



Definition of an Educated Person

The New England Institute of Technology philosophy of education, described in the NEIT catalog in the section "Educational Philosophy," is embraced firmly by faculty and staff. This philosophy is guided and sustained by the NEIT Statement of Mission and Objectives. It is intrinsic to the culture of th



The faculty strive to instill in their students the belief that knowledge coupled with experience leads to wisdom, and that education does not end with a degree, but continues throughout one's lifetime. In the process, NEIT graduates may discover the joy to be found in learning, the hallmark of an educated person.

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| Student Conduct Policy | See page 60 |
| Student Health Insurance | See page 69 |
| Title IX Reporting, Investigation and | |

For Information or Concerns, Contact:*

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| Absence from School | Instructor/Student Advisor/Student Success Coordinator |
| Academic Dismissal | Office of Teaching and Learning/Student Advisor |
| Academic Policies | Office of Teaching and Learning |
| Academic Support-Tutoring..... | Academic Skills Center |
| Accidents | Instructor/Fiscal Office (Business Office-after hours**) |
| Accident Insurance | Fiscal Office (Business Office - after hours**) |
| Accommodations (requests for the classroom) | Student Advisor/Student Success Coordinator |
| Accommodations (requests for the residence hall) | Student Advisor |
| Adding Courses | Registrar's Office/Student Advisor/Student Success Coordinator |
| Administrative Names and Titles | NEIT Catalog |
| Alcohol Concerns..... | Student Advisor/Student Success Coordinator/Counselor |
| Apparel (NEIT)..... | Bookstore |
| Books | Bookstore |
| Calendar, Student | Student Website/Student Advisor/Student Success Coordinator |
| Catalog (NEIT)..... | www.neit.edu |

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| Course Descriptions | NEIT Catalog/Web for Students |
| Course Overload | Department Chair |
| COVID Related Questions or Concerns | Email NEITracing@neit.edu |
| Credits Toward Graduation | Student Advisor/Student Success Coordinator |
| Credits, Transfer | Office of Teaching and Learning |
| Criminal Actions (Reporting) | Department of Public Safety |
| Curriculum Changes | Student Advisor/Student Success Coordinator |
| Curriculum Information | NEIT Catalog/Web for Students/Student Advisor/Student Success Coordinator |
| Degree Audit | Student Advisor/Student Success Coordinator |
| Degree Eligibility | Student Advisor/Student Success Coordinator |
| Degree Requirements | Web for Students/NEIT Catalog/Student Advisor/Student Success Coordinator |
| Disability Services | Student Advisor/Student Success Coordinator |
| Dropping Courses | Student Advisor/Student Success Coordinator |
| Drug Concerns | Student Advisor/Student Success Coordinator/ Department of Public Safety |
| Emergencies | 911/Department of Public Safety |
| Employment, University Work Study | Financial Aid Office |
| Employment, Full- and Part -Time | Career Services Office |
| English Tutoring | Academic Skills Center |
| English-as-a-Second Language | Academic Skills Center |
| Enrollment Verification | Registrar's Office/Web for Students |
| Emergency Evacuation Information | Posted in Classrooms and Labs |
| Esports | Office of Student Activities |
| Evening Information | Business Office/Admissions Office |
| Faculty (to contact) | Office of Teaching and Learning |
| Faculty Names and Titles | NEIT Catalog/Office of Teaching and Learning |
| Failure of Courses | Student Advisor/Student Success Coordinator |
| Fees | Student Accounts Department |
| Financial Aid | Financial Aid Office |
| First Aid | Instructor/Department of Public Safety |
| Fitness Center Information | Fitness Center/Student Website |

Grades, Questions Regarding Instructor/Registrar's Office
Graduation..... Student Advisor/Student Success Coordinator/Career Services
Grants Financial Aid Office
Health Insurance (Resident Students, International Students) Student Accounts Department
Honors Registrar's Office
Honor Societies Office of Teaching and Learning
Housing Assistance (Off-campus)..... Office of Residence Life
Housing Assistance (On-campus)..... Office of Residence Life
I.D. Cards Department of Public Safety
Immunization Information Admissions O

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| Sexual Harassment, Sexual Assault | Title IX Coordinator |
| Student Advisory Council | Office of Student Activities |
| Student Activities | Office of Student Activities |
| Student Records..... | Registrar's Office |
| Study Skills..... | Academic Skills Center |
| Suggestions..... | Student Suggestion Box on Student Website |
| Textbooks | Bookstore/Library |
| Time Management Skills..... | Academic Skills Center |
| Transcripts | Registrar's Office |
| Transfer of Credit-Earned at Other Institutions | Office of Teaching and Learning |
| Transfer to Another Academic Program | Student Advisor/Student Success Coordinator |
| Transportation | Department of Public Safety |
| Tuition Payment Questions/Problems..... | Student Accounts Department |
| Tutoring. | Instructor/Academic Skills Center |
| Vending Machines..... | See Page 90 |
| Veterans Affairs | Financial Aid Office |
| WiFi Issues | Help Desk |
| Withdrawal from a Course | Student Advisor/Student Success Coordinator |
| Work Study Positions | Financial Aid Office |
| Writing Skills..... | Student Advisor/Student Success Coordinator |

Academic Skills Center

LOCATION

East Greenwich Campus: S103
(401) 739-5000 Ext. 3416, lperentin@neit.edu

HOURS*

Hours of operation vary depending on the time of year.
Students can visit <https://neit.instructure.com/courses/47139> for hours and other helpful resources.

WHAT SERVICES ARE OFFERED:

The Academic Skills Center provides a wide range of individualized services on a free, walk-in basis for all students, including:

- Dedicated, professional tutors from “real world” backgrounds with years of teaching experience
- Personalized attention and instruction based on the individual needs and learning styles of each student
- Tutoring in writing, reading, research, oral communications, study skills, math, science, physics, and specialty areas, such as nursing and respiratory care
- Online tutoring is available through the Writing Center for students in undergraduate and graduate programs
- Pre-college courses in reading, writing, and math to help students prepare for the academic requirements of their associate and bachelor’s degree programs
- One-credit enrichment courses for students who want to improve their academic performance, including:
 - Maximize Your Memory Skills
 - Academic Skill Building
 - Information Literacy
 - Communication Skills
- Assessment and Placement of incoming students

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LOCATION

East Greenwich Campus: N104
(401) 739-5000 Ext. 3427, mpaiva@neit.edu
Bookstore.neit.edu

TEXTBOOK RETURN POLICY

Textbooks may only be returned if they meet the following criteria:

Reason for Return

Textbooks purchased at NEIT are eligible for return only if a student drops a course within the first two weeks of the term.

Time Limitations

To be eligible for return credit, textbooks must be presented at the NEIT Bookstore by the end of the second week of a new class start. The books must have been purchased no earlier than two weeks prior to the date of the same new class start.

Documentation Required

The student must present both the original sales receipt and a copy of the drop slip in order to receive credit for a returned textbook.

Physical Condition/ Amount of Credit:

Textbooks must be returned in "saleable" condition as determined at the discretion of NEIT Bookstore personnel. Books which are returned containing markings, writing, folded pages, or any other damage that could affect the appearance or content of the books can only be resold as "USED" textbooks, and will be eligible for credit equal to 50% of the cost of the same NEW textbook.

If your textbook was purchased as a USED book, and if it remains in saleable condition upon return, it will be credited at 50% of the cost of the same NEW textbook.

Refund Exclusions

Kits, software, calculators, and meters are not returnable for credit.

NOTE: If your books, or your situation, do not qualify for Return Credit under this policy, you may still be able to obtain some amount of credit for your textbooks as part of the Used Book Buyback Program. The criteria for eligibility under the Used Book Buyback Program (and the amount paid for the book) is determined by an

independent contractor who operates the program at NEIT during the first fo50 12 Tf 22 TL T*[Doc16(l.)B(10.04(-)-9.99023(i)-9.98535(p)-9.98535(-)-9.99023(i)-9.9a)-9.9

Career Services Office

LOCATION

East Greenwich Campus: S104
(401) 739-5000 Ext. 3458, pblakemore@neit.edu

HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

Appointments are recommended and are required for evening appointments.

WHAT SERVICES ARE OFFERED

The Career Services staff assists students in acquiring the skills they need to conduct an effective job search. In addition, the Career Services Office circulates the resumes of graduates to employers who are seeking candidates with technical skills. The Career Services Office also provides

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Blue Light Emergency Telephones

Blue Light Emergency telephones are strategically placed throughout the East Greenwich campus. These phones automatically contact the NEIT DPS Communications Center and indicate the caller's exact location.

The emergency telephones are illuminated by blue lights mak'

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Financial Aid Office

LOCATION

East Greenwich Campus: N110
(401) 739-5000 Ext. 3354, financialaid@neit.edu

HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m. Friday, 8:30 a.m. to 4:00 p.m.

WHAT SERVICES ARE OFFERED

The Financial Aid Office assists students in applying for financial aid from federal, institutional and state financial aid programs. Financial aid at New England Institute of Technology is available through various sources:

- Grants and scholarship programs
- Federal Direct Student Loans
- Federal Work-Study program
- Institutional payment plan
- Private educational loans

Most federal student aid is based on financial need, defined as the difference between your cost of education

The Harry & Dorothy Labinger Fitness Center

LOCATION

East Greenwich Campus: N260
Ext.

HOURS

Check the Student Website (Student Life tab, click Fitness and Recreation) for the Fitness Center hours.

The Harry & Dorothy Labinger Fitness Center is an 8,000-sq. ft. facility featuring a group exercise studio, locker rooms with showers, a combination of aerobic and fitness equipment, and a weight area. The Fitness Center overlooks the patios and the campus green.

The Center also contains some of the most current equipment in the fitness industry, including: rowers, treadmills, ellipticals, ascent trainers, bikes (spin, upright and .00757(-3.8911(a(t arh)4..891e4t), cli arh)4..891e48(t)217gs91e48(T91e48(t)217gs91e48864(, ahcCnk multi sJ -2117)1

Library & Information Commons

LOCATION

East Greenwich Campus: S105
(401) 739-5000 Ext. 3578 or 3472, ryork@neit.edu or ill@neit.edu

HOURS

Monday through Friday, 8:00 a.m. to 4:00 p.m.*

Saturdays 8:00 a.m. to 2:00 p.m.

*See website, <https://library.neit.edu>, for more information.

WHAT SERVICES ARE OFFERED

- Library resources include print and online books, print and online periodicals, media, databases and web resources.
- The Library website, library.neit.edu, is searchable by keyword and provides access to the online catalog, full-text periodical databases, research tools, publications, videos, and tutorials.
- Librarians offer instruction on research skills, how to use periodical databases and effectively select and cite resources for research, both in person and virtually.
- Library materials not available in the NEIT Library can be obtained through interlibrary loan.

Also available:

- 10 group study/meeting rooms of varying sizes (containing 53 seats)
- 2 Media:Scape high-tech collaborative meeting rooms
- A library instruction classroom (S111) with 27 computers
- 48 additional computers and wireless Internet throughout the Library
- New book and current periodicals display area with lounge seating
- A media room with a TV/DVD and TV/VCR

The Feinstein Enriching America Program Office

Located in the Library and Information Commons in Room S105F.

Carolyn Taylor, M.Ed., Coordinator/Instructor, 401-739-5000 x3352, ctaylor@neit.edu Office hours are by appointment.

Office of Residence Life

LOCATION

Residence Hall: Office 153

HOURS

(401) 739-5000 Ext. 3560, reslife@neit.edu
Monday through Friday, 9:00 a.m. to 4:00 p.m.

RESIDENCE LIFE MISSION STATEMENT

The Office of Residence Life works to create an atmosphere for its diverse community that supports academic learning, encourages individual student growth, and fosters a community where all students feel welcomed and included. The living environment in the residence hall is one that requires the civility, integrity, and cooperation of every member of the community, where the needs of the individual student are balanced with the common good. The Residence

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Office of Student Activities

LOCATION

East Greenwich Campus: Office S120B
(401) 739-5000 Ext. 3565, mhague@neit.edu

HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.
Student Activities staff are also available during scheduled evening student activities.

WHAT SERVICES ARE OFFERED

- The Office of Student Activities (OSA) coordinates a variety of student activities and events for our students, including some evening and weekend activities, and assists with identifying leadership development opportunities.
- OSA serves as a resource for NEIT student clubs.
- OSA helps to match students with volunteer assignments for NEIT events, such as Commencement, Tech Nites, and New Student Orientations.
- A listing of student activities appears on <https://student.neit.edu>, click on Student Life.

STUDENT CLUBS

NEIT offers a variety of student clubs that are I-9.99023(d)-9.98535(e)-105 Tm (535(u)-10.0146(rc((C)1.01563(n)-10.0146(h)-10(h)-10.003.443TJ 235.602 0 Td (.98535(u)

NEIT's esports programs off



Office of Student Support Services (OSSS)

LOCATION

East Greenwich Campus: N201
401-780-4116, studentservices@neit.edu

Post Road Campus: CT 235
401-780-4116, studentservices@neit.edu

Access Road Campus: AC 202A
401-780-4116, studentservices@neit.edu

HOURS*

Office hours for the East Greenwich campus:
Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

Office hours for the Access Road campus:
Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

Office hours for the Post Road campus: Call the Office of Student Support Services at 401-480-4116.

Student Success Office (SSO)

LOCATION

East Greenwich Campus: N201
401-739-5000, ext. 3441/3558, jzaino@neit.edu

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Monday through Friday 8:00 a.m. to 4:00 p.m.

Appointments outside of these hours are available upon request.

WHAT SERVICES ARE OFFERED THROUGH OSSS AND WHA m8

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for a degree audit to monitor progress toward a timely degree completion. During the degree audit, the Student Advisor or the Student Success Coordinator will review which courses the student has completed, determine which courses remain for the student's program and discuss when to take the remaining courses.

- Students are urged to contact this office when experiencing difficulties with their course work or encountering problems that interfere with the successful completion of their programs.
- Students with disabilities who wish to request accommodations must self-identify, communicate their needs to their Student Advisor or Student Success Coordinator, and provide current and comprehensive documentation concerning the nature and extent of their disability. The documentation must include a specific diagnosis and describe the functional limitations of the condition, particularly as it may affect participation/performance in courses, programs, services, and activities at NEIT. Because course requirements can vary greatly, students must communicate their needs to their Student Advisor or Student Success Coordinator and request accommodations each term. Accommodations cannot be granted retroactively. Please see the full policy "Accommodations Requests for Students with Disabilities" in the University Policies and Procedures section of this Handbook.

STUDENT ADVISING

- Student Advisors and the Student Success Coordinator are available to help students with problems that may affect their ability to be successful in their academi"

RE-ENROLLMENT

Students who must miss a term should plan to resume classes as soon as possible by contacting the Re-Enrollment Coordinator at 401-780-4158. At the time of re-enrollment, the student's academic record will be reviewed to evaluate the relevancy of the student's completed courses and to determine if the student meets, as applicable, the academic requirements for the program in which the student is re-enrolling.

Office of Teaching and Learning

LOCATION

East Greenwich Campus: S320
(401) 739-5000 Ext. 3438, OTL@neit.edu

HOURS

Monday through Thursday, 8:30 a.m. to 4:30 p.m.
Friday, 8:30 a.m. to 4:00 p.m.

WHAT SERVICES ARE OFFERED?

The Office of Teaching and Learning oversees all academic aspects of the university. It is responsible for faculty, curricula, program development, academic records and policies, library resources, academic services, and graduation requirements. Academic policies are published in the NEIT Catalog and the Student Handbook; both can be found on the student website at <https://students.neit.edu> (Campus Information tab).

THE OFFICE OF TEACHING AND LEARNING OVERSEES:

- Acadt ch t01011(VERSEES)446(t)-8413(c)-10.:/a t834 oro

Student Accounts Department

LOCATION

East Greenwich Campus: N119
(401) 739-5000 Ext. 3406, stuaccounts@neit.edu

HOURS

Monday through Thursday, 8:00 a.m. to 4:30 p.m.
Friday, 8:00 a.m. to 4:00 p.m.

WHAT SERVICES ARE OFFERED?

The Student Accounts Department oversees tuition pay

Throughout a student's academic experience at New England Institute of Technology, they will have the opportunity to learn, research, participate, and share experiences in online and on-ground courses. Many of the courses require testing, writing, and communication skills to assess meeting the course and program outcomes of learning. The Academic Integrity Policy of the university is written to ensure that each student's own work and others' is protected, and that students receive the greatest benefit from their educational experiences. Our collective goal is to maintain the highest standard of integrity and excellence, as we learn about ethical practices in professional work settings.

Academic dishonesty is prohibited in any form here at the university. Academic dishonesty includes but is not limited to cheating, fabrication, facilitation of dishonest actions, plagiarism, and improper use of one's own work or use of a non-approved AI generative tool.

- Cheating—intentional use or attempted use of deception as one's academic work;
- Fabrication—intentional falsification and/or invention of any information or citation;
- Facilitating dishonesty—intentionally working with others to commit an act of dishonesty;
- Plagiarism—failing to credit the work of others, copying and pasting materials from the web or another student, or using an author's words/work as one's own, even if the source citation is provided;
- Improper use of one's own work—the unauthorized act of submitting work for a course that includes work done for previous courses and/or projects as though the work in question were newly done for the present course/project.
- Use of non-approved artificial intelligent tools/ChatGPT, improperly referencing the use of *approved AI tools are acts of academic dishonesty.

Any project, paper, or examination is expected to be the student's own work, and in the student's own words. Willful academic dishonesty (specific examples include but are not limited to: copying and pasting materials from online sources with or without proper citation, unapproved AI use; copying another student's work or allowing one's own work to be copied; using notes, books, or electronic devices during assessments without the instructor's advanced permission to the entire class; presenting information or images copied from a book, journal, or online source as one's own; or using instructors' test banks) will not be tolerated. Attempts to engage in any of the conduct described above or the facilitation of any of this conduct by another individual will be treated as conduct constituting academic dishonesty for purposes of this policy.*

*Approved use of AI tools must be properly documented and cited to abide within university policies on Academic Integrity Policy. You are to cite all referenced materials following the APA guidelines, and other required citation formats. For questions and assistance use the Academic Skills Center for writing help or speak with your faculty.

Notwithstanding, a student with a disability may be permitted to use notes, books, or electronic devices during assessments if the course instructor has been informed by the 504 Coordinator that the use qualifies as a reasonable accommodation for that student based on a diagnosed disability as long as the accommodation does not affect the academic integrity of the course as determined by NEIT.

All faculty at NEIT are requested to enable the plagiarism checking tool, TurnItIn, for major writing assignments.



The instructor reserves the right to submit any student submission to TurnItIn. By taking a course, the student



instructor and Department Chair, will determine an appropriate disciplinary action. The student and the student's Department Chair will be notified of the incident and resulting disciplinary action. More than one reported level II incident may result in academic suspension or dismissal.

If a student suspects academic dishonesty, they should contact their chair for further guidance.

ACADEMIC PROBATION

Academic probation is a provisional status given to a student who is not meeting the university's requirements for academic achievement. A student who does not meet the university's requirements for academic achievement (see "Required Levels of Achievement") will be placed on academic probation. A student who is placed on probation must meet with a Student Advisor or Student Success Coach to discuss academic challenges and develop a plan to become academically successful.



an appeals meeting. After the student meets with the committee, the committee will make its recommendation to the Provost. The student will be notified in writing by the Provost of the appeal decision. The Provost's determination is final.

Undergraduate students may not take more than 19 credits during their first probationary term and not more than 16 credits during their second probationary ter



PR Portfolio review credit awarded after assessment of student life experience portfolio.

TR Transfer credit from another accredited postsecondary institution.

ADMISSION Q DEGREE OGA

See the NEIT catalog on the Student Website (Campus Info Tab) for information about admission to NEIT's bachelor's and graduate degree programs.

AUDIT GAO

Students may choose to register for classes on an audit basis when space is available in the class (laboratory, doctoral and online courses may not be audited). No credit or grade is earned for an audited course, but it will be recorded on the student's academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements and does not have an impact on GPA calculation. The academic work required in an audit situation is at the discretion of the course's instructor.

Students who are auditing a class are not eligible to receive financial aid for that class.

Satisfactory academic progress may be impacted if the student is registered for a class as an audit but then subsequently withdraws from the audited class. If this change causes the student to complete less than the required pace completion, the student will fail to meet the pace standard. Audited classes do impact a student's maximum time frame as they are considered attempted hours.

Interested students must meet with the Student Advisor/Student Success Coordinator and Student Accounts to complete a Course Audit Request Form. (Note: Prerequisite course requirements must be completed.)



Audited courses are subject to normal tuition fees, and must be registered by the end of the add/drop period.

CHALLENGE EXAM POLICY OFFERED BASED ON EXERCISE

Department Chairs or the Director of the Academic Skills Center may authorize the administration of Challenge Exams to students for course credit with the following provisions:

1. Term One students may request to take a Challenge Exam prior to the start of a given term, and up to the end of the first week of classes of the course, provided that the student has attended no more than one class session at the time the Challenge Exam is administered.
2. Students in Term Two and beyond must request to take a Challenge Exam prior to the start of the term in which the student is registered for a given course. All Challenge Exams for humanities and social science courses must be taken no later than the end of week 9 of the preceding term.
3. Challenge Exams may only be taken within a student's degree program curriculum, including any technical and required liberal arts electives. Challenge Exams will only be available for those courses that can be adequately assessed by means of a written examination. Any liberal arts courses within the Foreign Language or Arts core areas are ineligible for the challenge process unless it is a required course in the program of study.
4. Challenge Exams may not be taken for any course students have previously attempted at NEIT.
5. The Challenge Exam may be taken only once.



6. The Challenge Exam process is comprehensive of the course content. Students must pass the exam with a minimum of a 73% (C grade) for consideration of course credit. (Some departments may have different requirements. Please check with the Office of Teaching and Learning.)
 7. Challenge credit may not be used to satisfy the university's residency requirement.
 8. A maximum of 30 credits may be accepted through a combination of Challenge Exams and Portfolio Review for students in both the associate and bachelor's degree programs.
 9. A maximum of one course may be accepted as Challenge Exam or Portfolio Review credit for students in the master's degree programs.
 10. Students who place out of MA 105 Basic College Math with Lab or MA 100/110 Introduction to College Math are required to replace those credits with another liberal arts course in the math/science or communications core areas, as appropriate.
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Drop n Add Policy

Drop n Add Policy, Adding Courses

Add Period

Important Information

- Registration opens at 7:00AM on Monday of the 5th week of the current term
- *Intersession registration opens Monday of the 5th week in the spring term
- Courses are available on a first come, first serve basis and fill fast, register early!
- If a course fails to reach a minimum of 10 enrolled students, it is subject to cancellation.

Add Period

Web registration opens at 7 a.m. on Monday of week 5

Students may add classes until 10:00 p.m. of the Sunday prior to the beginning of Week Two of the Term



DEAN'S LIST

At the end of each term, the Registrar's Office publishes a Dean's List for students enrolled in associate and bachelor's degree programs. This list recognizes students who have earned at least 10 matriculating credits and a grade point average (GPA) of at least 3.6. The grades of P, S, U, and W are not considered in the GPA calculation for the Dean's List. Graduates with a cumulative GPA of 3.6 or better are identified as having "Honors" in the commencement program.

ELECTRONIC DEVICE POLICY

It is the policy of New England Institute of Technology that the non-academic use of electronic devices is strictly



G R A D E P O I N T A V E R A G E

Grade Point Averages (GPA) include the attempted credits for successful completion of courses, non-passing grades, incomplete (i.e., grade of I), and repeated courses. Withdrawals (W), are documented on the academic record but do not count toward the GPA.

Audited and remedial coursework are not included in attempted credits or GPA.

Earned credits include:

Successful completion of courses (i.e., grades of A+, A, A-, B+, B, B-, *C+, *C, *C-, *D+, *D are included in the GPA. Transfer credits that are awarded are on the academic record as transfer accepted but are not calculated in the GPA.

Audited and remedial coursework are not included. *Check program specific grade requirements.

Attempted Credit Hours and Successfully Completed Credit Hours:

All credit-bearing courses are calculated into "hours attempted" for financial aid purposes. Courses with passing grades are hours successfully completed (Courses with Grades of F, W, U are not considered as hours successfully completed).

Repeated courses are counted in the "hours attempted" calculation for financial aid purposes.

Course Repeats

When a course is repeated, both grades appear in the transcript. However, only the highest grade is factored into the GPA. Each repeat is considered an attempt.

GPA calculation: A GPA's grade points are computed by multiplying th



term in which the student has registered for the Internship course.

The following policy governs the registration process of the Internship and Clinical/Fieldwork Experience courses.

Registration Policy for Internship or Clinical/Fieldwork Experience Courses

1. A site placement is required prior to registering for either an Internship or Clinical/Fieldwork Experience course. See the department chair for the appropriate form. (Some programs have standard agreements with clinical sites. See the department chair to determine if this applies.) Registration for the course will be blocked until the department chair approves the site placement and notifies the Registrar.
2. Registration for all Internship/Clinical/Fieldwork Experience courses must be completed no later than Saturday of week one of the term.
3. If a placement site has not been secured by the end of week one, the student must register for an alternate course identified by the department chair. The student must register for the alternate course no later than noon on Saturday of week two with a completed Late Add Form. If the student does not register for an alternate course, the student must see the Student Advisor to review his or her current status with Financial Aid and his or her academic progress mapping.

Continuation Policy for Internship or Clinical/Fieldwork Experience Courses

1. Students must submit all course requirements for the Internship or Clinical/Fieldwork Experience course to the course instructor no later than Friday of week 10. Students will receive a grade at the end of the term based on coursework completed.
2. Consistent with NEIT's Change of Grade Policy, students may submit additional coursework through week 2 of the following term for a change of grade. No additional work may be submitted after Friday of week 2.
3. In the event the student needs time past week 2 of the term following the Internship or Clinical/Fieldwork Experience course to complete the course requirements, the student may request the instructor to submit a grade of "In Progress" (IPR). The instructor must submit the request of an IPR to the Registrar by Monday of the break week. If the instructor changes the grade to IPR, the student will be automatically registered for the non-credit Extension course at an additional fee.
4. Students must complete the course requirements for the Extension course by Friday of week 10 of the extension term. When the course is satisfactorily completed, (1) a Satisfactory (S) grade will be given for the Internship Extension course, and (2) the IPR grade for the Internship/Clinical/Fieldwork Experience course will be changed to a passing grade by the course instructor.
5. If the Internship/Clinical/Fieldwork Experience course is not satisfactorily completed, (1) an Unsatisfactory (U) grade will be given for the Extension course and (2) the course instructor will change the IPR grade for



to retake a course for a better grade. Due to the rigor of the five-week courses, students may not take more than two courses during Intersession unless approved by the Office of Teaching and Learning



Department Chairs will review and consider for course credit a Portfolio that describes and authenticates a student's life experience with the following provisions:

1. A Term One student may provide to the Department Chair a Portfolio which describes and authenticates the student's life experience to the Department Chair of the program for any course for which student requests credit. The student's Portfolio may be submitted prior to the start of a given term, but no later than the end of the first week of classes, provided that the student has not attended more than one class session.
2. A student in Term Two and beyond must submit the Portfolio for review prior to the start of the term in which the student is registered for a given course. Portfolios for all humanities and social science courses must be submitted no later than week 9 of the preceding term.
3. A Portfolio may include: the student's resume; job descriptions of previous employment; summaries of non-matriculated courses, workshops, or trainings; certificates of course completion or licensure; military experience; letters of reference; examples of completed projects; papers written; or other documents indicating life experience for a specific course.
4. Portfolio Review credit may only be considered for courses within the student's degree program curriculum, including any technical and required liberal arts electives. Liberal arts courses within the Foreign Language or Arts core areas are ineligible for the Portfolio Review assessment process unless they are required courses in the program of study.
5. Portfolio Review credit may not be requested for any course a student has previously attempted at NEIT.
6. The Department Chair of the course for which a student requests credit will review the Portfolio and make an assessment of life experience equivalency to course credit.
7. Portfolio Review credit may not be used to satisfy the university's residency requirement.
8. A maximum of 30 credits may be accepted through a combination of Portfolio Review and Challenge Exams for students in both the associate and bachelor's degree programs.
9. A maximum of one course will be accepted as either Challenge Exam or Portfolio Review credit for students in the master's degree programs.
10. A student who receives Portfolio Review credit for MA 105 Basic College Math with Lab or MA 110 Introduction to College Math are required to replace those credits with another liberal arts course(s) in the math/science or communications core areas, as appropriate.



END OF FACADE CAC E E E

Any student who does not meet the following standards for end-of-term grade point average and/or for cumulative grade point average will be on probation for the following term:

| Credits Completed | End of term GPA | Cumulative GPA |
|--------------------------------------|-----------------|----------------|
| Undergraduate Degree Programs | | |
| <36 credits completed | 1.0 | 1.7 |
| 36-71 credits completed | 1.0 | 1.8 |
| 72 credits and above | 2.0 | 2.0 |
| Bachelor's Degree Program | 2.0 | 2.0 |
| Master's Degree Program | 3.0 | 3.0 |
| Doctoral Degree Program | 3.0 | 3.0 |

Note: Students should check the Question and Answer document, located in the "Academic Programs" link in Web for Students on <https://students.neit.edu>, for their respective programs to determine specific criteria (e.g., grades and/or cumulative grade point average) necessary to remain in good academic standing in that program.

Additionally, it is the student's responsibility to maintain an awareness of any changes in criteria that would affect a student's enrollment status.

A SFE OF CED O CY

New England Institute of Technology will accept transfer credits from another postsecondary institution, regionally accredited by an agency approved by the Council for Higher Education Accreditation (CHEA), which meet the following conditions:

1. An official transcript from the institution at which the coursework was completed must be submitted to the Enrollment Management Office.
2. The course(s) for which transfer credit is requested are equivalent in both credit hours and content to the theory and/or lab course(s) offered at NEIT. The student may be required to provide college catalog descriptions from the original institution for equivalency to be determined.
3. Coursework in general education not leading to a degree will be evaluated for current relevancy; therefore, math, science, and technical courses must have been completed within 3 years of enrollment at NEIT; all other courses must have been completed within 10 years of enrollment at NEIT.
4. Coursework related to the curriculum in a specific major must be evaluated by the relevant Department Chair.
5. At the discretion of the Department Chair, courses that are not equivalent in both credit hours and content of required courses within an academic major, may be substituted for/accepted as technical electives.
6. A student who has earned an associate degree will be considered to have met all associate-level general education requirements, unless any course(s) are prerequisites to coursework within the academic major.
7. A student who has earned a bachelor's degree will be considered to have met all bachelor-level general education requirements, unless any course(s) are prerequisites to coursework within the academic major.



8. A maximum of 46 quarter (30 semester) transfer credits may be accepted for an associate degree program, 58 quarter (38 semester) transfer credits for an Applied Technical Studies associate degree program, 42 quarter (28 semester) transfer credits for a bachelor's degree program, and 4 quarter (3 semester) transfer credits for a master's degree program. No transfer credits are accepted for doctoral programs.

A further detailed breakdown is provided in Table 1.0, which follows.

Table 1 .0 Transfer credit allocation by source and degree level.

9. The minimum earned grade for undergraduate coursework in a non-health science program is a "C" (73%), or above.
10. The minimum earned grade for undergraduate health science coursework will be held to the grade rules for the degree and program.
11. The minimum earned grade for relevant graduate coursework is a grade of "B" (83%).
12. Transcripts must be received prior to the second class session of any courrogan -107w tnithla

(s)-10.0146(c)-10ath1a



Students may petition the Enrollment Management Office for consideration of special circumstances.

Upon completion of the credit review process, students will receive written notification of the NEIT courses for which transfer credit was accepted.

NEIT reserves the right to refuse admission to any student for any reason other than race, color, religious belief, sex, sexual orientation, gender identity or expression, national origin, age, or disability.

University of Illinois at Chicago

ACCOMMODATIONS AND SERVICES
Policy Statement

To ensure that its programs, activities, and services are accessible to all students, NEIT is committed to providing reasonable accommodations for qualified students with disabilities. Accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an educational program, course or activity. Students in need of accommodations are required to: (a) self-id



- **Clinical sites and fieldwork placements:** Directly to the clinical site or field work placement site. The student should notify their SA, who will assist the student in identifying whom to contact at a clinical site/ field work placement site to request an accommodation.
- **Housing accommodations:** The SA/SSC. Students are advised to provide notice of their disability needs to the SA/SSC well in advance of their arrival to campus (preferably at, or before, the time of their housing application), or in advance of when they will need a specific accommodation, in order to allow time to make necessary and appropriate arrangements. Returning students must request housing accommodations in advance of completing a new housing agreement. Previous accommodations are not automatically extended. The student may be required to submit updated, current and comprehensive documentation concerning the nature and extent of the disability.
- **The use of service or assistance animals:** The student's SA/SSC.
- **All other accommodations:** The student should contact their SA/SSC.

Specific Documentation

A student whose disability is not readily apparent must provide medical documentation of their disability ("documentation") to the SA/SSC. The documentation must include a specific diagnosis and describe the

A O O A D D G A E S Y O C Y



services, programs or activities, or invitees are nor



The fish tank must be kept clean at all times.

The fish tank must be kept in the student's room, and not in a bathroom.

The fish tank must be removed if the student will be away from their room for more than 3 days, unless the student has made arrangements with another student to maintain the fish tank during their absence.

C D E O CA 

NEIT seeks to provide an environment which is conducive to study and work. NEIT classrooms, labs and workspaces, while presenting no practical risk to adu



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

Accordingly, university policies that prohibit the possession, use or distribution of cannabis on universi



disclose without prior written consent. NEIT has designated the following items as Directory Information:

- a) name
- b) address
- c)



- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) · To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) · To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) · Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's bctce



powerless and fearful. Verbal harassment includes conduct such as epithets, insults and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings.

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

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



OFFICE OF AFFAIRS AND STUDENT SERVICES

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

* To report incidences of Title IX Prohibited Conduct (dating violence, domestic violence, sexual assault, stalking, sex discrimination, or sexual harassment), see NEIT's Title IX Reporting, Investigation, and Grievance Procedures below.

Designated Complaint Contact Persons (CCPs):

| CCP | Location | Extension |
|--------------------|---|-----------|
| Danielle Lavendier | Student Support Services, East Greenwich Campus, Rm N201..... | 3336 |
| Lee Peebles | Student Support Services, East Greenwich Campus, Rm N201..... | 3414 |
| Liz Robberson | Student Support Services, East Greenwich Campus, Rm N201..... | 3440 |
| Tim Shirley | Student Support Services, 101 Access Road Campus Bldg. AC, Rm 202E..... | 3421 |
| Kristen Tomlan | Student Support Services, East Greenwich Campus, Rm N201..... | |



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

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

Disciplinary Action or Sanctions: If the CRO determines that there has been a violation of NEIT's Policy Against Unlawful Harassment, Discrimination, or Retaliation, the Executive Vice President, in consultation with such other members of the administrative staff as he/she deems necessary, shall determine appropriate disciplinary action or sanctions to be taken against the respondent. The goal of the disciplinary action or sanctions is to stop the behavior, prevent its recurrence, and remedy its effects. Disciplinary action or sanctions may include, but are not limited to, training, referral to counseling, sanctions listed under NEIT's Student Conduct Policy, warning, reprimand, withholding of a promotion or pay increase, reassignment, suspension from school or from employment without pay, dismissal from NEIT or termination of employment, as NEIT believes appropriate under the circumstances.



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

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

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

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

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

G O S E A C O C Y

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

When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, or stolen property on campus, or in cases otherwise involving some risk of harm, NEIT reserves the right to search an individual's personal belongings that are on NEIT property. Such belongings might include but are not limited to articles of clothing, purses, briefcases, bags, safes, containers, and vehicles. If a personal belonging(s) to be searched is locked inside of an item, the individual is required to open it when directed by a Designated NEIT Official. If the individual refuses to remove a lock from a personal item, and in NEIT's reasonable determination there is an eminent risk of harm, NEIT reserves the right to open the locked item. If there is no eminent risk of harm, NEIT reserves the right to confiscate the item until such time as the matter is resolved. If more than 3 months pass before the matter is resolved due to the individual's lack of cooperation in the matter, NEIT reserves the right to open and/or discard the locked item and its contents. If the locked item is owned by NEIT, such as residence hall furniture and individual lockers, NEIT reserves the right to break the lock to conduct a search. NEIT Designated NEIT officials include Public Safety staff and Residence Life staff (only when the search is within the residence hall).

S O G O C Y

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

Smoking is not permitted in any building on the East Greenwich campus or within 50 feet of any building entrance or exit. Smoking is not permitted on any patio, recreation field, athletic location, or on the green between One New England Tech Blvd and the residence hall. Smoking is not permitted in the residence hall, in



condition. Assemblies that fail to follow this policy may subject participants to disciplinary action up to and including dismissal from NEIT.

STUDENT CONDUCT

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

- That the NEIT community expects high standards of respect, civility, integrity, and responsibility from all of its members (community standards).
- That each student is responsible for their conduct, and that continuation as a student is conditional upon compliance with the requirements expressed or implied in this policy.

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

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

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

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

- Violating NEIT's policies found in the NEIT Student Handbook and Catalog;
- Violating the Alcohol and Drug Policy;
- Violating community standards;
- Possessing weapons;
- Creating a fire hazard/arson;
- Hazing;
- Falsifying information/idec13u546(c13u)-10.0146()-9.99268(rd0l ,12 T5.0159(i)-44HCw0146(t)-20.0098(i)-9.gc966.4703 -17.0402 Td)-9.99268(s)-10.0146(Unautho)-9.9-45(1



- Endangering behavior – behavior that threatens or endangers the health or safety of the community or individuals or creates a reasonable fear that such a result will occur, including but not limited to acts or threats made directly or indirectly by oral or written words, drawings, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- Complicity, through act or omission, in assisting another student, individual or group in committing or attempting to commit a violation of this Student Conduct Policy;
- Physical violence/assault, including the intent to cause harm;
- Bullying and Cyberbullying;
- Threats;
- Theft and attempted theft;
- Non-compliance with the requests of university officials, Department of Public Safety officials, law enforcement or fire officials acting in the performance of their duties, and failure of the student to identify him/herself to these persons when requested to do so;
- Vandalism and attempted vandalism, property damage, including graffiti;
- Disruptive, disorderly or indecent behavior;
- Gambling;
- Unauthorized entry and attempted entry;
- Possession of fireworks on campus;
- Use of drones on campus unless the use is required for an NEIT class or an NEIT-sanctioned student club project, or written consent has been provided by the Executive Vice President;



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

Investigations may be conducted in collaboration with the Department of Public Safety.

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

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

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

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

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

***** Designees may include, but are not limited to St***



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

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

The suspension shall extend until an investigation can be completed.

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

No-Contact Orders

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

Student Notification of Conduct Violation and Student Conduct Policy

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

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

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

The individual conducting the Conduct Meeting will review with the student(s) the charges of misconduct and provide the student the right to respond to the charges. Any evidence in 880 Td (s)-10.0146(u)-9.98535(p)-9.98535(p)-9.98535(o)-9.98535(r)-34.01



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

Disciplinary Action

Disciplinary action will be based upon the nature and severity of the matter and on general principles of fair treatment. Disciplinary actions will take into account the effect of the conduct on members of the campus community, the interests of the university, the potential safety to the campus community, the student's disciplinary history, and/or whether disciplinary actions such as warnings or loss of privileges are likely to change the student's conduct. While every attempt will be made



Restrictions

This sanction places restrictions on NEIT activities, services, classes, transportation and/or facilities (including housing) for a specified period of time. Such restrictions include but are not limited to: attendance in classes; housing in the residence hall as well as residency in a particular room, pod or hallway; participation in housing selection; residence hall guest privileges; use of NEIT support services or electronic resources; access to NEIT transportation; and participation in student activities or NEIT organizations.

Definition



Appeals

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

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

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





Step 3

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

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

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

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

Step 4

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

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

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

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

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

Arbitration Agreement

This Arbitration Agreement applies to any covered dispute arising out of or related to the student's enrollment at NEIT that remains unresolved after the parties participate in the procedures described in the NEIT Catalog or Student Handbook. Except as it otherwise provides

Step four: the (a) -10-9.98535(g)JJ -4-10(e)-9.98535(e)-10.0146(84(e)-10.0146()-9.9926-10.0146()-9.9926-10146(l)-10.0146()-96(y)-4(i)-9.98535(b)-9.980159(s)-10.0159(



agency if applicable law permits access to such an agency notwithstanding the existence of an agreement to arbitrate.

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

§ DEU EA § ACE

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

§ TUAYOFC ADC AEA ESIO OAO

O FFEDE A O Y G A S

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

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

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



- Role: Title IX Coordinator
- Office Location: Executive Offices,
1 New England Tech Blvd, East Greenwich, RI
- Phone Number: (401) 739-5000
- Email Address: sfreund@neit.edu
- Office Mailing Address:
New England Institute of Technology,
One New England Tech Boulevard,
East Greenwich, Rhode Island 02818

Any person may report Title IX Prohibited Conduct to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be a Complainant. Such a report may be made at any time (including during non-business hours) by telephone, electronic mail, or mail, using the contact information listed for the Title IX Coordinator above in accordance with NEIT's Title IX Reporting, Investigation, and Grievance Procedures which can be found on the Student Website, <https://students.neit.edu/>, under the Support Services tab.

EA 0 5 0 CY

The possession of weapons (defined below) is prohibited on NEIT grounds, even if otherwise permitted by law. Possession of weapons on NEIT grounds shall be grounds for disciplinary action and/or dismissal or termination.

"Weapon" as defined by NEIT, includes, but is not limited to, objects or substances whose primary purpose is to cause or threaten harm including but not limited to guns and firearms of all types, stun guns, air guns, spear guns, machetes, swords, knives, etc.

information security processes and procedures. The WISP ensures that NEIT:

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

Scope

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

7. Asset/Device Types

- a. Computers – Laptops and Desktops running a full Operating System (OS) such as Windows MacOS or Linux.
 - b. Mobile Devices – phones, tablets, Chromebook and si
-

3. Executing any form of unauthorized network monitoring or access which will intercept data restricted or

treated like a shared filing system, i.e., with the expectation that communications sent or received with the use of NEIT resources may be made available for review by any authorized NEIT official for purposes related to NEIT business.

4. Electronic mail and other data of students may constitute “education records” subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). NEIT may access, inspect, and disclose such records under conditions that are set forth in the statute.
5. Any user of NEIT’s Computing & Network Resources who makes use of an encryption device or other means to restrict or inhibit access to institutional data must provide access to such institutional data when requested to do so under appropriate NEIT authority.
6. Limitations on Disclosure and Use of Information Obtained: NEIT may, in its sole discretion, disclose the information contained in NEIT’s Computing & Network Resources to the extent permitted by law, without permission of the user.

Authentication Policy

1. All passwords must be managed by single sign on. Users will not be allowed to change passwords in Windows or in Web for Students/Faculty.
2. Passwords must meet the following requirements:
 - a. Minimum length of 14 characters
 - b. Must be changed on an annual basis and whenever suspected of being compromised
 - c. Must contain three of the following:
 - i. Upper case letters
 - ii. Lower case letters
 - iii. Numbers
 - iv. Symbols
 - d. Must not:
 - i. Match any of the previous 5 passwords
 - ii. Contain any part of the username
 - iii. Contain dictionary or easily guessable words
 - iv. Contain any part of a previously compromised password
 - v. Match or use part of passwords used outside of NEIT
3. Passwords must not be shared with ANYONE. Users cannot under any circumstance give their password to students, employees, contractors or temporary workers. No DOTS employee should ever ask a user for their password; users should not be asked to share passwords with DoTS and they should not share passwords with anyone if they are asked including DOTS.
4. Passwords must never be written down or stored digitally in an unsecure method. (i.e. Word, Excel text files). Passwords stored digitally must make use of a password manager. The Help Desk can assist with setting up a password manager.
5. Passwords must never be sent through email. Sending of passwords through email is not permitted.
6. Users must answer security questions with legitimate answers - Users should not make up answers because they may need to use the answers later to unlock accounts. Users must not use the same or similar

passwords for NEIT accounts that they use for personal accounts such as banking, online shopping, social media, etc.

7. Users must use a unique password for all systems not integrated with single sign on.
 8. Multi-actor authentication is required for the following:
 - a. All NEIT Email.
 - b. Remote access to NEIT's campus network.
 - c. Other systems, technologies and data as determined by the ISA.
-
-
-

3. Operating any BYOD device in a manner which bridge

3. Any data that is classified as Internal, Private or Restricted that is received via an insecure method must be protected in any response or forwarding of the information. For instance, a SSN in the body of an email received by NEIT must be removed or encrypted when responding.
 - a. Users are not permitted to request information in a manner which is insecure.
4. Data classified as Internal, Private or Restricted are not permitted to be stored in personal/non- NEIT accounts, cloud storage or similar technologies.
5. Propagation and duplication of data must be kept to a minimum and performed only as needed.
 - a. Storing of Internal, Private or Restricted data on removable media must only be performed as needed and must be securely deleted when no longer needed. Removable media should be encrypted.
6. Data must not be solely stored on endpoints (computers and mobile devices) unless the endpoint is backed up via a DOTS approved method.
7. Email is not to be used as a storage method for institutional data.
8. Institutional Data must be returned to NEIT and removed from non-NEIT systems upon departure from NEIT.
9. Requests for data deletion must be handled by DOTS. Contact privacy@neit.edu for more information.

Data Retention

All data retention, electronic or hard copy, must comply with RECORD RETENTION AND DISPOSAL POLICY below.

Data Destruction

1. All data destruction, electronic or hard copy, must comply with data retention requirements.
2. All media containing data classified entirely as Public can be disposed of using any method.
3. All media containing data classified as Internal, Private or Restricted must be destroyed using industry accepted standards which prevent re-assembly of the data.

Information Security Incident Response Management

Information security incident response is the set of activities taken to plan for, detect and correct the impact of an information security incident. An information security incident is:

1. An event that suggests a violation of NEIT's information security policies or posture has or is likely to occur.
2. An event which impacts one or more information assets and poses a clear threat to the confidentiality, integrity or availability of information resources.

The ISA will organize an incident response team which will include those individuals who must be present to handle the systems and functional areas that can minimize the impact of an incident as it occurs.

1. NEIT's Information Security Incident Response Management will complement NEIT's Emergency Preparedness and Response Plan.
2. All members of the NEIT community are required to promptly report any suspected or confirmed information security incident involving NEIT or associated information systems to the Help Desk, Information Security Architect or CIO. Events reported to the Help Desk will be escalated to the ISA/CIO.



3. The ISA/CIO are responsible for evaluating potential incidents to determine if an information security incident has occurred.
4. The ISA is responsible for coordinating all technical and forensic efforts.
5. The incident response team is responsible for recovery, containment and remediation efforts. Members of the NEIT community must cooperate with incident investigations and may not interfere, obstruct, prevent, retaliate against or dissuade others from reporting an incident or cooperating with an investigation.
6. During incident investigations, DOTS is authorized to monitor relevant resources and retrieve information without notice or further approval including confiscating or disconnecting equipment.
7. Any external disclosure of information must be reviewed and approved in writing by the ISA, CIO and legal counsel before being shared externally.
 - a. Responsibilities for communicating with external parties will follow the "Individual Responsibilities" section defined in NEIT's Emergency Preparedness and Response Plan

RECORD RETENTION AND DISPOSAL POLICY

Retention Periods

ACT = while active, or enrolled

PERM = permanent

ALDA = after last date of attendance

LIFE = life of the record



| | |
|---|--------------------------|
| Pass/Fail Requests | 1 year |
| Drop/Add Requests | 1 year |
| Transfer Credit Evaluations | 5 years ALDA |
| Curriculum Change Authorizations | 5 years ALDA |
| Personal Data Information Forms | 1 year ALDA |
| FERPA Requests | Life of Requested Record |
| Student Consent to Release Records | PERM |
| Transcript Requests | 1 year |
| Name change Authorizations | 5 years ALDA |
| Tuition | 5 years ALDA |
| Fee Charges | 5 years ALDA |
| Medical Records (includes immunization records) | 5 years ALDA |

International Students

| | |
|---|--------------|
| Student I-20s | 5 years ALDA |
| Statement of Financial Responsibility | 5 years ALDA |
| Employment Authorization (work permit) if granted | 5 years ALDA |
| Passport Number | 5 years ALDA |

Resident Life Records 1 year

Student Activity Records 1 year

Faculty Maintained Files ACT

Disciplinary Records

Dismissal or degree revocation PERM

Academic Probation, Suspension ACT

Student Conduct/Disciplinary Records 7 years ALDA

Financial Aid Records

Application for Financial Aid (with attachments) AYE + 4 years

Financial Aid Awards AYE + 4 years

Financial Aid Transcripts AYE + 4 years

Amount and Date of Each Loan or Grant AYE + 4 years

Federally Guaranteed Loans

Name & Address of Lender AYE + 4 years

Original Promissory Note PERM

Sources & Amounts of Financial Assistance AYE + 4 years

Repayment History AYE + 4 years

Student's Job Placement AYE + 4 years

Federal Work Study Records AYE + 4 years

Career Placement Records 5 years

Student Safety and Health Records

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Cyber Security roles

CA SEC UY
DE A E Q F BUCSAFE YA DCA SEC UY

The Department of Public Safety (DPS) offi



the community, determine the content of the notification and initiate a campus wide “emergency notification” through NEIT’s Emergency Notification System (ENS), unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

NEIT’s Emergency Notification System (ENS) notifies all participating students, faculty and administrative employees of the threat. Notification through ENS is made via NEIT e-mail, and/or text message, and/or telephone/voice mail.

All students are enrolled in the ENS system through contact information maintained by the Registrar’s Office. Students who want to receive notifications on their cell phones must have a current cell phone number on file with NEIT. It is the students’ responsibility to always have their most current contact information on file with NEIT. Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. (See “Change of Address or Telephone Number” procedures in the Additional Information section of this Student Handbook.) Students may update their contact information on Web for Students by clicking Personal Information, and then Update Addresses and Phones. Forms are also available in the Registrar’s Office or via email at registrarsoffice@neit.edu.

Anyone with information warranting an emergency notification should immediately report the circumstances to NEIT’s Department of Public Safety.

Timely Reports

NEIT will make timely reports to the campus community on potentially dangerous criminal activity on or near campus which represents a serious or continuing threat to students and employees on campus or in the immediate area. Names of victims in such reports shall be withheld as confidential.

In addition to notification through ENS, NEIT, as appropriate, will issue timely warnings via the university e-mail system, in-class announcements, or other appropriate means (Reports). Any such Reports shall be provided to students and employees in a timely manner.

FIRE SAFETY PROCEDURES AND EVACUATION

All students must leave any facility where a fire alarm is activated as promptly as possible via the nearest available exit. No one is expected to endanger him/herself in order to assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. It is expected that individuals, as long as they are not endangering themselves, will aid anyone requiring assistance to safely evacuate the building.

NEIT tests its emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the



control will automatically return the car to the ground floor.

- b. Report to your building's Assembly Point and maintain a safe distance from the evacuated building. Assembly Points follow in this Handbook and are posted in classrooms. All assembly points are marked with a sign bearing the appropriate letter.
- c. Do not re-enter the building. Keep clear of evacuated areas until authorized by the Fire Officer or University Official. Stopping of fire alarm bells does not mean that re-entry is permissible.

Evacuation Guidelines for Students Requiring Disability Assistance

Students requiring mobility assistance or access needs should take extra proactive steps to protect themselves during evacuations. Be prepared to tell persons attempting to assist how they can best help you.

Use the following steps to make a plan ahead of time:

- a. Notify instructors and/or supervisors regarding the assistance you will need in the event of an emergency that requires evacuation.
- b. Locate stairwells, elevators, Areas of Refuge or Evacuation Assistance Locations, fire-fighting equipment, fire alarms and telephones in areas you spend time.
- c. Practice your planned evacuation method. Establish a buddy system if there are problems (door locks, small stair landings, etc.) that may require you to have immediate assistance.
- d. Have a communications plan, including ways to communicate with first responders.
- e. Plan for the needs of your service animal (if applicable).

Emergency Evacuation Options

- a. **EVACUATE:** Use building exits, stairs, or unaffected wings of adjacent multi-building complexes. If you cannot evacuate for any reason, then:
- b. **GO TO AN EVACUATION LOCATION:** Move to an Area of Refuge or Evacuation Assistance Location. If a stairway experiences heavy traffic, wait until the area has cleared before entering the stairway. Make sure someone reports your location to first responders. For help in identifying evacuation locations/areas of refuge in buildings, call Environmental Health & Safety at extension 3706. If you cannot evacuate or reach an evacuation location then:
- c. **STAY IN PLACE:** Remain in a room with an exterior window and a solid or fire-resistant door. Call Public Safety at (401) 234-5555 or 911 to relay your location.

Evacuation Locations

- a.



Fire Extinguishers

All students should familiarize themselves with the location of fire alarms and fire extinguishers in the areas they occupy.

In case of fire: If you observe a fire, do the following:

- A. Activate nearest wall-mounted fire alarm.
- B. Attempt to extinguish the fire using a fire extinguisher only if you are trained in the use of hand-held fire extinguishers and can do so without endangering your safety. Public safety and auxiliary services are to be notified of all small fires which have been extinguished by campus personnel

university's discretion. It is the student's responsibility to seek out classes and services when and where they are offered.

It is in the best interest of students to complete their degree programs without interruption and to take their courses in the order in which they appear in the program's curriculum. Any deviation may result in extended time required to complete a degree as well as additional tuition and fees. An interruption in a student's education may also result in the following:

- The program degree requirements may change during the student's absence, and/or the age of the student's earned credits may expire, both resulting in the student having to take additional courses (and incur additional expense) upon their return.
- The academic entrance requirements, e.g., earned grades, GPA, Kaplan scores and assessment scores, may be different than when the student was last enrolled.
- There may be a wait list in place for the student's program at the time he/she wants to return, and re-enrollment may be contingent upon the student's academic competitive ranking.
- Courses the student needs may not be offered during the term in which the student wants to return or there may not be a seat available in the course(s) the student needs.
- There may be financial aid implications that could impact the student's ability to acquire federal aid upon his/ her return.

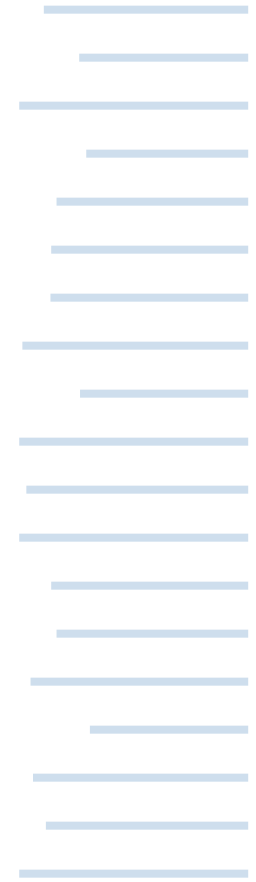
Students should speak with their Student Advisor or the Student Success Coordinator for Online Learning to seek assistance in overcoming any obstacles that may interfere with their ability to complete their degree on schedule. If a student must consider leaving for a term, prior to leaving the student should speak with his or her Student Advisor the Student Success Coordinator for Online Learning to find out the re-enrollment requirements for his or her program, and with a staff member in both the Student Accounts and Financial Aid departments to discuss any possible financial implications associated with missing a term(s).

It is in the best interest of students to complete their degree programs without interruption and to take their courses in the order in which they appear in the program's curriculum. Any deviation may result in extended time required to complete a degree as well as additional tuition and fees. An interruption in a student's education may also result in the following:





Heating Ventilation and Air Conditioning Technology Michael Eggeman, Associate Professor, meggeman@neit.edu
Humanities and Social Sciences Suzanne Gemma, Esq., Associate Professor, sgemma@neit.edu
Information Technology E. Martin Truchon, Associate Professor, etruchon@neit.edu
Interior Design Phil Marks, Associate Professor, pmarks@neit.edu



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NEIT provides all students with an identifi



Each term, students will each be allocated \$15.00 worth of printed copies at no charge, which is the equivalent of 187 black and white 8 1/2 X 11 prints. (See below for information about larger size and two-sided prints.)

Print Costs: 8-1/2 x 11 black and white. 08 cents per copy

8-1/2 x11 color. 25 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

8-1/2 x14 black and white 10 cents per copy

8-1/2 x14 color. 32 cents per copy

11x17 black and white 15 cents per copy

11x17 color. 50 cents per copy

Two sided prints (black and white or color) will be considered 2 copies

Large plotters used in certain academic programs will have the cost based on per inch. The cost per square inch is: Black and white.0008 per square inch

Color0028 per square inch

Any printing funds remaining at the end of a term will be added to the \$15 allocation for the upcoming term as long as the student is continuously enrolled at NEIT. Once a student is no longer enrolled at NEIT, the value of unused copies is not subject to a refund.

To check your balance or to add funds for additional printing, go to the deposit center located on each campus.

- East Greenwich Campus, next to vending machines in S117
- Accops iAccops iAccops i

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the guest pass is issued, the Guest Pass must be visibly displayed on the dashboard while the car is parked on campus.

Any violations of this policy will result in fines or possible loss of privileges for the host.

Parking bans for designated NEIT parking lots are essential for effi96



end of their housing contract (or the time posted by Residence Life, whichever is first) or upon the vacating of, withdrawal from, or removal from the university or the residence hall. If students fail to remove personal belongings from the residence hall, the property shall be deemed as abandoned and disposed of by the university at its sole discretion. Any costs associated with the removal of belongings will be charged to the student.

The university assumes no liability for the loss or damage of students' personal property if property has been abandoned.

ACCORDANCE WITH UNIVERSITY POLICIES AND PROCEDURES

See this policy in the University Policies section of this Student Handbook.

ACCORDANCE WITH UNIVERSITY POLICIES AND PROCEDURES

New England Institute of Technology understands the



COMMUNICABLE DISEASES (COVID-19)

See this policy in the University Policies and Procedures section of this Student Handbook.

Students are reminded they are required to read and follow the communicable diseases including COVID-19



Students should not leave food that is heating unattended on the stove and/or in the oven. If a fire alarm is set off due to smoke resulting from unattended food that is being heated, the student will be fined and may face disciplinary action. (See Disciplinary Action and Fines, within Fire Safety Policy for Resident Students in this Student Handbook.)

Students are responsible for cleaning up after themselves and must leave the entire kitchen area clean.

DAMAGES

NEIT holds students responsible for damage to property beyond normal wear and tear. Assessments and billing for damages are done at regular intervals throughout the year and as needed.

Resident students will have 72 hours after checking in to report to the Residence Life staff any damages that were not easily visible at the time of check-in. Damages are to be reported using the Room Condition Report (RCR), which can be found in the housing software. An inspection will take place at check-out and will be compared with the original RCR as a basis for assessing any damage and/or excessive cleaning charges.

Charges for damages within a room or suite that are not attributable to a specific individual(s) will be divided among those residents living in the space. Charges for common area damages in public spaces within the residence area (for example, halls, stairways, lounges, laundry room, lobbies, bathrooms, or kitchen) that cannot be attributed to a specific individual(s) will be divided among all those living in that area, without exception. In such cases, floors, pods, or the entire residence hall community may be charged. Students who may have information about any damage that occurs in the residence area should contact a Residence Life staff member.

Students will be charged for items including, but not limited to, the following: damaged, missing, or moved furniture; uncleanliness; damaged walls, floors, carpets, doors, fixtures, or appliances; and damaged or removed window screens.

Students who are found responsible for the damage, vandalism and/or theft of university property or the personal property belonging to another individual may be subject to disciplinary action in addition to being charged financial restitution.

Common area damages are typically assessed quarterly and are charged to a student's account. Individual charges are assessed either as they occur, at the en



NEIT advises all residents to familiarize themselves with the emergency exits and evacuation routes from their locations. Evacuation diagrams are posted in all residence hall rooms. If for any reason there is no evacuation diagram in your area, immediately notify the Office of Auxiliary Services. Residents should also familiarize themselves with the location of fire alarm boxes.

Students should immediately report any fire by calling 911 or pulling a fire alarm. Extinguished fires must be reported to the Department of Public Safety. Students should also report any hazardous or potentially hazardous conditions to the Department of Public Safety.

Students who fail to comply with NEIT's Fire Safety Policy for Resident Students are subject to disciplinary action which may jeopardize their residency status.

Fir A r s

All students and guests are required by Rhode Island state law to evacuate the residence hall building when a fire alarm sounds. If a fire alarm sounds, follow these instructions:

- Feel the door of your room to see if it is hot. If it is not hot, slowly open the door to check for smoke. If there is no smoke, close the windows, leave the light on, and walk briskly to the nearest exit.
- Do not use an elevator; use the nearest stairway.



Electrical

NEIT prohibits all electrical wiring other than that which it provides.

Extension cords are not allowed. UL approved power strips with a surge protector are allowed.

Decorative LED string lights (miniature) are allowed. Not more than three (3) sets may be connected together, and they must be UL approved. All string lights must be hung properly and safely, ensuring intact cord insulation (no thumb tacks).

The following types of furniture are prohibited:

- Upholstered furniture of any kind other than that provided by NEIT;
- Beanbag chairs;
- Inflatable furniture;
- Mattresses other than those provided by NEIT; and
- Egg crate foam (commercial mattress pads are allowed).

Decorative Furnishings

Bulletin boards, posters, and paper attached directly to the wall shall not exceed 20 percent of the wall area to which they are applied. Tapestries or large wall hangings must be flame retardant and shall not exceed 50 percent of the wall to which they are applied. All items must be mounted at least 12 inches below the ceiling.

Prohibitions

The following items are prohibited in the residence hall:

- Natural trees;
- Candles, incense, warmers, flammable liquids, and flame lamps;
- Hookahs;
- Plug-in air fresheners (free-standing fresheners, sprays, and potpourri are allowed);
- Quartz halogen lamps;
- Lava lamps;
- Space heaters;
- Electric blankets;
- Electric frying pans, hot plates, indoor grills, stoves, woks, or other cooking appliances;
- Toasters, toaster ovens, broilers, air fryers, and popcorn poppers;
-



automatic shut off. Students must have proof of automatic shutoff;

- Grills of any kind;
- Explosives, fireworks, or fuels of any kind;
- Fog machines;
- Hover-boards or other motorized devices; and
- Non-surge protected extension cords.

Inspections

Residence Life staff will periodically inspect all student rooms for health and safety violations at any time without prior notice to the student. If any serious violation is found and/or if prohibited items are found, the staff will take immediate action to correct it, including confiscation of items of property. Less serious violations will result in a notice of violation, and the student will be given 48 hours to make the needed correction. In some instances, occupants of the room may face disciplinary actions for fire safety violations.

Disciplinary Action on Fires

Students who violate the Fire Safety Policy for Resi





the room reservation deposit by the deadline stated by the Offi



Students must have their NEIT ID Card on their person at all times, especially when they leave their residence hall

EA A S

All resident students are required to purchase a meal plan. The selection of a meal plan is made when students complete their housing application. Students who wish to make a change to their meal plan selection must do so no later than 7 days before classes begin for the term.

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The purpose of this policy, in compliance with the Higher Education Opportunity Act of 2008, is to provide students with procedures and information for reporting a missing person. The policy applies specifically to students who reside in NEIT's residence hall(s).

Contact Person

Resident students who are 18 years of age or older or who are emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person or persons who will be notified by Public Safety or a local law enforcement agency within 24 hours of a determination that a student is missing. The identity of the contact person(s) will remain confidential with the exception of law enforcement and staff designated to respond to missing person reports.

For resident students under the age of 18 and not emancipated minors, NEIT is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing.

Notification of Missing Persons

If a student is believed to be missing, defined as an individual who has not been seen or heard from for 24 hours or more and whose whereabouts is unknown, a report should be made to one of the following:

- Director of Residence Life
- Residence Life Coordinator
- Public Safety

If the report is made to residence life staff, residence life staff will contact Public Safety immediately, and they will work cooperatively as follows:

- Checking the missing student's residence hall room
- Attempting to contact the missing student via cell phone, email, social media, or other means
- Identifying and contacting other individuals who may have knowledge of the missing student's whereabouts
- Checking card access logs and video monitoring recordings to determine last use of the card and track card for future uses.
- Working with Department of Technical Services (DoTS) to determine last login and use of the NEIT student portal and email systems

Public Safety will gather all essential information related to the missing perCo010(i)-9.E(S)-154alCeserse lae



Regardless of the student's age, emancipation status or whether the student has designated a contact person, Public Safety will, within 24 hours of the report, notify the local law enforcement agency with jurisdiction in the area where the student is missing.

All inquiries by the media or the general public regarding missing persons will be referred to the Executive Vice President. All public statements will be coordinated through that office.





00 C A G E S

The Office of Residence Life is responsible for room assignments and reassignments. Students may not change rooms without prior written authorization from Residence Life. Changing rooms is not necessarily the best way to resolve roommate issues; therefore, students are expected to make a genuine effort for mutual adjustment and compromise. Students who are having challenges with their roommate or suitemate should first discuss the situation with the individual(s) involved. If additional assistance is needed, students should seek the advice of their Resident Assistant. The Residence Life Coordin



Students who plan to not return after a break period that falls within the timeframe of the student's housing contract must complete the Move-out Form, which is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a \$200 Improper Checkout Fee.

Break periods

The residence hall closes during the Summer-Fall Term break period, Thanksgiving Vacation, Fall-Winter Term break period, and Winter-Spring Term break period. The residence hall is closed during Intersession. Students must vacate the residence hall during vacation and break periods, and cannot enter the residence hall during these periods. Before leaving the residence hall for Intersession, all personal items must be removed.



Students who secure a room are required to be registered full-time for Summer Term classes and have made financial arrangements with the university by the published deadlines in order to retain their assignment.

SA AQAD YGE E

Students are expected to keep their rooms and living areas in a clean and habitable condition at all times. Housekeeping services are provided for public areas, but residents are required to maintain individual rooms and private bathrooms within suites. Because resident students are living in close quarters, they are also expected to practice the basic principles of personal hygiene.

Students are responsible for emptying their own trash and recycling from their rooms/suites and disposing of it in designated trash rooms. Personal trash and belongings may not be left in common areas, including public bathrooms and laundry rooms.

Perishable foods must be refrigerated, and other food items should be stored in closed containers to avoid attracting and harboring pests and to avoid contamination of food.

If it is determined that a student's living area falls below acceptable health or safety standards, as determined by the university, the student will be required to take corrective action. Students may incur charges for excessive cleanups in individual rooms or common areas.

SO GO CY

See this policy in the University Policies and Procedures Section of this Student Handbook.

OC AQ

See this policy in the University Policies and Procedures Section of this Student Handbook.

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See this policy in the University Policies and Procedures Section of this Student Handbook.

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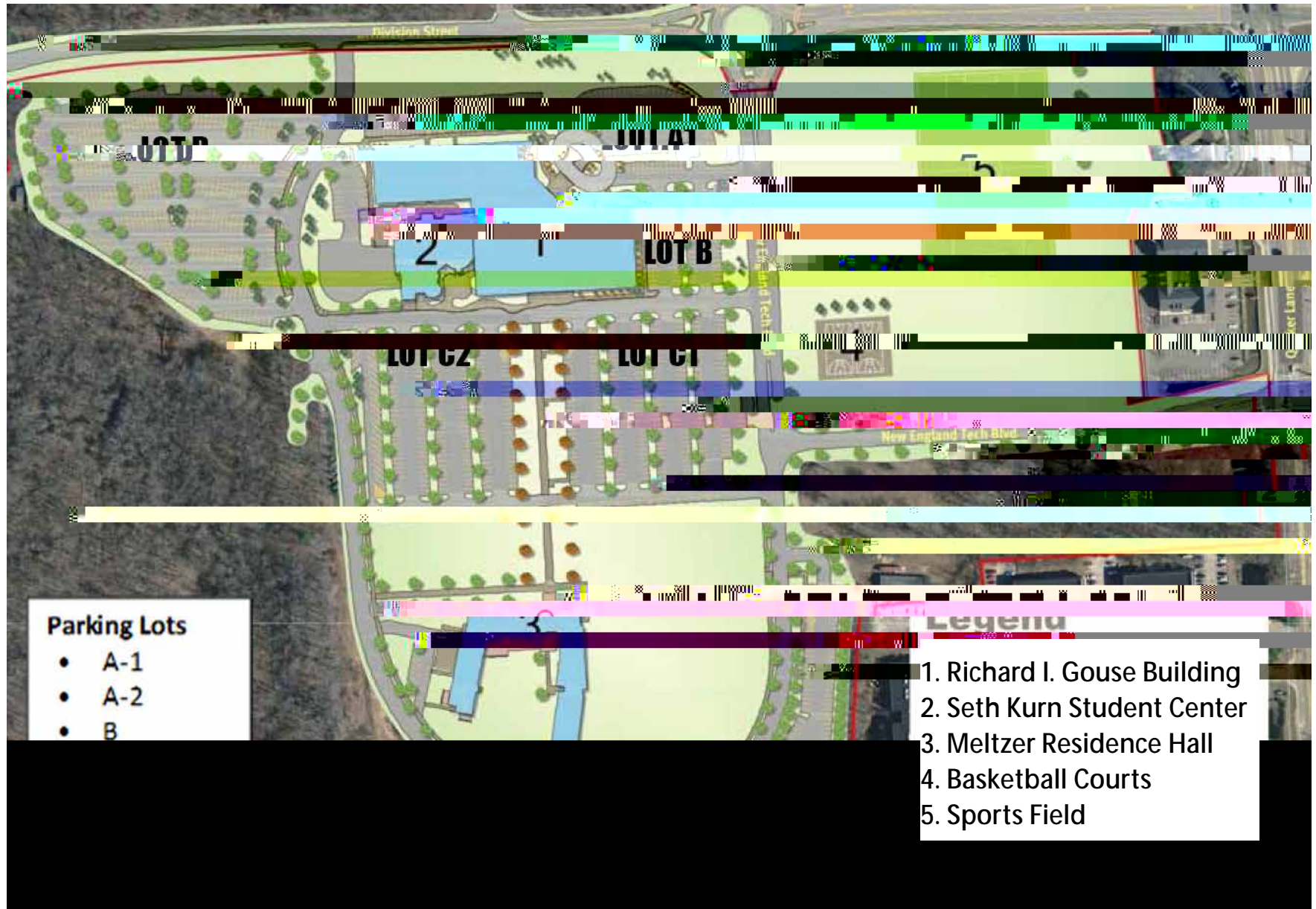
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See this information in the Additional Information Section of this Student Handbook.



Esthetic Concepts



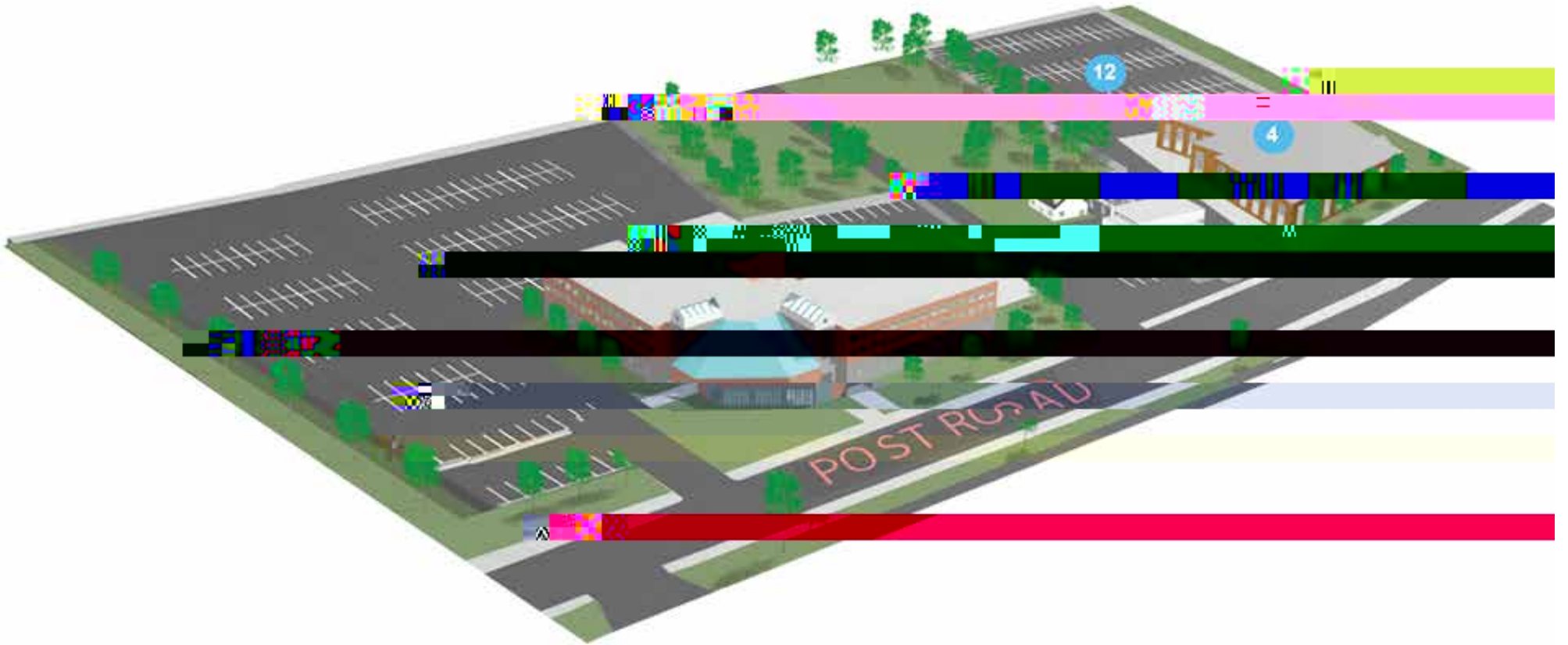
Parking Lots

- A-1
- A-2
- B

Legend

1. Richard I. Gouse Building
2. Seth Kurn Student Center
3. Meltzer Residence Hall
4. Basketball Courts
5. Sports Field

Post Office



Center locations







| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------|---------|-----------|----------|--------|----------|
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NEW ENGLAND
TECH

MME E M

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|----------------------------------|-----------|---------------|---|---|
| JULY Last day to drop courses on b EEK. | CLASSE BEGIN | Last day to add with courses | | | Last day to register by appt with Adv sor | |
| Last day to register on b or students EEK | First day to at add with courses | | | | Last day to at add with courses | |
| EEK | | Last day to drop with courses | | AUGUST | | |
| EEK, | | | | | | |
| EEK | EB REGISTRATION BEGIN | | | | Last day to drop with courses by appt with Adv sor | Last day to drop with courses by a to with Adv sor |
| EEK | | Last day to add with courses | | | | |
| EEK | | | | | | |
| SEPTEMBER EEK | Labor Day Holiday (NO CLASSES) | Last day to drop with courses | | | <i>Check your schedule for Friday classes</i> | |
| EEK | | | | | | |
| EEK | | | | | | CLASSE END |
| ◀ BREAK EEK ▶ | | | | | | |



