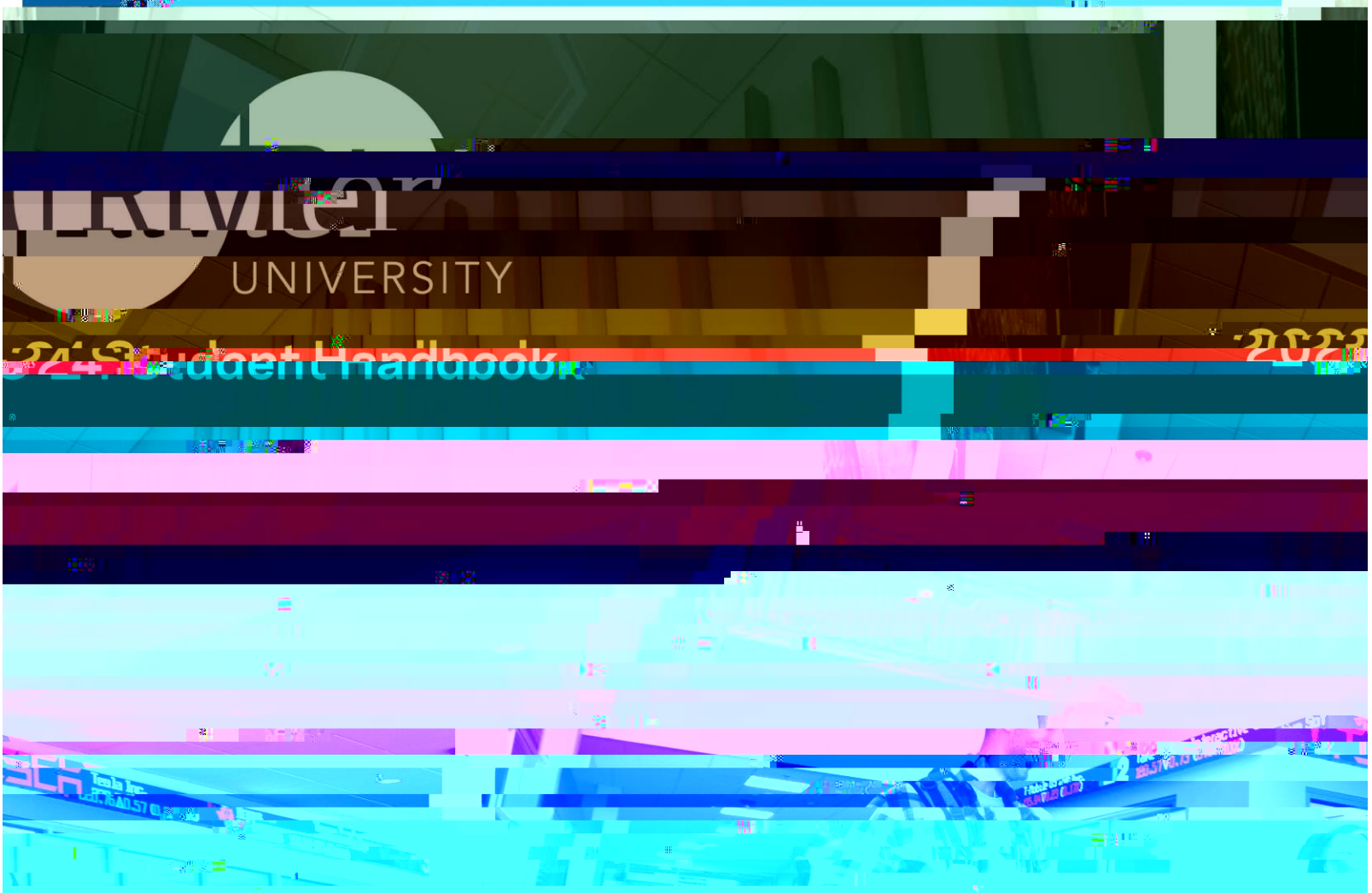

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Introduction

From the President

Welcome to the Rivier University community. This Student Handbook identifies many opportunities for leading, learning, and service. Rivier prides itself as a

Traditions and Customs

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

Heritage

The

Academic & Career Advising

Academic&

Disability Services

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

The Academic Support Center

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

Retention Support Services

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

- The Peer Mentoring Program seeks to provide every incoming freshman with an upperclass student mentor who assists them in identifying the appropriate resources

Leadership Development

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

Staff

Campus Ministry is staffed by one full-time director. There are also possibilities for work study students to be involved in the daily operation of the office. For more information, visit www.rivier.edu/ministry or call 603-897-8577. Email us at campusministry@rivier.edu or follow the Rivier Campus Ministry Instagram and Facebook pages for information and upcoming events.

Sr. Mary Anne Quibin Student Health Services

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

Immunizations

All full-time resident students and commuter students are required to submit evidence of immunization against tetanus (within the last 10 years), measles, mumps and rubella (MMR), meningitis, and evidence of tuberculosis screening. In addition, resident students need a comprehensive physical exam (within six months of their residence hall move-in date) which includes a CBC (blood test). All of this information is communicated via a student health portal available on the website to students with Rivier University log in credentials. All medical forms are due each year no later than August 15 for incoming fall semester students and December 15 for incoming spring semester students.

Student Health Insurance

Rivier University requires that each undergraduate student have some type of health insurance either through a private company or through the affordable care act plans. The University does not accept responsibility for any expense incurred for any medication, diagnostic procedure, or treatment.

Confidentiality

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

Counseling and Wellness Center

The services of a mental health counselor are available to all full-time students. These services are designed to assist students in maximizing their collegiate experience with an emphasis on

Multicultural Student Engagement

The Office of Multicultural Student Engagement provides support and services to students from historically marginalized

Administrative Action

Membersof the

The Basic Responsibilities of All Residents: A Social Contract

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

Riviera asks that each Resident Student be prepared 11.04 Tf 1 0 0 1 257.57 548.98 Tm 0 g 0 G [(p)3(r)12(e)9(o)-51 1 0

NASHUA FIRE MARSHAL SAFETY REQUIREMENTS

Anysigns,stickersor displayspostedon RivierUniversityproperty, whether in Universitybuildingsor parking lots, may

standards and will not be tolerated. If a room or area has damages, which no student has taken responsibility for, charges for said damages will be equally shared between building and floor residents. Since all residents have the right to use public areas you are reminded to be courteous of each other's rights to those facilities. Lounge space usage is on a first come- first served basis. Common lounges and equipment can be reserved at any time for special programs or activities by signing up in advance with Director of Student Life and Housing Services.

Furniture such as tables, chairs or hall equipment are for use in the common areas only. Please do not remove anything from the lounges or kitchenettes that does not belong to you. If you bring personal items into the common areas please take them with you when you leave. The University is not responsible for lost or stolen items.

Bathroom Facilities

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

inc

Student Engagement

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

Program Planning

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

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

Student Organizations

One of the ways to make college a friendlier place is to get involved on campus. Student organizations may be Tm 0 g 0

students are required to attend all orientation programs. Transfer students have their own unique experience before the start of classes.

Student Government Association (SGA)

Every full-time day undergraduate student who has paid an activities fee becomes a member of the

Lostor stolenID cardsshould bereported tothe Departmentof PublicSafetyimmediately;replacementswill be

fashion and enable members of the campus community to protect themselves. The decision to issue a warning shall be decided on a case by-case basis. Reported activities which may result in the issuance of a warning may include, but are not limited to, those crimes as listed in the Clery Act. An Emergency Notification

Student Rights

As

Rivier University Non-Academic Grievance Process

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

DEFINITIONS

Non-Academic Grievance - formal difference or dispute between a student and a University employee

The student must state the nature of the justification for the appeal.

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

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

understood that students who do not maintain themselves within the structure and guidelines of the on-campus community may be suspended from Rivier University.

Incidents that involve physical assault, harassment, drugs, large quantities of alcohol, fire/life safety issues, gambling, violations of the computer use policy, and/or other incidents deemed to pose a threat to the campus or to any off-campus community, will be referred to the Assistant Vice President for Student Affairs and will be subject to the full range of judicial penalty, up to and including housing suspension on the first offense of such incidents.

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

Should a student encounter financial hardship, they can request community service hTm 0 g a.06 9TJ E5hWre W* n

large containers is not allowed anywhere in the

Cooperation and Honesty

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

Disciplinary Appeals

Students have the right to appeal the decision of a conduct officer. Appeals are submitted in writing to an appeals office (see chart below). (Note: To appeal a decision of the VPSA, see below) All appeal letters must be submitted no later than 4:00 p.m. on the third working day after being notified of the decision. Students are expected to take all reasonable steps to obtain notification of the decision. A sanction will not begin until at least the fourth working day after a decision is rendered to allow time for an appeal to be made. Appeals must be based upon the following grounds: (1) the evidence was insufficient to warrant the actions, (2) new evide1.04 Tf496 Tm 0 g8 n BT /F1 11.04 Tf600912 0 612 792 re W* n BT /F1 11.04 Tf 1 0 0 1 379.75 577.0

thee.036 Tc[(g 0 G -0.036 Tc[(be)] TJ ET Q q 0.00000912 0 612 792 re W* n BT /F1 12951 370)]514

Students who have been interim suspended may not return to campus without prior approval of the Vice President for Student Experience or designee.

Rivierseeksto be a communitycommittedto the health and safetyof its students.Severeimpairment whether by alcoholor drugsis potentially a life-threateningemergency.Impairment tothe extentthat requires the attention of Universitystaff, causesa disturbanceor is adangerto selfor othersor property is prohibited. In the eventof anambulancecalldue to excessivedrug oralcoholintoxication, Rivierconsidersthis to be a case of anemergencyor seriousthreat to personalsafetyandtherefore Rivierreservesthe right to notify a student's parentsor family to advisethem of the dangerposedto the student's healthand safety.

Failureto complywith NewHampshirestate law or Rivier

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

While not a violation of state law in many cases, Rivier University considers the use or possession of synthetic drugs, or any

Evidence

The Health and Fitness Center (HFC) is

Halogen Light Safety Policy

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

In a response to these apparent dangers, Underwriters Laboratories (UL) added strict guidelines in the selection and testing of lamps requesting UL approval. In an effort to

A 24-hour visitation policy in the residence hall rooms would work against the purpose of our mission and the community life that we strive to build on our University campus. The designated common areas in each of our residence halls and in the Dion Center provide space for 24-hour visitation for all residents and/or their guests who need to interact for academic pursuits or social endeavors.

Residents are expected to respect the hours outlined for Open Hours and to

Overnight Visitors

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

Policy of Religious Groups on Campus

As a Catholic institution, Rivier University celebrates the rich diversity of the world's religious traditions and supports spiritual growth and religious practices among all students, staff, and faculty. However, certain religious groups have teachings or practices that are inconsistent with the mission of Rivier University. Therefore,

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religious

Smoking Policy

RivierUniversitydoesnot permit smokingin anyof its buildings.Smokingis alsoprohibited in University- owned vehicles.TheRivierUniversityPolicyon Smokingalsoincludes,but is not limited to, the useof electronic cigarettesor anyother devicewhich is designedto simulatesmokingor the inhalingand exhalingof a tobacco product. Thosewho chooseto smokeoutsideof buildingsare requiredto placethe remainsof tobacco products in the proper receptacles.Thosewho chooseto smokeoutdoorsmust keepat least20 feet from anybuilding. Anyissuesshouldbe broughtto the attention of a StudentAffairs staff member. Informationon cessation programsoffered in the greaterNashuaarea isavailablethrough the Counseling and WellnessOffice.

Solicitation Policy

RivierUniversitydoesnot permit anytype of solicitation,sales,or door-to-door canvassing withoutthe permissionof the Director of Student Engagement.Thisappliesto individuals,students and non-students,and campusor non-campusgroupsor organizations.Unauthorizedsolicitationshould be promptly reportedto PublicSafety.

Statement on Student Safety and Mandatory Referrals

RivierUniversityexpectsand encouragesstudentsto maintaina reasonableconcern fortheir own self-welfare.If the Universityreceivesa crediblereport of anystudentwho makesan attempt, gesture, statement or actthat suggeststhat they are suicidalor self-harming,the studentwill be required to attend up to four sessionswith the RivierUniversityCounselingand WellnessCenterfor the purposeof a mandatory assessment.Regardingstudents' emotionalhealthand well-being,anyattempt, gesture, statementor actthat resultsin the

Failureto

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

Overview: Institutional Values and

-

All Riviercommunitymembersare strongly encouragedto report information regardinganyincidentof sexualharassment, sexualviolence,stalkingor intimate partnerviolence directlyto the Title IXCoordinatoror a PublicSafetyOfficer.TheUniversity is committedto providingprograms,activitiesand an educationalandwork environmentfree from all formsof discriminationincludingdiscriminationbasedon sex.TheUniversitycannottakeappropriateaction unlesssexor gender-based

All Rivier community members are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Title IX Officer or a Public Safety Officer. The University is committed to providing programs, activities and an educational and work environment free from all forms of discrimination including discrimination based on sex. The University cannot take appropriate action unless sex or gender-based discrimination, including sexual harassment, sexual violence, stalking or intimate partner violence, is reported to a "responsible employee" of the University (see Section IV for the definition of a "responsible employee"). By educating all campus constituencies about effective strategies to prevent discrimination and harassment, we can achieve our institutional mission, foster a community built on trust and mutual respect, and protect the health, safety, and welfare of all members of the Rivier community.

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

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

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

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

II. Scope of Policy

Rivier University denounces harassment of and discrimination against any and all individuals or groups.

A.

Under

E. Timely Warning

If a report of misconduct discloses a serious, immediate or continuing threat to the Riviercommunity, the University may issue a campus-wide timely warning or notification (which may take the form of an

May occur by or against an

3. Where that individual is incapacitated or physically and/or mentally unable to make informed and reasonable judgments.

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

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

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

Examples of stalking include, but are not limited to:

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

Striking, grabbing, punching, choking, or pushing one's partner, or threatening to do any of the foregoing;

Throwing, smashing, or breaking objects;

Restricting one's partner's physical movements;

Constantly texting or calling when not together;

Threatening to "out" or disclose personal information of one's partner;

Mocking or ridiculing one's religious or spiritual beliefs; or

Hiding or destroying one's visa, immigration paperwork, or other important legal documents.

H. Physical Assault

Physical assault is a purposeful action meant to threaten or endanger the health or safety of any person. Examples include, but are not limited to, fighting, pushing, kicking, punching, hitting with or

5. Not unlimited

consent unless there is imminent danger to the patient/client or others or as otherwise required by law. They may, however, submit non-identifying information about the incident for the purposes of making a statistical report under the Clery Act, as described in Section IV.

On Campus Confidential Support –
Rivier University Counseling & Wellness Center: 603-897-8251 or Confidential Resource Advisor, Emily Daversa 603-897-8577

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

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

Other Private Resources and Reporting Options:

- NH Victims' Compensation Program – 1 (800) 300-4500 or (603) 271-1284
- NH Governor's Commission on Domestic Violence and Sexual Assault: (603) 271-3658
- National Sexual Assault Telephone Hotline 800-656- 4673

In addition to the confidential resources listed above, Rivier community members have access to a variety of resources provided by the University. The professionals listed below are trained to support individuals affected by sexual harassment, sexual violence, stalking, intimate partner violence, or other forms of sexual misconduct and to coordinate with the Title IX Coordinator consistent with the

VIII.

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

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

B. Campus Reporting Options

The University encourages all individuals to report sexual misconduct and harassment to the Title IX Coordinator or a member of Public Safety and Security. These individuals are trained annually on issues related to

D. Reporting Sexual Harassment

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

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

All community members are enco

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

Imposing a No Contact Order between parties;

Rescheduling of exams and assignments (in conjunction with appropriate faculty);

Providing

A. Overview of Procedural Options (students,

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

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

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

a. Information for Responding Party and Intake Meeting
b. Acceptance of Responsibility

I. Formal Resolution

upon delivery. The hearing will take place no later than 8 business days, if reasonable, following delivery of the

beenpresentedduringthe Investigationprocessand/or pre-hearingmeeting.In both formal andinformaldisciplinarymatters, the Universityexpectsstudentsto be cooperative,responsiveandhonest.Withholdinginformation,deception,and/or badgeringof otherstodo the

Both parties have the right to be informed of the outcome. The Notice of Outcome will include the findings