

## COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

Section: 700 – Student Affairs

Subject: 720 Student Activities

Policy: Student Activities

Date Approved: March 18, 2008

Policy #: 720.01

Date of Last Amendment: October 21, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: March 18, 2008

### **720.01 STUDENT ACTIVITIES**

1. Student activities, groups, and organizations shall have approval by the college administration if:
  - a. They select a faculty/staff advisor who will advise the group in organization and in the exercise of responsibility.
  - b. They establish and have approved, by the Student Governing Board, a statement of purpose, criteria for membership, rules of procedure and policies, if required, for the effective operation of the group. A list of officers shall be provided to the college administration as requested.
  - c. They are open to all students without regard to race, sex, color, marital status, sexual orientation, political affiliation, creed, national origin, age, handicap, or religion except for religious qualifications which may be required by organizations whose aims are primarily sectarian. (According to all State and Federal Laws).
  - d. They are free to examine and to discuss all questions of interest to them and to express their opinions. They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it must be made clear that in their public expression, students or student organizations speak only for themselves.
  - e. With the approval of the faculty/staff advisor and President of the institution, they invite and hear speakers of the students' own choice. It shall be made clear to all concerned that sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Section: 700 – Student Affairs	Subject: 720 Student Activities
Policy: Student Event/Organization Advisor	Date Approved: November 17, 20098
Policy #: 720.02	Date of Last Amendment: November 17, 2009
Approved: Richard A. Gustafson, Chancellor	Effective Date: November 17, 2009

**720.02 STUDENT EVENT/ORGANIZATION ADVISORY**

The CCSNH System colleges make every effort to support student life and encourage faculty/staff involvement in student clubs, organizations, functions and activities, both as supporters and advisors on a voluntary basis. Student organizations and events provide a learning laboratory for leadership experience and opportunities to explore and pursue interests outside of the classroom. Advisors are available to help students reach these goals while allowing students the freedom and space to grow and develop skills.

1. Organization Advisory Responsibilities include:
  - Serves as role model for the organization;
  - Meets with organization officers on a regular basis;
  - Assists in the planning and attends programs when possible;
  - Assists in goal setting;
  - Assists with budget and fiscal issues, including budget requests and fiscal oversight;
  - Assists in the development of by-laws;
  - Keeps students informed of institutional policies, practices, and mission;
  - Assists in the continued development of the organization;
  - Assists in officer transitions.
  - Acts as a liaison between the organization and faculty and administration
  
2. Student Event Advisory Accountabilities:
  - Serves as a role model during the event
  - Assists in the planning of the event and ensures that the event is planned in accordance with college policies and procedures;
  - Is present at the event and, with the event planners/sponsors, manages any problems that may arise;
  - As a representative of the college, ensures that the event reflects the values and mission of the college.
  
3. Voluntary Activity (no remuneration): Organization and event advising is generally voluntary. The college/organization does not provide financial remuneration, except for those expenses reasonably incurred in the normal course of fulfilling one’s responsibilities to the organization. In certain circumstances, staff may be eligible for an adjustment to work schedule (i.e., flexible schedule), with the approval of a supervisor.

4. Liability: The CCSNH carries liability insurance to cover employees and volunteers involved in college-approved activities.
5. If the advisor is aware of student(s) engaging in activities that are in violation of college policies, the advisor is obliged to inform the students of such violations. If the student(s) continue to engage in such activities the advisor may dismiss the student(s) from the activity and/or refer the student(s) subsequently to the college's Judicial Committee. The student(s) will be responsible for any costs, including transportation, incurred as a result of the dismissal. In instances where a law has been violated the advisor may be obliged to contact local authorities.
6. If renting a vehicle is part of a student activity, the organization should purchase the additional Collision Damage Waiver protection.

Section: 700 – Student Affairs	Subject: 720 Student Activities
Policy: Student Expression/Communication	Date Approved: March 18, 2008
Policy #: 720.03	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**720.03 STUDENT EXPRESSION/COMMUNICATION**

Student publications must establish and maintain an atmosphere of free and responsible discussion.

1. Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.
2. Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution's disciplinary rules.
3. Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

Section: 700 – Student Affairs	Subject: 720 Student Activities
Policy: Athletics	Date Approved: March 18, 2008
Policy #: 720.04	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**720.04 ATHLETICS**

Athletics is a desirable student activity in that it can fulfill the student need for physical fitness, the use of leisure time, and other objectives stated in the Board’s Student Activity Policy. Individual and collective intramural, club and intercollegiate athletic activities for both men and women are therefore highly encouraged. Providing athletic opportunities for all students should be considered a key component in fulfilling the college’s mission to support and maintain extracurricular activities that complement a student’s classroom education.

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Student Hazing	Date Approved: March 18, 2008
Policy #: 730.01	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**730.01 STUDENT HAZING**

1. Purpose and Scope

As institutions within the Community College System of N.H., the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

2. Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them below:

Hazing means any act directed toward any full-time or part-time student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued

membership in the college, or any fraternity, sorority, club, or other college or college-affiliated or sanctioned organization.

### 3. Prohibitions and Obligations

Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.

- a. It is also a Class B misdemeanor for the college or any fraternity, sorority, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- b. No college student, official, or employee shall participate in hazing.
- c. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student Affairs, Campus Security/Safety and to the police.
- d. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Students/Campus Police and to the police.
- e. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice-President of Students/Campus Police and to the police, without delay.
- f. Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.
- g. Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

Section: 700 – Student Affairs

Subject: 730 Student Rights and Prohibitions

Policy: Alcohol Policy

Date Approved: March 18, 2008

Policy #: 730.02

Date of Last Amendment: November 18, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: November 18, 2008

### **730.02 ALCOHOL POLICY**

The CCSNH supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and complies with all federal, state and local laws pertaining to controlled substances, including alcohol.

1. Alcohol is not permitted on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, except as provided herein.
2. Except for the delivery of specific coursework, no purchase of alcoholic beverages is allowed from any student funds or any funds under the jurisdiction of the CCSNH Board of Trustees.
3. Sale of alcoholic beverages on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, is prohibited.
4. Students living in residential housing under the jurisdiction of a CCSNH college, if of legal drinking age, and not otherwise lawfully barred from such practice, may possess and consume beer and wine only in the privacy of their residential housing. However, legal possession and consumption of beer and wine is a privilege that may be removed for a violation of the student code of conduct related to intoxication or behavior which adversely affects the college community. Such abuse of privilege will be handled through the college's Judicial System. Likewise, guests who are the responsibility of a resident of legal drinking age may be removed from a residence hall for alcohol-related violations. Alcohol is not permitted in any common area of the residential housing. Colleges may also have rules specific to the campus in order to enforce the above.
5. In addition, students who are of legal drinking age who are on a college sponsored trip and choose to drink are subject to the rules established in the Student Code of Conduct related to intoxication.
6. The Chancellor of the CCSNH or the President of the college reserves the right to authorize the serving of alcoholic beverages, at his/her discretion, at events on or off campus to individuals who are of legal drinking age. The College also

reserves the right to monitor alcohol consumption by individuals at these events, and to take appropriate steps to assure the safety of all concerned. The college cannot pay for alcoholic beverages at such events but must enlist a sponsor and must use a third party vendor or server who meets all state of New Hampshire and local legal requirements for dispensing alcohol.

7. All colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

(SLT approved 11/18/08 and amended 1/20/09)

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Drugs and Narcotics	Date Approved: March 18, 2008
Policy #: 730.03	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

### **730.03 DRUGS AND NARCOTICS**

The use, possession or distribution of unprescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the college. Any college student trafficking in drugs shall be subject to civil action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Sexual Harassment	Date Approved: March 18, 2008
Policy #: 730.04	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

### **730.04 SEXUAL HARASSMENT**

It is the policy of the Community College System of NH that all members of the CCSNH should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, educational, or living environment.

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law.

Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action Coordinator in the school or college. At any time, a student may contact the Affirmative Action Director for counseling and advice.

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Barred and Expulsion	Date Approved: March 18, 2008
Policy #: 730.05	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

### **730.05 BARRED AND EXPULSION**

Any person barred and/or expelled from one CCSNH college campus for violence or threats of violence shall be prohibited from attending any other CCSNH college campus and/or satellite campus. The barred and/or expelled person shall be notified in writing of this policy.

Procedure: Submit names and copy of official notification letter of any student classified under this policy to the Chancellor's Office. Names will then be shared with the Vice President of Student Affairs at all campuses.

Section: 700 – Student Affairs

Subject: 730 Student Rights and Prohibitions

Policy: Judicial Policy

Date Approved: March 18, 2008

Policy #: 730.06

Date of Last Amendment: January 19, 2010

Approved: Richard A. Gustafson, Chancellor Effective Date: January 19, 2010

## **730.06 JUDICIAL POLICY**

### **I. PHILOSOPHY**

A student's continuance at any college in the Community College System depends not only upon his or her academic performance but also on his or her conduct. The receipt of academic credit and the conferring of a degree, diploma (LPN), professional certificate, or certificate are subject to the student's compliance with the academic and judicial standards of the individual college. A broad range of sanctions, up to and including dismissal/expulsion from all colleges, may be imposed at any time for conduct that would discredit or adversely reflect on the student and/or the colleges.

The goals of the colleges' judicial system are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relevant rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Provide learning experiences for students who participate in the operation of the judicial system.
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

The mission of the colleges' judicial systems shall be educational in emphasis. Its purpose is to foster self-discipline and self-direction in the student.

Discipline, if it is to be educational, depends upon the involvement of the entire campus. As such, it is properly the concern of the student body, the faculty, the staff, and the administration.

In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, one recognizes that the good of the college community normally takes precedence.

## II. STUDENT CODE OF CONDUCT

The colleges' jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises or inside or outside of the classroom. Any student found to have violated this Student Code of Conduct, including but not limited to the following examples of misconduct, is subject to the disciplinary sanctions outlined in this document:

### A. Examples of Misconduct: Rules and Regulations:

1. Violation of published college policies, rules, or regulations;
2. Acts of dishonesty including but not limited to the following:
  - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**);
  - b. **Plagiarism**, which includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means;
  - c. Furnishing false information to any college official, faculty/staff member;
  - d. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
  - e. Tampering with the election process or financial management of any college recognized student organization;
3. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
4. Physical abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community;

5. Verbal abuse directed at any member or guest of the CCSNH community;
6. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
7. Acts of intimidation or coercion, whether stated or implied;
8. Acts of sexual assault or rape;
9. Acts of harassment or stalking directed toward any member or guest of the CCSNH community;
10. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
11. **Hazing**, defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and for the purposes of this document includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;
12. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
13. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises;
14. Violation of federal, state, or local law on college premises or at college sponsored or supervised activities;
15. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law;
16. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
17. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;

18. Participation in a campus demonstration that disrupts the normal operations of the institution and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
19. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions;
20. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
21. Theft or other abuse of technological resources, including but not limited to:
  - a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
  - b. Unauthorized transfer of electronic files or copyrighted software programs;
  - c. Unauthorized use of another individual's identification and password;
  - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
  - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
  - f. Use of technological resources to receive, browse, store or view obscene or pornographic materials for other than college-approved research;
  - g. Use of technological resources for criminal activity;
  - h. Use of technological resources to interfere with normal operation of the college computing system.
22. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or college official;
  - b. Falsification, distortion, or misrepresentation of information before a judicial body;
  - c. Disruption or interference with the orderly conduct of a judicial proceeding;

- d. Attempting to discourage an individual's proper participation in or use of the judicial system;
  - e. Attempting to influence the impartiality of a member of a judicial body through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
  - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
23. Aiding or abetting in the violation of the Student Code of Conduct.

B. Violation of Civil/Criminal Law and Colleges' Code of Conduct

1. If a student is charged with a violation of the Student Code that also constitutes a violation of a felony statute, that violation shall be reported to the Civil authorities.
2. If a student is charged with a violation of the Student Code that also constitutes a violation of a misdemeanor or lesser offense statute, that violation may be reported to the Civil authorities.
3. Disciplinary proceedings may be instituted against a student charged with violation of a felony, misdemeanor, or lesser offense statute that is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
4. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the college may advise off-campus authorities of the existence of the Student Code of Conduct and of the internal handling of such matters within the college community. The college and members of the college community will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

### III. SANCTIONS

Overview: The Vice President of Academic Affairs will oversee the adjudication of those disciplinary complaints and actions directly associated with a student's participation in academic activities (e.g., complaints and actions related to completion of course assignments/assessments, continued course enrollment, continued program matriculation, behaviors that interfere with the instructional process, etc.). The Vice President of Student Affairs will oversee the adjudication of those disciplinary complaints and action primarily involving a student's continued participation in non-academic college activities, including residence life. Note that there may be circumstances under which a student's inappropriate behavior leads to recommended sanctions in both the academic and non-academic arenas.

Additionally, the Leadership Team of the college will appoint a **Judicial Advisor** from among the faculty/staff ranks for a renewable two-year term to monitor and maintain records of the various judicial bodies and proceedings; to advise judicial bodies and students/individuals on appropriate or alternative courses of action; to review requests for judicial appeals (See Section IV.C below.); and to ensure consistency in the application of sanctions.

#### A. Academic Affairs

The Vice President of Academic Affairs authorizes faculty, following consultation with a designated representative of the Academic Affairs Office and/or the Judicial Advisor, to issue sanctions pursuant to paragraph B (Academic Affairs Sanctions), where appropriate, numbered 1-4 below for violations of the Student Code of Conduct related to the instructional process. Incidents leading to sanctions listed in numbers 5-9 will be investigated and sanctions issued, where appropriate, by the Vice President of Academic Affairs (or his/her designee, which may include the Academic Standards/Standing Committee). [Note that a student's failure to meet academic progress (cumulative GPA) standards is managed separately from violations of the Student Code of Conduct. Consult the college catalog or the Academic Affairs Office for more information about acceptable academic progress.]

#### B. Academic Affairs Sanctions

1. WARNING - a notice in writing to the student that the student is violating or has violated academic regulations;
2. TEMPORARY EXPULSION FROM CLASS – an immediate expulsion from a class for a designated period of time, usually one class, for behavior detrimental to or disruptive of instruction;
3. PERMANENT EXPULSION FROM CLASS – through administration of an AF grade, permanent expulsion from a class for consistent or blatant behavior detrimental to or disruptive of the instructional process;
4. AWARDING OF PUNITIVE GRADE – awarding of a punitive grade on an assignment or in a course for any violation of the Student Code of Conduct,

including Cheating or Plagiarism (see also Section II for specific examples and definitions);

5. **SUSPENSION FROM A DEPARTMENT/PROGRAM** – suspension from an academic department/program for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to program at conclusion of suspension period; conditions for readmission will be specified;
6. **DISMISSAL FROM A DEPARTMENT/PROGRAM** – permanent dismissal from an academic department/program for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may not re-apply to program;
7. **COLLEGE SUSPENSION** – suspension from a college for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to the college at conclusion of suspension period; conditions for readmission will be specified;
8. **COLLEGE DISMISSAL/EXPULSION** - permanent separation from all CCSNH colleges for consistent or blatant behavior detrimental to or disruptive of the instructional process.
9. **OTHER SANCTIONS** – imposed in addition to or in lieu of the above sanctions to address the specific circumstances of the violations at issue; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons, other than the student, whose participation is required for the completion of the sanction(s).

C. Student Affairs

The Vice President of Student Affairs authorizes designated members of his/her staff, following consultation with a designated representative of the Student Affairs Office and/or the Judicial Advisor, to investigate incidents and issue sanctions, where appropriate, for numbers 1-6 below. Incidents leading to sanctions listed in numbers 7-10 will be investigated and sanctions issued, where appropriate, by the Vice President of Student Affairs (or his/her designee). In either situation, cases may be referred by the designated staff member in consultation with and approval of the Vice President of Student Affairs to the Judicial Committee for investigation and/or issuance of sanctions. In addition, an attempt will be made to resolve complaints informally before these sanctions are issued. (See Section IV below.)

D. Student Affairs Sanctions:

The following sanctions may be imposed upon any student, group, or organization found to have violated the Student Code outside of the classroom:

1. WARNING - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. PROBATION - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations;
3. LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*);
4. FINES – previously established and published fines may be imposed;
5. RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
6. RESIDENCE HALL SUSPENSION – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
7. RESIDENCE HALL EXPULSION – permanent separation from the residence halls;
8. COLLEGE SUSPENSION – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
9. COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges.
10. OTHER SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons whose participation is required for the completion of the sanction(s).
11. INTERIM SANCTIONS - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the

appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

#### **IV. DISCIPLINARY PROCEEDINGS – ACADEMIC AFFAIRS & STUDENT AFFAIRS**

Violations of the Student Code of Conduct related to academic activities are overseen by the Vice President of Academic Affairs, who may appoint a designee to investigate individual complaints; academic complaints may be referred to the Academic Standards/Standing Committee for resolution. Violations of the Student Code of Conduct related to non-academic activities are overseen by the Vice President of Student Affairs, who may appoint a designee to investigate individual complaints; non-academic complaints may be referred to the Judicial Committee for resolution.

##### **A. Membership of Academic Standards/Standing Committee**

The voting membership of the Academic Standards/Standing Committee will be appointed annually by the Vice President of Academic Affairs.

##### **B. Charges – both Academic Affairs and Student Affairs**

1. Any person who witnesses a violation of the Student Code of Conduct may bring a charge forward to the authorized designated staff member (as outlined in Section III.A or III.C above).
2. Charges brought against a student must be in writing. Incident report forms may be obtained from the Academic or Student Affairs Offices, as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security (where available) or on the college web site at the discretion of the college.

Information in the charge should include but not be limited to the following:

- a. Reporting person's name, address, phone, and student identification number (contact and ID number shall not be released to the accused without written permission of the person reporting the incident);
- b. Date, time, and location of incident;
- c. Person(s) involved in the incident;
- d. Victim(s) or damages involved in the incident;
- e. Complete narrative description of the incident;
- f. Names of witnesses to the incident;
- g. Any other information deemed appropriate.

Copies of the form should be submitted to the Judicial Advisor and to the Vice President of Academic or Students Affairs (or designee), as appropriate.

3. The Vice President of Academic Affairs/Student Affairs (or designee, which may include the Academic Standards/Standing Committee or the Judicial Committee) will investigate and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; c) issue (or authorize to be issued) sanctions as described in Section III above; or d) forward to the Academic Standards Committee or the Judicial Committee for resolution.

A time shall be set for an initial hearing between the accused and the authorized investigating individual/committee, not less than one (1) nor more than five (5) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Academic Affairs/Student Affairs (or designee) (see Section III.A and III.C above).

C. Hearings of the Academic Standards/Standing Committee

1. A simple majority of voting members (including the Chair) must be present to conduct a hearing;
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - (1) Selected members of steering committees or volunteers;
    - (2) Should this fail, the Vice President of Academic Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.
3. If the charges have been brought by a member of the Academic Standards/Standing Committee or the Vice President of Academic Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Academic Standards/Standing Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.

- b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Academic Standards/Standing Committee.
  - c. In hearings involving more than one accused student, the chairperson of the Academic Standards/Standing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case, however, and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Academic Standards/Standing Committee.
  - e. The complainant, the accused and the judicial body shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Academic Standards/Standing Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Academic Standards/Standing Committee.
  - f. All procedural questions are subject to final decision by the chairperson of the Academic Standards/Standing Committee.
  - g. After the hearing, the Academic Standards/Standing Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - h. The Academic Standards/Standing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - i. The Academic Standards/Standing Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.
  - j. The Vice President of Academic Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.
5. There shall be a single record of all hearings before the Academic Standards/Standing Committee. The record shall be the property of the college and shall be maintained by the Judicial Advisor. Parties directly involved in the

hearing may view this record upon making a written request to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Academic Standards/Standing Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The Academic Standards/Standing Committee's decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

#### D. Appeals – Academic Affairs

A student may appeal the issuance of a punitive grade in accordance with the Grade Appeal/Grade Change Policy as published in the college catalog. The punitive grade remains in effect during the appeal process, and the student is barred from participating in any other academic activities dependent upon the assignment or course in question as long as the sanction is in effect.

A student may appeal all other disciplinary actions as defined in Section III.B above by filing a written appeal with the Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:

1. the original hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
2. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.

If, in the opinion of the Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above (i.e., procedural issues), the case will be forwarded to the next judicial level or to the Academic Standards/Standing Committee. In the appeal of sanctions (other than punitive grade) issued by a faculty member, the next judicial level is the Vice President of Academic Affairs or his/her designee (which may be the Academic Standards/Standing Committee). In the appeal of cases heard by the Academic Standards/Standing Committee, the next judicial level is the President of the

college. Appeals of cases involving suspension or dismissal/expulsion shall be heard by the President of the college.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #2 above (i.e., new evidence), the case will be remanded to the original judicial level for re-hearing.

All appeals will be concluded within five (5) class days unless in the opinion of the Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

Appellate bodies may 1) uphold the sanctions; 2) overturn the sanctions; or 3) modify the sanctions imposed by the original (or any previous) judicial body. The Vice President of Academic Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

#### E. Membership of the Judicial Committee

1. A chairperson and an alternate chairperson who will be appointed by the Institute/College President or his/her designee.
2. A total of eight (8) voting members, elected as follows:
  - a. Four (4) will be faculty or staff elected by faculty/staff at large.
  - b. Four (4) will be students elected by the Student Senate. If the institution has residence halls, two of the students will be from the residence halls.
3. A total of five (5) alternate voting members will be elected as follows:
  - a. Two (2) faculty elected at large.
  - b. Three (3) students elected, one (1) from the residence halls (if applicable) and two (2) commuter students elected from the Student Senate.
4. The advisor will be the Judicial Advisor who will be appointed by the Vice President of Student Services
5. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. A minimum of four (4) members will be present.
  - b. Regular appointed or elected members will serve, or
  - c. In the event regular voting members cannot be reached or are not available, members may consist of:

- (1) Selected members of steering committees or volunteers;
- (2) Should this fail, the Vice President of Student Services will attempt to appoint members in such a manner as to reflect the original representation of the committee.

F. Hearings of the Judicial Committee – Student Affairs

1. A minimum of five (5) members (including the Chair) will be present to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Vice President of Student Affairs pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - (1) Selected members of steering committees or volunteers;
    - (2) Should this fail, the Vice President of Student Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.
3. If the charges have been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Judicial Committee.
  - c. In hearings involving more than one accused student, the chairperson of the Judicial Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for

presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

- e. The complainant, the accused and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Judicial Committee.
  - f. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
  - g. After the hearing, the Judicial Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - h. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - i. The Judicial Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.
  - j. The Vice President of Student Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.
- 5. There shall be a single record (e.g., written, audiotape, etc.) of all hearings before the Judicial Committee. The record shall be the property of the college, and may be reviewed by a written request, to the Judicial Advisor.
  - 6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
  - 7. The Judicial Committee's decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

#### G. Appeals – Student Affairs

A student may appeal a disciplinary action as defined in Section III.D above by filing a written appeal with the Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal

process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:

1. the original hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
2. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.

If, in the opinion of the Judicial Advisor, the case does not warrant appeal, not including the date of receipt, then the previous adjudication stands.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above (i.e., procedural issues), the case will be forwarded to the next judicial level. For sanctions issued by a staff member, the next judicial level is the Vice President of Student Affairs or his/her designee (which may be the Judicial Committee). In the appeal of cases heard by the Judicial Committee, the next judicial level is the President. The determination by the Vice President or President shall be final.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #2 above (i.e., new evidence), the case will be remanded to the original judicial level for re-hearing. The decision on remand shall be final and not subject to appeal.

All appeals will be concluded within five (5) class days unless in the opinion of the Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

An appeal may result in 1) upholding the sanctions; 2) overturning the sanctions; or 3) modifying the sanctions imposed by the original (or any previous) judicial body. The Vice President of Student Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

## **V. STUDENT RIGHTS**

### **A. Students in the Classroom**

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled.

Information about student views, beliefs, and political associations which instructors, advisors and counselors learn in their course of work should be considered confidential. Student ability and character may be provided under appropriate circumstances.

### **B. Student Freedom Off-Campus**

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus.

Where activities of students off-campus result in the violation of law and interrogation by investigators, the institutions should:

1. Apprise students of their rights for legal counsel;
2. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved;
3. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation;
4. Take appropriate action independent of community pressure.

### **C. Freedom of Association**

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Campus advisors are required, but they should not have the authority, to control the policy of such organizations. Student organizations must submit a statement of purpose, criteria for membership,

rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the institution.

E. Student Participation in Institutional Government

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

F. Student Publications

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evolution, and the limitations an external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

G. Student Disciplinary Standards

1. Conduct

In developing responsible student conduct, disciplinary procedures play a role and the institutions have a responsibility to:

- a. Clarify, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Perform disciplinary proceedings only for violations of standards of conduct formulated or published.
- c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

## 2. Investigation of Student Conduct

### a. Search & Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.

- Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

### 3. Status of Students Pending Action on Charges

Pending action on charges, the status of a student should not be altered, nor should the student's right to be present on the campus and to attend classes be suspended, except for reasons relating to his/her physical or emotional well-being, or for reasons relating to the safety and well-being of students, faculty, or institution property.

## VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES

Any student who feels that his/her rights, as defined in V, A-G, have been violated may file a grievance following the procedure below. However, in the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, or sexual preference, the student should consult with the college's Affirmative Action/Equity Officer first.

- A. The student is encouraged to meet with the individual in quest, e.g., instructor, staff member, or student, to resolve the issue informally within one week from the time the student could reasonably have known of the grievance.
- B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:
  - The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
  - The Vice President of Student Affairs for grievances not related to the instructional process

The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

- C. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally again at this stage. If resolution is not possible and the VPAA/VPSA, or designee, feels the grievance has merit, the matter will be forwarded to the Judicial Committee or

Academic Standards/Standing Committee respectively within two weeks of the receipt of the formal grievance. If the VPAA/VPSA, or designee, feels that the grievance does not have merit, the matter is considered resolved at that point.

The Vice President of Academic Affairs/Student Affairs, or designee, will determine the appropriate course of action.

For grievances against an individual in the performance of his/her duties as a college employee, the VPAA/VPSA, or designee, and the employee's supervisor will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, in conjunction with the supervisor, will determine if the charge has merit and, if so, will proceed in accordance with State of New Hampshire personnel rules and regulations.

For grievances against students or other individuals not employed by the college, but working at the college (e.g. bookstore personnel, food service personnel) the VPAA/VPSA, or designee, will meet with the individual alleged to have violated the student's rights and may attempt an informal resolution at this meeting. If an informal resolution is not possible at this meeting, and if the VPAA/VPSA, or designee, in consultation with the Judicial Advisor, feels the grievance has merit, the matter will be forwarded to the employee's employer for resolution. If the VPAA/VPSA, or designee, in consultation with the Judicial Advisor, feels that the grievance does not have merit, the matter is considered resolved at that point.

- D. If the grievance reaches the Judicial Committee or the Academic Standards/Standing Committee, protocols as outlined in Section IV will be followed.

## VII. DEFINITIONS

- A. The term **colleges** means all colleges within the Community College System of NH.
- B. The term **student** includes all persons taking credit or non-credit courses at the colleges. This includes both full-time or part-time, and those persons pursuing undergraduate, graduate, or professional studies; those who attend post-secondary educational institutions other than CCSNH colleges; those who are residing in college residence halls; and those persons who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
- C. The term **faculty member** refers to any person hired by the CCSNH colleges to conduct educational activities.
- D. The term **college official** includes any person employed by any of the colleges within the Community College System of NH performing assigned administrative and/or other professional responsibilities.
- E. The term **member of the college community** includes any person who is a student, faculty member, college official, or any other person employed by a college within the

Community College System of NH. A person's status in a particular situation shall be determined by the President of the college involved.

- F. The term **college premises** includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the colleges (including adjacent streets and sidewalks).
- G. The term **organization** refers to any number of persons who have complied with the formal requirements for colleges (recognition/registration).
- H. The term **judicial body** means any college official or committee authorized by the Student Code of Conduct to determine whether a student has violated the Student Code of Conduct and to recommend or impose sanctions.
- I. The term **Judicial Advisor** means a college official authorized by the college's Leadership Team to coordinate and monitor the judicial process. The Judicial Advisor's role will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students/individuals on appropriate or alternative courses of action; reviewing requests for judicial appeals; and ensuring consistency with the application of sanctions.
- J. The term **appellate body** means any person or persons authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct or arising from the sanctions imposed by the Judicial Body.
- K. The term **shall** is used in the imperative sense.
- L. The term **may** is used in the permissive sense.
- M. The Vice President of Student Affairs or designee is the person designated by the college's President to be responsible for the administration of the Student Code of Conduct.
- N. The term **policy** is defined as the written regulations of the colleges as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, Undergraduate Catalogs, Board of Trustees Policy Manual, Student Handbook, and Departmental Guidelines.
- O. For the purpose of the Student Code of Conduct, a **class day** is defined as any day (Monday through Friday) that is part of the normal administrative workweek when the colleges are in session.
- P. **More likely than not.** Greater weight of evidence in terms of credibility; more convincing than an opposite point of view.

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Statement of Non-Discrimination	Date Approved: March 18, 2008
Policy #: 730.07	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

### **730.07 STATEMENT OF NON-DISCRIMINATION**

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of NH and the Colleges and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1975
- Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to the College Civil Rights/Equity Office and/or Representative(s) designated at each campus or to Sara A. Sawyer, Director of Human Resources for the College System of NH, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

Section: 700 – Student Affairs	Subject: 730 Student Rights and Prohibitions
Policy: Information Technology Acceptable Use	Date Approved: June 16, 2009
Policy #: 730.08	Date of Last Amendment: January 6, 2010
Approved: Richard A. Gustafson, Chancellor Effective Date: July 1, 2009	

## **730.08 INFORMATION TECHNOLOGY ACCEPTABLE USE**

### 1. Purpose:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at [www.ccsnh.edu](http://www.ccsnh.edu)

Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

### 2. Responsibilities

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

- a. Comply with posted policies governing use of computing and printing facilities.

- b. Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c. Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
- d. Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
- e. Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
- f. Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
- g. Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to [ITSupport@ccsnh.edu](mailto:ITSupport@ccsnh.edu)
- h. Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.
- i. Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.
- j. Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
- k. Report violations or suspected violations of this policy. Please report violations as follows:
  - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.

- System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
- Students: Report violations to your College Vice-President of Academic Affairs or President.

### 3. Enforcement of this Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

- a. Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:
  - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
  - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
  - Students: Report violations to your College Vice-President of Academic Affairs or President.
- b. Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.
- c. Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.
- d. Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

#### **Addendum A: Example Violations of Acceptable Use Policy**

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

## **Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):**

### Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

### Services

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file

sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.

7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

#### Software, Data & Information

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

#### Email/Internet Messaging/Voice Mail/Voice Services

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.

4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.
5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

#### CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

#### Listserves, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.
2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion boards.

Section: 700 – Student Affairs	Subject: 740 Admission of Students
Policy: Domicile and Tuition Rate	Date Approved: March 18, 2008
Policy #: 740.01	Date of Last Amendment: June 17, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**740.01 DOMICILE AND TUITION RATE**

1. All students attending colleges in the CCSNH in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

2. Domicile, Emancipated Person, and Parent Defined:

"Domicile" denotes a person's true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.

No person shall be deemed to be “emancipated” unless his/her parent has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met.

The term "parent" shall mean the individual or individuals names on the unemancipated person’s birth certificate; or a legal guardian or legal custodian of the unemancipated person provided that there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person; or an individual who can claim the unemancipated person as a dependent on the previous year’s IRS 1040 tax return. (amended 6/17/08)

3. Domicile: Conditions for Eligibility

- a. No person shall be eligible for in-state tuition status unless he/she shall have been domiciled within the State continuously for a period of at least (twelve) 12 months immediately prior to registration for the term for which in-state status is claimed.
- b. No unemancipated person shall be eligible for in-state tuition unless his/her parent shall have established domicile in this state.

- c. The domicile of an unemancipated person is that of his/her parents, or if his/her parents are separated or divorced, that of the parent who has custody of him/her.
- d. The domicile of an unemancipated person who has no parents is that of his/her guardian or other legal custodian, unless it appears that such guardianship or custodianship was created for the purpose of establishing an in-state status.
- e. The domicile of any person who first enters the system from the domicile of his/her parent, as defined in subparagraph 3 above, is that of his/her parent until he/she abandons such domicile, and acquires a new domicile.
- f. The domicile of any person who first enters the system from a domicile other than New Hampshire is such a domicile until he/she abandons such domicile and, for purposes other than that of his/her education, acquires a new domicile.
- g. Attendance at the Colleges or at any other educational institution in this State in itself shall not be evidence of intention establish or establishment of a domicile in this State.
- h. No person shall be eligible for in-state tuition status unless he/she establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

4. Domicile – Exception for Military Personnel

A member of the active duty Armed Forces of the United States stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as said orders remain in effect and residence in New Hampshire is continued.

Furthermore, military personnel who are residents of another state but choose New Hampshire as their residence within 90 days of being discharged from the military will be considered New Hampshire residents and charged in-state tuition. (amended 6/17/08)

5. Domicile – Evidence of Proof

All evidence relevant to determining domicile may be considered, but the following shall, in any case, be relevant, without limiting in any way such other information as the applicant may wish to submit or the college Admissions Office may wish to require:

- a. Payment or non-payment of any tax levied by the State or any political subdivision on a person's residence or domicile thereon.
- b. Residence reported on any federal or state tax return.
- c. Registration of one's automobile.

- d. State issuing one's driver license.
- e. Receipt of support in whole or in part from parents who are resident or domiciled outside the State of New Hampshire.
- f. Voting residence.
- g. Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose.
- h. Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the colleges.
- i. The filing of any claim for benefits under any policy of insurance or any federal, state, or local benefit legislation based on residence or domicile outside the State of New Hampshire.
- j. Status in some other state which would qualify a person for in-state tuition in that state.

6. Emancipation – Conditions for Eligibility

No person shall be deemed to be emancipated unless his/her parent, as defined in subparagraph 1. above has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met.

7. Emancipation – Evidence of Proof

The following shall be evidence of emancipation, but shall not be exclusive, and other evidence may be submitted by an applicant and/or demanded by the college's Admissions Office:

- a. Lack of financial support of the person by the parent;
- b. Lack of contribution to the parent of any earnings or other income received by the person;
- c. Failure of the parent to claim the person as a dependent on his/her income or other tax returns;
- d. Establishment by the person of a domicile separate and apart from that of the parent;
- e. Failure of the person to return to the home of the parent during vacations and other recesses from school.

Section: 700 – Student Affairs	Subject: 740 Admission of Students
Policy: Determination of In-State Status	Date Approved: March 18, 2008
Policy #: 740.02	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**740.02 DETERMINATION OF IN-STATE STATUS**

1. Each applicant for in-state status for tuition purposes shall submit an application on forms to be prescribed by the college Admissions Office which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the Admissions Office may require in support of the affidavit of domicile. At its discretion, the Admissions Office may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the College.
2. A student shall be classified as in-state or out-of-state for tuition purposes at the time of his/her first admission to the system. In the first instance the college Admissions Office will make the decision based upon information furnished by the Student's application and other relevant and available information.
3. Any student who is aggrieved by the decision of the college Admissions Office classifying him/her as an out-of-state student for tuition purposes may appeal in writing to the President of the appropriate institution or his/her designee. The student shall have the right to present to the President or his/her designee such additional evidence as he/she may deem appropriate in processing his/her appeal, and shall have the right to appear in person and be heard.
4. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request, the Admissions Officer shall state the reason or reasons for his/her decision in writing.

Section: 700 – Student Affairs

Subject: 740 Admission of Students

Policy: Change in Status

Date Approved: March 18, 2008

Policy #: 740.03

Date of Last Amendment: June 17, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: March 18, 2008

### **740.03 CHANGE IN STATUS**

1. Any student who has, on his/her first admission to the system, been classified as out-of-state for tuition purposes, may apply to the college Admissions Office for a change of status on or before September 1 for the subsequent Fall semester, on or before January 1 for the subsequent Spring semester, and on or before June 1 for the subsequent summer term. (amended 6/17/08)
2. In the event the college Admissions Office possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the college Admissions Office as hereinabove set forth. No such change made by the Admissions Office after the commencement of any semester shall be effective until the beginning of the next semester.
3. No changes approved during a semester shall be effective until the beginning of the following semester. However, if a change of status from out-of-state to in-state has been denied by the Admissions Office prior to the commencement of a semester, and the decision is reversed through appeal during the semester, the student's status shall be effective as of the commencement of the semester in which the appeal was made.

Section: 700 – Student Affairs

Subject: 740 Admission of Students

Policy: Waiver

Date Approved: March 18, 2008

Policy #: 740.04

Date of Last Amendment: March 18, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: March 18, 2008

### **740.04 WAIVER**

Nothing contained in 740.01 – 740.03 shall preclude the college Admissions Office from waiving any requirement hereof under special circumstances in individual cases.

Section: 700 – Student Affairs

Subject: 740 Admission of Students

Policy: International Students

Date Approved: March 18, 2008

Policy #: 740.05

Date of Last Amendment: March 18, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: March 18, 2008

### **740.05 INTERNATIONAL STUDENTS**

Admission of International Students and College/Program Access Criteria Access to programs is determined by the following factors:

1. Capacity: Programs with limited capacity may give preference to New Hampshire residents and veterans.
2. The CCSNH colleges will consider for admission those persons who hold:
  - a. An appropriate and valid visa;
  - b. Application. A completed application must be submitted to the specific college's Office of Admission.
  - c. Credentials. Submit original or certified true copies of all certificates and grade reports received upon completion of secondary and postsecondary work. These credentials must include a list of the subjects which were studied, the minimum passing grade and maximum possible grade in each subject and the grade which was earned in each subject. If these credentials are not in English, they must be accompanied by English translations.
  - d. Language Proficiency. Proficiency in English is required. Applicants whose native language is not English must submit one of the following:
    - (1) TOEFL (Test of English as a Foreign Language) a minimum score of 500 on the paper and pencil test; or 173 on the computer based test; or 71 on the internet based test is required.
    - (2) Transferable English Composition Course: Must be completed at a U.S. college or university with a minimum grade of "C".
    - (3) Graduation plus documentation from an English speaking high school.
3. Insurance

International students are required to show evidence of major medical insurance coverage upon registration. Insurance coverage provided through parental plans may be utilized when applicable.

4. Financial Verification

Before admission, an applicant must demonstrate economic self-sufficiency. Applicants are required to submit a \$100 non-refundable deposit plus an up-to-date financial support statement from a sponsor and a bank which testifies to the sponsor's willingness and capacity of supporting the student while enrolled.

An international Exchange Student may be admitted according to the terms of the agreement signed with the sending institution/agency with the Department of Postsecondary Education.

Upon completion of the steps listed above, applicants will receive a letter of acceptance and a Form I-20 (Certificate of Eligibility). The Form I-20 is required by the U.S. Immigration and Naturalization Service Office for entry into the U.S. on a student Visa.

International students are requested to file this application at least ninety (90) days in advance of the expected entrance date.

5. Financial Assistance

International students are required to demonstrate financial resources for tuition, fees and living expenses. Students in good academic standing may receive some financial assistance as approved by the President, subject to State and Federal guidelines.

- a. Limited scholarship assistance for international students may be available as approved by the President and the Board of Trustees.
- b. On-campus employment. International students holding a F-1 Visa may apply for consideration for on-campus student employment. Eligibility does not guarantee employment.

Section: 700 – Student Affairs	Subject: 740 Admission of Students
Policy: Home-Schooled Students	Date Approved: October 21, 2008
Policy #: 740.06	Date of Last Amendment: October 21, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: October 21, 2008

**740.06 ADMISSIONS – HOME SCHOOLED STUDENTS**

The Community College System of New Hampshire (CCSNH) encourages applications from students who are home-schooled. While the nature of home schooling is

inherently unique to each student, the Colleges require appropriate documentation to determine admission. Applicants are expected to meet the same general and specific admission requirements (or their equivalent) as other applicants and to document the academic work they have accomplished. Documents to be submitted may include the following:

1. A letter or other documentation from the student's local school district stating that the student has completed a home school program at the high school level.
2. A list of courses taken and grades earned and/or portfolio of work accomplished.
3. GED or other testing, if applicable.

Section: 700 – Student Affairs	Subject: 750 Financial Aid
Policy: Financial Aid	Date Approved: March 18, 2008
Policy #: 750.01	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

### **750.01 FINANCIAL AID**

It is the responsibility of the System Financial Aid Director in collaboration with the college Financial Aid Directors to develop and administer policies to ensure compliance with federal and other regulations governing the acquisition, disbursement and reporting of all financial aid funds. To this end, the System Director and college Directors will create the necessary written and/or electronic documents and forms to implement a standardized process, wherever feasible, in carrying out this charge. Furthermore, it is expected that the System Director and college Directors will ensure that these standardized processes are consistently reflected in the System's computer integrated software system (Banner). And, finally, other college offices such as Registrar, Bursar, Admissions, etc. will collaborate in this charge, as necessary.

Section: 700 – Student Affairs

Subject: 750 Financial Aid

Policy: Philosophy

Date Approved: March 18, 2008

Policy #: 750.02

Date of Last Amendment: March 18, 2008

Approved: Richard A. Gustafson, Chancellor

Effective Date: March 18, 2008

### **750.02 PHILOSOPHY**

1. Academically marginal students with the potential for success should be provided with an opportunity to receive financial assistance.
2. Financial assistance programs should focus on recruitment and retention (i.e. financial assistance should be integrated into and throughout the admissions process, and all students who have demonstrated success should not have to withdraw because of the lack of funds).
3. Financial assistance programs should aggressively seek out and identify all potential sources of financial aid for students.
4. Financial aid should be creatively and flexibility packaged to match the needs of students with all available resources.
5. Sources of aid should be developed vigorously and continuously.
6. Uses of financial aid by the student should be broadened as much as possible.
7. Financial assistance programs should be developed to support program-specific areas.
8. Financial assistance programs should advocate for student financial needs.
9. Clarify role and purpose of financial aid as part of student success.

Section: 700 – Student Affairs	Subject: 750 Financial Aid
Policy: Purpose	Date Approved: March 18, 2008
Policy #: 750.03	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**750.03 PURPOSE**

The purpose of the College Financial Aid programs is to provide monetary assistance to matriculated students who could not attend without such help.

1. Each institution shall establish and publish realistic student budgets reflecting costs of tuition, fees, books and supplies, room and board, transportation, and other education-related expenses.
2. The primary responsibility for financing an education rests with the student and his/her parents, and they are expected to contribute according to their means.
3. Financial Aid should be offered only after an objective determination is made of family resources, and these resources are judged to be insufficient to meet expenses. The amount of aid will not exceed the remaining need.
4. Financial need shall be determined by a methodology authorized by the Federal Office of Student Financial Assistance.

Section: 700 – Student Affairs	Subject: 750 Financial Aid
Policy: NH Vocational-Technical Education Loan Fund	Date Approved: March 18, 2008
Policy #: 750.04	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**750.04 NH VOCATIONAL-TECHNICAL EDUCATION LOAN FUND**

The Board of Trustees establishes the following rules and regulations for the operation of the Loan Fund for the CCSNH colleges.

The purpose of this loan fund is to provide financial assistance to needy students who are preparing for or are matriculated and attending any of the CCSNH colleges.

1. Maximum amount of loan per student per academic year: \$1000.
2. Eligible Courses: Only credit courses or courses listed as prerequisite for courses required in a program.
3. Eligible Programs: Any program to which one must matriculate and from which one receives a certificate, professional certificate, diploma (LPN) or degree upon completion.
4. Attendance/eligibility: A student must be in good standing at the institution and not be in default of repayment of another student loan or owe a refund on a Title IV grant.
5. All loans bear interest at the rate of five percent (5%) per year on the unpaid balance of the loan. Interest shall begin to accrue six (6) months after the first of the month following graduation or withdrawal from the institution.
6. The total amount of the principal plus interest as indicated on a Promissory Note is due in accordance with the schedule established by the Community College System of N.H. based upon the amount borrowed. Repayment shall be at the rate of \$30 per month including interest until the entire amount including principal and interest is paid in full. The first payment shall be due seven (7) months after the first of the month following graduation or withdrawal from the institution.
7. The right is reserved to pay the entire indebtedness or any part thereof without penalty or premium at any time. In the event of partial prepayment, interest on the remaining principal shall be recalculated and a new repayment schedule issued with the next monthly billing.
8. Notwithstanding the above, installments shall not be due nor shall interest accrue during:
  - a. Any time period in which the maker is carrying, at any accredited institution of higher education, a minimum of six credits or
  - b. Any time, for a period not to exceed three (3) years, in which the maker is on full time active duty as a member of the Armed Forces of the United States or is in service as a volunteer under the Peace Corps Act.

The deferments provided for in this paragraph shall apply only to those makers who notify the holder, in writing, and provide satisfactory evidence to the holder, that the provisions of this paragraph apply to them and that they wish to invoke said provisions.

Section: 700 – Student Affairs	Subject: 750 Financial Aid
Policy: New England Regional Student Program	Date Approved: March 18, 2008
Policy #: 750.05	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**750.05 NEW ENGLAND REGIONAL STUDENT PROGRAM**

The program is sponsored by the New England Board of Higher Education. It permits the enrollment of out-of-state New England Residents in selected programs at reduced tuition rates under two eligibility categories:

1. The uniqueness rule: When a study program is not offered at an in-state institution, a qualified student may apply for enrollment at an out-of-state institution offering that program under the Regional Student Program.
2. The Proximity Rule: When a study program is offered under the Regional Student Program at both an in-state and an out-of-state institution and the mileage from the students' legal residence to the out-of-state institution is less than the mileage to the home state institution, or if the out-of-state institution is more accessible via major highways, the student is eligible for Regional Student Program status in any program listed by the institution in the NERSP catalog. Financial need of an applicant is not an appropriate basis for determining eligibility.

The only programs open under the New England Regional Student Program in any academic year are those listed in the NERSP (Apple Book) catalog for that particular year.

Each participating institution determines which of its program will be available under NERSP.

Withdrawal of programs: If an institution decides to withdraw a program from the NERSP (but will continue to offer the program), two years advance notice is required in writing prior to the annual spring meeting of NERSP representatives. Students currently enrolled as NERSP students in programs subsequently withdrawn from the NERSP should be allowed to complete that program as NERSP students.

Admissions Preference/Priority: Applicants for admission under the NERSP shall be accorded preference among out-of-state applicants.

Transfer students: Both internal and external transfer students are accepted in NERSP. In both cases the student is eligible for NERSP tuition charges from the first semester he/she is enrolled in the program. If a student transfers out of a NERSP program but remains in the institution, that student is charged out-of-state tuition from the first semester of enrollment in the new program.

Students applying to the NERSP are to be notified of their tuition status upon acceptance as a NERSP student to the institution/program. It is the student's own responsibility to request NERSP status from the institution when he/she applies. The institution has no obligation to inform the student of the NERSP and no obligation to give retroactive tuition reduction.

Tuition charges: Any student enrolled under the NERSP will be charged 50% more than current in-state day tuition rate.

Section: 700 – Student Affairs	Subject: 750 Financial Aid
Policy: Student Records	Date Approved: March 18, 2008
Policy #: 750.06	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**750.06 STUDENT RECORDS**

All records shall be maintained in accordance with the Family Education Right and Privacy Act (Federal Act No. 93-380) and shall be kept in fireproof files.

Section: 700 – Student Affairs	Subject: 760 Health and Safety
Policy: Immunization Policy	Date Approved: March 18, 2008
Policy #: 760.01	Date of Last Amendment: November 17, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: January 1, 2010

**760.01 IMMUNIZATION POLICY**

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved. Individual colleges may include additional groups or constituencies at their discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the college. Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
  - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
  - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
  - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
  - a. Had the disease confirmed by an office record of a doctor;
  - b. Been born before 1957 and therefore considered immune;
  - c. Laboratory confirmation of an immune titer;
  - d. Been immunized with 2 doses of live vaccine after 12 months of age; or
  - e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
  - a. Had disease confirmed by an office record;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
  - a. Laboratory confirmation of an immune titer;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
  - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and

- b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
    - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
    - b. A positive PPD established by an x-ray with negative results within the last year;  
or
    - c. Been subject to modification for clinic or practicum site.
  8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
  9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
  10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

Section: 700 – Student Affairs	Subject: 760 Health and Safety
Policy: HIV Policy (Human Immunodeficiency Virus)	Date Approved: March 18, 2008
Policy #: 760.02	Date of Last Amendment: Nov. 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: November 18, 2008

**760.02 HIV (HUMAN IMMUNODEFICIENCY VIRUS) POLICY**

The CCSNH will offer its students diagnosed with AIDS (Acquired Immune Deficiency Syndrome) or as HIV (Human Immunodeficiency Virus) positive the same opportunities and benefits offered to other students in accordance with Center for Disease Control (CDC) guidelines and appropriate laws. These include access to educational programs, advisement and counseling services, and financial aid. Except where course work or external placement requires involvement with body fluids, no special policies, procedures or rules will be imposed on students diagnosed with AIDS or as HIV positive that will limit or restrict the student’s participation in college activities or programs.

Students are advised, however, that certain allied health programs may have policies in addition to those listed below in order to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

1. Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.
2. Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.
3. Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.
4. AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.
  - a. Legal liability –. The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.
  - b. Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
  - c. Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.

Section: 700 – Student Affairs	Subject: 760 Health and Safety
Policy: Unattended Children On Campus	Date Approved: March 18, 2008
Policy #: 760.03	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**760.03 UNATTENDED CHILDREN ON CAMPUS**

It is the policy of the CCSNH to provide a friendly and safe campus while maintaining a learning environment for students and a disruption-free workplace for employees. Children are welcome to accompany adults to their appointments at a CCSNH college; however, children should not be left unattended anywhere on the college campus, including the grounds and parking facilities. Individuals under the age of 16 who are not registered in a class must at all times be under the supervision of an adult who is at least 18 years old. The college faculty and staff are not responsible for the care and supervision of unattended children.

In addition, children who are not registered for classes are not permitted in classrooms and/or laboratories, even if the parent/guardian is registered in the class. Parents/guardians are advised that students under the age of 16 who are enrolled in a class are not the responsibility of college employees, other than during designated class time or while doing class related activities on the campus..

If a child is left unattended the college will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families.

The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

Section: 700 – Student Affairs	Subject: 760 Health and Safety
Policy: Children In The Workplace	Date Approved: March 18, 2008
Policy #: 760.04	Date of Last Amendment: March 18, 2008
Approved: Richard A. Gustafson, Chancellor	Effective Date: March 18, 2008

**760.04 CHILDREN IN THE WORKPLACE**

It is the policy of the CCSNH to provide a friendly, safe and disruption-free workplace for employees. Therefore, employees are prohibited from bringing children under the age of 16 into the workplace, except as part of a formal educational program (job shadowing, e.g.).

In addition, employees are prohibited from leaving children who are family members unattended in any other area of the facility (cafeteria, library, etc., e.g.). (See also: Unattended Children on Campus Policy). If a child is left unattended an attempt will be made to locate the parent/guardian and return the unattended child. If the parent /guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families.