



White
Mountains
Community College

2023-2024

**STUDENT
HANDBOOK**

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ACCREDITATION STATEMENT

White Mountains Community College is accredited by the New England Commission of Higher Education (NECHE).

DISCLAIMER STATEMENT

White Mountains Community College (WMCC) provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page under the Domain Name System (DNS) registration of www.wmcc.edu is up-to-date, complete, and accurate. Individuals assume inherent risks associated with relying upon such information without consulting credible sources such as their academic advisors. In addition, a student's or prospective student's reliance upon information contained on the College's website, or within catalogs or handbooks, when making academic decisions does not constitute and should not be construed as a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

COMPLIANCE STATEMENT

It is the policy of CCSNH not to discriminate in its educational programs, activities, or employment practices on the basis of race, language, sex, age, or disability under the provision of Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Education of All Handicapped Children Act of 1975.

COLLEGE MISSION

White Mountains Community College is student centered, providing opportunities for success, while enriching lives and communities through quality education and valued partnerships.

SYSTEM MISSION

The Community College System of New Hampshire provides residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

I. Purpose: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA provides certain rights to eligible students with respect to their education records. Key components of the FERPA include (1) the right of college students to inspect their own records; (2) the right of the college students to determine who may have access to their records; and (3) the right to determine what personally identifiable information may be disclosed by college officials. More information about FERPA can be obtained on the U.S. Department of Education's website here: <https://studentprivacy.ed.gov/>

II. Policy: The Community College System of New Hampshire (CCSNH) and its colleges comply with the provisions of the federal Family Educational Rights and Privacy Act (FERPA) and its accompanying regulations. This policy applies to all faculty, staff, and other CCSNH representatives who maintain, access, or otherwise use education records on behalf of CCSNH and its colleges.

III. Definitions

a. **Directory Information:** Directory information is specific information kept about the student that is considered public, which may be released without the student's written permission. Directory information does not include unique personal identifier information such as a student's social security number, student identification (ID) number, biometric record, or other unique personal identifier used by a student.

b. **Education Records:** Education records are directly related to a student and maintained by an educational agency or institution or party acting on behalf of the agency or institution. Education records include but are not limited to personal identifiers (SSN, date of birth, ethnicity, gender), academic records (grades, transcripts, GPA, course schedules), financial aid information, and discipline files.

c. **Eligible Student:** Under FERPA, an "eligible student" is a student who is 18 years of age or a student who is attending or has attended a postsecondary institution at any age.

d. **Parent:** A parent of a student includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. FERPA does provide rights to the parents of postsecondary students who are dependents for tax purposes under IRS rules.

e. **Personally Identifiable Information (PII):** Information that would reveal the identity of a student or make the student's identity easily traceable.

f. **Student:** Any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records. This includes students enrolled in credit and noncredit courses.

IV. Rights Under FERPA: The rights of eligible students (and, as noted above, their parents in particular circumstances) include:

a. The right to inspect and review the student's education records within 45 days of the date when a CCSNH College receives a request for access to such records. A student should submit a written request to the Registrar's Office of the college in which they are enrolled. Such request must identify the record(s) the student wants to inspect. The school official will arrange for access and notify the student of the time and place where the records can be inspected.

b. The right to request amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

c. A student who wants to request that a CCSNH College amend their education records must make a written request to the Registrar's Office of the college in which they are enrolled. Such request must clearly identify the part of the record that the students wants changed and specify why the records should be changed.

d. The right to provide written consent before a CCSNH College discloses personally identifiable information (known as PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions are addressed in Section VI of this policy.

e. The designated college official shall notify the student of the decision to amend or not to amend the education records as requested. Such decisions shall be provided in writing and issued to the student within a reasonable time period. The student shall also be notified of their right to a hearing regarding their request, including details about the hearing procedure.

V. Directory Information

- a. FERPA permits the CCSNH and its colleges to disclose certain information about students without consent. The CCSNH and its colleges have designated the following information as Directory Information:
1. Student name;
 2. Address;
 3. Telephone listing;
 4. CCSNH electronic mail address;
 5. Major field of study;
 6. Enrollment status (full-time/part-time);
 7. Dates of attendance;
 8. Participation in officially recognized activities and athletic team;
 9. Height of athletic team members only;
 10. Degrees, honors, and awards received; and
 11. Most recent educational agency or institution attended.
- b. Students may restrict the release of directory information to third parties. A student who does not want CCSNH or its college to disclose Directory Information must notify their College's Registrar Office to opt out of the release/disclosure of directory information.
- c. The request to opt out of the release/disclosure of directory information will result in the student's record being marked as confidential, which will bar CCSNH and its college from responding to any requests for information about the student except as otherwise permitted or required under FERPA.
- d. CCSNH and its colleges shall continue to honor any valid request to opt out (restrict) of the release/disclosure of directory information made while the student was in attendance unless the student rescinds the opt out request.

VI. Exceptions to Requirement to Obtain Prior Written Consent to Disclose Education Records

- a. FERPA permits the disclosure of PII from students' education records without consent if the disclosure meets certain conditions specified in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders and lawfully issued subpoenas, disclosures of Directory Information, and disclosures to the student, the FERPA regulations require CCSNH and its college to maintain a record of disclosures of education records, and eligible students have the right to inspect the record of disclosures.
- b. FERPA permits CCSNH and its colleges to disclose education records without a student's prior consent as follows:
1. To school officials with legitimate educational interests in reviewing a student's education record in order to fulfill their work responsibilities. Such school officials typically include: (a) a person employed by CCSNH and its colleges in an administrative, supervisory, academic, research, or support staff position (including campus security and health care staff); (b) a student serving on an official committee, such as a disciplinary or grievance committee; or (c) a volunteer or contractor outside of CCSNH/Member College who performs an institutional service or function for which CCSNH/Member College would otherwise use its own employees, and who is under the direct control of CCSNH or one of its colleges with respect to the use and maintenance of PII from education records (such as an attorney, auditor, collection agent, or technology vendor).
 2. Upon request, CCSNH and its colleges shall disclose education records without consent to officials of another school in which the student seeks or intends to enroll.
 3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local educational authorities. Disclosures may be made in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
 4. In connection with financial aid the student has applied for or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid, or enforce the terms and conditions of the aid.
 5. To organizations conducting studies for, or on behalf of CCSNH/Member Colleges, in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

6. To accrediting organizations to carry out their accrediting functions.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate individuals in connection with a health or safety emergency, subject to requirements in the FERPA regulations.
9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to requirements in the FERPA regulations. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
10. To the general public, the final results of a disciplinary proceeding, subject to requirements in the FERPA regulations, if CCSNH/Member College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of CCSNH/Member College policies/rules with respect to the allegation made against them.
11. Upon request, CCSNH and its colleges may disclose education records to parent(s) or guardian(s) without consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules. The Internal Revenue Service has determined that a qualifying student must be younger than the taxpayer (or spouse if married filing jointly) and be under the age of 19 or be under the age of 24 and a full-time student for at least five months of the year.
12. To parent(s) or guardian(s) of a student under the age of 21 regarding the student's violation of any federal, state, or local law, or any policy/rule of CCSNH/Member College governing the use or possession of alcohol or a controlled substance if CCSNH/Member College determines the student committed a disciplinary violation.

VII. Parent/Guardians

- a. Generally, when a student reaches the age of 18, is no longer a "dependent" of the parent(s) or guardian(s) for federal income tax purposes, and attends a postsecondary institution, regardless of age, FERPA rights belong to the student. Prior written consent from the student is required before a CCSNH college can disclose information from a student's education record to a parent or guardian outside of the exceptions noted in Section VI above.

VIII. Complaints

- a. The U.S. Department of Education maintains an office that addresses complaints that educational institutions may have violated FERPA. More information about the complaint process can be obtained here:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520
FERPA.Complaints@ed.gov
<https://studentprivacy.ed.gov/file-a-complaint>

ACADEMIC INFORMATION

ACADEMIC ADVISING

Academic advising is available to all students. The academic advisor is a critical contact/mentor for students during their time at the college. The academic advisor helps students register for courses and should approve all registration decisions, including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, conducts graduation audits, and helps students select and choose various program options. Advisors help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship will be.

Each semester, the academic advisor will conduct degree audits with their advisees. The purpose of the audit is to identify student progress towards the completion of their program, and to offer early intervention in making necessary schedule changes when a course has been failed or not taken in the normal sequence. The student has the ultimate responsibility for making sure that he/she completes the required coursework for his/her program. A listing of faculty advisors by curriculum follows.

<u>CURRICULUM</u>	<u>ADVISOR</u>
Accounting	N. Nutting
Advanced Welding Technology	J. Mullins
Automotive Technology	T. Lachance
Baking and Pastry Arts	G. Worthen
Business Administration	N. Nutting
Career & Technical Education	R. Scott
Commercial Driver Training	P. Mundell
Conservation Law Enforcement	W. Saunders
Criminal Justice	R. Scott
Culinary Arts	T. Giles
Diesel Heavy Equipment Technology	M. Pouliot
Driver Education Instructor	M. Doucette
Early Childhood Education	D. Hart
Environmental Science	R. Dandeneau
Health Science	B. Akerman
Human Services	S. Couture
Interdisciplinary Studies	N. Bourque
IT Cybersecurity	J. Holt
Liberal Arts	J. Achorn
Library Technology	J. Achorn
Massage Therapy	R. Innes
Medical Assistant	K. Edwards
Medical Coding	M. Orff
NH Prof. Education Competencies	R. Scott
Nursing	S. Baillargeon
Special Education	R. Scott
Teacher Education	R. Scott
Trades Management	J. Mullins
Veterinary Assistant	M. Orff

ACADEMIC AMNESTY

All grades earned during a student's previous attendance at WMCC are no longer used to calculate the student's new cumulative GPA. Subject to the VPAA's approval, grades of C- and above taken during that earlier time are used to meet course requirements. All previous grades remain on the student's transcript.

To be eligible for Academic Amnesty, a student must meet all the following conditions:

1. The student must not have taken any courses at the original college of enrollment for a period of at least three years from the last semester of attendance.
2. The student must submit a letter of request for Academic Amnesty before the start of the student's second semester after readmission.
3. The student must never have received Academic Amnesty before.
4. The student must have achieved a cumulative GPA below 1.7 during previous attendance.

ACADEMIC HONESTY

Original thinking and intellectual honesty are central to a college education. Research projects require the use of existing works. As such, students must conduct themselves with proper regard for the intellectual property rights of others, as well as those of the College. WMCC does not accept or condone plagiarism and cheating. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:

1. Misrepresenting one's own academic work that is done by someone else with or without permission of the original author.
2. Providing or using prohibited assistance in assignments and examinations.
3. Communicating with other students during an examination without authorization; collaborating in the preparation of reports or take-home examinations; copying, giving aid, or failing to follow the instructions of the faculty member in charge.
4. Tampering with or falsifying official college records.
5. Infringing upon the right of other students to fair and equal access to college library materials and comparable academic resources.
6. Falsifying data collected for and presented as part of a course assignment.
7. Presenting another person's work as one's own without proper acknowledgement.

Faculty members may identify other instances of academic dishonesty.

WMCC does not tolerate academic dishonesty. The College expects students to do their coursework honestly, be it laboratory projects, examinations, or term projects. When a student is suspected of academic dishonesty, the faculty member involved identifies the infraction and confronts the student, giving specific evidence to support the charge: the act was seen firsthand, it was reported by another student, the work handed in was of higher quality than usual, the language used is too close to another text for it to constitute original work. Judicial procedures and consequences for cases of academic dishonesty are described in the *Student Handbook*.

ACADEMIC HONORS

Students whose academic performance warrants recommendation and recognition will receive academic honors.

The President's List (High Honors) recognizes students enrolled in a degree program and earning a cumulative GPA of 3.75 or higher.

The Vice President's List (Honors) recognizes students enrolled in a degree program and earning a cumulative GPA of 3.3 to 3.74.

At the commencement ceremony, the student with the highest cumulative GPA in an associate degree program receives the President's Award. To receive this award, the student must have completed all required credits at WMCC, excluding transfer credits and/or credits by examination. To be considered for the award, students must submit the Intent to Graduate form to the Registrar by the last scheduled day of classes in the spring semester. Competition for this award is traditionally very strong, with students winning by fractions of a point.

ACADEMIC PHILOSOPHY

At WMCC, students are exposed to various methods of instruction. While some courses are lecture based, others are laboratory based, performance based, and student directed. Learning that is performance based relies on an organized, systematic approach to education and training that identifies the knowledge and skills graduates need to perform competently and confidently in a rapidly changing world. Programs and courses are structured within a competency-based framework. By defining and insisting on competencies (knowledge and skills) in each course, educators (working closely with their students) enhance and maximize the learning experience. Intellectual, interpersonal, and physical-manual competencies are assessed continuously to ensure student engagement and improvement. WMCC strives to offer a physical, intellectual, and social environment that supports the unique learning styles, backgrounds, and needs of every individual.

ADDING A COURSE

Students may add a course to their class schedule during the first seven calendar days of a semester, or at the discretion of the instructor. The student must obtain approval from the instructor and faculty advisor. Add/Drop forms are available through the Office of Academic Affairs and the Registrar's Office.

APPEAL OF A GRADE

Students must initiate any appeal of a grade with the instructor before the end of the ensuing semester. Students must realize that, in most instances, only the instructor can change a grade. Only in cases of obvious computational error or blatant abuse of the grading prerogative can the VPAA (the only other college employee empowered to change a grade) alter a student's grade.

Students who believe they have valid grounds for a grade appeal must use the following process to resolve the issue:

The student:

1. Meet with the instructor: The student contacts the faculty member in question and schedules a meeting to discuss the grade appeal. After contact is made, the meeting occurs within the next five workdays. Together, the faculty member and the student attempt to resolve the matter. If the matter is not resolved in Step 1, the process proceed to Step 2.
2. Meet with the Program Coordinator, Department Chair, or VPAA: The student has three workdays from the date of the faculty member's decision in Step 1 to file a written appeal with the faculty member's Program Coordinator or Department Chair. If the faculty member is the Program Coordinator or Department Chair, the written appeal goes to the VPAA. Within three workdays, the Program Coordinator, Department Chair, or VPAA mediates the dispute either by discussing the matter with the faculty member or by discussing the matter with the student in the company of the faculty member. If no resolution is reached, the process proceeds to Step 3.
3. Meet with the VPAA:
If the issue is not resolved in Step 2, the student has three workdays to file a written appeal with the VPAA. The VPAA meets with all parties concerned within the next three workdays to resolve the dispute. The VPAA has three workdays from the last meeting to render a decision on the grade appeal. The VPAA's decision is final.

Note: During the summer, when faculty are not on campus, students may begin the grade-appeal process with the Office of Academic Affairs, who makes every attempt to contact the faculty member so that a meeting can take place with the student within a specified time. On occasions, these times may need to be adjusted.

ATTENDANCE

Successful college students attend classes regularly. Most failures, dropped courses, and poor grades result from poor attendance. The College has designed a schedule of classes for each course, one that meets the Carnegie unit definition of class time necessary for an average college student to complete the course. Time spent at the College, under the supervision of professional educators, contributes to a student's academic success. Students who cannot attend scheduled classes or laboratory hours should notify the instructor and seek ways to keep up with the material. In all cases, students should notify their instructors of all absences. Absence for any portion of a scheduled class may constitute an absence. In some cases, students must keep their own attendance records for financial sponsors, who require this information to advise them and recommend them to employers. Instructors appreciate advance notice of absences because of college events and/or emergencies. Ultimately, it is the student's responsibility to make arrangements for missed assignments, tests, lectures, deadlines, and other academic responsibilities associated with absences.

AUDITING A COURSE

A student may audit a course with permission from the instructor. The student must complete a registration to audit during the first week of classes and must pay full tuition. Audited courses reflect no credit, and cannot be used toward graduation requirements or toward a credit by examination. The academic record will show AU for audit.

CANVAS

Canvas is the online teaching platform used in most courses at WMCC. It is used as your 100% online/ hybrid/ hyflex course environment. It is also used in many face-to-face classes. Students can access Canvas from the college website at www.wmcc.edu and then click on current students which will bring you to the Quick Links page. Students must activate their EasyLogin accounts in order to access Canvas.

CHANGING MAJORS

A student currently enrolled at the College who changes major does not need to submit a new application but does need to complete a "Change of Major" form with the Registrar's Office or online.

COPYRIGHT AND FAIR USE POLICY

WMCC encourages its faculty, staff, and students to use multimedia and text resources to enhance teaching and learning while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act, and the TEACH Act. For detailed information, please visit our website at <https://www.wmcc.edu/wp-content/uploads/2019/12/Copyright-Infringement-Policies-and-Sanctions-including-computer-use-and-peer-to-peer-file-sharing.pdf>

COURSE FAILURE

If a student fails a course with an F grade, the student must either retake the course at WMCC or take a comparable course at another institution. WMCC counts only course credits for courses transferred from other institutions; the F continues to count as part of the student's cumulative GPA. Students should consult their advisor and Department Chair to determine if a course transfers. Course failures cannot be made up by taking a credit by examination. See policy on Credit by Examination.

COURSE SYLLABI/OUTLINES

Faculty develops course syllabi/outlines for every course being offered. Students receive a copy of the course syllabus/outline during the first week of class. Information regarding course description, textbooks, grading policy, testing policy, written assignments, reading assignments and other course specific information is provided in the course syllabus/outline.

DROPPING A COURSE

Students should discuss with their advisor the decision to drop a course(s). All forms are available online and in the Registrar's Office.

Students who officially drop a course by filing the Add/ Drop form on time can expect the following results on their academic record:

1. No courses or grades are recorded on the student transcript for students registered but never attending classes.
2. No courses or grades are recorded on the student transcript for students withdrawn from a course(s) during the first fourteen calendar days of the semester or prorated period.
3. A grade of W is awarded to students who withdraw from a course(s) after the second week of classes but during the first 60% of the semester. A grade of W does not affect the student's GPA.
4. A WP or WF is received by the student after the first 60% of the semester up until two weeks before the end of the semester. For courses that are fewer than sixteen weeks long, students must consult the Registrar.

Students who fail to file an official Add/Drop form to drop a course receive an F on their transcripts for that course. A student's instructor can initiate a student's withdrawal if the student is unable to initiate the process because of extenuating circumstances (e.g., catastrophic illness or injury, job transfer to another state).

DUAL MAJORS

Students are allowed only two majors at one time. A second major is defined as a program of study with a unique title as it appears on the credential. The title must be different from that of the first major. Students applying for a dual major must complete a "Change of Major" form.

Matriculated students who wish to pursue a certificate while pursuing an associate degree, can pursue that certificate as a second major. The student does not have to withdraw from the associate degree to apply for the certificate.

*Note: Paperwork for Change of Major and Dual Majors must be completed before the end of the add/drop date of the semester in which the change takes effect.

FINANCIAL RESPONSIBILITY FOR COURSES

By registering for courses at WMCC, students must understand that they are financially obligated for ALL costs related to the registered course(s). If students drop or withdraw from a course, they are responsible for all charges as noted in the *Academic Catalog* and *Student Handbook*. If they do not pay in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. They are also responsible for the costs of the outside collection agency and any legal fees, which may add a significant cost to their existing account balance.

GRADE FOR REPEATED COURSE

All grades are entered on the grade report and appear on the student's academic record. These grades are used to determine semester and cumulative GPAs.

Students may retake a course at WMCC to replace an F or to improve a previous grade. The latest of the two grades is used to determine the cumulative GPA. When a student retakes a course at WMCC, the course and credit hours appear on the semester's grade report and academic record, along with the letter grade. The course grade and credit hours are included in the computation of the semester and cumulative GPAs. The original grade and credit hours do not figure into the cumulative GPA but do appear on the student's academic record.

GRADUATION COMPLETION RATE

As required by the U.S. Department of Education, 34 CFR Part 668, Student Assistance General Provisions, "An institution shall make readily available to all enrolled students and prospective students, through appropriate publications and mailings, the institution's completion and graduation rate (or a projected completion or graduation rate) of its full-time degree-seeking undergraduate students who enroll for the first time [at WMCC] and have not previously enrolled at any other institution of higher education."

The retention rate at WMCC for the student cohort that started in the fall of 2022 is 69% for full-time students, 40% for part-time students. Retention rates measure the percentage of entering students who continue their studies the following fall. Meanwhile, the graduation rate for full-time, first-time undergraduates in the 2018 cohort at 150% time (three years) is 54%. The 100% time (two years) graduation rate is 47%.

Important to note is that, for many students, graduating from WMCC is not the goal. Some students enroll to complete a semester or two before transferring, or to explore an area of career interest, or to resolve academic deficiencies before returning to their original college, or to take courses for self-improvement and personal enrichment.

GRADUATION REQUIREMENTS

Each program at WMCC has a list of required program outcomes. Students are awarded associate degrees and certificates after having completed academic requirements and demonstrated competence in the required outcomes.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program.
2. Fulfill the minimum credit requirement in their academic program.
3. Earn a cumulative GPA of 2.0 or higher.
4. Meet all obligations to the College, including payment of all fees.
5. File the Intent to Graduate form with the Registrar (students should check Intent to Graduate form for submission deadline).

To graduate, students have the primary responsibility of ensuring that they meet associate- or certificate-degree requirements. Each semester, students are to initiate at least one meeting with their faculty advisor to ensure that they have or will have met all the requirements for graduation by the intended time of graduation.

LEAVE OF ABSENCE

A matriculated student will not be taking courses within one academic year (not to exceed a twelve-month period) but wishes to remain on matriculated status, that student may request in writing a leave of absence through the Academic Affairs Office. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thereby requiring reapplication and admission.

MATRICULATION

Students are considered matriculated if they have formally applied and been accepted into a degree or certificate program by WMCC's Admissions Office.

Students are considered non-matriculated if they have not been formally admitted to a degree or certificate program. Non-matriculated status does not prevent a student from taking courses; however, non-matriculated students are not eligible for financial aid.

MEDICAL LEAVE OF ABSENCE

Under certain conditions, a matriculated student may apply for a formal Medical Leave of Absence for up to two consecutive semesters. These conditions are that the student has a serious medical condition that (1) requires extended in-patient treatment in a medical facility, (2) demands ongoing outpatient medical treatment that prevents the student's completion of academic requirements, or (3) creates such hardships as to render the student incapable of meeting the program's technical standards or the demands of the Student Code of Conduct.

Students considering a Medical Leave of Absence should be aware that **WMCC's granting of such leave does not relieve a student from financial responsibility to the College**. A student seeking a Medical Leave of Absence who is a financial aid recipient should contact the Financial Aid Office to discuss the leave and any corresponding changes in financial-aid eligibility. Students considering a Medical Leave of Absence should also consult the [U.S. Department of Labor](#) for information about continuing their health-insurance coverage.

Students requesting Medical Leave of Absence must:

- 1) Provide a letter to the VPAA identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission.
- 2) Provide documentation to the VPAA of the medical condition. This documentation must come from a licensed healthcare professional who is *directly involved in the treatment* of the student's particular condition. The documentation should also be sufficiently comprehensive to facilitate the decision-making process.
- 3) Drop all courses for which the student in question is responsible.

The VPAA (or designee) determines the appropriateness of the request for Medical Leave of Absence and notifies the student in writing whether the request is granted and what the conditions are for readmission. Students whose requests for Medical Leave of Absence are granted must reapply for admission at the end of the leave period, provided they have met all conditions for readmission.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's condition. This documentation must be sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPAA and/or the student's advisor, compliance with any new admission criteria occurring during the student's absence, or the need to repeat courses or clinical experiences to ensure the student remains current and up to date.

Students who choose to seek a Medical Leave of Absence under the provisions of this policy need to be aware that information they voluntarily disclose during the application and readmission processes is handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and is disclosed only to those persons with a direct academic need to know.

NAVIGATE

Navigate is an app and online account that students access to create an academic plan, register for courses, view schedules, keep track of important college processes, make appointments with college advisors, staff and faculty. All accepted students receive an email with EasyLogin information and an activation link. Once a student's EasyLogin is activated, the student can access all their college accounts. Day and evening schedules are subject to change up until the day classes begin. If students need to change their schedule, they should see their advisor. If you have questions regarding Navigate, please contact the WMCC Helpdesk at 603-342-3049.

ONLINE EDUCATION

WMCC offers many of its courses online using a web-based delivery system. Online courses can be hybrid, hyflex, synchronous or asynchronous, the latter allowing students to study at times that fit their schedule.

PREREQUISITES

Students must complete prerequisite courses successfully before being allowed to enroll in the course for which the prerequisite is required. The course description section of the *College Catalog* notes prerequisites. A failing grade in a prerequisite prevents a student from taking the next course. Students may use courses from other colleges to meet prerequisites. The Department Chair or VPAA determines transfer credit. See the section on Transfer Credit for further information.

RESIDENCE CREDIT

Students seeking a degree at WMCC must earn a minimum of fifteen credits from WMCC courses. To meet the minimum residency requirements, students must take at least eight semester hours of advanced courses in their major field of study or related fields. Advanced courses are those listed in the first and second semesters of the second year of an associate degree program or in the second semester of one-year programs. To receive a certificate at WMCC, students must complete at WMCC at least six credits or 25% of the credits (whichever is larger) required for the certificate.

TRANSCRIPTS

After students have met all college obligations, including student loan payments, outstanding tuition fees, payment of fines, and return of library materials, they may submit a written request for a transcript (the official record of their academic history). The transcript is valid only with the College seal and the Registrar's signature. The transcript is released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and is not released to a third party, including parents and spouses, without the students' written permission.

Students may obtain unofficial or official copies of their transcript at any time by going to the SIS or by downloading the fillable transcript request form located on the College website at <https://www.wmcc.edu/current-students/>.

TRANSFER/CONTINUING EDUCATION OPPORTUNITIES

There are many opportunities to start your education here and continue your education with other institutions of higher education. Our students now benefit from many articulation agreements and guaranteed transfer programs to many other colleges. The transfer process can be started at any time while attending White Mountains Community College and it's never too late to start the transfer process; however, the sooner the process is started the easier it is to meet transfer requirements and maximize transfer credits and options.

With increased transferability of courses and programs here, greater opportunities and possibilities for continuing education now exist. It is important for students interested in transferring or continuing their education to work closely with their faculty advisors, the college transfer counselor, and the institution that they plan to attend.

NHTransfer.org is an online resource to help give students a clear understanding of which courses transfer among participating New Hampshire institutions. The transfer credit database assists students and advisors in transferring courses and programs.

The **NH Transfer Connections Program** is an agreement between CCSNH and USNH that guarantees students transfer admission to USNH as long as they meet designated admission criteria at the USNH institution of their choice. Please see the college transfer counselor for more information.

TUITION CREDIT

A tuition credit is granted when circumstances meet at least one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. In addition, a tuition credit is granted only after tuition has been paid. Tuition credits are not given when the account shows an outstanding balance. Requests for tuition credits are reviewed on a case-by-case basis and are granted at the sole discretion of the President or designee.

TUITION REFUND POLICY

All refunds require that students complete an official withdrawal form. Students who officially withdraw from WMCC or an individual course by the end of the fourteenth calendar day of the semester receive a 100% refund of tuition, minus non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) have seven calendar days from the designated start of the shorter semester to withdraw for a full refund. If the seventh or fourteenth calendar day falls on a weekend or holiday, the withdrawal refund date becomes the first business day following the weekend or holiday. An exception to this policy involves students in courses that meet for two weeks or fewer. These students must withdraw by the end of the first day of the class to get a 100% refund. The advance-tuition deposit is a non-refundable fee. All other fees are refundable. These include, but are not limited to, the comprehensive student services fees.

All Federal Title IV funds (i.e., Pell, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

Students registered for workshops through system divisions of Community Education or Center for Training and Business Development must withdraw in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees.

In extenuating circumstances and on a case-by-case basis, the President (or designee) is authorized to offer students alternative compensation in the form of tuition credit or waiver. Tuition credit on a student account must be used within one calendar year from the date of authorization.

TUITION WAIVER

A tuition waiver is granted when the student has yet to pay tuition and circumstances meet at least one of the following criteria: a death in the family, a medical emergency, a military commitment, or a situation beyond the control of the student. Requests for tuition waivers are reviewed on a case-by-case basis and are granted at the sole discretion of the President or designee.

WITHDRAWAL FROM COURSES

Students should discuss with their advisor the decision to drop a course(s). All forms are available online and in the Registrar's Office.

Students who officially drop a course by filing the Add/ Drop form on time can expect the following results on their academic record:

1. No courses or grades are recorded on the student transcript for students registered but never attending classes.
2. No courses or grades are recorded on the student transcript for students withdrawn from a course(s) during the first fourteen calendar days of the semester or prorated period.
3. A grade of W is awarded to students who withdraw from a course(s) after the second week of classes but during the first 60% of the semester. A grade of W does not affect the student's GPA.
4. A WP or WF is received by the student after the first 60% of the semester up until two weeks before the end of the semester. For courses that are fewer than sixteen weeks long, students must consult the Registrar.

Students who fail to file an official Add/Drop form to drop a course receive an F on their transcripts for that course. A student's instructor can initiate a student's withdrawal if the student is unable to initiate the process because of extenuating circumstances (e.g., catastrophic illness or injury, job transfer to another state).

WITHDRAWAL FROM COLLEGE

Withdrawing from WMCC is a serious step. Students should discuss this process with their instructors, their academic advisors, and the College Counselor. To withdraw from the college, a student must complete the Withdrawal Form and undergo an exit interview with the College Counselor and Financial Aid Assistant Director. Failure to attend classes does not constitute withdrawal from the College. Students may receive a grade of administrative failure, however, because of excessive absences.

Students may withdraw from WMCC up to one week before the end of the semester. The date of withdrawal is noted on the students' academic college records, which also reflect the most recent date of class attendance for students receiving scholarships, veteran's benefits, Title IV financial aid, or other awards that have special attendance requirements.

Academic records are treated according to the standards used for dropping individual courses.

A student who has withdrawn from the College or who has been suspended may apply for readmission through the Admissions Office.

STUDENT INFORMATION

GENERAL INFORMATION

ACCIDENTS, INJURIES OR ILLNESS

No accident, injury or illness, however slight, should be ignored. An Incident Report must be completed by both the student and instructor and submitted to the Human Resource office. When ill or injured, a student should report to the instructor (if it occurs during a class) or to the Student Affairs office.

BOOKSTORE

The college online/virtual bookstore (Follett) carries all required textbooks and supplies, as well as college spirit items, are available through the online/virtual bookstore, Follett Higher Education Group, a private enterprise not subject to state rules and regulations.

Follett offers all major credit cards, debit card, and google/apple pay services to students. The only other non-cash services offered are based on *written* authorization from approved agencies.

Follett purchases and resells used books on a first-come, first-served basis. Information is available at the bookstore, or online at www.wmccshop.com.

BOOK REFUND POLICY

Textbooks may be returned only if a course is changed or cancelled. Students returning a book will be refunded the cost of the book, **providing the book is in the same condition as purchased (unopened) and the student has the original receipt for book(s) purchased.** When the financial aid book advance expires, students who used financial aid will no longer be able to return books. Students are always advised to check with the bookstore regarding refund deadlines.

CANCELLATION OF CLASSES

In the event of major snowstorms, icing conditions or other emergencies requiring the cancellation of classes, notification will be sent to email, texts, phone via WMCC Rave Alerts. Students are automatically registered to receive WMCC Rave Alerts and can expect an email in their college student email account from Rave Wireless with a link to access and add personal information. Cancellations will also be publicized on the WMCC website and many local news media outlets.

CRIMINAL BACKGROUND CHECK POLICY

A criminal background check may be required prior to some students' clinical, fieldwork or practicum experience. Failure to undergo a criminal background check prior to an assigned clinical, fieldwork or practicum experience may result in inability to progress in a program. Should a clinical, fieldwork or practicum agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for arranging an alternate clinical, fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the background check. Students must agree that all results will be available to the program and the clinical sites associated with the program. The criminal background check may be required several times during a two-year program and may be required for employment and/or licensure and/or certification. Cost for the criminal background check will be the responsibility of the student.

DRESS CODE

All students are expected to come to class dressed in clothing appropriate to the class or lab which they attend. Students who are inappropriately dressed for class or lab may be denied admission by the instructor.

LOST AND FOUND

The Welcome Center area is the place to turn in found articles and to reclaim a lost one. See the Welcome Center for assistance.

SMOKE FREE CAMPUS

WMCC is a smoke-free campus. The use of tobacco products is only allowed inside personal vehicles. This includes e-cigarettes. Fines may be issued to individuals not in compliance with this policy.

STUDENT EMAIL SYSTEM

The college email network facilitates communication between students, faculty and the college community. Students will be assigned a student email address within 24 hours of application acceptance and will no longer be allowed to change their primary e-mail address in Canvas or SIS. This email account will serve as the official account for all electronic communication with the College. Your student EasyLogin will allow you access to your email account. If you have questions regarding the Student Email System, please contact the WMCC Helpdesk at 603-342-3049.

STUDENT HOUSING

A housing list is maintained in the Welcome Center. Additional rentals are advertised in local area papers.

STUDENT ID CARDS

All WMCC students have the opportunity to obtain a college ID which can be used to print documents on campus, as well as provide admission to certain college sponsored events and activities.

STUDENT INFORMATION SYSTEM (SIS)

Students may access their college information online through Student Information System (SIS). SIS allows students access to student account billing, online payments, and financial aid information, final grades and request transcripts. If you have questions regarding the Student Information System, please contact the WMCC Helpdesk at 603-342-3049.

STUDENT PREFERRED/CHOSEN NAME CHANGE

You may indicate a preferred/chosen first name that will appear in documents internal to your CCSNH college. The preferred/chosen first name will be used in the places listed below, regardless of whether you have legally changed your name.

A preferred/chosen name is a name a student wishes to be known by in the CCSNH system that is different from a legal name. CCSNH preferred/chosen names applies only to first names, surnames can be changed with a legal name change.

If you have completed a legal name change process you should connect with your campus Registrar's office.

Places Where Preferred/chosen First Name Will Display:

- Navigate Platform
- Canvas*
- Rosters in Canvas (Faculty)
- Rosters in SIS
- Advisee Lists
- Degree Works
- IT Service Desk
- SIS: Student Information System where legal name is not required
- Rave Alerts system
- TLC
- TargetX
- Housing Director*
- CCSNH Easy Login (By request. This may require a change to students Easy Login)
- Student I.D. (By request. If a preferred/chosen name is used ID will not be able to be used as a legal form of identification (*link to additional page or section with contacts for each college*)).

*Canvas and Housing Director also allows students to select their preferred/chosen pronouns.

Places Where Legal First Name is Required to be Used*:

(Please note: Staff in these areas are expected to use a student's preferred/chosen name in their correspondence and conversation with a student. However, students will need to reference their legal name to be identified in the system.)

- Financial Aid Office
- Residency Documentation
- Official Transcripts
- Student Hiring Process (work study or student hourly)
- Student Identity Record (in addition to preferred/chosen name)
- Bursar Office for payment or refund documents

*Licensing regulations, external sites, and related policies may limit the use of a preferred/chosen name in place of a legal name. Students should speak with their program directors, department chair, etc., regarding these potential regulatory limitations.

The usage of preferred/chosen first name at CCSNH is an ongoing process. Additional processes will continue to be evaluated.

Note: Employees will see both legal and preferred/chosen first names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

Steps to Indicate Your Preferred/chosen First Name

Complete the form required to update your information at your home campus. Submit to the Registrar's office. Change may take several days to update within the CCSNH system.

If you have questions about the college policy or experience you would like to report, please connect with your institution's designated employee, Mark Desmarais, Room 120, at mdesmarais@ccsnh.edu or 603-342-3009.

STUDENTS WITH DISABILITIES/ACCESSIBILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), White Mountains Community College recognizes the physical, learning, sensory or emotional challenges encountered by our students may require additional supports and accommodations to equalize their opportunities. The college is committed to providing supports that allow otherwise qualified individuals with disabilities to succeed. White Mountains Community College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. An impairment constitutes a disability only when it is severe enough to result in a “substantial limitation in one or more major life activities” for the individual.

Such major life activities are defined as “the ability to perform functions such as walking, seeing, hearing, speaking, breathing, learning, working, performing manual tasks and taking care of oneself”.

There are legal requirements embodied in Section 504 of the Rehabilitation Act of 1973 and ADA which requires that both physical and programmatic access must be provided to all students with disabilities.

In order to comply with the mandates of Section 504, colleges and universities must assure that the same educational programs and services offered to other students are offered to students with disabilities. This means that reasonable accommodations must be made in the instructional process to ensure full educational opportunities. This principle applies to all teaching strategies, as well as institutional and departmental policies.

ADA/504 law prohibits pre-admission inquiries about an applicant’s disability; however, a student may choose to disclose a disability at any time during the admissions or educational process.

Early self-disclosure allows for appropriate accommodations and supports to be in place at the start of a semester, thus maximizing optimum success.

Individuals requesting accommodation must provide current documentation of their disability from a physician or licensed professional such as a psychologist, psychiatrist or school psychologist.

If a student brings his/her documentation directly to an instructor or advisor, the instructor/advisor should request that the student forward the information to the Coordinator of Accessibility Services (Room 305).

SUBSTANCE ABUSE EDUCATION

The college recognizes the need to provide accurate information about substance abuse. The college promotes awareness of substance abuse issues by collecting resource materials which are available through the counseling office.

Referral services to students are available through the counseling office.

TOOLS AND EQUIPMENT

College tools and equipment cannot be borrowed for personal use by students outside the building or off campus.

UNATTENDED CHILDREN ON CAMPUS POLICY—STUDENTS/GUESTS/VISITORS

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 may contact local law enforcement.

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

STUDENT SERVICES

ASSISTING PEOPLE IN TRANSITION

The Assisting People in Transition program provides counseling and referral services for single parents, individuals from economically disadvantaged families (low income), individuals preparing for careers non-traditional from their gender, youth in or who have aged out of the Foster Care System, English learners, individuals with disabilities, out of workforce individuals, homeless individuals. Financial aid may be available in the form of tuition and textbook assistance. For additional information contact the WMCC Learning Commons.

BISTRO

On weekdays when classes are in session, WMCC's Bistro offers light breakfasts, as well as hot and cold lunch meals. As part of WMCC's "Meals IncludED", free breakfast and lunch are available for students at the Berlin and Littleton locations. Hours are posted and are made convenient for students. For more information, contact the Welcome Center, Room 121, at 603-752-1113.

COUNSELING

The college provides academic counseling services to all students. Counseling services assist students in successfully meeting academic goals and are not an appropriate substitute for long-term therapy. Students are encouraged to speak with the college staff to identify and eliminate barriers to success. All counseling is confidential. Students may refer themselves for counseling services. The college also makes referrals to appropriate local health and social service agencies. Students may visit room 127 or call 603-342-3058 to meet with the WMCC college counselor.

A free online student assistance program (BetterMynd) is also available to all students seeking counseling services and resources. From time to time, everyone experiences situations that affect their general wellbeing. The WMCC/CCSNH Student Assistance Program (BetterMynd) is a resource to help current students be successful at meeting their responsibilities and creating solutions that allow you to be healthier, happier, and more productive. This is a free, confidential service available 24 hours a day, 365 days per year. For more information about BetterMynd, please visit wmcc.edu.

FINANCIAL AID

Financial aid is money for direct and indirect college expenses. This money comes in four forms:

- Grants – Which DO NOT have to be repaid
- Scholarships – which DO NOT have to be repaid
- Loans – which DO have to be repaid
- Work Study – which is money the student is awarded but must get an approved job in order to earn

The following is a step-by-step guide to the financial aid process.

1. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/> and use 005291 for WMCC's school code. Make note of the date you filed your FAFSA.
 - a. You will be directed to create an FSA ID. It is important to that you remember your FSA ID as it will serve as your electronic signature several different times throughout the financial aid process. If you are a dependent student, your parent will be required to create an FSA ID as well.
2. Your Student Aid Report (SAR), which is a record of the information you submitted on the FAFSA, should arrive via email approximately one week after the date your FAFSA was filed online. If you do not receive your SAR, call 1-800-433-3242. (This report is for your records only; WMCC will receive a copy electronically.)
 - a. Please review your SAR for any incorrect information.
 - b. The Financial Aid Office will contact you **IF** additional information is necessary after your FAFSA is received.
 - c. **NOTE:** If additional information is requested, your financial aid cannot be determined until that information is received and processed. Therefore, please submit any required information as soon as possible.
3. You must be accepted into an eligible certificate or degree program prior to being awarded financial aid. Once you have been accepted to the college, your FAFSA has been received by the college and you have submitted any required information, you should receive an Award offer email which lists your **estimated** financial aid,

- a. If you complete your FAFSA before mid-February, you will not receive your Award offer email until approximately the end of February beginning of March (if all requested paperwork has been submitted).
4. Once you receive your Award offer email, you can go online to your Student Information System (SIS) account at <https://sis.ccsnh.edu> to accept and/or decline loans.
 5. If you have accepted the Subsidized and/or Unsubsidized Direct Loan(s), you will need to go online to <https://studentaid.gov/> complete your Undergraduate Stafford Loan Entrance Counseling and to sign your Master Promissory Note (MPN). You will need your FSA ID during this step as it will serve as your electronic signature when signing the loan application.
 - a. You will receive a “disclosure statement” from the Department of Education informing you of the **estimated** disbursement dates of your loan. Please note, that these are **estimated dates** and may differ from the actual dates of disbursement.

Additional Notes of Interest:

- Unforeseen circumstances such as loss of employment, prolonged illness, or other situations affecting your family’s financial resources should be brought to the attention of the Financial Aid Office.
- A student must be enrolled in a minimum of six (6) credits per semester to receive Federal Direct Loans.
- Pell Grant is always estimated and based on projected full-time enrollment. If your enrollment status is less than full-time (12) credits, your aid will be reduced.
- A student must maintain satisfactory academic progress to receive Federal Financial Aid.
- A student must reapply for financial aid each academic year.
- Admission, registration and class attendance must be confirmed before financial aid is disbursed to your student account. Please allow at least 45 days from the beginning of the first class of the semester for any expected refund check.
- A student enrolled in late start classes **MAY** experience a delay in the processing of their financial aid. The reason for the delay is due to regulations requiring that students must be attending at least six (6) credits before funds can be released.

More information can be found in the Student Financial Aid Handbook available at: <https://www.ccsnh.edu/wp-content/uploads/2022/06/CCSNH-Student-Financial-Aid-Handbook-upd-06.13.20222.pdf>

LEARNING COMMONS (SSC/LIBRARY SERVICES)

STUDENT SUCCESS CENTER (SSC)

The Student Success Center provides students with preparatory skill development and supplemental support opportunities in conjunction with courses. Students can access a wide array of academic support options on a voluntary basis and can discontinue services at any time. Available services include tutoring, student mentors, study group sessions, workshops and computer-assisted instruction in a variety of skill areas. Students are encouraged to stop by the WMCC Learning Commons to receive more detailed information. For more information, please email wmccSUCCESS@ccsnh.edu.

LIBRARY

The Fortier Library enhances the learning of WMCC students with its services, welcoming facilities, friendly staff, print collection, and large collection of electronic resources. All materials are available to students at any campus as well as online students. Print material may be mailed to students unable to access campus at no charge. Electronic materials consisting of eBooks and databases featuring thousands of scholarly journal articles and periodicals may be accessed at any time via the Library Resources link from within all Canvas Classes. In addition, electronic or print materials not owned by the library may be obtained through inter-library loan (ILL).

Library staff are available to help students on a drop-in or by appointment basis with research help, navigating library resources, finding credible information, light technology use, formatting documents, and following MLA or APA citation guidelines. The library houses cozy and customizable study spots, as well as desktops and laptops for use, webcams, chargers, printing capabilities, brain-break stations, a treadmill desk, and places to meet with study groups and friends. Individuals as well as classes are welcome to utilize the library space.

Most materials may be checked out for three weeks. While there are no fines for overdue materials, they must be returned or replaced to the satisfaction of the librarian. Seriously overdue materials may result in a hold being placed on a student's account, which may impact the student's ability to register for future classes and receive transcripts. Please reach out sooner than later if an item is damaged or missing- library staff may be able to work with you to find a mutually agreeable solution for item replacement.

We are here to help! Stop by the library or make an appointment for in-person or remote support. For updated hours and more information visit the Library Resource page in any Canvas class or <https://wmcc.libguides.com/libraryresources>. Year round, Monday-Friday, contact the library or drop-in during open hours. Contacts are: wmcclibrary@ccsnh.edu, Melissa Laplante, Library Director, mlaplante@ccsnh.edu, Denise Bergeron, Library Technician II, dbergeron@ccsnh.edu or via phone 603-342-3087 or text 603-836-9622.

STUDENT FINANCIAL SERVICES

The office of Student Financial Services is where you will find the Assistant Financial Aid Director and the Bursar. The office is located in Room 117. You would want to stop by this office for any questions you have about financial aid in general, the FAFSA, or the status of your financial aid. For questions about your student financial account, you would want to see the Bursar. Business hours during the academic year are 8am to 4:30 pm, Monday through Thursday and 8 am to 4:00 pm on Friday.

Students whose accounts are not paid in full prior to the start of the semester must have a guaranteed form of payment on file: 1) Financial Aid 2) Payment Plan; or 3) A Third Party Payer. A payment plan is available through NELNET Business Solutions. Detailed information on payment plans can be found on our website, <https://www.wmcc.edu/affordability/payment-plans/>. You can sign up for the payment plan by logging into SIS, click on the Student Button, click on Student Account, click on View and Pay Account, click on Set up a Payment Plan. Failure to make arrangements through one of the above methods will result in a \$50 late payment processing fee being assessed. This will also result in a hold being placed on the student's account.

For full details regarding billing and all other business policies and procedures, please refer to the college catalog or visit the Student Financial Services Office.

VETERANS ADMINISTRATION

White Mountains Community College's programs are approved for the education and training of eligible military personnel, veterans, and their dependents, under the GIBILL®, by the New Hampshire State Approving Agency. Veterans are responsible for submitting a copy of the Certificate of Eligibility to the registrar's office. Students receiving VA benefits must pay tuition and comprehensive student services fees. As soon as possible after the add period, the registrar's office sends the Certificate of Eligibility to the Veterans Administration, which serves as a signal for the start of payments. Benefit checks from the Veterans Administration are payable and mailed directly to the student. Students receiving benefits from the Veterans Administration will be charged the in-state tuition rate, regardless of residency.

WELCOME CENTER

The Welcome Center assists students with questions about many important student services and student financial services matters. Welcome Center hours during the academic year are Monday through Thursday from 7:30 am to 6:00 pm and Friday from 7:30 am to 4:00 pm. The Welcome Center is located in Room 121 and should be your first stop on campus.

WELLNESS/FITNESS CENTER

The Fitness Center is in the Student Center, adjacent to the Bistro. Students, faculty, and staff may use the Fitness Center at no charge. Hours of operation are posted each semester and may change based on usage patterns. Prior to using the facility, all individuals must complete liability, orientation, and registration forms. These forms are available at the Welcome Center.

STUDENT ACTIVITIES

FACULTY/STAFF SUPERVISORS FOR STUDENT EVENTS

Faculty and staff members volunteer to supervise student activities as they occur. Students should request faculty and/or staff members to supervise at least two weeks in advance of the scheduled date of the activity. (See Guidelines for Student-Sponsored Activities)

GUIDELINES FOR STUDENT-SPONSORED ACTIVITIES

When a student club or organization sponsors activities for the benefit of students, it is the club's responsibility to:

1. Assign a committee with a chairperson to conduct the activity. This committee should:
 - a. know maximum dollar amount to be spent on the event
 - b. obtain receipts for all purchases
 - c. submit all money collected to the Welcome Center and get a receipt
 - d. submit a check request to the Business Office (Room 126) for payment of all bills
2. To reserve a room(s), time and date for the activity obtain a Use of Facilities form from the HR Assistant. Complete and return the form to the HR Assistant.
3. If college vehicles are needed, check with the Welcome Center and reserve vehicle(s) for the scheduled time and date.
4. Review the need for chaperones well in advance of the activity and invite faculty to volunteer. A day or two notice is not sufficient for a coordinated effort. On occasion, courtesy invitations may be given to administration, faculty and staff.
5. The student committee responsible for the activity then meets with the Senate advisor and, if necessary, the Vice President of Student Affairs to:
 - a. confirm activity and dates
 - b. outline schedule of activity and responsibilities
 - c. review alcohol policy
 - d. review need for a custodian and/or security officer and any payment involved
 - e. how, when and to whom bills are to be submitted for payment
 - f. "after-the-event" reports, if needed
 - g. review rules governing attendance
 - h. review the responsibilities of students
6. Prior to using the kitchens, cafeteria and/or equipment, approval must be obtained.
7. Make arrangements with the plant maintenance engineer for the event.
8. Appoint a clean-up committee and insist that the job be done immediately following the event. It cannot be left until morning as it would disrupt activities and classes scheduled for the rooms or equipment.

HONOR SOCIETY

Students who have completed a minimum of twelve college-level credits with a 3.5 GPA are invited to become members of Phi Theta Kappa National Honor Society for two-year colleges. The society was established to maintain and perpetuate the qualities of scholarship, leadership, service, and fellowship. Initiation ceremonies are held during the academic year.

STUDENT MEMBERSHIP ON COLLEGE COMMITTEES

An important responsibility of the Senate includes appointing student representatives to various college committees. These students, not necessarily members of the Senate, share in the authority and responsibility which goes with these committee assignments.

College Advisory Committee - 1 student per campus Ad Hoc Committees -- as the need arises.

STUDENT SENATE

The experience of attending WMCC is not limited to the students' academic life. WMCC's philosophy is to educate the entire person so that each student can adapt to the ever-changing world. The Student Senate serves as the governing group for the student body, with representatives elected from each program. These representatives accept the challenges of leadership, authority, and responsibility in dealing with their peers, faculty, and administration. The Student Senate provides experiences that promote the general welfare of every student, plans social and cultural activities, and manages the expenditure of student funds. Activities include films, lectures, athletics, field days, club membership, and social events.

STUDENT SENATE BY-LAWS

Preamble

We, the students of White Mountains Community College, Berlin, New Hampshire, living in a democratic society and realizing the need to establish a close relationship between the students, faculty and administration, as well as to promote student affairs and develop initiative, leadership and responsibility, do establish this Constitution to perpetuate the aims and objectives for which the college is founded.

Article I - Name

The governing body of White Mountains Community College at Berlin will be called the Student Senate.

Article II - Mission Statement

The Student Senate at White Mountains Community College is a body of elected student representatives from each curriculum who are dedicated to creating an environment that recognizes the dignity and worth of each individual. This is done by creating a success-oriented environment that is positive, that promotes diversity, and one in which individuals are encouraged to express ideas.

Article III - Purpose

The Student Senate will share in the responsibility for the non-academic affairs of the college. The Student Senate has the responsibility for the coordination and promotion of student affairs, assisting in the establishment of clubs and activities, promoting and enforcing high standards of personal conduct, promoting student welfare, and assisting in the obtaining and disbursing of student activity funds which maintain extra-curricular activities.

Article IV - Membership

Section I There shall be one representative elected from each curriculum in both the first and second year classes within the month of September.

Section II Election of the President will take place during the previous year in the month of April.

Section III All members of the Student Senate must maintain a 2.0 average in order to remain in the governing body.

Section IV All voting members of the Senate are expected to attend every meeting. If a member is absent more than three times, that member may be put on probation and, ultimately, possibly impeached.

Article V - Election and Duties of Officers

Section I The President, Vice-President, Secretary and Treasurer shall be elected from the Senate by nomination and ballot.

Section II The duties of the President shall be to conduct the meetings in accordance with Robert's Rules of Order, vote only in the case of a tie, appoint committees, call special meetings and enforce the laws and the by-laws of the Constitution. The President is an honorary member of every committee.

Section III The duties of the Vice-President shall be to assist the President and to assume the President's duties in his/her absence. The Vice-President shall act as the Public Relations Coordinator for the Senate, and assume the Secretary's duties in his/her absence. The Vice-President is also an automatic member of the Social Committee.

Section IV The Secretary's duties are to keep and post the minutes of the meetings and to maintain records. The Secretary will be responsible for all correspondence.

Section V The Treasurer shall maintain records and make either a written or oral financial report at each meeting. The Treasurer is also an automatic member of the Budget Committee.

Section VI If for any reason the President of the Student Senate terminates office, the Vice President assumes the position until an election is held. Election will be held within a period of two weeks. If the Vice President, Secretary or Treasurer should terminate office, the President will temporarily appoint an individual to assume their position until an election is held. Election will be held within a two-week period.

Article VI - Fiscal Policy

Section I Expenses to Consider:

The following items should be reviewed in the Fall semester of each year, and monies set aside at the time, to be used for these purposes if the Senate so decides:

- a. Spring semi-formal
- b. Book voucher debt account

Section II Funding Requests:

Each curriculum is encouraged to submit a budget request form to the Senate Budget Committee when asking for Senate funding. Once the request is received, the Budget Committee will review the request, compile additional information if necessary, and present their findings, along with the request, to the general Senate within three weeks of receiving that written request. The person(s) or group submitting the request may attend both the Budget Committee meeting and/or the Senate meeting that the request is presented at if they so desire.

Article VII - Meetings

Section I Meetings (time/number per week) will be decided by the Senate.

Section II The Senate will have at least one meeting every two weeks.

Section III A quorum (at least one-third of the membership) must be in attendance at any meeting in order for business to be carried out. If members cannot attend a meeting, proxy votes will be allowed so members can administer their vote.

Section IV Student Senate meetings which include voting and/or spending will not be held during the summer semester because the President is the only elected representative at this time.

Article VIII - Establishing Committees

Section I Three standing committees will be established to deal with Student Senate issues. They are as follows:

- a. The Social Committee
- b. The Budget Committee
- c. The Educational/Cultural Committee
- d.

These committees are charged with developing ideas for activities that can be implemented by the Senate and/or handling issues and requests that are entrusted to the Senate. Each committee will be made up of voluntary Senate members.

Section II Ad-hoc committees, consisting of both Senate members and any interested students, may be established each year as the need arises. The general Senate must vote to establish these committees on a yearly basis.

Section III Each committee will nominate and elect a chairman who will call and facilitate meetings. Each committee will report back to the general Senate each week. Meeting dates and times are left to the discretion of each committee, however, there will be at least one meeting a month for each committee.

Article IX - Ratification and Amendments

Section I This Constitution will take effect upon approval of the student body -- a two-thirds vote will be necessary.

Section II Amendments to the Constitution must be voted in by a two-thirds margin. Proxy votes are allowed
NON-DISCRIMINATION, SEXUAL HARASSMENT, SAFETY AND SECURITY
POLICIES

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, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH 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, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503.

Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

If you feel that you have been discriminated against here at WMCC on the basis of race, color, gender, religion, national origin, age, sex, disability, veteran status, sexual orientation, gender expression, or marital status, and you would like to file a complaint of discrimination, please fill out the following, [Non-Discrimination Form](#).

AFFIRMATIVE ACTION

The college President serves as the Affirmative Action representative for the college. For issues related to Affirmative Action, the President can be reached at 603-752-1113.

AMERICANS WITH DISABILITIES ACT (ADA)

Section 504 of the Rehabilitation Act of 1973

ADA and Section 504 guarantee specific rights in federally-funded programs and activities to persons who qualify as disabled. It is the policy of White Mountains Community College that no member of the college community should be subjected to discrimination while pursuing his/her education or employment at the college.

Discrimination on the basis of disability is illegal under both State and Federal law. Any member of the college community who feels that he/she has been discriminated against because of a disability may bring the matter to the attention of **Mark Desmarais**, Room 120, at mdesmarais@ccsnh.edu or 603-342-3009, Chairperson of the ADA/Section 504 Grievance Committee.

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE (CCSNH) STUDENT CODE OF CONDUCT SEXUAL MISCONDUCT POLICY

TITLE IX/RSA 188-H SEXUAL MISCONDUCT POLICY & GRIEVANCE PROCEDURE

I. Policy Statement

CCSNH and its Colleges are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment or other forms of sexual misconduct, as described below. CCSNH also prohibits retaliation against anyone who is involved in making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual misconduct/sexual harassment.

II. Scope of Policy and Jurisdiction

CCSNH and its Colleges prohibit sexual misconduct/sexual harassment against any person participating in or attempting to participate in education programs and activities of CCSNH/Colleges. The scope and definitions of sexual misconduct and sexual harassment under federal and state laws differ, as described below.

Sexual misconduct by employees is addressed under Policies 323.01 and 323.02.

A. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of a CCSNH/College education program and activity (on campus or any other location within the United States):

1. “Quid pro quo” sexual harassment by a CCSNH/College employee: Conditioning a CCSNH/College aid, benefit or service (such as a promotion or favorable evaluation, or a better grade in a course) on an individual’s participation in unwelcome sexual conduct;
2. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual’s equal access to CCSNH/College education programs and activities; or
3. Sexual assault, dating violence, domestic violence and stalking, as defined in the Clery Act and Violence Against Women Act, as follows:
 - i. *Sexual Assault*: An offense classified as a Forcible or Non-Forcible Sex Offense under the uniform crime reporting system of the FBI. Those offenses are –
 - (1) *Non-Forcible Sex Offenses*: incest and statutory rape. In New Hampshire, only children aged 16 and older can give consent to sexual contact with adults unless the two parties are legally married. A teenager under 13 cannot consent to any sexual contact. Children who are between 13 and 16 may consent to a sexual act when their partner is less than four years older than they are.
 - (2) *Forcible Sex Offenses*: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is in a state of incapacitation. Such sexual acts include:
 - Forcible rape: sexual intercourse with a person, forcibly and/or without that person’s consent, or in instances where the victim is in a state of incapacitation.
 - Forcible oral or anal sexual intercourse with another person, forcibly or without consent, or because of incapacitation.
 - Sexual assault with an object: use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly, or without consent or because of incapacitation.
 - Forcible fondling: the touching of the private body parts (genitals, buttocks or breasts) of another person for the purpose of sexual gratification, forcibly, or without consent, or because of incapacitation.
 - (3) *Consent*, for purposes of this policy, means: an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot

- give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.
- ii. *Dating Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse committed by a person:
 - (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) Where the existence of such a relationship is determined based on consideration of: (i) the length of relationship; (ii) the type of relationship; and (iii) the frequency of interaction between persons in the relationship.
 - iii. *Domestic Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse among current or former spouses or cohabitants, or people who share a child in common.
 - iv. *Stalking*: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (1) Fear for their safety or the safety of others; or
 - (2) Suffer severe emotional distress.

Sexual harassment which does not meet one of the specific definitions above, or which occurs outside a CCSNH/College education program and activity may be covered under Subsection B or C below.

B. Sexual Harassment Under the New Hampshire Law Against Discrimination

Sexual harassment is defined differently under New Hampshire's discrimination law and regulations. These laws define sexual harassment as: unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations in this section.

C. Sexual Misconduct Under NH RSA 188-H

Sexual misconduct under RSA 188-H is a broadly defined term that includes: (1) all forms of sexual harassment under Title IX, Title VII or State law under subsections A. and B. above; and (2) any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations of sexual harassment under this section.

D. Retaliation

CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual harassment. Incidents of retaliation will be addressed under Policy 730.06 (Student Code of Conduct) for alleged retaliation by students.

III. Reporting Sexual Misconduct

- A. All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.
- B. All CCSNH/College employees with supervisory or management responsibilities, and individuals designated as Campus Security Authorities under the Clery Act, who receive information about possible sexual misconduct/harassment of students are required to make a report.
- C. Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can may be made in person to Dr. Mark Desmarais, White Mountains Community

College Title IX Coordinator, in Room 120, or via phone at 603-342-3009, via email at mdesmarais@ccsnh.edu, or via mail at WMCC, 2020 Riverside Drive, Berlin, NH 03570.

- D. A report of sexual misconduct/sexual harassment may also be made to Campus Security, or local or State police [see section V.B below for further information].

IV. Amnesty

To encourage reporting of sexual misconduct/sexual harassment and remove barriers to making a report, an individual who makes a good faith report of sexual misconduct/harassment that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual misconduct/sexual harassment report or investigation, unless CCSNH/College determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student clubs and organizations making a report of sexual misconduct/sexual harassment

V. Outside Support and Additional Reporting Avenues for Victims of Sexual or Gender-based Violence

A. Confidential Resources

1. Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a New Hampshire Domestic and Sexual Violence Crisis Center:

RESPONSE Domestic & Sexual Violence Support Center
54 Willow Street
Berlin, NH 03570
1-866-662-4220 (crisis line)
603-752-5679 (Berlin office)
603-788-8195 (Lancaster office)
603-575-5656 (Littleton office)
603-237-5384 (Colebrook office)
<https://responsenh.org/>

- Starting Point: Services for Victims of Domestic & Sexual Violence
PO Box 1972
Conway, NH 03818
1-800-336-3795 (crisis line)
603-447-2494 (Conway office)
603-452-8014 (Wolfeboro office)
www.startingpointnh.org

Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call.

2. Immediate, confidential help is also available by calling:
 - New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
 - New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
 - National 24-hour Sexual Assault Hotline: 1-800-656-4673Conversations with crisis center and crisis line volunteers and advisors (who are also confidential resources) are protected under New Hampshire's confidentiality statute (NH RSA 173-C).
3. Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
4. The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the Title IX Coordinator, investigation interviews, discipline meetings or hearings. Confidential resources are not employees of CCSNH.

B. Emergency Medical Services

1. Emergency medical services may also be access directly at:

Androscoggin Valley Hospital
59 Page Hill Road
Berlin, NH 03570

Memorial Hospital
3073 White Mountain Hwy
North Conway, NH 03860

Littleton Regional Healthcare
600 St. Johnsbury Road
Littleton, NH 03561

2. Transportation to available medical services may be accessed via:

Starting Point: Services for Victims of Domestic & Sexual Violence
PO Box 1972
Conway, NH 03818
1-800-336-3795 (crisis line)
603-447-2494 (Conway office)
603-452-8014 (Wolfeboro office)
www.startingpointnh.org

3. Assistance with the costs of emergency medical assistance can be accessed via:

New Hampshire Victims' Compensation Program
Office of the Attorney General
33 Capitol Street
Concord, NH 03301-6397
Phone: (603) 271-1284
Toll Free: 1-800-300-4500 (in NH only)
TDD Access Relay NH: 1-800-735-2964
Email: victimcomp@doj.nh.gov

C. Other Supports

1. Additional information concerning counseling, health, safety, academic, and other support services can be obtained by contacting the College Counselor, College Title IX Coordinator, or by contacting: BetterMynd Student Assistance Program.
2. Individuals accused of sexual misconduct/sexual harassment may seek assistance from a confidential advisor, which may include an advocate or attorney, or by contacting the CCSNH/College Title IX Coordinator.

Legal resources may be obtained via this website: [Legal Resources - New Hampshire Coalition Against Domestic and Sexual Violence \(nhcadv.org\)](http://LegalResources-NewHampshireCoalitionAgainstDomesticandSexualViolence(nhcadv.org))

D. Reports to Law Enforcement

Victims of sexual misconduct may choose, or decline, to report incidents of sexual misconduct to College Security, or local or State police at the numbers/locations below. Individuals may request assistance from the CCSNH/College Title IX Coordinator with contacting law enforcement.

- Campus Safety & Security
2020 Riverside Drive
Berlin, NH 03570
(603) 342-3022
- Berlin Police Department
135 Green Street
Berlin, NH 03570
(603) 752-3131
- Conway Police Department
35 E Conway Road
Center Conway, NH 03813
(603) 356-5715
- Littleton Police Department
2 Kittridge Lane
Littleton, NH 03561
(603) 444-7711
- Troop F State Police (Coos and Grafton Counties)
549 Route 302
Twin Mountain, NH 03595
Mailing Address:
PO Box 440
Twin Mountain, NH 03595
Phone: (603) 846-3333
Fax: (603) 846-5080
Email: TroopF@dos.nh.gov
- United States Attorney's Office [federal law enforcement]
53 Pleasant Street, 4th Floor
Concord, NH 03301
(603) 225-1552

E. Protection Orders

1. Victims of sexual misconduct/sexual harassment may obtain a protection (no contact) order, as well as other supportive measures, from the Title IX Coordinator following a report of sexual misconduct/sexual harassment (see Section VI below).
2. Victims of sexual misconduct involving domestic violence or stalking may pursue a court-ordered protection order by contacting or appearing at the local court:
 - *New Hampshire Circuit Court*
650 Main Street #100
Berlin, NH 03570
 - *New Hampshire Circuit Court*
35 E Conway Road
Center Conway, NH 03813
 - *New Hampshire Circuit Court*
134 Main Street
Littleton, NH 03561
3. Individuals who obtain a protection order issued by a court are asked to contact, and provide a copy of the order to, the CCSNH/ College Title IX Coordinator. Upon receipt, CCSNH/College can assist in enforcement of the order as it pertains to the alleged victim's or respondent's participation in CCSNH/College programs or activities, to the extent applicable.

VI. Response to Reports of Sexual Misconduct or Sexual Harassment

A. After A Report Is Made

After a report of sexual misconduct/ sexual harassment, is made, the Title IX Coordinator will meet with the complainant (alleged victim), if they are identified in the report, to discuss and implement any needed supportive measures. Such measures will remain confidential to the extent possible in the particular circumstances.

Supportive measures are individualized services offered to a complainant following a report of sexual misconduct/sexual harassment. Supportive measures may also be provided as appropriate to respondents after a formal complaint is filed. Supportive measures are designed to facilitate a party's ability to access education programs and activities, without overly burdening the other party (prior to a finding of responsibility). Examples of supportive measures include, but are not limited to no contact orders, referrals for services, changes in schedules, etc.

The Title IX Coordinator will explain the process(es) that apply to the allegations raised, including the process for filing a formal Title IX complaint if the conduct may constitute sexual harassment under Title IX.

B. Investigation and Resolution

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible.

Formal complaints of allegations involving Title IX sexual misconduct/sexual harassment will be addressed in accordance with Section VII below.

Reports of sexual misconduct that do not constitute sexual harassment under Title IX will be addressed under Policy 730.06 (Student Code of Conduct).

VII. The Title IX Grievance Procedure

The following grievance process shall be followed when there is a formal report of alleged conduct by students that meets the definition of sexual harassment under the Title IX regulations (as defined in Section II.A above).

A. How to Make a Formal Complaint

No investigation will occur unless a formal complaint is filed with the Title IX Coordinator by the complainant, or the Title IX Coordinator decides to file a formal complaint. The formal complaint must be in writing and include the following:

1. Basic information about the possible violation(s) of sexual harassment (such as date, time, location, type of incident, name(s) of individuals involved).
2. A request that CCSNH/College investigate the allegation(s).

The Title IX Coordinator may determine that specific circumstances warrant pursuing a formal complaint (such as when the alleged respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the CCSNH/College community), even when the complainant does not file a formal complaint. In such cases, the complainant will receive advance notice as well as notices of activities at various points in the procedure, but is not a party to the case. Likewise, the Title IX Coordinator is not a party, for purposes of this procedure, if they file a formal complaint on behalf of CCSNH/College.

The Title IX Coordinator may consolidate formal complaints where circumstances warrant.

B. Dismissal of Formal Complaints

Under the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint:

1. If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as defined in Section II.A of this policy); or
2. If the conduct alleged did not occur within the scope of the College's education programs and activities, or did not occur in the United States.

However, if the conduct alleged is otherwise covered by another CCSNH/College policy, the conduct may be addressed under the applicable policy, depending on the circumstances.

The Title IX Coordinator may also dismiss a formal complaint if a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; if the respondent is no longer enrolled in CCSNH/College; or if there are specific circumstances that prevent CCSNH/College from gathering evidence sufficient to reach a determination regarding the formal complaint.

If a formal complaint is dismissed for any reason, the Title IX Coordinator will promptly and simultaneously send written notice to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with Section VII.C.9 of this procedure.

C. Steps in the Process

A formal complaint initiates the Title IX Grievance Procedure. The Title IX Coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form.

1. General Obligations of CCSNH/College and Timeline

CCSNH/College will:

- Treat complainants and respondents equitably;
- Not presume a respondent is responsible until and unless such a determination is made following a hearing as provided in this policy;
- Objectively evaluate all relevant evidence;
- Ensure that any individuals involved in the procedure have appropriate training, and do not have conflicts of interest or bias;
- Follow reasonably prompt timelines for conclusion of the procedure and provide reasons for delay;
- Provide all required notices of meetings and hearings;
- Provide opportunities for parties to review and respond to relevant evidence, both favorable and unfavorable;
- Provide parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice;
- Provide parties with the opportunity to present witnesses, as well as other relevant evidence;
- Not restrict the parties from speaking about the case for their own emotional support and to prepare their case;
- Assume the burden of gathering evidence and of proof (rather than such burdens resting with the parties); and
- Comply with all applicable confidentiality and privacy laws and regulations during the procedure.

In general, CCSNH/College will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer due to the absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from parties for extensions equitably, and shall notify the parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

- i. The Title IX Coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:
 - Notice regarding the procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five calendar days).

- As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - Notice that the parties may have an advisor of their choice, who may be an attorney;
 - Notice that the parties may inspect and review evidence;
 - Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;
 - Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or procedure;
 - Notice that CCSNH/College, not either party, has the burden of proof;
 - Notice of the name of the investigator, with sufficient time (no less than five calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator; and
 - Notice that the parties can raise reasonable concerns regarding the Title IX Coordinator to the college president.
- ii. If additional allegations become known at a later time, the original notice to the parties will be supplemented. Misconduct which subsequently becomes known but is not covered by this policy may be addressed pursuant to other applicable CCSNH/College policies, as appropriate.
 - iii. The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.
 - iv. Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding CCSNH/College officials involved in the procedure will be resolved by the Title IX Coordinator. At the hearing, such claims may be raised with the decision maker.

3. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by CCSNH/College must be approved by the Title IX Coordinator. If an informal resolution agreement is reached, it must be signed by the parties and CCSNH/College. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.

4. Emergency Leave

CCSNH/College, in consultation with the Title IX Coordinator, may place a student respondent on emergency leave at any point after a formal complaint is filed:

- i. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.
- ii. The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.

- iii. Any such decision to place a student on emergency leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

5. Investigation Process

The Title IX Coordinator will appoint an investigator to investigate the formal complaint. The investigator will:

- i. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- ii. Allow parties to have their advisor at all meetings (advisors may not speak for the party).
- iii. Allow parties to identify witnesses and submit favorable and unfavorable evidence.
- iv. Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
- v. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- vi. Prior to completing the investigation report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint. This includes all directly-related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties. The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
- vii. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

- i. Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person, but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each party with all responses.

In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX Coordinator, in consultation with other CCSNH/College officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.

- ii. Appoint a decision maker, notify the parties of the identity of the decision maker, and provide not less than five calendar days for a written response from the parties raising any concerns regarding a conflict of interest or bias on the part of the decision maker.
- iii. Forward the investigation report and the parties' responses to the decision maker in advance of the hearing.

6. Live Hearing

CCSNH/College shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The Title IX Coordinator shall be responsible for scheduling the live hearing (no less than ten calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Some important features of hearings include the following:

- i. Under Title IX, CCSNH/College has no authority to compel parties, witnesses or advisors to be present for a hearing.

- ii. At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.
- iii. The decision maker, not the investigator, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX Coordinator or the investigator.
- iv. The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- v. The decision maker may ask questions of the parties, their advisors and any witnesses.
- vi. The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- vii. The decision maker may request input from CCSNH/College officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- viii. CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- ix. Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, CCSNH/College will appoint one for the party at no cost to the party.
- x. The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- xi. A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

7. Standard of Proof and Determination of Responsibility

CCSNH/College uses a preponderance of the evidence standard (“more likely than not”) in making determinations of responsibility.

The decision maker shall issue a written determination, which shall include the following:

- i. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy.
- ii. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- iii. Findings of fact supporting the determination.
- iv. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and any disciplinary sanctions CCSNH/College imposes on the respondent.
- v. A statement as to whether remedies designed to restore or preserve equal access to CCSNH/College education programs and activities will be provided to the complainant; however, the decision maker shall not identify such remedies. The Title IX Coordinator shall work with the complainant to design remedies consistent with the decision maker's findings.
- vi. The procedure and permissible bases for the complainant and respondent to appeal the determination (or dismissal).

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that CCSNH/College provides the parties with the written determination of the results of the appeal, if an appeal is filed (see subsection 9 below), or if an appeal is not filed, the date on which the appeal period expires. A complaint filed with an external agency is not an appeal for purposes of determining when a finding of responsibility becomes final.

8. Remedies, Supportive Measures and Sanctions

i. Remedies

“Remedies” are measures used to ensure that the complainant has equal access to the College’s education programs and activities following a decision maker’s determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

ii. Supportive Measures

The Title IX Coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant's needs at that time.

iii. Sanctions

Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:

- WARNING - a notice in writing to the student that the student is violating or has violated institutional policy;
- PROBATION - a written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
- 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 designation);
- NO CONTACT – restriction prohibiting an individual from approaching or contacting a specified individual;
- FINES – previously established and published fines may be imposed;
- RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
- RESIDENCE HALL/CAMPUS HOUSING SUSPENSION – separation from the residence halls/campus housing for a definite period of time, with conditions for readmission (if appropriate);
- RESIDENCE HALL/CAMPUS HOUSING EXPULSION – permanent separation from the residence halls/campus housing;
- CLASS/ COLLEGE SUSPENSION – separation from class(es) or the College for a definite period of time, with conditions for readmission (if appropriate);
- COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
- EDUCATIONAL OR SERVICE 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, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

9. Appeals

Parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Appeals are allowed on the following grounds:

- i. Procedural errors that affected the outcome of the matter;
- ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- iii. The Title IX Coordinator wrongfully concluded that the formal complaint did not constitute sexual harassment under this procedure and dismissed the formal complaint;
- iv. The Title IX Coordinator, investigator or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; or
- v. A sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a Party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the decision maker.

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX Coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

- i. Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer.

- ii. The Title IX Coordinator shall provide a copy of the appeal to all other parties.
- iii. The other parties shall have seven calendar days to submit a written statement addressing the appeal.
- iv. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/College officials and/or CCSNH counsel in making their decision.
- v. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may: 1) deny the appeal; 2) grant the appeal and send back the matter to the decision maker for further consideration; 3) grant the appeal and send back the matter for a new live hearing before a new decision maker; 4) grant the appeal by revising the sanction; or 5) grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted.

CAMPUS SECURITY POLICY

Campus Commitment to Safety

All of us at White Mountains Community College are concerned about the safety and well-being of everyone on campus. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty and staff. College community members must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions, some of which are outlined in this handbook.

General Conduct

White Mountains Community College expects students to be mature, honest and responsible members of the college. Any behavior which infringes upon the rights, safety, property and privileges of another person or which impedes the educational process of WMCC is unacceptable. In addition, any behavior or activity that violates any local, state or federal law is unacceptable. Specific rules include, but are not limited to, the following:

1. Any activity on the part of any individual or group that causes disruption of, or interference with, the regular operation of the college is prohibited.
2. Harassment of a student or students, faculty, staff, administrative offices or the college as an institution is prohibited. Harassment includes any threat, in any way expressed or implied, to the person or property, or any obstruction of any individual's authorized movement on campus.
3. It is the policy of the Community College System of New Hampshire that all individuals associated within our colleges are able to work and study in an environment that is free of sexual discrimination and sexual assault/harassment and these actions are, therefore, prohibited on campus. Sexual harassment is defined as an unwelcome sexual advance(s) or request(s) for sexual favors by a member of the college community when the assailant uses, threatens to use, or implies that submission to or rejection of such conduct will have an impact on employment or academic decisions affecting the victim. It also includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering in an individual's performance at work or study by creating an intimidating, hostile or offensive environment in which to work or learn. Sexual harassment also includes the deliberate conduct of a sexual nature that is offensive and unwelcome. In the State of New Hampshire, rape is defined as aggravated felonious sexual assault (RSA 632A:2), the sexual penetration of any bodily opening without consent. Suspension or dismissal and arrests are possible penalties for violation of this policy. Anyone who is a victim of sexual assault/harassment should report the incident to the Student Affairs office and/or local police.
4. The possession and/or consumption of alcohol and other drugs (except as prescribed by a doctor) on campus is prohibited. Any degree of intoxication will not be tolerated. Violation of these rules will result in referral to the Vice President of Student Affairs or designee and/or judicial hearing. Suspension or dismissals are possible penalties for violation of this policy. Counselors in the Student Affairs office will provide assistance to anyone seeking advice on a substance abuse or chemical dependency situation.
5. No firearms of any kind (including pellet, handguns and rifles), explosives (including firecrackers and fireworks), live ammunition of any kind, obnoxious bombs or any weapons already designated as illegal by city, county, state and federal ordinance or law may be bought, possessed or used on campus.

Any violation of these rules or local, state or federal laws on campus should be reported to the Student Affairs office and an incident report must be completed. Violations of the law will be reported to the appropriate local, state or federal authorities.

Disciplinary issues are the responsibility of the Vice President of Student Affairs (or designee) and the Judicial Committee of the college. The Vice President of Student Affairs may take administrative disciplinary action when it is necessary to ensure the safety of students, faculty, staff and/or the continuation of the educational process.

Coordination of Campus Safety and Security

Students and employees of the college need to report any security concerns to the office of Student Affairs, listing their name and phone number. This office will strive to coordinate at least two educational outreach activities per year and disseminate material regarding alcohol/drug abuse, crime prevention, safety and security issues.

The following programs will be provided annually:

1. Drug/Alcohol Prevention
2. Safety for Self and Others (e.g., date rape)

Counseling is available for victims on campus at the office of the college counselor.

Crime Prevention Tips

1. Secure your valuables at all times, especially wallets and pocketbooks.
2. Keep your car locked. At night, use the "buddy system" when going to your car or walking outside the building.
3. Check the back seat of your car before getting in.
4. Report all suspicious persons or activities to the Welcome Center or to the Vice President of Student Affairs immediately.

Security Policies and Procedures

White Mountains Community College strongly encourages the reporting of crimes, accidents, incidents and other emergencies.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty member or employee to the local police department, campus security, or appropriate faculty/staff. The college encourages dialing in 911 in situations where the need is obvious, such as a theft you see taking place or the need for immediate medical attention, etc. Notification of college personnel should take place after the emergency authorities are enroute.

Campus Assessment, Response, Education and Support (CARES)

The goals of the CARES team are as follows:

- Prevent crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment and referrals;
- Ensure that students whose behavior is of concern are contacted through follow-up processes and have access to the appropriate services so that they have the opportunity to improve their welfare;
- Create a unified reporting and tracking system that will allow members of the CARES to observe patterns of behavior that may elicit assessment and to provide a documented response to distressed students.

The CARES meets regularly to discuss non-emergency situations and routine incidents. When a report is deemed urgent, the team, or subset of the team, is ready for an immediate response.

For questions and concerns regarding the CARES program, please contact:

Mark Desmarais, VPSA
mdesmarais@ccsnh.edu
603-342-3009
Room 120

Reporting Incidents to CARES

Anyone may report behaviors that concern them to the CARES. These reports can be anonymous, if individuals so desire. Each report should include as much detail as possible about the behavior or incident of concern. Once a report is submitted, the individual will receive an acknowledgment of receipt if he or she indicated an email address. The CARES encourages the reporting of student behaviors that are of concern.

This information will be used to reach out to the affected individuals and connect each individual with appropriate support services. **The information provided (including the reporting party) is CONFIDENTIAL.** To report an incident, please email wmccCARES@ccsnh.edu or complete the following CARES Incident Report: <https://www.wmcc.edu/current-students/behavioral-intervention-team/campus-assessment-response-educational-support-cares-incident-report/>.

Reporting Criminal Activity and Emergency Procedures

To report criminal activity, emergencies or other incidents you believe require the attention of the college administration, contact Mark Desmarais in the Student Affairs office, 603-342-3009 or James Astuto, Campus Safety & Security Supervisor, 603-342-3022. Students/employees may also report any classroom emergency to the Welcome Center. This information will be given to Student Affairs. You will be asked to complete a campus incident report form once the situation no longer poses an immediate threat. These forms are available on-line at <https://www.wmcc.edu/about/campus-security/campus-incident-report-form/> for your convenience. Do not hesitate to seek the supportive assistance of a member of the Student Affairs staff, faculty/colleague or a close friend.

Should a potentially dangerous situation arise, the Vice President of Student Affairs, in consultation with the college President, will decide what constitutes an immediate threat. If a potentially dangerous situation is determined to exist on or near the campus, an immediate warning to all campus constituencies will be issued using current notification methods.

Important Telephone Numbers

For all emergencies	
Off-campus	911
On-campus extension	9-911
Poison Center Central	1-800-562-8236
Fire Department Non-emergency	603-752-3134
Police Department (Non-emergency)	603-752-3131
WMCC Student Affairs office	603-342-3000

Incident Type	On Campus			Non Campus			Public Property		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests Referred for Disciplinary Action									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0

CAMPUS SEX CRIMES PREVENTION ACT

In October 2002, the Federal Government amended the Campus Sex Crimes Prevention Act (Public Law 106-386) to require colleges to inform students, faculty and staff where to obtain information concerning sex offenders. Accordingly, the college refers to the State of New Hampshire Sexual Offender website for information. The website address is <https://business.nh.gov/NSOR/>

STUDENT HAZING POLICY

Purpose and Scope

As an institution within the Community College System of New Hampshire, White Mountains Community College hereby recognizes the dangers inherent in student hazing, condemns the practice, and places 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.

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, sports team, club, or other college or college-affiliated or sanctioned organization.

Prohibitions and Obligations

- A. Hazing is a Class B misdemeanor in the State's Criminal Code for any person who knowingly participates, any student who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police. It is also a Class B misdemeanor for the college, any fraternity, sorority, sports team, 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 fail 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 practical to the police and the Vice President of Student Affairs.
- 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 Student Affairs or 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 Student Affairs or 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 immediately report it to the college authorities or to the police.

CLASS & LAB SAFETY

Proper safety glasses must be worn at all times in all science and technology laboratories when participating in activities where eye injuries might occur. Certain technical labs may require safety shoes/boots or other safety gear. Check with faculty member for specifics. This college does **NOT** provide emergency medical/nursing staff. In the event of an accident, the Welcome Center must be notified immediately. When accidents occur, a campus incident report form must be completed and submitted online: <https://www.wmcc.edu/about/campus-security/campus-incident-report-form/>

EMERGENCY CALL BOXES/AED

Emergency call boxes are located on the east and west sides of the parking lot at the Berlin campus. Pressing the red button will immediately connect you to 911 for assistance. Automated External Defibrillators (AED) are also located at all WMCC locations.

FIRE PROCEDURES

Fire drills will be held periodically, and students should become familiar with procedures for evacuating the building.

Fire alarm boxes are located at each exit area on the first and second floors. When discovering a fire:

1. Immediately pull a fire alarm box.
2. Notify the Welcome Center or a college official of the location of the fire.
3. Leave the room, close the door and proceed promptly, but calmly, out the building via the nearest exit.
4. In the event a handicapped student is enrolled, a plan of action will be developed to assist that student during such emergencies and be on file with the Vice President of Student Affairs.
5. The instructor will be the last person to leave the room.
6. No one should re-enter the building until notified by fire department personnel.

Fire and safety rules are posted in each class and laboratory.

LOCK DOWN PROCEDURES

Lock down procedures are posted in every classroom. In the event of a lock down, students should follow the directions of college personnel.

TRAFFIC CONTROLS

On campuses such as ours where we depend upon cars, trucks, motorcycles and bicycles for personal transportation, it is necessary to adopt and enforce some controls which will insure the safety of a large number of people occupying a small amount of space. A committee of students, staff and faculty has established the regulations that follow.

- Parking for handicapped individuals is available in the front of the building and also near the entrance to the student wellness center. State law provides a penalty of \$100 for anyone parking in these spaces without a permit. A special registration plate or decal issued by the NH Department of Safety is required to park in these spaces.
- All motor vehicles will follow directional arrows when entering or leaving the parking areas.
- Posted speed limits of 10 MPH will be observed at all times.
- Student parking is prohibited in the following areas: in front of doors; in driveways and access lanes; on the grass; or any other area not marked for parking spaces. Park legally in spaces provided using only one space per vehicle.
- All motor vehicles will be operated in a safe, sane and quiet manner with due consideration for the safety and welfare of others. **Negligent and/or careless drivers will be denied the privilege of operating a vehicle on campus and/or subject to fines.**

COMMUNITY SERVICES & RESOURCES

ALCOHOL & DRUG ABUSE COUNSELING

Alcoholics Anonymous, 800-593-3330. Call for listing of AA group meetings in the area or go to nhaa.net.

WMCC College Counselor
Jeff Swayze, 603-342-3058, jswayze@ccsnh.edu

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040

Memorial Hospital, 3073 White Mountain Highway, North Conway, NH, 603-356-5461

North Country Recovery Center, 260 Cottage St, Suite C, Littleton, NH

BIRTH CONTROL & FAMILY PLANNING

Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 603-444-2464

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040

Services Offered: This program provides the following clinic services to residents of Coos County: birth control supplies, pap tests, pelvic and breast examinations, blood and urine tests, tests for sexually transmitted diseases and pregnancy testing. The program also provides information and counseling on: birth control, planned pregnancy, sterilization, menopause, infertility, unplanned pregnancy, uterine and breast cancer and DES.

Hours: 8:30 am-4:30 pm, by appointment only

Fees: Sliding fee scale which is based on a person's ability to pay. No one will be denied services because of inability to pay.

Memorial Hospital, 3073 White Mountain Highway, North Conway, NH, 603-356-5461

EMERGENCY PHONE NUMBERS

	<u>Berlin</u>	<u>Littleton</u>	<u>No. Conway</u>
POLICE	603-752-3131	603-444-2422	603-356-5715
FIRE	603-752-3135	603-444-2137	603-356-5327
AMBULANCE	603-752-1020	802-748-7542	603-356-6911
HOSPITAL	603-752-2200	603-444-9000	603-356-5461
EMERGENCY	911	911	911

EMPLOYMENT

NH Division of Employment Security, 151 Pleasant St, Berlin, NH, 603-752-5500

646 Union St., Suite 100, Littleton, NH 603-444-2971

518 White Mountain Hwy, Conway, NH 447-5924

NH Workforce Development Counselor, 151 Pleasant St, Berlin, NH, 603-752-5500, Ext. 310

646 Union St., Suite 100, Littleton, NH 603-444-2971

518 White Mountain Hwy, Conway, NH 603-447-5924

FAMILY RESOURCES

The Family Resource Center at Gorham, 123 Main St, Gorham, NH 03581, 603-466-5190

FOOD INSECURITY

SNAP & WIC

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

NH Dept. of Health & Human Services, 650 Main St, Suite 200, Berlin, 603-752-7800

80 North Littleton Road, Littleton, NH 03561 603-444-6786

Services Offered: Most college students are not eligible to receive food stamps. Able-bodied students between the ages of 18 and 60 who are enrolled in college at least half-time are eligible only if they meet the following criteria:

- receive Temporary Assistance to Needy Families (TANF), NH Employment Program or Family Assistance Program benefits
- work at least 20 hours a week or work under a Federal work-study program during the school year
- care for a dependent child under the age of 6 OR care for a dependent child between ages 6 and 12 when adequate child care is not available.

WIC - WOMEN, INFANTS AND CHILDREN

Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 603-444-2464

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040

Services Offered: WIC is a supplemental food program open to pregnant and nursing women, infants and some children under the age of 5 who meet income guidelines and who are considered to be at nutritional or medical risk. Nutritional screening; counseling on food budgeting and good nutrition; vouchers redeemable for milk, eggs, cheese, fruit juice, cereal, peanut butter, dried beans and infant formula are some of the services included.

Hours: 8:30 am-4:30 pm, by appointment only Fees: No charge if you are income eligible

HEALTH SERVICES

ANDROSCOGGIN VALLEY HOSPITAL

59 Page Hill Rd, Berlin, NH 603-752-2200

AMMONOOSUC COMMUNITY HEALTH SERVICES

25 Mt Eustis Rd, Littleton, NH 603-444-2464

COOS COUNTY FAMILY HEALTH SERVICES

133 Pleasant St, Berlin, NH 603-752-2040

2 Broadway Ave, Gorham, NH 603-466-2741

LITTLETON REGIONAL HEALTHCARE

600 St. Johnsbury Rd, Littleton, NH 603-444-9000

MEMORIAL HOSPITAL

3073 White Mountain Hwy, North Conway, NH 603-356-5461

NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER

3 Twelfth St, Berlin, 603-752-7404

Services Offered: This organization provides out-patient therapy and counseling services; day treatment, in-patient services and emergency services.

Hours: 8:30 am-4:30 pm, by appointment only Fees: Sliding fees based on ability to pay

NORTHERN HUMAN SERVICES – WHITE MOUNTAIN MENTAL HEALTH

29 Maple Street, Littleton, NH 03561 603-444-6894

NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER

25 West Main St, Conway, NH 603-447-4356

MATERNAL AND CHILD HEALTH PROGRAM

Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 603-444-2464

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040

Services Offered: This program provides prenatal care for pregnant women and comprehensive preventive health services, including medical, social and nutritional services for children birth to age 6.

Hours: 8:30 am-4:30 pm, by appointment only

Fees: Sliding fee scale is based on a person’s ability to pay. No one will be denied services because of inability to pay.

SAGO RIVER MEDICAL GROUP

7 Greenwood Ave, Conway, NH 603-447-3500

NEW HAMPSHIRE HEALTHY KIDS

Free/low cost comprehensive health and dental services for children. For more information about Healthy Kids health plans, call toll-free: 1-877-543-7669.

LEGAL SERVICES

NH LEGAL ASSISTANCE Offices are located in Berlin, Claremont, Concord, Manchester, Portsmouth

Services Offered: This organization gives free legal advice and representation in non-criminal matters to individuals who otherwise would be unable to afford legal advice and representation. NHLA advises in these areas of the law: Social Security, Veterans Benefits, food stamps, landlord-tenant, welfare, unemployment insurance, Medicare, utility and consumer issues.

Hours: 8:30 am-5:00 pm., Mondays or by appointment Fees: No charge if you are income eligible

Visit www.nhla.org

PHONE NUMBERS FOR ASSISTANCE

Berlin Campus	603-752-1113 or 800-445-4525 (7:30 am-6:00 pm, Monday - Thursday; 7:30 am-4:00 pm, Friday)
Littleton Academic Center	603-444-1326 or 800-445-4525

SEXUAL AND DOMESTIC VIOLENCE

RESPONSE

Coos County Family Health Services, 54 Willow St, Berlin, 603-752-5679 or 1-866-662-4220 (Hotline)

Services Offered: Trained RESPONSE volunteers provide 24-hour crisis intervention services and confidential emotional support to victims of domestic violence and sexual assault through the Hotline (1- 800-852-3388). Services are available in the Berlin, Lancaster and Colebrook areas.

Hours: Hotline (1-866-662-4220) open 24 hours Fees: There is no charge for this service

The Support Center at Burch House, Littleton, NH 603-444-0624 or 24 hour toll-free support and information hotline: 1-800-774-0544

Services Offered: Emergency shelter for women and children, 24-hour accompaniment at the hospital and police station for those seeking medical care and/or police protection and intervention. Support Groups are offered on an ongoing basis for people whose lives have been disrupted by Domestic or Sexual Abuse.

Hours: Hotline (1-866-662-4220)

Fees: There is no charge for this service

Starting Point, Conway, NH 603-447-2494 or 24-hour toll free support and information hotline: 1-800-336-3795

TRANSPORTATION

In partnership with Tri-Country Community Action Program and Tri-Country Transportation, students are eligible for free transportation to and from their local WMCC campus or academic center. Local routes serve the Berlin and Littleton Communities. For more information go to <http://www.tricountytransit.org/>.

VETERANS

Berlin Veterans Center, 515 Main St, Gorham, 603-752-2571

Services Offered: Provides counseling to eligible combat Veterans and their families. Also provides military sexual trauma and bereavement services to all Veterans. The Berlin Veterans Center makes referrals to other appropriate agencies and services.

WMCC GENERAL STUDENT GUIDELINES

COMPUTER USE / ONLINE STUDENT BEHAVIOR

White Mountains Community College (WMCC) is committed to open and insightful communication in all of our programming and courses. Diversity is demonstrated in many ways, including diversity of thought, opinion, and values. We encourage all WMCC students to be polite and respectful of that diversity and to refrain from inappropriate or offensive comments and language. If inappropriate or offensive content is either emailed, texted, or posted on Canvas, your instructor may recommend college disciplinary action. Students guilty of academic misconduct, are subject to disciplinary action through the procedures of the WMCC Student Code of Conduct and Judicial Process. Students as well as faculty and staff should be guided by common sense and basic etiquette. Criticism should be presented in a positive manner. The following are good guidelines to follow:

- Never post harassing, threatening, or embarrassing comments.
- Never post content that is harmful, abusive; racially, ethnically, or religiously offensive; vulgar; sexually explicit; or otherwise potentially offensive.
- Never post, transmit, promote, or distribute content that is known to be illegal.
- If you disagree with someone, respectfully respond to the subject, not the person.

Please be thoughtful and polite in all your interactions at WMCC.

The college provides numerous opportunities for access to information technology resources for students. These resources enable students, faculty and administration to accomplish their academic goals and further the mission of the college. The environment provided is one which:

- Provides equitable access among the college users
- Is conducive to learning
- Is free of illegal or malicious acts, including harassment
- Shows respect of others through proper "netiquette"

Users are expected to act responsibly and follow applicable college and system policies and procedures, as well as related state and federal laws.

IT IS NOT ACCEPTABLE TO:

- Do anything illegal, including using someone else's name/password/logon/files, data or system; hack into any computer or system
- Damage files; change system settings, passwords or defaults on the control panel; damage or steal college computer equipment or materials
- Load, use or transmit material in violation of copyright, intellectual property or licensing laws
- Plagiarize or cheat
- Use computers to play games/chat/email when this prevents others from using computers for academic uses
- Intentionally introduce a virus or worm
- Use/transmit/post/leave on a desktop or screensaver unsolicited and/or unwanted information that contains harassing, obscene or discriminatory material by any method, including email or other internet source
- Gamble; send chain or pyramid letters
- Use the college logo or name on a personal website, software, etc.
- Conduct non-class related personal business, including advertising or using promotional materials
- Allow a non-student minor unsupervised use of computers

REMEMBER:

- Back up your files frequently, preventing lost or irretrievable work.
- If there is a disk that goes with your textbook, your instructor will check with the librarian/LCC director/computer lab director before you load it on a computer. If you have questions, talk with one of the staff.
- Users should not expect their files or communications to be private; someone determined to do so can access them. Also, technicians may need to view contents to diagnose or correct problems.
- Scan removable storage devices (flash drives, etc.) for viruses.
- Report computer-related problems to appropriate college staff immediately.
- If college computers are being used irresponsibly or illegally, the college judicial procedures will be applied to any violators.

These guidelines are in compliance with the Community College System of NH Information Technology Acceptable Use Policy: <https://www.ccsnh.edu/wp-content/uploads/2019/09/System-Policy-500-Facilities-09-26-18.pdf>

STUDENT EMAIL AND ONEDRIVE DATA POLICY

1. Assignment of student email and OneDrive

Official CCSNH email accounts will be created automatically for all enrolled students attending each of the seven colleges at the time of initial course registration.

2. Expectations of student use of student email and OneDrive for file storage

1. This practice is to ensure that all students are able to comply with the email-based course requirements specified by faculty.
2. Other important communications may be sent to students as needed, including reminders of important dates associated with academic and financial responsibilities and co-curricular events.
3. Students are responsible for checking their official student email regularly and reading College-related communications.
4. The electronic mail system and OneDrive file system is College property. Additionally, all messages composed, sent, or received on the electronic mail system and all documents stored on the OneDrive system are and remain the property of CCSNH and the seven colleges
5. The CCSNH electronic mail system and OneDrive file share is not to be used to store, create or forward any offensive messages. The following are generally considered to be inappropriate content: documents or messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

3. Redirecting of student email

1. Students who redirect (auto forward) messages sent to their official CCSNH student email address to another address (such as AOL, Yahoo, Hotmail, etc.) do so at their own risk.
2. Email lost as a result of redirection does not absolve the student from responsibilities associated with communication sent to his/her official CCSNH email address.
3. CCSNH is not responsible for the handling of email by outside vendors

4. Documents saved on OneDrive

1. Students are responsible for the files stored on the CCSNH OneDrive service including the secure sharing of files or folders when desired

5. Privacy

1. Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential.
2. CCSNH seeks to preserve privacy and confidentiality in all of the IT Services, however, confidentiality of electronic mail cannot be assured.
3. Confidentiality may be compromised by unintended redistribution or because of inadequacy of technologies to protect against unauthorized access.
4. Any confidentiality may be subordinate to the application of law or policy, therefore, users should assume that the contents of electronic mail may be accessible to persons other than the recipient.
5. Confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

6. Passwords

1. For security and privacy reasons, students should construct an EasyLogin password that is very difficult for someone to reproduce. Multi Factor Authentication (MFA) is also required
2. CCSNH Operations requires using at least 14 characters

7. Email and OneDrive Quota

1. The email quota is the amount of email (including attachments) that a user can store on the central email server.
2. CCSNH has an email storage quota of 50GB and a OneDrive quota of 1TB for each student account.
 - The mailbox storage limits have been set to warn students when their mailbox has reached or exceeded 98% of total, once it hits 99% of total students will still be able to receive mail, but will no longer be able to send mail until the mailbox has been cleaned out and brought back below 50GB.

8. Attachments

1. The maximum size of any email attachment is 50MB. In our efforts to cut down the number of viruses received through email, CCSNH utilizes the Barracuda email security suite.
2. Any attachments which may contain a virus will be removed by the mail servers and a notice that the attachment was removed will be sent to the intended recipients.

9. Spam Filtering

1. CCSNH has implemented the Barracuda mail filter, which scans messages and attempts to block spam.
2. Each incoming message is scanned for signs that it may be spam.
3. If spam is encountered, the recipient will be alerted via email and can decide whether to accept or deny the message.

10. Expiration of Student Email and OneDrive Accounts

1. Official CCSNH student email and OneDrive file accounts and all of their contents will be purged after three consecutive semesters of non-registration, not counting summer.

CONDUCT AND GENERAL REGULATIONS

Students are expected to conduct themselves in an adult and responsible manner. Student conduct, either on or off the campus, of a nature which discredits the individual or the college may result in disciplinary action, including suspension. No effort is made to list all types of misconduct and penalties. Authority rests with the judicial committee for deciding each case based on its circumstances. Final authority rests with the President for disciplinary action.

Students are expected to be civil and respectful when addressing other students, faculty or staff. This includes all verbal and written communication, whether through formal correspondence or email.

It is expected that students will obey all Federal, State and local laws while on college property. The college reserves the right to terminate the enrollment of any student, following due process, whose conduct or influence is regarded as detrimental to the welfare of the college, its students, staff or faculty.

Categories of misconduct for which students may be dismissed or suspended following due process include, but are not limited to:

- Obstruction or disruption of academic, administrative or disciplinary procedures or other college activities, on or off campus
- Dishonesty, such as cheating, plagiarism, collusion of academic work, or knowingly furnishing false information to the college
- Forgery, alteration or misuse of college documents, records or identification
- Physical or verbal abuse of any person on college-owned or controlled property or a college-sponsored or supervised function
- Failure to comply with directions of college officials acting in the performance of their duties

Campus visitors will be held to the same behavioral standards as students. Inappropriate behavior may result in an individual's removal from the building.

FIREARMS AND WEAPONS ON CAMPUS

In order to promote the safety and security of students, faculty, staff and visitors, the Community College System of New Hampshire (CCSNH) prohibits the use and possession of firearms, weapons and explosives on property owned or controlled by CCSNH, including its colleges and academic centers.

CCSNH, its colleges and academic centers are committed to providing a safe and secure educational and work environment for students, faculty, staff and visitors.

1. As used in this policy, the terms "firearms, weapons and explosive materials" include, but are not limited to, shotguns, rifles, pistols, BB guns, dart guns, paint guns, starter pistols, blow guns, crossbows, bows and arrows, swords, stilettos, knives over three inches in length, hatchets, martial arts weapons, nunchucks, throwing stars and any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion.
2. The use and possession of firearms, weapons and explosive materials, even if legally possessed, are prohibited while in the buildings or on the grounds of CCSNH, its colleges and academic centers or while occupying any vehicle Section: 500 – Facilities Subject: 560 – Operations and Maintenance Policy: Firearms and Weapons on Campus Date Approved: December 15, 2015 Policy #: 562.05 Date of Last Amendment: Approved: Ross Gittel, Chancellor Effective Date: December 15, 2015 17 owned by the Community College System of New Hampshire whether on or off campus. A CCSNH college president may, but is not required to, permit persons authorized by law to possess firearms, crossbows, and bows and arrows to store unloaded firearms, crossbows, and bows and arrows in their parked vehicles so long as they are adequately secured, i.e., in a locked vehicle and/or locked case

3. Because the use of a starter pistol or prop firearms, weapons or explosive devices for theatrical performances or activities on campus can present a potential danger, any person, class, club or other organization that plans to use or possess a starter pistol, prop, replica, training or toy weapon or explosive device of any type on any campus must obtain prior approval by the designated campus safety officer.
4. Active law enforcement officers duly authorized to carry firearms and other weapons are exempt from this policy.
5. The chancellor or president of a college may grant permission in writing to an individual, academic or operational department or other organization to possess firearms, weapons or explosive materials on campus for instructional or other qualified purposes and in other special circumstances and conditions as deemed appropriate.
6. Any person violating this policy will be subject to appropriate disciplinary, legal and/or administrative action, provisions of state and federal laws and may be subject to sanctions including but not limited to removal from CCSNH and its colleges' and academic centers' property.

POLICY CONCERNING STUDENT USE OF ALCOHOLIC BEVERAGES

It is the policy of the college to maintain an alcohol-free campus. All college-sponsored events on and off campus will be alcohol free to maximize the safety of all.

POLICY CONCERNING UNPRESCRIBED DRUGS & 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.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

I. INTRODUCTION

A. Policy Statement

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. A college's 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. The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relative rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- 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. 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, the good of the college community normally takes precedence.

B. Definitions

College Official – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

Complainant – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

Faculty – Refers to any person hired by CCSNH colleges to conduct educational activities.

Judicial Advisor – Refers to the college official(s) appointed by a CCSNH college 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 on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

Judicial Body – Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

Judicial Committee – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

Respondent – Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed.

II. STUDENT CODE OF CONDUCT

A. Scope

1. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.
3. The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. This Code applies to student organizations, including but not limited to athletic teams.
5. Students are expected to familiarize themselves with College and CCSNH policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
6. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.

7. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.

8. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.

9. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

Individuals who are subject to this Code of Conduct shall be deemed in violation to the extent that they engage in any of the conduct outlined below:

1. Violation of published college policies, rules, or regulations;
2. Violation of federal, state, or local law;
3. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law and college regulations;
4. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
5. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college.

C. Academic Misconduct

Students are also prohibited from engaging in academic misconduct. Any of the following behavior shall also be a violation of the Student Code of Conduct:

1. 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 college 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**, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

D. Disruption of College Operations

Students are expected to comport themselves in a safe manner at all times while on any CCSNH campus. Students are required to consider their behavior not just in relation to themselves, but in relation to others in the school community. Any behavior that is deemed unsafe to the student or others around the student may be considered a disruption of college operations and shall be a violation of this Code of Conduct. Behavior that may constitute a disruption of college operations includes, but is not limited to:

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Tampering with the election process or financial management of any college recognized student organization;
6. Disruption or obstruction of any authorized college activity or of any authorized noncollege activity; or unauthorized occupancy of any college facility;
7. 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;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or 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;
9. 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.
10. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or judicial committee;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
 - 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 or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
 - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
 - h. Aiding or abetting in the violation of the Student Code of Conduct.

11. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health & Safety Offenses

The following health and safety violations are illustrative of violations of the Student Code of Conduct. Student behavior that jeopardizes health and safety shall constitute a violation of the Code of Conduct, whether specifically listed herein or not. Health and safety offenses that violate the Student Code of Conduct include, but are not limited to: Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;

1. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property, including operating a vehicle under the influence of alcohol and/or drugs.
2. Violation of the College Alcohol and Other Drug Policies.
3. Violation of CCSNH Firearms and Weapons on Campus Policy.
4. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards.
5. Violation of the College Social Compact.

F. Offenses Involving Others

Students may not engage in any behavior that limits the rights of others in the school community. Examples of violations of the Code of Conduct involving others include, but are not limited to:

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
3. 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;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault;
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct.;

7. Hazing, which is 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 under this Code of Conduct 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.

G. Offenses Involving Property

Access to campus facilities is a privilege. Students who engage in conduct that damages campus property, personal property of another, or other public property will be subject to sanctions under the Student Code of Conduct. Offenses that shall constitute violations of the Student Code of Conduct include, but are not limited to:

1. 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;
2. 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 or key card;
 - 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. Use of technological resources for criminal activity;
 - g. Use of technological resources to interfere with operation of the college computing system.

H. Abuse of the Judicial System

A fair and impartial judicial system is the cornerstone of CCSNH's student discipline system. Therefore, failure to abide by the rules of the judicial system shall constitute independent violations of the Student Code of Conduct. Such violations include, but are not limited to:

1. Failure to obey the summons of a campus Investigator, Hearing Officer or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
3. Disruption or interference with the orderly conduct of a judicial proceeding;
4. Attempting to discourage an individual's proper participation in or use of the judicial system;
5. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
6. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
7. Influencing or attempting to influence another person to commit an abuse of the judicial system;

III. VIOLATION OF CIVIL/CRIMINAL LAW AND COLLEGES' CODE OF CONDUCT

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.

2. 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 CCSNH college judicial body, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff 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.

IV. SANCTIONS AND DISCIPLINARY PROCEEDINGS

A. Sanction Definitions

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 during the period of probation 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. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL/CAMPUS HOUSING 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;
8. **RESIDENCE HALL/CAMPUS HOUSING EXPULSION** – permanent separation from the residence halls;
9. **CLASS/ COLLEGE SUSPENSION** – separation from class(es) or 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;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE 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 official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **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).

B. STUDENT DISCIPLINARY PROCEEDINGS

Training

1. All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations and the hearing process which shall include training on how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.

Filing a Complaint

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.

2. 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 or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:

- a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent 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.

Investigation and Resolution of Complaint by Judicial Body

In most circumstances, the following procedure shall apply to the Judicial Body. In some circumstances, federal law dictates that a different procedure shall apply, which will be set forth in the appropriate policy and communicated to the relevant parties in a timely fashion.

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.

4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent.
5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued.

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
 - a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
 - b. 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; or
 - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal, the Judicial Advisor may:
 - a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or b. Immediately forward the appeal to the Judicial Committee for consideration;
3. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
4. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.

2. A total of four (4) voting members, elected as follows:
 - a. Two (2) faculty or staff selected by college president or other appropriate college official(s).
 - b. Two (2) students selected by the Student Senate or other appropriate student group. If the college has residence halls, one (1) of the students shall be from the residence halls.
3. A total of four (4) alternate voting members may be selected as follows:
 - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
 - b. Two (2) students selected by the Student Senate or other appropriate student group
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.
5. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary committee as required to meet the needs of the campus, or the complaint at hand.

E. JUDICIAL COMMITTEE APPEAL HEARINGS

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor 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, if available, or
 - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary committee as required to meet the needs of the campus, or the complaint at hand.
4. If the complaint has 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.
5. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
 - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
 - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
 - c. Hearings normally shall be conducted in private. 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.
 - d. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
 - e. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, 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.
 - f. The Complainant, the Respondent 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. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
 - g. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.

- h. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
- i. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
- j. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
- k. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
- l. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need-to know basis. The original will be maintained with the college's judicial records.

6. The Judicial Advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.

7. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, 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 Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

8. The decision of the Judicial Committee is final and is not subject to further appeal.

V. STUDENT RIGHTS

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the 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 the personal views, beliefs, and political associations of students which instructors, advisors and counselors learn in their course of work should be considered confidential.

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 colleges should:

1. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved;
2. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation;
3. 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. 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 and not for the college, CCSNH, its board of trustees or employees.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college 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 presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College 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

College 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 development, and the limitations on 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, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

G. Establishing Student Conduct Standards

1. Conduct

In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:

- a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Initiate 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 may 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.

VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES

Any student who feels that his/her rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, the student may also report the conduct to the college's Affirmative Action or Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

A. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.

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 at this stage. If resolution is not possible and the VPAA/VPSA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

COVID-19 Student Social Compact

To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

PROTECT MYSELF AND OTHERS

- Consider public health information that strongly recommends the COVID-19 vaccine for those able to be vaccinated
- Wear an appropriate face covering if requested by the college to do so in designated areas of campus
- Follow recommendations of public health officials in [the State of New Hampshire](#)
- Recognize that others may have health conditions or relevant family circumstances that are private and respect their need for personal precautions
- Monitor for the symptoms of COVID-19 and report to a medical professional if I experience fever, cough, shortness of breath or other [symptoms](#) identified by public health authorities
- Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus
- Consider public health recommendations to obtain a flu shot as a means to protect against the seasonal flu virus

PROTECT MY COLLEGE AND COMMUNITY

- Observe instructional signs and follow directions
- Inform the designated COVID-19 Contact Person at my college if I have a positive test
- Participate as requested in testing and contact tracing
- Act in accordance with [NH DHHS guidelines](#) if I test positive for COVID-19, if I am identified as having been in close contact of a confirmed case of COVID-19 or if I fall under any travel restrictions that may be in place for COVID-19
- Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community
- Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe

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