, involving other members of the college community or taking place at college events, the individual may choose to have the investigation pursued through the criminal justice system, the college disciplinary system, or both. College action is limited and the college’s disciplinary system is no substitution for legal action, criminal or civil. The community college strongly encourages individuals to file a criminal complaint, but it is the individual’s decision, and a report to the local police is not required in order to report the matter to the college or to receive accommodations or interim measures.

Those affected by sexual violence (rape, fondling, dating/domestic violence, stalking, etc.) will receive a written notice of their rights and options for academic, working and related accommodations, as well as information on resources on and off campus for advocacy, legal support, medical and psychological care, and visa and immigration assistance.

CONFIDENTIAL COLLEGE REPORTING: Individuals may choose to file a confidential complaint where their identity will remain undisclosed at www.ccri.edu/campuspolice/forms/silentwitness.html. This will allow for the incident to be counted in campus crime statistics, but this severely limits the ability to investigate or pursue charges against the respondent.

Various on-campus support and counseling services are available:

<table>
<thead>
<tr>
<th>ON-CAMPUS CONFIDENTIAL COUNSELING SUPPORT</th>
<th>ON-CAMPUS REPORTING</th>
<th>ON- AND OFF-CAMPUS REPORTING</th>
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<tbody>
<tr>
<td>Advising and Counseling (for confidential, emotional support)</td>
<td>Title IX coordinator: Elizabeth Canning Knight Campus, Room 3318 <a href="mailto:ehcanning@ccri.edu">ehcanning@ccri.edu</a></td>
<td>Campus Police Emergency, ext. 2000 from any campus (24-hour resources and criminal complaints)</td>
</tr>
<tr>
<td>Warwick: 401-825-2301</td>
<td>Dean of students: Michael Cunningham Knight Campus, Room 0060 <a href="mailto:deanofstudents@ccri.edu">deanofstudents@ccri.edu</a></td>
<td>• Warwick: 401-825-2109</td>
</tr>
<tr>
<td>Lincoln: 401-333-7160</td>
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<td>• Lincoln: 401-333-7035</td>
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<tr>
<td>Providence: 401-455-6063</td>
<td></td>
<td>• Providence: 401-455-6050</td>
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<tr>
<td>Newport: 401-851-1625</td>
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<td>• Newport: 401-851-1620</td>
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Hours of operation vary and should not be considered an emergency contact. Check the website for current hours of operation.
Filing a Complaint
Students should not assume that the college is aware of the incident. Students are strongly encouraged to bring their complaint and concern to the college’s attention so that officials can help resolve them. All complaints will receive a prompt, fair, and impartial hearing from initial investigation to the final result. Students’ complaints will be treated with discretion, however, college officials who receive a report will need to share the information with certain college departments and employees as is appropriate for addressing and responding to the concern. The college will seek to honor a request for confidentiality; however, it may not be able to guarantee confidentiality where the safety to the student and/or the community is affected, or where it would affect the investigation and resolution of a reported incident, or violate policy or law. Students will not be penalized for good faith reports of incidents.

Individuals can file complaints with:
- Elizabeth Canning, director of Institutional Equity
- Michael Cunningham, dean of students
- Campus Police

The college follows the process for complaints set forth in the Council on Postsecondary Education Complaint Procedures for Discrimination, Sexual Harassment and Sexual Violence [link](www.riopc.edu/static/photos/2017/03/06/PS18_DiscrimComplaint_060715.pdf). Please review those procedures for detailed information on the investigation process. Please see Page 16 of this handbook for how disciplinary complaints against students are handled once the investigation is complete.

Please note that, as part of the investigative process, parties may provide names of witnesses or other references to the investigator for inclusion in the process or submit written documentation as may the complainant. At the conclusion of the investigation, a summary of the findings of the investigator will be sent to the complainant and the respondent simultaneously. The full report will be forwarded to the dean of students for possible disciplinary action if warranted. Please see Page 18 for details on how disciplinary complaints are handled for the remainder of this process.

Office of Civil Rights, U.S. Department of Education
In addition to the college’s policies and procedures regarding discrimination and harassment, if a student believes he or she has been subjected to discrimination or harassment, the student may contact the appropriate government agencies listed below.

Boston Office
Office for Civil Rights
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111
Email: OCR.Boston@ed.gov
The sexual misconduct process at CCRI

Complaint is submitted to Office of Institutional Equity, College Police, the Dean of Students Office

Title IX coordinator assesses the incident. If criteria is met, the case is assigned an investigator

Investigation

Investigator's report is submitted to the Dean of Students Office for disposition.

If the complaint is handled informally or by other appropriate means, there is no appeal.

If the complainant chooses a formal hearing, the case then proceeds through the hearing process as indicated on Page 18.
The Sexual Misconduct Process at CCRI

Amnesty
CCRI does consider all factors when a community member is involved in a crime of violence and also in violation of the alcohol/drug policies. CCRI recognizes that students who have been drinking and/or using drugs (whether voluntarily or involuntarily) at the time of an incident of violence (such as domestic violence, dating violence, stalking or sexual assault) may be hesitant to report such incidents or participate in the process because of fear of potential consequences. CCRI strongly encourages students and employees to report such incidents to officials. A bystander acting in good faith or a reporting individual acting in good faith, or any person or persons involved in the investigation and process who discloses any incident of violence to CCRI officials or law enforcement will not be subject to disciplinary action for violations of the drug and alcohol policies, except in situations that involve health and safety. In certain circumstances CCRI may grant additional amnesty for violations.

Interim Measures
When students file a complaint in any of the above situations, the college may implement interim precautionary measures to ensure their safety and wellbeing after an assault or incident while an investigation and/or conduct hearing is pending. These measures include campus-based “no-contact” directives, an alteration of their course schedule or escort services from Campus Police. Please see Article V, Section B of this handbook for how the college will handle interim measures.

What to do if you have been accused of sexual misconduct

Allegations of sexual assault or harassment are extremely serious and the college will address concerns raised to college officials. The college will not presume that you have violated the Student Conduct Code or any state or federal law. However, the college may put interim measures in place or take other action, such as no-contact directives or interim suspensions, if the college reasonably deems it necessary, including for the safety of the parties or the community. Please see Article V, Section B of this handbook for how the college will handle interim measures.

If you are accused of sexual misconduct, a Title IX investigation will be conducted by a trained member of the Title IX compliance group. You will be notified about the accusation and you will be given an opportunity to respond to the accusation.

Please see the Rights and Options brochure, www.ccri.edu/equity/titleix/2017_CCRI-Title_IX-FINAL-rev.pdf#search=rights%20and%20options, for further information on your rights and resources available to you, including the ability to seek support from a free college counselor and accommodations for work and/or academic obligations. The brochure also provides information about off campus resources such as immigration, visa and legal assistance.

If you are charged with sexual misconduct through local law enforcement action that is unrelated to the community college, the college reserves the right to act preventively for the well-being of the broader community, up to and including interim suspension. However, no formal disciplinary action will be taken until the legal process has been concluded in accordance with the college’s policy on off-campus affairs.

SEX OFFENDER REGISTRY
The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by the state concerning registered sex offenders and where it may be obtained. It also requires sex offenders to register with the state and
to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In Rhode Island, convicted sex offenders must register with the local police department in their municipality AS WELL AS the local police department in the town or city in which they take classes. Every person convicted on or after July 1, 1997, including juveniles sentenced as adults of an offense for which registration is required as part of the sentence imposed upon conviction, to register and reregister with the local police agencies.

In addition, all persons convicted of violations under United States law or any other state law substantially similar to an offense for which registration is required shall provide to the local agency all necessary information within 10 days of establishing a residence and reregistering within ten 10 days of any change.

The Community College of Rhode Island requires that sexual offenders register as such with Campus Police before the first day of every semester in which they will be enrolled. Failure to comply with any part of this policy will result in administrative withdrawal from all registered courses and possible disciplinary action. Offenders may be restricted from registering for courses in certain locations or at certain times depending on the type of activities that may occur in said place or at said time.

It is the practice of the community college to make the following notifications when a level II or III sexual offender registers with the college:

- President
- The faculty members for the offenders classes for the current semester
- The Vice President of Student Affairs Office
- The dean of students
- Campus Police
- Managers of open-access centers on the campuses in which the offender is taking classes, including
  - The library
  - Computer labs
  - Success Center
  - Athletics
  - Advising and Counseling

Notifications are not subject to announcements, but can be shared with staff working in an open-access center. The community college does not make notifications for level I sexual offenders pursuant to state law.

To Obtain Information on Sex Offenders
Any person wanting information on registered sex offenders or related information should contact the local municipal police agency with jurisdiction for the location of our campuses. The State of Rhode Island Parole Board maintains the following website: www.paroleboard.ri.gov/sexoffender/agree.php.
ADDITIONAL IMPORTANT INFORMATION

CAMPUS CRIME STATISTICS
The college compiles annual statistics on crimes occurring on or adjacent to each of our campuses and satellite locations in full compliance with the Clery Act. The college’s annual report can be accessed online from the college’s home page under “Quick Links.” Hard copies of the report may be requested directly from Campus Police.

CLOSINGS, CANCELLATIONS AND DELAYS
Please note: Parking that prevents snow removal is prohibited.

The following radio and television stations and websites will be broadcasting/publishing up-to-date information concerning class cancellations whenever a weather or general emergency exists. These announcements will pertain to all campuses, including our satellite campuses.

Closings of one or more campuses due to problems specific to each campus also will be announced via the mediums listed below. Announcements also will be placed on the CCRI home page and made through the college’s RAVE emergency notification system. Local media sources where up-to-date storm and emergency closing and delays information will be posted include:

FM Radio: WELH - 88.1, WPRO - 92.3, WHJY - 94.1
Television: WLNE - Channel 6 (ABC), WJAR - Channel 10 (NBC), WPRI - Channel 12 (CBS)
Online: ABC6.com, TurnTo10.com, WPRI.com

ESCORT POLICY
It is the policy of the Campus Police to escort any individual who has concern for his or her personal well-being. After contacting an officer, the student should explain his or her concerns. We do not provide vehicle escorts but will walk you to your on-campus destination. Please be patient if an officer cannot accompany you immediately. You may call the Campus Police at one of the following numbers for assistance.

- Warwick: 401-825-2109
- Providence: 401-455-6050
- Lincoln: 401-333-7035
- Newport: 401-851-1620

ID CARDS
All students enrolled in CCRI are required to obtain a student ID card through Student Services. Student IDs are necessary for library, computer lab and field house usage. To receive a student ID, students must present their driver’s license or state ID along with their current CCRI schedule. A detailed schedule can be obtained through MyCCRI bearing the student’s ID number. There is no charge for the first ID card. Reprints for any reason are $5 for students and $25 for faculty and staff.

LOST AND FOUND
Campus Police handles all lost and found property. Students who find any items including textbooks, handbags, clothing, eyeglasses, etc., should bring the items to the Campus Police office on the campus where the item was found so an attempt can be made to locate the owner. Students also are encouraged to go to the Campus Police office to check for their lost items and file a report. Whenever claiming property, students must provide proper identification.
**PARKING POLICY**

These regulations have been established for the control of parking on the campuses of the Community College of Rhode Island. These regulations apply to students, faculty, staff and visitors to the campus.

1. **General Provisions**
   - Parking on campus throughout the year, including break periods, is only allowed between the hours of 6 a.m. and 10 p.m. Monday through Friday.
   - All vehicles operated and parked on college property by students, faculty and staff must be registered.
   - Faculty and staff must affix parking permits to the lower right of the vehicle’s rear window; they must be clearly visible from the rear of the vehicle.
   - The registration of a vehicle on campus does not guarantee a parking place, but affords the registrant an opportunity to park in authorized parking areas when parking space is available. To take advantage of campus parking, students, faculty and staff agree to park in appropriate, designated areas.
   - Campus Police are responsible for the administration and enforcement of these regulations and may impose traffic control restrictions as required.
   - Conference parking, special events parking and all temporary parking requirements of the college are to be scheduled in writing and approved through Campus Police by the college sponsor or host.
   - All vehicles must display current motor vehicle registration.
   - Infractions of these parking regulations are the responsibility of the owner who registered the vehicle.
   - Faculty and staff with a registered vehicle who need to operate a different vehicle temporarily must secure a temporary permit at no charge from the Campus Police.
   - Replacement of lost faculty or staff ID cards for the faculty/staff parking area at the Knight Campus will cost $25.
   - The college is not responsible for losses due to theft or damage to vehicles while on college-owned property.
   - Students may only park in the designated student lots. They may not park in visitor spaces or in faculty or staff lots.

2. **Visitors**

   **Knight Campus**
   - One-hour (maximum) parking is provided for anyone needing to access the Student Services area (i.e. Bursar, Enrollment Services, registration, etc.) in the short-term parking located at the north entrance of the building. All other students, faculty and staff are not permitted to use this lot at any time. This lot, however, may be restricted by the Campus Police for officially sanctioned college events with proper notification and reservation with the Campus Police.
   - Visitors will park only in designated areas or the large student lot.

   **Flanagan Campus**
   - Visitors will park in the designated visitor spaces in the faculty/staff lot adjacent to the administrator parking area.

   **Liston and Newport County campuses**
   - Students and visitors will park in the large designated student parking areas.

3. **Regulations and Violations**

   The following constitute parking violations:
   - Parking in fire lanes
   - Parking in handicapped, reserved, loading or visitors’ spaces without a proper permit
   - Parking in a lot without a proper and current permit
   - Parking on the grass, unless authorized by Campus Police
   - Parking in violation of a posted sign
   - Obstructing other vehicles or traffic
   - Taking more than one parking space or failure to park within lines and designated spaces
Students may park only in the designated student lots. Faculty and staff must display a current parking permit properly and park in their designated lots. Campus Police officers enforce all parking and traffic laws as well as all other laws as permitted in the General Laws of the State of Rhode Island.

4. Tow and Parking Penalties
The following are penalties:

- Parking in fire lanes: $85 plus towing at owner’s expense
- Parking in handicapped spaces: Penalty for the first offense is $100, which increases with each subsequent violation.
- Misuse of handicap passes/placards: $125
- Parking in reserved areas, loading areas or the short-term lot: $85
- Obstructing other vehicles or traffic: $85 plus towing at owner’s expense
- Parking in a lot without proper permit: $85
- Parking on the grass: $85
- Parking in violation of a posted sign: $85
- Taking more than one parking space: $85

Fines are payable within 10 calendar days of the offense. Payments should be made as instructed on the parking ticket. Students who fail to remit fines will be issued a summons to appear before the Rhode Island Traffic Tribunal. Failure by students, faculty and staff to remit fines or the repeated violation of parking regulations may result in the loss of parking privileges. Failure to remit fines will result in the loss of the vehicle owner’s registration and suspension of driver’s license as mandated in the General Laws of the State of Rhode Island.

Unauthorized vehicles parked on campus, vehicles parked in fire lanes, vehicles illegally parked in handicapped, reserved, loading, short-term parking or visitors’ spaces, vehicles that are immobilized, obstruct traffic or impede the normal functions of the college are subject to towing at the owner’s or operator’s expense.

Students, faculty and staff with two unpaid parking fines who incur a fine for a third parking violation are subject to revocation of their parking privileges, towing or other penalty.

5. Appeals
Tickets for parking violations may be appealed by checking “Not Guilty” on the ticket and mailing the document to the indicated address. The Rhode Island Traffic Tribunal will subsequently issue a summons to appear before the Rhode Island Traffic Tribunal, where the individual can plead his or her innocence.

All questions regarding parking regulations should be addressed to the chief of Campus Police.

PREGNANT AND PARENTING STUDENTS
The college is dedicated to all students’ academic, personal and professional success. We will work with you to find appropriate ways when available to support you to the extent your academics and involvement in other college-sponsored activities and program may be affected by your pregnancy and childbirth. You may be entitled to adjustments when reasonably available such as:

- A larger desk, elevator access, or the ability to make frequent trips to the restroom when necessary.
- Excused absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
- The ability to return to the same academic and extracurricular status as before your pregnancy leave began, which should include the giving you the opportunity to make up any work missed while you were out.
- The ability to submit work after a deadline you missed because of pregnancy or childbirth.
- The ability to make up participation or attendance points missed due to being absent because of pregnancy or childbirth.
Helpful Tips for Pregnant and Parenting Students:
- Ask for help. Speak with a counselor, adviser or the dean of students to understand what supports may be available.
- Pursuant to the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy, unlawful discrimination based on pregnancy and parenting status is prohibited.

To request an accommodation due to pregnancy related conditions, contact the Disability Services for Students Office on your respective campus. To report concerns or complaints to the college’s Title IX coordinator, Elizabeth Canning, (401)-825-1230, ehcanning@ccri.edu.

Services for Parenting Students

Children on Campus
Children (or any unregistered person) are not allowed in classrooms or labs; however, parenting students may have their minor children with them while conducting business on campus or while attending events or other activities. Minor children must be accompanied by a parent, legal guardian or other responsible adult at least 18 years or older at all times. Children under 6 years of age who need adult assistance in restrooms or locker rooms should use the restroom that the parent or guardian adult would choose.

Changing Stations
Most restrooms include changing stations for your use. Restrooms with changing stations are indicated on the campus maps.

Babysitting
CCRI does not offer babysitting services on site. A list of local, licensed day care providers can be provided

Lactation Rooms
Nursing mothers may sign up to use lactation rooms on campus. CCRI has a stand-alone lactation room at the Knight, Flanagan and Newport County campuses. Rules for using the lactation rooms are located on the wall in each room and can be found online at www.ccri.edu/doss/deanstudents/rules.

To sign up to use the lactation rooms, please email genderequity@ccri.edu. You will be placed on an access list or given a temporary card for door access.

RECOGNITION OF STUDENT ORGANIZATIONS
Groups of students may come together around a common purpose or activity under the auspices of the community college. These student groups must be recognized by the college in order to operate on campus and use the name Community College of Rhode Island or CCRI. Student groups may be sponsored by Student Government or, if appropriate, chartered with the Dean of Students Office if determined to be a necessary component of campus life. Participation in student groups requires active enrollment status and leadership in a student group also requires a minimum GPA of 2.5. Student groups may establish additional participation requirements; however, they may not establish requirements that violate the college’s nondiscrimination policy.

Recognition is a privilege granted by the college and can be revoked if the group does not conduct themselves according to college policies and the Student Code of Conduct. Recognition confers the following privileges:
- Use of “Community College of Rhode Island” in the group’s name and materials.
- The opportunity to request funding from Student Activities Fees.
- The ability to reserve campus facilities and hold events and activities on campus.
To apply for recognition, a group must:

- Have a purpose and identity that is not duplicative of other groups on that campus. Groups that wish to establish a presence on a campus that is similar or identical to that of a group on a different campus must work with that group as part of the application process.
- Secure the commitment of a full-time faculty member or staff member who agrees to serve as the group’s adviser, observe and enforce college policies and procedures and to participate in regular adviser training.
- Establish the group’s initial leadership, minimally a president and treasurer, who have the minimum student leader required GPA of 2.5 and who are not on academic or disciplinary probation.
- Compile a roster of at least eight (8) additional students who are committed to being members of the group for a total of ten (10) founding members.
- Develop a constitution for your group using the templates available from the Office of Student Life and submit for review.
- Once all of the above is done, petition your campus Student Senate for its support.

If your campus Student Senate supports your recognition, the president of your campus Student Government will present your request for formal recognition as a club to the dean of students after a period of no less than one semester and no greater than two semesters. During this conditional period, the student group is supported by its campus Student Government as it establishes itself, organizes and holds initial events, though it will lack a vote in the campus Student Senate.

Faculty- or staff-driven programs for students that do not qualify for status as a club but believe that they have a compelling purpose that would contribute to the quality of student life may petition the dean of students for recognition as a sponsored program. Athletic and academic organizations that are managed by a department or carry a considerable co-curricular component may not be sponsored by Student Government and must be organized through the Dean of Students Office. This carries most of the privileges of becoming a recognized club, less a reserved seat in the campus Student Senate.

**STUDENT GOVERNMENT**

The Community College of Rhode Island recognizes the right of students to associate and form an autonomous student government association under the umbrella of the Community College of Rhode Island. To that end, the community college grants the following limited privileges to student government that are subject to, and under the supervision of, the Vice President of Student Affairs and/or her designees.

- The right and responsibility to negotiate and adhere to a constitution which, upon approval of the vice president of Student Affairs, shall serve as an agreement between the community college and Student Government on how Student Government will operate and that will delineate the boundaries of Student Government’s authority within the community college.
- The right and responsibility to elect officers on each campus to officially represent the students of the community college.
- The right and responsibility to appoint students to college committees and boards where students have seats.
- The right and responsibility to allocate student office and storage space designated as student space by the college within the parameters of the Student Conduct Code in collaboration with Student Affairs.
- The right and responsibility to prudently manage and allocate appropriated student activities fees for the benefit of all students regardless of class, status, program or any other categorization in accordance with state accounting and purchasing guidelines and in collaboration with Student Affairs.
- The right and responsibility to advocate on behalf of students for the improvement of the student experience in and out of the classroom.

The rights and responsibilities delegated to the student government association may be revoked by the community college if rights are abused or responsibilities are not met, including the violation of college policies. The community
college has established staff positions in the Division of Student Affairs to facilitate the activities and operations of Student Government and other student groups.

**STUDENTS WITH DISABILITIES**

CCRI is dedicated to all students’ academic, personal and professional success. The college recognizes disability as a form of diversity that strengthens and enriches the campus communities and is committed to creating an educational environment that is supportive, accepting and accessible to all students. The Community College of Rhode Island will not deny admission to or otherwise unlawfully discriminate against a qualified applicant solely on the basis of disability. In addition, no otherwise qualified student with a disability shall be denied the opportunity to participate in or benefit from an aid, benefit or service offered by the college.

To receive support services, students with disabilities must self-identify with the Disability Services for Students (DSS) Office on the CCRI campus they attend and provide the DSS office with current and appropriate documentation of the disability that supports the need for the accommodations requested. CCRI will make modifications to academic requirements where appropriate and provide the necessary reasonable accommodations to ensure accessibility. The institution cannot, however, make modifications that would substantially change the essential elements of a curriculum. While striving to meet the individual needs of all students, CCRI reserves the right to set and maintain standards for academic performance and personal conduct.

CCRI prohibits unlawful discrimination based on disability. Any individual who believes that he or she has been discriminated against based on disability by a student should report the matter to Dean of Students Michael Cunningham, 401-825-2173, deanofstudents@ccri.edu. Those who believe that they have been discriminated against based on disability by a faculty or staff member should report the matter to the Director of Institutional Equity and Title IX Coordinator Elizabeth Canning, 401-825-1230, ehcanning@ccri.edu.

**TEXTBOOKS**

To assist Campus Police in returning lost textbooks, students should record some identification or contact information or in the book. Please note: Students should confirm they have purchased the correct textbooks before recording any information in the book.

**TRAFFIC ACCIDENTS**

All traffic accidents that occur on campus must be reported to the Campus Police as soon as possible. Police officers patrol the campus on foot and with patrol vehicles and should be summoned to the scene of any accident. A report to police will allow the officers to call for the assistance of rescue, fire and additional police personnel. Any person who leaves the scene and fails to report an accident will be subject to the same penalties under Rhode Island Motor Vehicle Laws and will be referred to the Office of the Vice president for Student Affairs.

**VETERAN SERVICES OFFICE**

The Community College of Rhode Island prides itself on its commitment to veterans who aspire to attain a higher education. CCRI recognizes the challenges veterans may face while applying for educational benefits and transitioning from the role of service member to student.

In collaboration with the Department of Veteran Affairs, a Veteran Services Office (VSO) has been established at all four main campuses. The VSO is staffed by veterans utilizing VA educational benefits and are available to assist service members, veterans, and their families. The Veteran Services Coordinator is Patrick Elkins, 401-825-2281, Room 0034, Knight Campus. The certifying official is Deborah Holmes, 401-825-2003, Room 0036, Knight Campus. A Veterans Affairs Vet Success counselor is also available at the Liston and Knight campuses for appointments.
In accordance with federal law, the CCRI financial aid office complies with the Civil Service Relief Act (CSRA) to service members on active duty to ease financial burden in regards to loans and repayment.

Rhode Island Army and Air National Guardsmen are eligible for Rhode Island’s State Tuition Assistance Program (STAP), a tuition fee waiver for up to five classes per semester at Rhode Island state institutions (CCRI, URI and RIC). Books and non-tuition fees are the responsibility of the service member. At CCRI classes must be toward a certificate or associate degree. A state tuition exemption waiver or (STEP) falls under the same guidelines as the STAP but is intended for summer courses. These waivers must be obtained and signed at your National Guard educational office and submitted to the Bursar’s Office. The STAP and STEP waivers can be used in conjunction with VA educational benefits.

Rhode Island Army National Guard Education Office
Command Readiness Center
645 New London Ave.
Cranston, RI 02920

Rhode Island Air National Guard Education Office
RI Air National Guard
1 Hercules Drive
North Kingstown, RI 02852

Because a veteran is utilizing his or her educational benefits does not mean that he or she is exempt from utilizing the Free Application for Financial Student Aid (FAFSA). Veterans and service members in need of financial assistance are encouraged to file for financial aid. The Pell Grant and Stafford loans offered can be used in conjunction with all other veteran benefits.

A Disabled American Veteran (DAV) Waiver is available to veterans with a minimum 10 percent service-connected rating who reside in the state of Rhode Island. The DAV waiver is intended to waive tuition with recently dated evidence of the disability. Evidence of the disability and printed conformation of FAFSA is to be submitted to the Bursar’s Office.

In accordance with R.I. General Laws, combat veterans who received an honorable discharge are eligible for priority registration. Priority registration allows those eligible to select their courses two weeks prior to the general student population. Proof of combat status is required in the form of a DD214 and is to be submitted to the veteran certifying official at enrollment services four weeks prior to the normal registration date. Service members currently serving who do not have a DD214 must present award citation and copy of deployment orders that demonstrate service in combat.

At the time of its printing, the information contained in this handbook was accurate and complete to the best of the knowledge of CCRI faculty and staff. Please be advised, however, that the college reserves the right to make changes it deems necessary at any time to the policies included herein, without notice or obligation. Students should check the official CCRI website, www.ccri.edu/advising/new_students/student_handbook for the most up-to-date, accurate information on any matters described in this handbook.