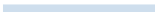






# Statement of Mission and Objectives

The mission of New England Institute of Technology (NEIT) is to provide specialized undergraduate and graduate degree and certificate programs which prepare students for professional and technical careers. Through the combination of professional and technical courses and an integrated liberal arts core, academic programs emphasize the relevance of continuous learning to personal and professional growth. Upon successful completion,





# Table of Contents (use keyword to search for a topic)

Academic Skills Center .....	14
Bookstore .....	15
Career Services Office .....	17
Department of Public Safety .....	18
Department of Technical Services Help Desk .....	19
Financial Aid Office .....	20
Fitness Center .....	21
Library & Information Commons .....	22
Office of Residence Life .....	23
Off-Campus Housing .....	23
Office of Student Activities .....	24
Student Clubs .....	24
Student Advisory Council .....	



Challenge Exam/Portfolio Review Policy .....	36
Change of Grades .....	37
Class Attendance .....	37
Course Registration – Drop and Add Policy .....	38
Dean's List and Honors .....	39
Electronic Devices in Classroom Policy .....	39
English and Math Course Placement .....	40
Grade Point Average .....	40



Refund Policy ..... 59

Right to Search Policy



Personal Property .....	96
Printing.....	96
Reporting Student Injuries.....	97
Student Email .....	97
Student Project Vehicles and Personal Property .....	97
Student Rights and Responsibilities .....	97
Transportation Services .....	97
Vehicles on Campus.....	98
Vending Machines .....	100

**Residence Life Policies and Procedures**

Abandoned Property .....	100
Accommodation Requests for Students with Disabilities.....	See page 47
Accommodation Requests – Single Rooms .....	100
Alcohol and Drug Amnesty Policy .....	See page 49
Alcohol Policy .....	See page 49
Animals on Campus .....	See page 50
Communicable Diseases (Including COVID-19) Policy .....	See Page 51
Confiscation .....	101
Consolidations and Vacancies.....	101
Cooking and Kitchen Use .....	102
Damages .....	102
Doors .....	103
Drug Policy .....	See page 52
Elevators .....	See page 52
Fire Safety Policy for Resident Students.....	103
Student Rooms .....	105
Furniture .....	107
Guests.....	107
Hall Sports.....	108
Health and Safety Inspections .....	





Housing Contracts .....	109
Housing Deposits .....	109
Housing Withdrawals .....	110
Identification Cards .....	See page 95
Immediate Interim Housing Suspension .....	110
Interruption of Services .....	110
Lockouts .....	110
Mailroom Procedures .....	111
Meal Plans .....	111
Missing Student Notification Policy .....	111
Policy Against Unlawful Harassment, Discrimination, and Retaliation .....	See Page 56
Quiet Hours .....	113
Refund Policy .....	See page 59
Residence Hall Security Procedures .....	113
Right of Entry into Residence Hall Rooms .....	114
Right to Search .....	



Absence from School ..... Instructor/Student Advisor/Student Success Coordinator  
Academic Dismissal ..... Office of Teaching and Learning/Student Advisor/Student Success Coordinator  
Academic Policies ..... Office of Teaching and Learning  
Academic Support-Tutoring ..... Academic Skills Center  
Accidents ..... Instructor/ 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 ..... Web for Students/Registrar's Office/Student Advisor/Student Success Coordinator



Course Descriptions .....NEIT Catalog/Web for Students  
Course Overload ..... Department Chair  
Credits Toward Graduation..... Student Advisor/Student Success Coordinator  
Credits, Transfer ..... Admissions Office  
Criminal Actions (Reporting) ..... Department of Public Safety  
Curriculum Changes.....



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

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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  
Ti. r



# Student Services

NEIT's Quality Service Statement, Philosophy Statement, and Ethical Standards guide NEIT employees in their efforts to assist our students in achieving their educational goals.

## QUALITY SERVICE

Quality Service for students, employees and customers at New England Institute of Technology is knowledgeable and informed employees working as a team to provide more assistance and information than expected, in a caring and professional manner, in order to empower the students to achieve their goals.

## PHILOSOPHY STATEMENT

Student services at New England Institute of Technology are premised on the recognition that NEIT's diverse student body represents individuals with various educational backgrounds and varying levels of ability. Guided by the principles of quality service and student retention, while fostering a community of mutual respect, services are provided by supportive, caring professionals who understand the importance of assisting students in achieving their goals of completing their educational programs. By addressing each student's individual needs, we encourage and assist each student to acquire the skills and abilities to be successful at NEIT as well as in the workplace.

## ETHICAL STANDARDS

Student services at NEIT are delivered with the professional integrity of service providers who believe in the worth of every student, have respect for individual differences and diversity, and are dedicated to assisting all students to achieve their educational goals.

- Service providers will treat all students with fairness, respect and dignity.
- Service providers will respond to student needs and requests in a timely manner.
- Service providers will work cooperatively with faculty and other staff with the common goal of student success.
- **Service providers will fulfill the responsibilities of their position in compliance with NEIT's policies and procedures as well as any applicable federal laws.**



# Academic Skills Center

East Greenwich Campus: S103

(401) 739-5000 Ext. 3416, [iperentin@neit.edu](mailto:iperentin@neit.edu)

## HOURS

Hours of operation vary depending on the time of year.

Students can visit \_\_\_\_\_



# Bookstore

## LOCATION

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

## HOURS

Monday, 9:00 a.m. to 4:00 p.m.  
Tuesday, 9:00 a.m. to 4:00 p.m.  
Wednesday, 9:00 a.m. to 4:00 p.m.  
Thursday, 9:00 a.m. to 4:00 p.m.  
Friday, 9:00 a.m. to 2:00 p.m.

Extended hours are offered during the first two weeks of each term, and the schedule may vary during vacation weeks. All special hours are posted at the Bookstore and on the student website, <https://students.neit.edu/>.

## WHAT SERVICES ARE OFFERED?

To ensure that students obtain the proper textbooks, the Bookstore maintains a list of all courses offered during the term and the required textbooks for each course. Payment may be made by cash, check, credit card or debit card (with Master Card or Visa logo) and American Express. The Bookstore also offers the following items:

- Apparel
- Art and drafting supplies
- Book bags and umbrellas
- E-Books
- Gift certificates
- Glassware and Gifts
- Medical reference materials and supplies
- Notebooks and st Tf 391aup (T)60.9845(o)-9.98413()-9.99268(e)-10.c7/R7 c1514()-2.99194(a)-2.99194(n)-3(d)-2.98462().99268.0073(Pe3.0159.98535(241.9





## 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 four days in each new class start, and the first four days in week 10 of each term.

## USED BOOK BUYBACK PROGRAM

NEIT has an arrangement with an independent company which will pay students in cash for their used books, subject to certain restrictions with regard to condition and marketability.

Notices will be posted by the end of each term indicating the dates and times of the next buyback session.



# Career Services Office

## LOCATION

East Greenwich Campus: S104  
(401) 739-5000 Ext. 3458, [careerservices@neit.edu](mailto:careerservices@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



# Department of Public Safety

## LOCATION

East Greenwich Campus: S 111A  
(401) 780-4705, [egsecurity@neit.edu](mailto:egsecurity@neit.edu)

Direct numbers:

NEIT East Greenwich Department of Public Safety  
Emergency..... 401-234-5555  
Non-emergency..... 401-780-4705

## NEIT POST ROAD PUBLIC SAFETY

Direct line..... 401-780-4706

## NEIT ACCESS ROAD PUBLIC SAFETY

Direct Line..... 401-780-4707

## HOURS

East Greenwich Campus – Communications Center, S 111 A. Twenty-four hours, seven days per week.

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The Department of Public Safety (DPS) promotes a safe and secure environment based upon effective relationships and excellence in service to enrich the quality of the NEIT experience for our students, employees, and guests.

- Student Identification Cards
- Room Access Control
- Parking Management
- Shuttle Services
- Residence Hall Security
- Event Security
- Emergency response
- Foot and vehicle patrol
- Lost and Found
- Safety awareness
- Walking Escorts

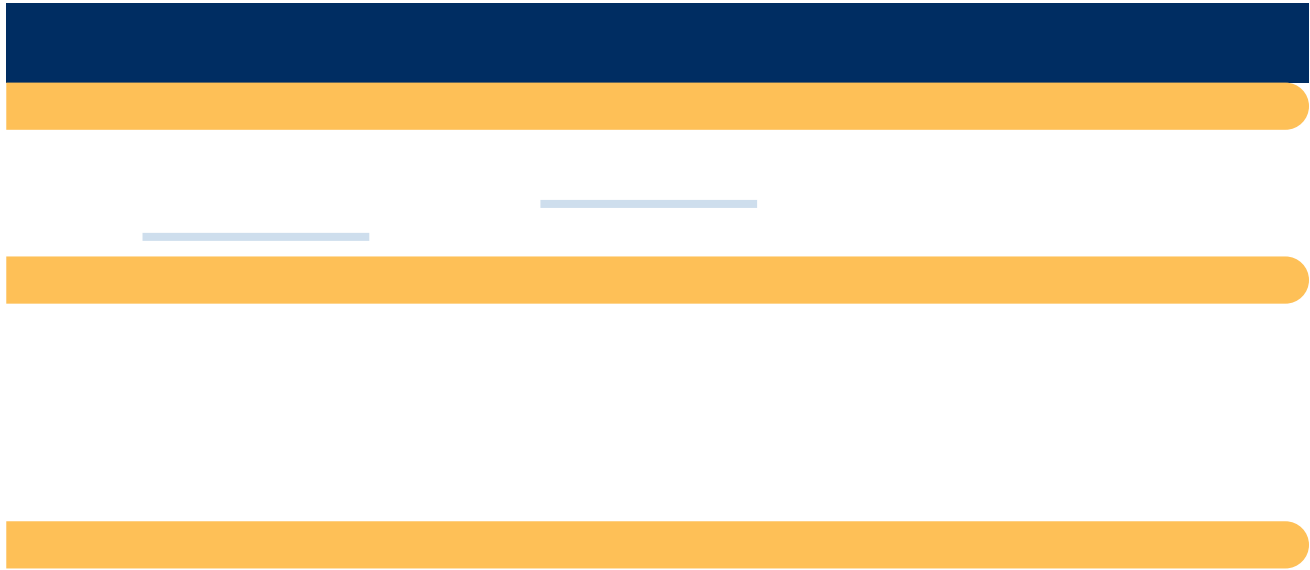
Walking Escort: Upon request, NEIT DPS Public Safety Officers provide walking escorts for NEIT students, faculty, and staff within our patrol boundaries. On the East Greenwich Campus, contact Public Safety for a walking escort by calling 401-234-5555, by using one of the blue-light emergency phones located on campus, or by asking any Public Safety Officer on campus.

On the Post Road or Access Road campuses, call the number for the Public Safety Office (Post Road, 401-780- 4706; Access Road, 401-780-4707), or ask any Public Safety Officer.



## Blue Light Emergency Telephones

Blue Light Emergency telephones are strategically placed throughout the East Greenwich campus. These phones



# Financial Aid Office

## LOCATION

East Greenwich Campus: N110  
(401) 739- 4101, [financialaid@neit.edu](mailto: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 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
- Private educational loans

Financial Aid can be based upon need. Need is defined as the diff



# The Harry & Dorothy Labinger Fitness Center

## LOCATION

### LOCATION

East Greenwich Campus: N260  
(401) 739-5000 Ext. 3758

### HOURS

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



# Library & Information Commons

## LOCATION

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

## HOURS

Monday through Thursday, 8:00 a.m. to 7:00 p.m. %

Friday, 8:00 a.m. to 5 p.m. %

Saturday, 8:00 a.m. to 4:00 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](http://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.

### **A so**

- 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
- 24 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**



# Office of Residence Life

## LOCATION

Residence Hall: Office 153

## HOURS

(401) 739-5000 Ext. 3560, [reslife@neit.edu](mailto: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





# Office of Student Activities

## LOCATION

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



NEIT's esports programs offer students the opportunity to compete on competitive teams against other colleges and universities. The esports teams play the most popular collegiate game titles, and the university's membership in NECC (National Esports Collegiate Conference) and ECAC (Eastern College Athletic Conference) allows players the opportunity to compete at the highest levels in their game.

All students who do not want to compete at the conference level, are encouraged to join NEIT's esports intramurals and play against their classmates or to come to the Esports Center and play video games on their own. They may also come just to watch other students play and to meet others with common interests.

## INTRAMURALS

NEIT intramurals are all co-ed and offer students an opportunity to meet new people, exercise and have fun!

NEIT intramurals include soccer, golf, basketball, flag football, Ultimate Frisbee, bowling, and volleyball. Students interested in participating in intramurals should contact the Office of Student Activities to sign up.

Check the Student Website for information about the schedule for intramurals.

## WHY SHOULD STUDENTS PARTICIPATE?

- It is a fun way to broaden your experience at NEIT and to meet new people within the NEIT community, including your fellow students, faculty and staff.
- Participation helps you develop your leadership and interpersonal skills and enhance your resume.
- Student volunteer participation at NEIT activities and events makes the events even more special for our students and their families.

## HOW DO I GET INVOLVED?

Watch for Student Activity announcements in your student email, on the student website, and on campus bulletin boards.

Contact the Director of Student Activities, [mhague@neit.edu](mailto:mhague@neit.edu), with your ideas for student activities.

*G t n o            t    o s t o   o u r   p r n   t E   n  
t n   p o p   o            a            o n   r n s!*



# Office of Student Support Services (OSSS)

## LOCATION

East Greenwich Campus: N201  
401-780-4116,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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- 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



# Office of Teaching and Learning

## LOCATION

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

## HOURS



# Registrar's Office

## LOCATION

East Greenwich Campus: N116  
(401) 739-5000 Ext. 3300, [regoffice@neit.edu](mailto:regoffice@neit.edu)  
Access Road Campus: AC 202 A

## HOURS



# Student Accounts Department

## LOCATION

East Greenwich Campus: N119  
(401) 739-5000 Ext. 3406, [stuaccounts@neit.edu](mailto: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 payments and assists students who might be experiencing difficulty in making their payments. Most concerns and problems with payments and refunds can be addressed and resolved if the Student Accounts Department is made aware of them. Just give us a call or drop by to see us.

Payments are accepted in the Business Office in the form of cash, check, or credit cards.

Students who have concerns in any of the following areas should contact this department as soon as possible:

- Inability to make payments as originally planned
- Past due notices that do not agree with the student's own records
- Questions regarding company reimbursement
- Questions regarding sponsorship

The Student Accounts Department communicates frequently with students by NEIT email, telephone and/or mail when it is necessary for students to meet with a staff member from this department to address and resolve together the student's account. It is critical that students respond immediately to any contact from this Office. It is not the intent of the Student Accounts Department to interrupt the educational objectives of our students.

However, if after attempts have been made and the student has not responded to a request from the Student Accounts Department, the student may be contacted during class time.

## NEIT REFUND REQUEST POLICY

You may be eligible for a refund as a result of excess financial aid or an overpayment to your account. You may receive the resulting credit balance either in the form of a check, or you may apply it to your account.

Please note: On rare occasions, errors occur at the bank that issued your student loan which may result in an adjustment to your Financial Aid and the amount of r6()-9tn s s d e u l n s o r h e : t

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the next business day. Requests for refunds made within three (3) business days of a release date will be paid on the next release date.

- Refund checks are mailed out on the dates identified above.
- A parent must submit written approval for funds resulting from the proceeds of a Plus Loan to be released to the student.
- Federal regulations require students to be attending classes on a regular basis in order for any refund to be released.
- Refund requests for payments made online via credit card will be returned to the credit card used for payments.
- Please note: No refund will be issued during the first 2 weeks of any term.

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# Academic Policies and Procedures

## ACADEMIC INTEGRITY POLICY

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.

All faculty at NET are requested to enable the plagi









## COURSE REGISTRATION

### Drop and Add Policy, Adding Courses

#### Add Period:

##### Important Information

- Registration opens at 7:00AM on Monday of the 5th week of the current term.
- \*Intercession registration opens Monday of the 5th week in the spring term.
- Courses are available on a first come, first served 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. Students may add five-week classes until Tuesday at 6 p.m. of week one.

#### Late Add Period for On-Campus Courses (There is no late add period for online courses.)

After the Add Period ends, students may add on-campus courses until Saturday of week Two of the term at the discretion of the course instructor(s). To add a course after the Add Period, the student must obtain permission







## GRADUATION REQUIREMENTS

Graduation with a Certificate:

To be eligible for graduation with a Certificate from NEIT, students must:

- successfully complete all courses listed in the curriculum they are pursuing;
- have a cumulative grade point average of at least 2.33 for Practical Nursing;
- complete the last 26 credit hours for the Practical Nursing program at NEIT as a residency requirement and have received academic credit for the balance of the program; and,
- fulfill all financial obligations to the university.

Residency requirements may be partially waived with the written permission of the Office of Teaching and Learning.

Graduation with an Associate Degree:

To be eligible for graduation with an Associate Degree, students must:

academic credit for the balance of the program, and, fulfill all financial obligation to the University.







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 prior learning equivalency to course credit.
7. Portfolio Review credit may not be used to satisfy the university's residency requirement.
- 8.



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.

Minimum Quarter Credits for Degree	Source of Transfer Credit	DEGREE LEVEL				
		AS	ATS	BS	MS	Dr
Maximum Transfer Credit (in quarter credits)		46	58	42	4	0
Any combination of transfer credits from these sources may not exceed the Maximum Transfer Credit for the specific degree level and General Education-technical Credit distribution	College					
	General	22	22	28	n/a	0
	Technical	14	14	14	n/a	0
	CLEP	25	25	0	0	0
	CLEP Transfer	44	50	0	0	0
	Experiential	30	30	30	4	0

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.





programs and activities, not all accommodation requests may be granted. Examples of accommodations that would not be provided include:

- Provision of an accommodation(s) that would fundamentally alter the nature of the course, program, or activity as determined by N.E.T. (A "fundamental alteration" is a change that is so significant that it alters the essential nature of the course program or activity.)
- Provision of an accommodation that is not supported by the student's medical documentation.
- Provision of a retroactive accommodation.

### Procedures for Requesting an Accommodation(s)

Students needing accommodations are directed to make their requests to the following:

- Academic accommodations for certificate, AS and BS level courses The student's SA. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.
- Academic accommodations for on-line, master's or doctoral level courses The SSC. Because course requirements can vary greatly and a student's desire to have an accommodation may change, students must request academic accommodations each term.
- 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

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the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

- **Damage:** The owner of a service or assistance animal is solely responsible for and agrees to accept and incur any and all liability and legal damages awarded to any third party as a result of bodily injury to persons or damage to NEIT's or another's property caused by his or her service or assistance animal.
- If fleas, ticks or other pests are detected, the animal shall be immediately removed from the residence hall and/or campus until such time as the Service Animal's Owner provides proof that the animal has been treated and, for residential student owners, that the residence has been treated using approved fumigation methods by an NEIT-approved pest control service. The Animal Owner will be billed for the expense of any pest treatment. NEIT shall have the right to bill the Animal Owner's NEIT account for unmet obligations under this provision.
- **Appropriate Animal Behavior in Public Settings:** The animal will not be allowed to sniff people, tables in eating areas, or the personal belongings of others; initiate contact with someone without the owner's direct permission; or, display any disruptive or aggressive behaviors or noises.
- Both service and assistance animals may be excluded from the campus and campus buildings if they pose either an undue hardship or a direct threat to guests or members of the campus community.
- This policy also does not apply to fish in fish tanks in residence hall rooms which are 5 gallons and under and meet the conditions set forth below.
  - The fish cannot pose a danger to people.
  - The fish tank must be kept clean at all times.
  - The fi



In accordance with the Rhode Island Department of Health (RIDOH) regulations, the following immunizations are required of all entering full-time students: Tetanus, Diphtheria, Pertussis Vaccine, Measles, Mumps and Rubella Vaccine, Varicella (chickenpox) Vaccine, Hepatitis B Vaccine, and Meningococcal Vaccine (students under the age of 22 only), unless the student is exempt from the immunization requirements because of medical or religious reasons. Students are required to provide documentation that the student has completed the required immunizations.

In addition to the immunization requirements above it is strongly recommended that all students follow CDC guidelines for COVID-19 vaccination which recommend that everyone be up to date with COVID-19 vaccines including booster doses.

All students are required to comply with all health and safety policies, procedures, and communications issued by NEIT. Students who do not comply with the provisions of NEIT's health and safety policies, procedures, and communications will be subject to disciplinary action, including, but not limited to losing their housing privileges or application of disciplinary sanctions up to and including dismissal from the university.

## DRUG POLICY

NEIT prohibits the unlawful manufacture, possession, dispensing, use or distribution of controlled substances and illicit drugs, marijuana (in any quantity, including less than one ounce) and medical marijuana on NEIT property or in NEIT buildings or at NEIT sanctioned off-campus functions and activities.

Although Rhode Island has legalized the recreational use of cannabis for adults over the age of 21, New England Institute of Technology (NEIT) is subject to federal laws that expressly prohibit the possession, use or distribution of cannabis on university property or as part of university-sponsored events.

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 university-owned

be charged with the costs incurred by NEIT to repair the elevator and/or release the occupants. Students who intentionally disable an elevator may face disciplinary action.

## HAZING POLICY

"Hazing" is prohibited at NEIT. Hazing means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. This conduct shall include, but not be limited to, whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## NOTIFICATION OF STUDENT RIGHTS TO PRIVACY

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") affords students certain rights with respect to their educational records. (Educational records are those records directly related to a student and maintained by the institution or by a party act











The CCPs are available to serve as a resource to any individual who has an unlawful harassment, or discrimination complaint or inquiry. The CCPs have information about NEIT policies and procedures, options available for resolution of complaints, and confidentiality requirements.

The Executive Vice President will disclose in a timely manner, in writing to complainant and respondent, the disposition of the complaint including a description of any actions taken in resolution of the complaint.

*The contact information for state and federal agencies responsible for enforcement of laws against unlawful discrimination and harassment is as follows: The State of Rhode Island Commission for Human Rights, 10 Abbott Park Place, Providence, R.I. 02903-3768, (401) 222-2661 and The United States Equal Employment Opportunity Commission, John F. Kennedy Building, 475 Government Center, Boston, Massachusetts 02203, (617) 565-3200.*

## REFUND POLICY

1. Any refunds of tuition, student and lab fees, and meal plans for resident students are calculated on an academic term basis
2. Students who withdraw from NEIT must notify the Registrar's Office in writing. Absence from class does not constitute withdrawal. Tuition and fees refunds are pro-rated based on the following schedule:
  - Written notification received by the Registrar:
  - In the first week\* of class, will result in a refund of 75% of the term's tuition and fees
  - In the second week\* of class, will result in a refund of 50% of the term's tuition and fees
  - In the third week\* of class, will result in a refund of 25% of the term's tuition and fees
  - After the third week\* of class, will result in no refund.
3. Resident students who withdraw from NEIT or who plan to move out of NEIT housing for other reasons must immediately notify the Office of Residence Life by completing the Housing Move-Out Form located in My Housing on the Student Website. Moving out of the residence hall or not staying in one's assigned room does not constitute withdrawal.

- In the first week\* of class, will result in a refund of 75% of the term's tuition and fees.

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

## RIGHT TO SEARCH POLICY

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. If by the end of the academic term or NEIT break period in which the item is confiscated the matter is not 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).

## SMOKING POLICY

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, in front of the building, or within 50 feet of any building entrance or exit. Smoking is not permitted in any building on the Post Road and Access Road campuses 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 the front of the residence hall, in the residence hall courtyard or patio or within 50 feet of any exterior wall of the residence hall. NEIT's restrictions on smoking also apply to hookahs and electronic cigarettes, also known as e-cigarettes, personal vaporizers (PV), and electronic nicotine delivery systems (ENDS).

## SOCIAL MEDIA POLICY

While NEIT will not proactively monitor personal web sites, social networking sites, blogs, online video hosting sites, and other such Internet information repositories for student conduct violations, NEIT will address student conduct violations that are reported to NEIT. If, in the course of the investigation, violations of law or NEIT policy are identified, the student(s) may face a disciplinary response as outlined in the Student Conduct section of this Handbook.

## SOLICITATION POLICY

Solicitation includes the following: Soliciting or seeking to obtain membership in or support for any organization or cause; requesting contributions; posting or distributing pamphlets, petitions, advertising materials, circulars and the like of any kind; selling, purchasing or offering goods and services for sale or purchase; fundraising; promoting on- or off-campus services and events or other similar activities; or, engaging in any other conduct relating to any outside business interests or for-profit or personal economic benefit or other similar purposes on NET property or using NET resources (including, without limitation, bulletin boards, electronic monitors, computers, mail, e-mail, text messages, social media, telecommunication systems, photocopiers, telephone lists and NET databases).

Solicitation by students or student organizations is permitted only with the prior written approval of the NET Director of Student Activities. Solicitation which has been approved is limited to public areas of NET's facilities.

Public areas include student lounges, dining areas, Tech Way, patios, lawn areas, the campus green and designated portions of some NET buildings and recreation areas.

Solicitation in residence halls by residents, guests, or vendors is prohibited, with the exception of solicitation in conjunction with approved student organization activities where prior approval has been granted by the Director of Residence Life, in consultation with the Director of Student Activities.

The Executive Vice President retains ultimate decision-making authority in regard to all solicitations at the university.

## STUDENT ASSEMBLY POLICY

An event coordinated by an NET student(s) or an NET student organization to hold an event that could be otherwise construed as an assembly (rally, march, demonstration, protest, or sit-in) must receive prior written approval by the Vice President for Student Support Services or their designee. Such assembly may not interfere with or disrupt the orderly conduct of NET teaching and learning, business, or other activities, or infringe on the rights of others. Limitations, as determined by the Vice President for Student Support Services, may be placed on the participate in assemblies on NET's campus. In the event the area in which the assembly is held is not restored time, place, and manner of any assembly on campus. Persons who are not NET students are not permitted to participate in assemblies on NET's campus. In the event the area in which the assembly is held is not restored to its original condition, the organizer will be responsible for the costs of restoring the area to its original condition. Assemblies that fail to follow this policy may subject participants to disciplinary action up to and including dismissal from NET.

## STUDENT CONDUCT POLICY

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

- That the NET 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



- Theft and attempted theft;
- Non-compliance with the requests of university officials. Non-compliance of NEIT's Department of Public Safety officials, law enforcement or fire officials acting in the performance of their duties, and failure of the student to identify themselves to these persons when requested to do so;
- Vandalism and attempted vandalism, property damage, including graffiti;
- Disruptive behavior, to include behavior that may affect the learning or community experience of others;
- 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;
- Reckless driving on NEIT property or near the university's entrances/exits;
- Violations of local, state or federal law, and,
- Failure to exhibit good citizenship and respect for the campus community, both on- and off-campus as determined in the sole judgment of university officials

## Reports of Students Misconduct and Individuals Responsible for Conducting Investigations

Reports of violations of the Student Conduct Policy occurring within the Residence Hall or on the Residence Hall property (courtyard, entrance areas, etc.) shall be made to the Office of Residence Life. (If a staff member in the Office of Residence Life cannot be immediately contacted, reports of violations shall be made to the Department of Public Safety.) The Director of Residence Life or their designee\* will investigate the reported violations. Investigations may be done in collaboration with the Department of Public Safety.

Reports of violations of the Student Conduct Policy or behavior wherever they occur that could be considered a criminal action or public safety threat to the campus community shall be made to the Department of Public Safety. The Director of Public Safety or their designee\*\* will investigate the reported violations or behavior. Investigations may be conducted in collaboration with the Office of Residence Life or the Office of Student

All other reports of violations of NEIT's rules, regulations or policies, or exhibition of behavior by a student, on-or off-campus, shall be made to the Department of Public Safety. The Director of Public Safety or their designee\*\* will investigate the reported violations or behavior. Investigations may be conducted in collaboration with the Office of Residence Life or the Office of Student



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(s) representing one or more departments as they choose.*

*\*\* Designees may include, but are not limited to Student Advisors, Residence Hall Director, Residence Life Graduate Assistant, Resident Assistants or Department of Public Safety staff.*

## Investigations of Alleged Violation(s)

Upon the receipt of credible information that an alleged violation of NEIT policy has occurred, an investigation will be conducted, as necessary. The person(s) investigating the alleged violation(s) may use any methods deemed pertinent by them, including interviewing witnesses prior to meeting with the student(s) who allegedly committed the violation(s).

Incidents involving more than one student may be resolved through a single meeting with all the students

It is the policy of NEIT that meetings with the student and the NEIT personnel assigned to the investigation 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 focus of inquiry during the investigation shall be whether the student is or is not responsible for violating NEIT's Student Conduct Policy. Determinations of "responsible" or "not responsible" shall be based upon a preponderance of the evidence, i.e., "more likely than not," as determined by the individual(s) investigating the alleged violation(s).

Deviations from prescribed procedures will not necessarily invalidate a decision of responsible or not responsible

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



**Disciplinary Action**

[Redacted]

[Redacted]

[Redacted]

[Redacted]



loss of privileges, and restitution. Deactivation includes loss of all privileges, including NET recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

## Appeals Process

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.,

New England Institute of Technology (NEIT) is committed to maintaining a campus environment where students can live, work and learn in an atmosphere of civility, and mutual respect. NEIT believes it is in the interest of the student and the university community to resolve conflicts as quickly, equitably and as informally as possible.

Students who have conflicts involving staff, other students, academic matters, financial matters, or any other aspect of their university experience should follow the steps outlined below.

### Step one:

If the conflict involves

- An NEIT employee (staff or faculty member) or another student, the student whenever possible, should try to discuss the matter directly with the individual involved. Students may utilize the services of their Student Advisor in an effort to resolve any non-residential living concerns.
- An academic matter (such as a grade), the student should discuss the matter directly with the faculty member involved. Students may utilize the services of their Student Advisor in an effort to resolve any concerns.
- A financial matter (such as a bill, a parking ticket fee, damage charges), the student should discuss the matter with a Student Accounts Representative. Students may utilize the services of their Student Advisor in an effort to resolve any concerns.
- A residence hall matter (other than personal conflicts between students), the student should discuss the matter with the Residence Hall Director. Students may utilize the services of their Resident Advisor (RA) in an effort to resolve any concerns. If the conflict involves a matter with a roommate, the student may utilize the services of their RA in an effort to resolve the concern by completing a Roommate Agreement.
- Any other aspect of the student's university experience, the student should notify their Student Advisor who will assist the student in addressing the matter.

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

### Step two:

Conflicts which are not satisfactorily resolved after following the procedures in Step 1, may be brought to the attention of the following university personnel:

- Conflicts involving NEIT employees (staff or faculty members) may be brought to the attention of the staff member's supervisor or the faculty member's Department

Life may utilize the services of the student's RA in an effort to resolve the matter.

- All other conflicts involving any other aspect of the student's university experience – Go to Step 3. If the matter is resolved to the student's satisfaction, the matter will be closed.

### Step three:

Conflicts which are not satisfactorily resolved after following the procedures in Steps 1 and 2, may be 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 four:

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 is a voluntary agreement between the student and the University of Northern Iowa.

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supporting information (including statements, testimony and documents) shall be kept confidential by the parties and shall not be disclosed outside the arbitration proceedings except for disclosure to a party's counsel and consultants. The award of the arbitrator may be entered in any court having jurisdiction thereof.

Regardless of any other terms of this Arbitration Agreement, claims may be brought before an administrative agency if applicable law permits access to such an agency notwithstanding the existence of an agreement to arbitrate.

Neither NET nor anyone else who later becomes a party to this arbitration agreement will use it to stop a student from bringing a lawsuit concerning NET's acts or om





## TITLE IX REPORTING, INVESTIGATION AND GRIEVANCE PROCEDURES

Reports of incidents of Title IX sexual harassment, including dating violence, domestic violence, sexual assault, and stalking (collectively "Title IX Prohibited Conduct"), are made to the Title IX Coordinator whose contact information is as follows:

- Name: Scott Freund
- 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](mailto:sfreund@neit.edu)
- Office Mailing Address:

New England Institute of Technology  
One New England Tech Boulevard, East Greenwich, Rhode Island 02818

Any person, a victim, a witness or an authorized legal representative with the legal right to act on behalf of a complainant, 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://technet.neit.edu/> under the Support Services tab.

## WEAPONS POLICY

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, daggers, dirks, stilettos, sword-in-cane, bowie knives, or similar weapons designed to cut and stab another, blackjacks, slingshots, metal knuckles, slap gloves, bludgeons, clubs, martial arts weapons including so called "Kung-Fu" weapons, crossbows, bows and arrows, incendiary devices, explosives of any type, multi-pronged stars with sharpened edges designed to be used as a weapon and commonly known as throwing stars or any other object or substance used to cause or threaten harm. For purposes of this policy, weapons also include realistic or toy replicas or items that resemble weapons or shoot projectiles, to include, gel blasters, Nerf guns, or any similar type toy.

"NEIT grounds" means property of NEIT or that portion of any building, structure, or vehicle, which, at the time of the violation, is being used for any activity sponsored by or through NEIT.

This policy shall not apply to:

- Active or retired law enforcement officers/agents (local, state, and/or federal) authorized to carry weapons by law or their governmental agency.
- The use of simulated weapons by students and faculty as required in NEIT courses or in activities coordinated by the Office of Student Activities (e.g., laser tag)

- The use of knives required in NEIT courses
- The possession and/or use of disabling chemical sprays when used for self-defense.

## WRITTEN INFORMATION SECURITY POLICY (WISP) & STUDENTS

New England Institute of Technology's (NEIT's) Written Information Security Policy (WISP) is intended to ensure the confidentiality, integrity, and availability of data and resources through the use of effective and established 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. HIPAA (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 or entities in the private sector, in cases where NEIT has a legal, contractual or fiduciary duty to protect said resources while in NEIT custody. In the event of a conflict, the more restrictive measures apply. This policy covers NEIT's network system which is comprised of various hardware, software, communication equipment and other devices designed to assist NEIT in the creation, receipt, storage, processing, and transmission of information.

This definition includes equipment connected to any NEIT domain or VLAN, either hardwired or wirelessly, and includes all stand-alone equipment that is deployed by NEIT at its off

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5. **Enterprise Asset/Device** – Any asset/device that is owned by NEIT.
  6. **BYOD Asset/Device** – Any asset or device that is not owned by NEIT.
  7. **Asset/Device Types**
    - a. **Computers**– Laptops and Desktops running a full Operating System (OS) such as macOS or Linux.
    - b. **Mobile Devices**– phones, tablets, Chromebook and similar devices i.e. iPad, iPhone, Android phone, Android tablet, etc.
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**4 The CIO and ISA will work with reviewers to make any**

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**Permitted Uses of NEIT's Computing & Network Resources:** The use of NEIT's Computing & Network Resources is provided to support NEIT's business activities, academic programs and related activities. Computing & Network Resources shall be used in a manner consistent with those purposes. All activities inconsistent with those purposes are considered to be inappropriate and may jeopardize a user's continued use or access to NEIT's Computing & Network Resources.

**Prohibited Uses of NEIT's Computing & Network Resources:**

1. Revealing your account password to others or allowing use of your account by others
2. Violating others' privacy, breaching, tampering with, or circumventing security controls, or attempting unauthorized access to Computing & Network Resources or institutional data.
3. Executing any form of unauthorized network monitoring or access which will intercept data restricted or prohibited by laws/regulations or not intended for the individual.
4. Accessing any data, system or technology in a manner that adversely affects the availability or security of Computing & Network Resources or institutional data.
5. Development or introduction of malicious programs or files into Computing & Network Resources (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). Uploading files that the user has reason to believe contains a virus or corrupted data.
6. Developing or executing programs that could harass others, infiltrate the system, or damage or alter the components of the system.
7. Threatening, harassing, intimidating or otherwise violating the legal rights of others
8. Developing, publishing, posting, collecting, distributing or disseminating defamatory, infringing obscene, unlawful, or other inappropriate material or information.
9. Using Computing & Network Resources for monetary gain or for commercial purposes that are not directly related to NEIT business or educational programs
10. Copying, uploading, sending copies, or falsifying the source or origin of documents, software programs or other materials in violation of copyright laws
11. Deleting any author attributions, legal notices or proprietary designations or labels in a file in violation of copyright laws. (Software programs are protected by Section 117 of the 1976 Copyright Act. Unless they have written the program themselves, users do not have the right to make and distribute copies of programs without specific permission of the copyright holder.)
12. Excessively using Computing & Network Resources (e.g., tying up resources through game playing or other trivial applications, sending frivolous or excessive mail, including chain mail; downloading video, audio

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- 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 NET 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 NET Email.
  - b. Remote access to NET's campus network.
  - c. Other systems, technologies and data as determined by the ISA.

#### Asset/Device Security

1. All computers accessing NET's Computing & Network Resources must be running active, up to date malware protection. Enterprise endpoints must use NET's enterprise managed antivirus installed in managed mode.
  - a. Malware protection must be enabled at all times
  - b. Files must be scanned on access
- 2 All computers accessing NET's Computing & Network Resources must be running a currently supported operating system
- 3 Assets/Devices which store, process, transmit or access institutional data not classified as public must be protected to prevent unauthorized access
  - a. Automatic screen locking mechanisms which require the use of a pin, password or other form of authentication must be configured.
  - b. Mobile devices must be encrypted
  - c. Computers should be encrypted and use host-based firewalls where possible
  - d. Mobile devices must not be "rooted", "jail broken" or have other similar security bypasses in place
- 4 Unused and unnecessary software must be removed from enterprise assets/devices
- 5 All software must be approved for use. DOTS may prohibit use or installation of software on enterprise assets/devices





6. Individuals are required to report the loss or theft of a device with VPN access installed immediately.
7. Individuals are not permitted to remotely access another individual's system unless they are required to do so in performing their job or supporting/conducting academic activities
8. The use of remote support tools such as GoToAssist, LogMeIn Rescue, Bomgar, etc. is permitted only when receiving external support from a vendor/manufacturer. Establishment of permanent or unattended access through these technologies is prohibited.
9. Students are only permitted Virtual Desktop Infrastr

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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 affected individual

AYE = award year end (June 30)

## STUDENT RECORDS

### Applications and Admissions

### Students Who Enter

**Students Who Are Accepted but Do Not Enter**

Acceptance Letters.....	3years
Applications.....	3years
Correspondence.....	3years

**Financial Aid Records**

<b>Application for Financial Aid (with attachments)</b> .....	<b>.AYE + 4years</b>
<b>Financial Aid Awards</b> .....	<b>.AYE + 4years</b>
<b>Financial Aid Transcripts</b>	









## Evacuation Locations

- a. **Areas of Refuge:** A location with two-way communication technology designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe or possible. Areas of Refuge are usually located in enclosed stairwells.
- b. **Evacuation Assistance Locations:** A location similar to an area of refuge but lacking in two-way communication technology. Evacuation Assistance Locations in a building are designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe or possible. Evacuation Assistance Locations are usually enclosed stairwells.

## Evacuation Diagrams

Evacuation Diagrams are posted in all classrooms and residence hall bedrooms. Designated areas of refuge are

Front/Academic Skills Center..... East side, along entrance road – Assembly Point D

Residence Hall

Front Entrance ..... Walkway on Quad – Assembly Point A

All other exits..... Rear of building near road – Assembly Point E

Instructors and department heads are responsible for accounting for their students or employees. If anyone is unaccounted for, that information should be passed to Public Safety or a police/fire officer.

## Fire Alarms & 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 and any extinguisher used. Do not re-hang fire extinguishers.
- C. If one portable extinguisher does not put the fire out, you should leave the area and close doors.
- D. Evacuate the building (see evacuation procedures above). Do not use elevators and keep clear of the exits.
- E. Call 911 and state your location (building and address). Note: all calls will show the building address but will not show the individual office.
- F. To contact public safety from an NEIT extension, dial 5555; from an outside phone, dial 401-234-5555.
- G. Report if anyone is suspected of being in the building after the general evacuation to public safety, police, or fire department.

## Fire Alarms

Fire alarms are located near exits in all NEIT buildings. Signs labeled "exit" are posted above the doors in all areas of the building where the exit way is not immediately visible to occupants and point to the exit to be used. If the fire alarm has been activated, if smoke or fire is evident, if you smell irritating chemical odors, or if any conditions threaten your safety, evacuate the building. If you are disabled, let others know if you will need assistance.)

A fire alarm will not only disrupt the activities of the university but will also result in dispatch of emergency equipment to the university by the fire department. Anyone witnessing the initiation of a false alarm should notify public safety immediately. The operation of a fire alarm in the absence of a fire is a criminal offense.

# Additional Information

## BULLETIN BOARDS AND POSTING OF MATERIALS



## CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. NEIT will not be liable for student's failure to notify us of such changes. 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 [registraroffice@neit.edu](mailto:registraroffice@neit.edu).

## CLASS TIMES AND LOCATIONS

Day classes may be scheduled at any time between the hours of 7:30 a.m. and 5:35 p.m. Monday through Friday. Evening classes may be scheduled at any time between the hours of 5:45 p.m. and 10:40 p.m. Monday through Friday. Saturday classes are scheduled from 8:30 a.m. to 1:30 p.m. (Saturday classes for the Occupational Therapy Master's program are typically scheduled from 8:00 a.m. to 5:20 p.m.).

The university cannot guarantee that a student enrolling for a particular section will retain that section throughout the entire program. Classes will be scheduled for, and student and administrative services will be available at, the East Greenwich Campus, Post Road Campus or the Access Road Campus entirely at the university's discretion. It is the student's responsibility to seek out classes and services when and where they are offered.

## COMPLETING DEGREE REQUIREMENTS ON TIME

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 their 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 their Student Advisor or the Student Success Coordinator for Online Learning to find out the re-enrollment requirements for their program.

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## COMPUTER LAB

An open computer lab is available at the following location for students who need to use a computer and a

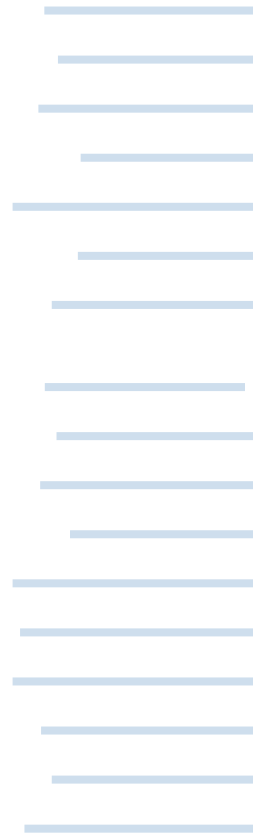
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Criminal Justice ..... Ray Angell Esq., Professor, [rangell@neit.edu](mailto:rangell@neit.edu)  
Cybersecurity and Network Engineering..... E. Martin Truchon, Professor, [etruchon@neit.edu](mailto:etruchon@neit.edu)  
Cybersecurity Defense..... E. Martin Truchon, Professor, [etruchon@neit.edu](mailto:etruchon@neit.edu)  
Digital Media Production ..... Tom Strolla, Professor, [tstrolla@neit.edu](mailto:tstrolla@neit.edu)  
Electrical Engineering Technology..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)  
Electrical Technology..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)  
Electronics, Robotics & Drones Technology..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)  
Engineering Management ..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)  
Game Development and Simulation Programming..... E. Martin Truchon, Professor, [etruchon@neit.edu](mailto:etruchon@neit.edu)  
Graphic Design ..... John Szymkowicz, Associate Professor, [jszymkowicz@neit.edu](mailto:jszymkowicz@neit.edu)  
Health Science ..... Mary Benn, Assistant Professor, [mbenn@neit.edu](mailto:mbenn@neit.edu)  
Heating, Ventilation and  
Air Conditioning Technology..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)  
Humanities and Social Sciences.....



Speech Language Pathology.....Meghan Broz, MS, CCC-SLP, ATP, Assistant Professor, [mbroz@neit.edu](mailto:mbroz@neit.edu)

Surgical Technology..... Lisa Reed, Professor, [lreed@neit.edu](mailto:lreed@neit.edu)

Veterinary Technology.....Christopher Hannafin, DVM, Assistant Professor, [channafin@neit.edu](mailto:channafin@neit.edu)

Video Game Development and Design ..... E. Martin Truchon, Professor, [etruchon@neit.edu](mailto:etruchon@neit.edu)

Welding Engineering Technology ..... Michael Eggeman, Associate Professor, [meggeman@neit.edu](mailto:meggeman@neit.edu)

## EMERGENCY CONTACT INFORMATION

Students (except students in 100% online programs) are expected to designate an emergency contact person for the university to contact in case of a personal emergency (e.g., student is injured, becomes ill, is transported to the hospital, or where there is reason to believe that notification may reduce imminent risk to the student or others). For resident students under the age of 18 and not emancipated minors, NEIT is required to notify





status changes from resident to commuter student must turn in their resident student ID card and receive a new ID card as soon as they move out of the residence hall.

## LOSS OR BREAKAGE OF NEIT EQUIPMENT OR TOOLS

Loss or breakage of university equipment or tools by the student is the responsibility of the student. The replacement cost may be added to the student's tuition bill.

## PERSONAL PROPERTY

Any personal property brought onto NEIT premises is the sole responsibility of its owner. Students should take appropriate precautions and should not leave their personal property unattended. NEIT assumes no responsibility for loss or damage to personal property on NEIT premises whether due to theft, fire or any other cause.

## PRINTING

Printers are available for student use in the Library, open labs and some classrooms

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

i b r a r



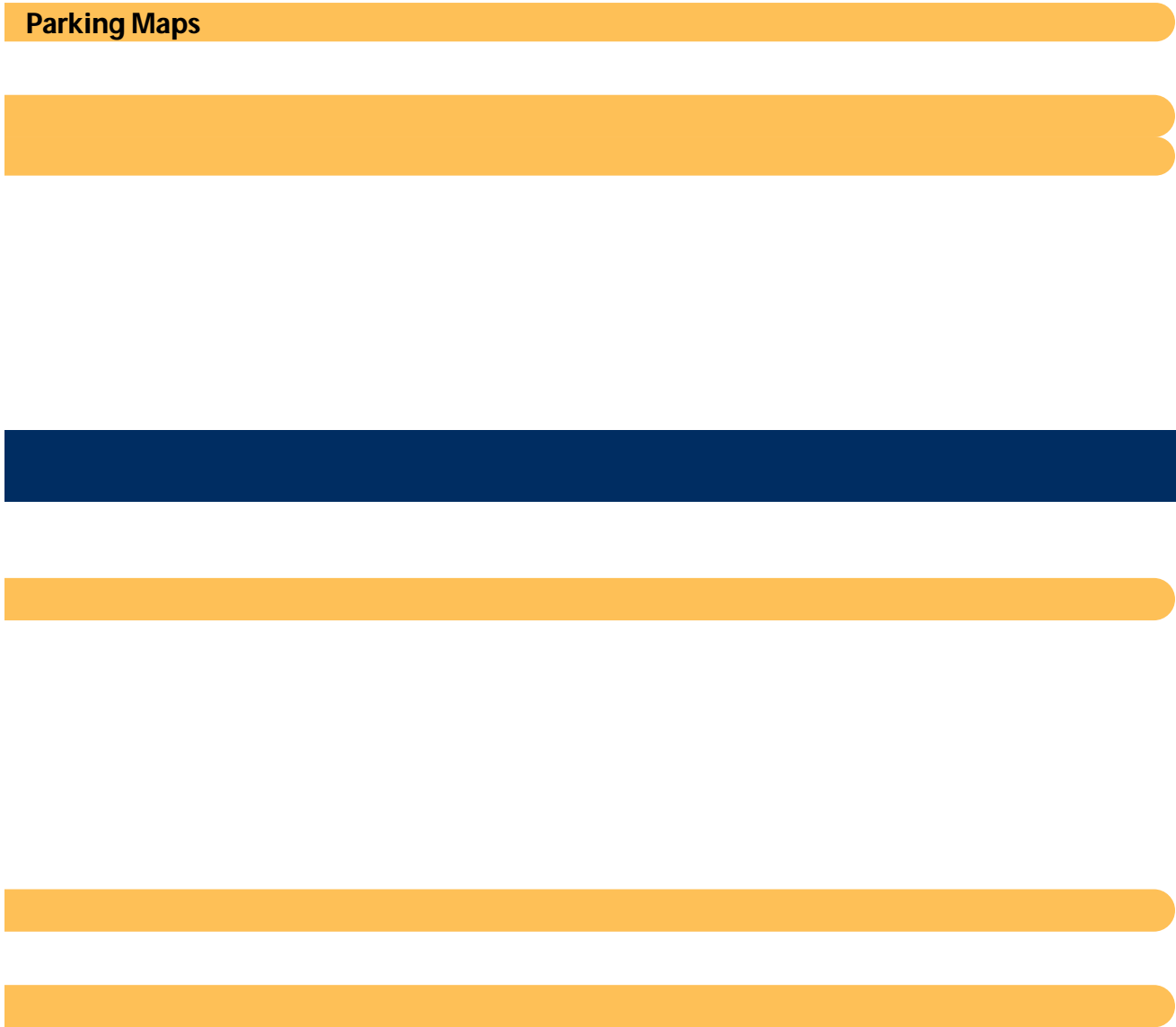
## Student Activities Transportation

- Transportation is available to NEIT students for certain off-campus field trips, recreational events, and intramural programs. Students may contact Student Activities for more information.
- The schedules for all NEIT shuttles are posted on the Student Website.
- Transportation services are offered only while classes are in session. Shuttle service is not available during vacations, break periods or Intere servi



the privilege of having a car on campus and, if applicable, may be charged for any damage to NEIT property, including for paint and oil stains

**Parking Maps**



and identify unique leadership opportunities

Based on the premise that an interactive social residence hall environment is fundamental to living and learning at NEIT, the residence hall is primarily designed to house two students per bedroom and includes a large number



vacant bed may be offered to another student at any time and must be accessible to other students needing to change rooms

Students with a vacancy in their rooms are only permitted to occupy one set of furniture. If the occupant of a room with a vacancy attempts in any way to block the filling of a vacant bed or to dissuade a prospective roommate from occupying the room, the occupant may be subject to disciplinary action.

In addition, the university reserves the right to make housing assignments or relocate a student to another space when, in the university's sole judgment, general living conditions for any resident or the well-being of the community will be improved by such a move. Students in an area in which the collective behavior of a residential community is deemed problematic may be dispersed and reassigned to a new space. Students will be responsible for any financial differences associated with the relocation.

## COOKING AND KITCHEN USE

Students are not permitted to cook in their rooms, with the exception of food that can be prepared in a microwave unit. (Only MicroChill microwaves are allowed in the residence hall.) Heating and cooking appliances such as hot plates, air fryers, toasters, toaster ovens, indoor grills, and griddles are prohibited.

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







**Evacuation of Service / Support Animals from Residence Hall**

[Redacted]

[Redacted]

[Redacted]

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).

### Posters, Tapestries, and Other Decorative Furnishings in Residence Hall Rooms

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







## HOUSING WITHDRAWALS

[Redacted]

[Redacted]

[Redacted]

[Redacted]





## 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 24h





Room changes are not allowed during the first two weeks or the last week of any term. Students who wish to change rooms over a term break must complete all housing procedures, including moving possessions, before they leave for the break.

Unauthorized room changes may result in disciplinary action.

## ROOM OCCUPANCY: ARRIVALS, DEPARTURES, AND BREAK PERIODS

The residence hall opens and closes on the dates posted on the university calendar. Students are required to be familiar with NEIT's term and break periods and plan accordingly. Students are not permitted to arrive early or



Students who do not leave the residence hall by the date/time required by the Office of Residence Life may face disciplinary action and be charged a fee.

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 before the end of the student's current term. The form is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a \$200 Improper Checkout Fee.

## ROOM PERSONALIZATION

Students are not permitted to paint, wallpaper, renovate, or modify their rooms or bathrooms in any way, or attempt to make their own repairs to damages made in their rooms. Any alteration to the interior or exterior of a room or a bathroom is considered damage and is not allowed. This includes changing showerheads.

Students are only permitted to use white poster putty to affix items to the walls. Items should not exceed the poster putty manufacturer's specified weight limit. Students who hang anything too heavy for poster putty or use anything other than poster putty, including but not limited to tacks, nails, duct tape, Command Strips or similar products, that results in damage to the walls will be charged for any repairs upon moving out of the room.

Light strips that adhere to surfaces are not allowed because they damage surfaces upon removal.

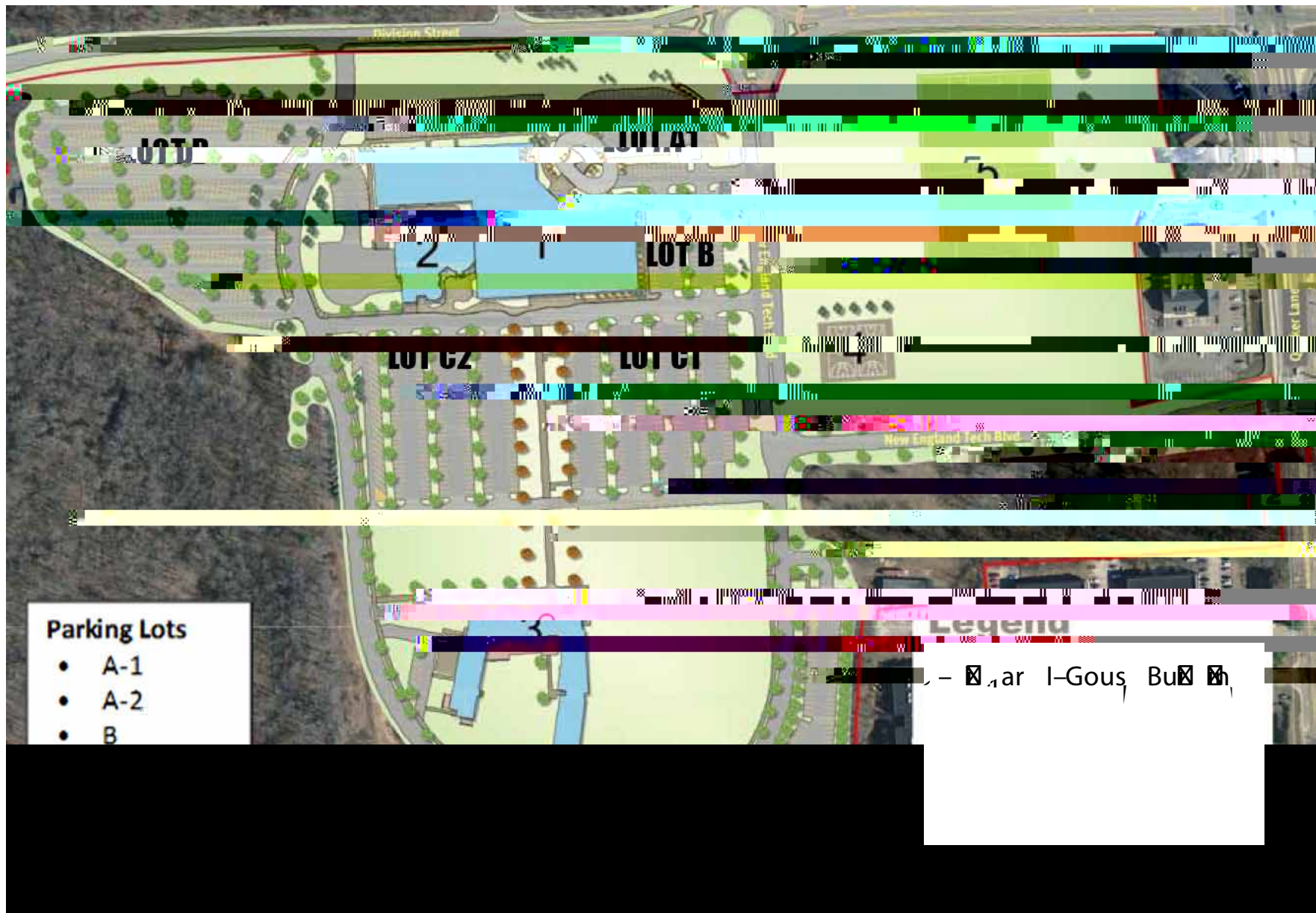
Curtains may not be hung in the windows. Curtains may be hung in the closet openings using only tension rods. No materials can be placed in, on, or outside of windows. Residence Life reserves the right to require the removal of any decorative items in view of the public.

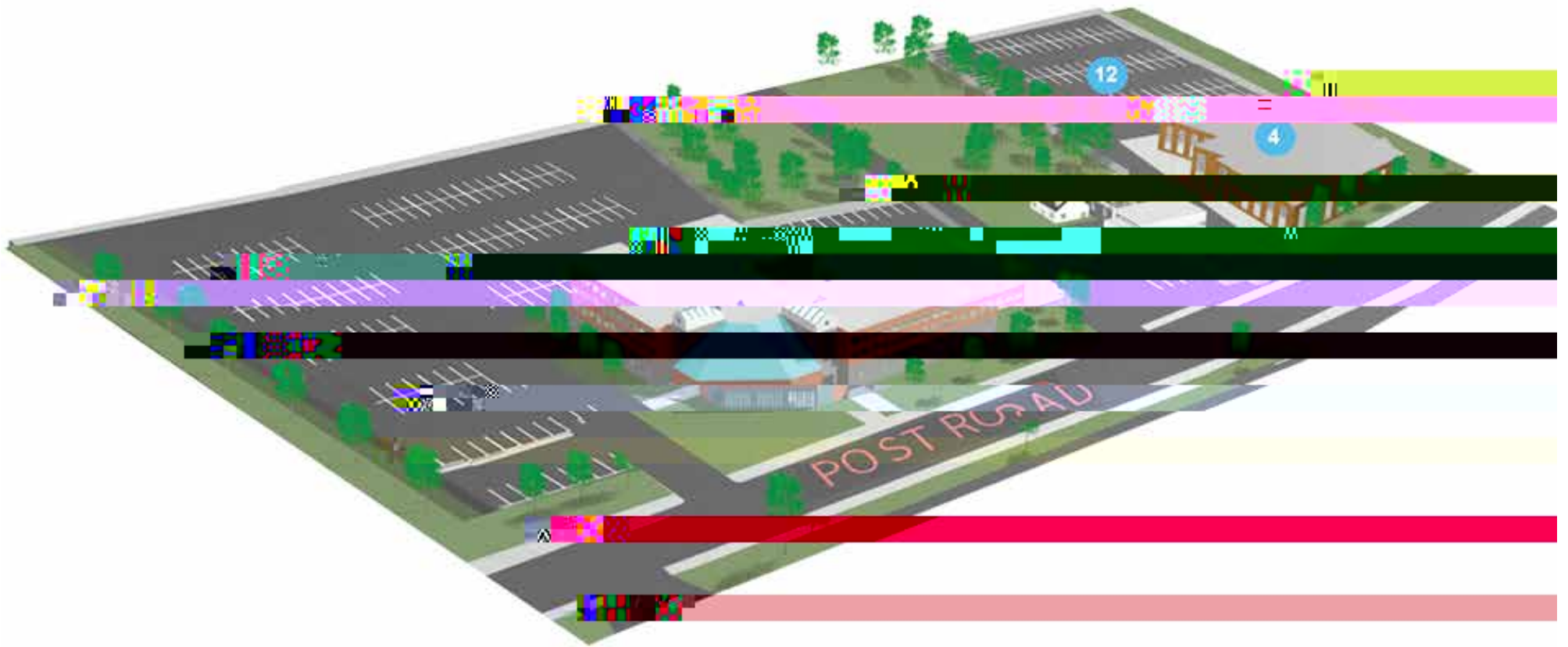
All students must also adhere to the NEIT's Fire Safety Policy, which outlines in greater detail what furnishings

Students are responsible for emptying their own trash and recycling from their rooms/suites and disposing of

Eight horizontal orange bars with rounded ends, stacked vertically, serving as a writing area.

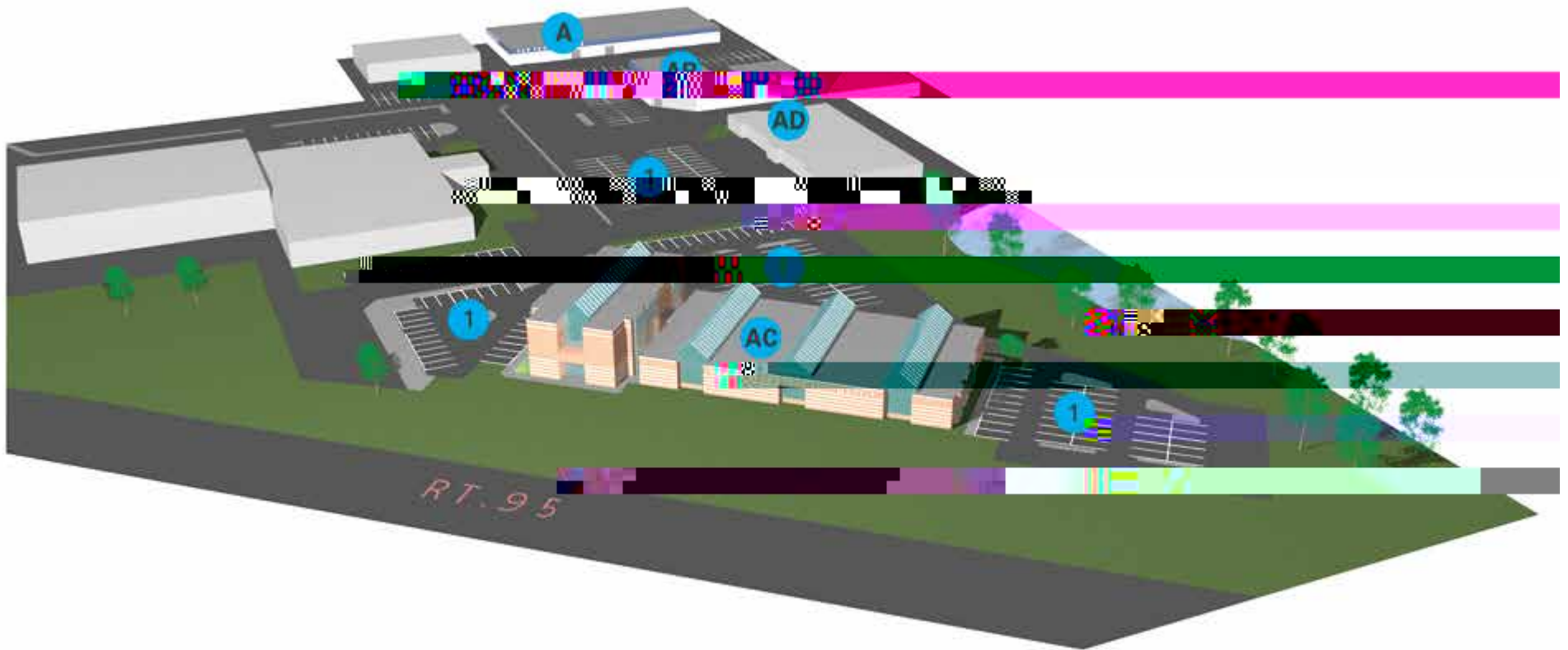
# East Greenwich Campus







# Access Road Campus



A Building

AB Building

AC Building

AD Building

1 Student Parking





EAST MICHIGAN  
UNIVERSITY

# FALL TERM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 Last day to drop courses on Web for Students WEEK 1	30 ! " # \$ % & * ( ) WEEK 1	1 - ! / - ( % , Last day to add weeks 1-5 courses	2	3	4 Last day to register by appt. with Student Advisor	5
6 Last day to register on Web for Students WEEK 2	7 First day to late add 10-week courses	8	9	10	11 Last day to late add 10-week courses	12
13 WEEK 3	14 Columbus Day Holiday Observed ( A )	15 Last day to drop weeks 1-5 courses	16	17	18	19
20 WEEK 4	21	22	23	24	25	26
27 WEEK 5	28 WEB REGISTRATION BEGINS	29	30	31	1 & - . % + ( % , Last day to drop 10-week courses by appt. with Student Advisor	2 Last day to drop 10-week courses by email with Student Advisor
3 WEEK 6	4	5 Last day to add weeks 6-10 courses	6	7	8	9
10 WEEK 7	11 Veterans Day Holiday Observed ( A )	12	13	14	15	16
17 WEEK 8	18	19 Last day to drop weeks 6-10 courses	20	21	22	23
24	25	26	27	28	29	30
<b>3 THANKSGIVING BREAK WEEK 4</b>						
1 WEEK 9	2	3	4	5	6	7
8 WEEK 10	9	10	11	12	13	14 ! " # \$ % & * ( )



[Orange Header Bar]						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
12&% Last day to drop courses on Web for Students WEEK 1	1 ! " # \$ % \$ (%) * &	2 Last day to register for Intercession courses	3	4	5	6	7
8 WEEK 2	9	10	11	12	13 Last day to drop Intercession courses	14	
15 WEEK 3	16	17	18	19	20	21	
22 WEEK 4	23	24	25	26	27	28	
29 WEEK 5	30	12"3 1	2	3	Independence Day Holiday	5 ! " # \$ % \$ & ' % & '	
<b>3 BREAK WEEK 4</b>							

## INTERSESSION 2025

June 2 — July 5, 2025

An opportunity to stay on track or take a break in our program

with assistance

and an advisor

for arts and sciences

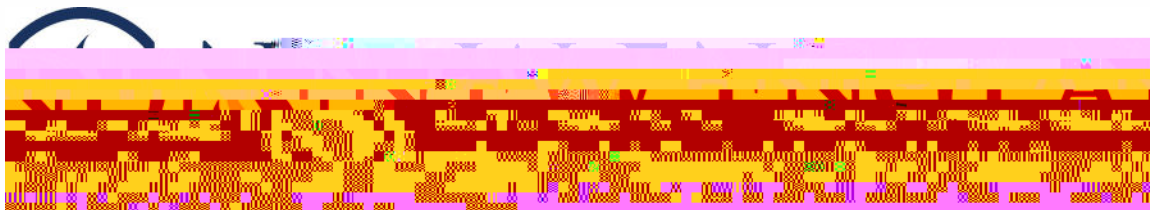
## SUMMER TERM 2025

July 14 — September 20, 2025

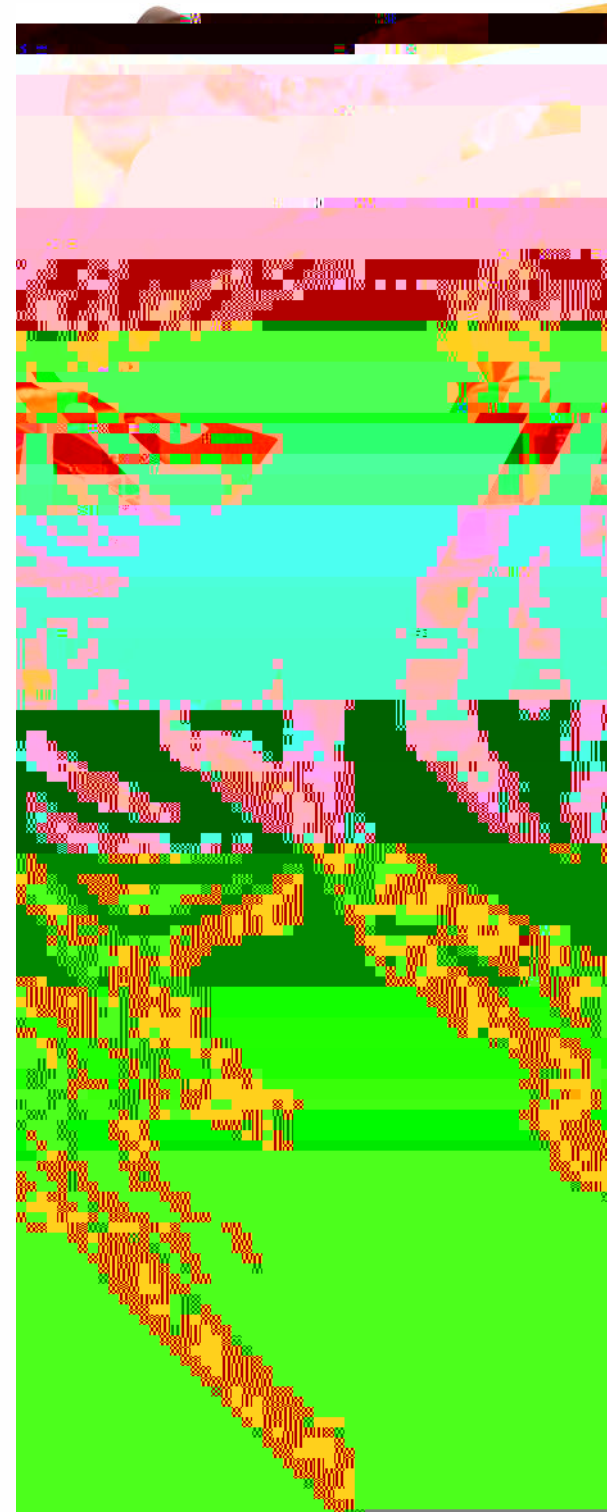
and an advisor for arts and sciences

with assistance available





**NET.edu** | 800-736-7744 | One New England Tech Blvd | East Greenwich, RI 02818





## **SUPPLEMENT TO THE NEW ENGLAND INSTITUTE OF TECHNOLOGY 2024 – 2025 STUDENT HANDBOOK**

**This policy is to be inserted between “Non-Matriculating Students” and “Portfolio Review Assessment” in the middle of page 44.**

### **Policy on Requesting A.S. Diplomas for B.S. Students**

**When students enroll at NEIT, they may select one of several direct-entry Bachelor of Science degree programs that run for 12 or more terms, rather than other programs that exist as part of the Plus-Two Bachelor’s Degree Division. Plus-Two programs are completed in two 18-month academic segments, each terminating in a degree: the Associate in Science degree followed by the Bachelor of Science degree.**

**If a student has enrolled in one of NEIT’s direct-entry Bachelor of Science degree programs and would like to receive a diploma recognizing the completion of an Associate in Science degree (the first 18-month academic segment), they must notify their Student Advisor of their intention before the Friday of week**