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### **ACCREDITATION STATEMENT**

The college is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education.

### **DISCLAIMER STATEMENT**

White Mountains Community College has made every effort to assure the accuracy of the information in this handbook. Students and others who use this handbook should note that policies, rules, procedures and regulations change and that these changes may alter the information in this publication. This handbook is not intended to be a complete statement of all policies, rules, procedures and regulations. More current or complete information may be obtained from the appropriate administrative office on the campus. The college reserves the right to change without notice any information contained in this handbook.

### **COMPLIANCE STATEMENT**

The Community Colleges of New Hampshire are in compliance with Title VI of the Civil Rights Act of 1964, and with Title IX Educational Amendments of 1972.

### **COLLEGE MISSION**

White Mountains Community College provides high quality academic, technical and professional higher education services preparing students to be educationally and professionally positioned to meet personal goals and the needs of business, industry and the community.

### **SYSTEM MISSION**

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses and communities.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar, Vice President of Student Affairs or other appropriate official. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate to misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.
- Students may request release of college records by completing the Authorization for Release of Records form prior to releasing the documents.

Visit [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) for additional information.

#### **NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION**

White Mountains Community College defines "directory information" as name, address, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (may include number of credits and/or full/part-time status), anticipated graduation date, degrees and awards.

Students may refuse designation of any or all of the above categories of personally identifiable information as directory information for specific students provided that a written request is received by the registrar.

# COLLEGE ADMINISTRATION

KATHARINE ENEGUESS  
PRESIDENT

MARTHA LAFLAMME  
VICE PRESIDENT OF STUDENT  
AND COMMUNITY AFFAIRS

FRANK CLULOW  
VICE PRESIDENT OF ACADEMIC  
AND CORPORATE AFFAIRS

GLORIA BACON  
CHIEF FINANCIAL OFFICER

## FACULTY

GRACE BIGELOW  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

MARTHA CREEGAN  
PROFESSOR  
ENGLISH  
OFFICE LOCATION: 209

DAVID CARLISLE  
PROFESSOR  
SPATIAL INFORMATION TECHNOLOGY  
OFFICE LOCATION: 202

LYNN DAVIS  
PROFESSOR  
BUSINESS  
OFFICE LOCATION: 141

JOHN COLBATH  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

SUE ELLEN DUNN  
PROFESSOR  
HUMAN SERVICES  
OFFICE LOCATION: 215

NORINE ELLIOTT  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

PEG HEANEY  
PROFESSOR  
SPATIAL INFORMATION TECHNOLOGY  
OFFICE LOCATION: 204

PATRICIA FINNIGAN-ALLEN  
PROFESSOR  
EARLY CHILDHOOD EDUCATION  
OFFICE LOCATION: 215

KURT HOHMEISTER  
ASSOCIATE PROFESSOR  
CULINARY ARTS  
OFFICE LOCATION: 123

DONNA GAGNE  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

ALLEN HOST  
ASSOCIATE PROFESSOR  
AUTOMOTIVE TECHNOLOGY  
OFFICE LOCATION: 117

GLENN GAGNE  
PROFESSOR  
SOCIAL SCIENCES  
OFFICE LOCATION: 141

EMILY MACDONALD  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

TRAVIS GILES  
INSTRUCTOR  
CULINARY ARTS  
OFFICE LOCATION: 123

GREG MESERVE  
PROFESSOR  
ARTS & SCIENCES  
OFFICE LOCATION: 136

CHARLES PALMER  
INSTRUCTOR  
MOBILE EQUIPMENT TECHNOLOGY  
OFFICE LOCATION: 129

LINCOLN ROBERTSON  
PROFESSOR  
MATHEMATICS  
OFFICE LOCATION: 201

JEFF SCHALL  
PROFESSOR  
INFORMATION TECHNOLOGY  
OFFICE LOCATION: 114

PHIL SLOCUM  
ASSOCIATE PROFESSOR  
MOBILE EQUIPMENT TECHNOLOGY  
OFFICE LOCATION: 129

NANCY SMITH  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

DEB STEWART  
PROFESSOR

TEACHER PREPARATION  
OFFICE LOCATION: 215

WILLIAM STRAUSS  
PROFESSOR  
BUSINESS  
OFFICE LOCATION: 201

JACK VERANI  
PROFESSOR  
BUSINESS  
OFFICE LOCATION: 201

SANDRA YUNGHANS  
PROFESSOR  
NURSING  
OFFICE LOCATION: 138

SUSAN ZOINO  
PROFESSOR  
ENGLISH  
OFFICE LOCATION: 209

## ADJUNCT FACULTY

David Ackley, English  
Jerry Aldredge, English  
Terrie Anne Bennett, Humanities/Special Education  
Lawrence Bienemann, Humanities  
Patricia Bontempi, Humanities  
Richard Buteau, Computers  
Kathleen Campbell, English  
Georgia Caron, Early Childhood Education  
Joseph Casciari, Science  
Ellen Chapin, Business  
Barbara Cobb, Mathematics  
Pauline Corzilius, Science  
Kazuo Cottrell, Mathematics  
Eben Crawford, English  
Allen Cummings, Mathematics  
Pamela Delli-Colli, Psychology  
Janine Eck, Science  
Tammy Fauteux, Mathematics  
Tara Fortner, Teacher Preparation  
Peter Gagnon, Criminal Justice  
Francis Graham, Criminal Justice  
Lydia Hill, English  
Judith Houghton, Human Services  
Scott Johnson, Human Services  
Julie King, Mathematics  
Russell Landry, Criminal Justice  
Jacques-Jude Lepine, Humanities

Kathleen Lindsey, Human Services  
Ed Loranger, Business  
Trina Luce, Mathematics  
Patrice McDonough, Humanities  
Heidi Millen, Information Technology  
Dan Millis, Criminal Justice  
Alan Moberly, History  
Erica Morin, Arts & Sciences  
Christine Nicoletti, Office Management  
Tracia O'Shana, Early Childhood Education  
Patrick Perkins, Criminal Justice  
Donald Picard, Mathematics  
Jacqueline Prince, Languages  
Elizabeth Richards, Special Education  
Scott Ryder, Human Services  
Christopher Hamel, Social Science  
Donna Hart, Psychology  
Richard Sarette, Criminal Justice  
William Scolere, Humanities  
Craig Simpson, Information Technology  
Richard Smith, Information Technology  
Debra Stever, Criminal Justice  
Tom Sweeny, Mathematics  
Deborah Thurston, Arts & Sciences  
Jasmine Tyler, Arts & Sciences  
Alan Willis, Mathematics

# STAFF

TAMARA ALLEN  
MENTOR

SANDY ALONZO  
CCRRRT

BRENDA BAILEY  
BUSINESS OFFICE

SUSAN BLAIS  
PROGRAM DIRECTOR, CHILD CARE

MARIE BLY  
REGISTRAR

JODY CAMILLE  
RUNNING START COORDINATOR

MILT CAMILLE  
WEB MASTER

LAURIE CARRIER  
DIVISION OF COMMUNITY EDUCATION

JACKIE CATELLO  
FINANCIAL AID DIRECTOR

LAURIE BAILLARGEON  
BOOKSTORE ASSISTANT

DENISE BERGERON  
LIBRARY ASSISTANT

JACKIE BILODEAU  
SECRETARY TO VICE PRESIDENT  
OF STUDENT AFFAIRS

PATRICIA CHASE  
FINANCIAL AID OFFICE

JOAN COUTURE  
RECEPTION OFFICE

MARK DESMARAIS  
DIRECTOR OF ADMISSIONS

KATIE DOHERTY  
DIRECTOR OF LEARNING RESOURCES

ROLAND DRAPEAU  
SECURITY OFFICER

KATHY DUCHESNE  
FINANCIAL AID ASSISTANT

FRANK DUMAINE  
PROGRAM COORDINATOR  
CRIMINALJUSTICE

JOHN DYER  
OFFICE OF WORKFORCE DEVELOPMENT

EMILY ELLIOTT  
COLLEGE COUNSELOR

LOUISE LACASSE  
BUSINESS OFFICE

CHRISTY LANGLOIS  
REGISTRAR'S OFFICE

JANE LEBLANC  
CCRRRT

KAREN SEVIER  
BOOKSTOREMANAGER

KATHY SOSNY  
DIRECTOR, ACADEMIC SUPPORT CENTER

LYNN MOORE  
BUSINESS OFFICE

KIM PIKE  
SECRETARY TO VICE PRESIDENT OF  
ACADEMIC AFFAIRS

BARBARA POST  
MENTOR COORDINATOR

GLORIA POTTER  
BUSINESS OFFICE

SYLVIE PRATTE  
TEACHER ASSISTANT  
ACADEMIC SUPPORT CENTER

JAMIE RIVARD  
ADMISSIONS OFFICE

GLORIA TREMBLAY  
SECRETARY TO PRESIDENT

DON WEEKS  
TECH.SUPPORT SPECIALIST

## **ACADEMIC CENTER STAFF**

THOMAS ALLEN  
COORDINATOR  
WOODSVILLE ACADEMIC CENTER

MELANIE COLLINS  
COORDINATOR  
LITTLETON ACADEMIC CENTER

CAROL MARTIN  
SECRETARY, LITTLETON

JOHN PAINE  
COORDINATOR  
CONWAY ACADEMIC CENTER

LORRAINE PILOTTE  
SECRETARY, LITTLETON

## **CHILD CARE STAFF**

FELICIA AUBUT  
JENNIFER GILBERT  
HEATHER JOHNSTON  
SUE L'HEUREUX

NANCY MURPHY  
MICHELLE PRIBBERNOW  
JESSICA REMILLARD  
LISA SIMONDS

## **CAFETERIA**

KARA GENDRON, COOK  
SALLY LABERGE, FOOD SERVICE WORKER

GAIL VIRGIN, FOOD SERVICE WORKER

## **MAINTENANCE**

ARMAND BELANGER  
BUILDING SERVICE WORKER

DAVID DEMERS  
BUILDING SERVICE WORKER

JOHN DEMERS  
BUILDING & GROUNDS UTILITIES

STEVE DEROSIER  
PLANT MAINTENANCE ENGINEER

CLAUDE GAMACHE  
BUILDING SERVICE WORKER

SUE MANTOOTH  
BUILDING SERVICE WORKER

DENIS PLOURDE  
BUILDING SERVICE WORKER

# 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 must 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 bears 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.

### CURRICULUM

### ADVISOR

Accounting	J. Verani
Automotive	A. Host
Baking and Pastry Arts	T. Giles, K. Hohmeister
Basic Skills	K. Sosny
Business Administration	W. Strauss
Career & Technical Education	D. Stewart
Criminal Justice	F. Dumaine
Culinary Arts	T. Giles, K. Hohmeister
Early Childhood Education	P. Finnigan-Allen
Entrepreneurship	J. Verani
General Studies	G. Meserve
Health Science Technology	G. Gagne
Human Services	S. Dunn
Information Technology	J. Schall
Liberal Arts	L. Robertson, S. Zoino
Massage Therapy	L. Davis
Medical Assistant	L. Davis
Mobile Equipment Technology	C. Palmer, P. Slocum
Nursing	J. Colbath, G. Bigelow, N. Elliott, D. Gagne, E. MacDonald, N. Smith, S. Yunghans
Office Management	L. Davis
Phlebotomy	L. Davis
Spatial Information Technology	D. Carlisle, P. Heaney
Special Education	D. Stewart
Teacher Preparation	D. Stewart

## **ACADEMIC AMNESTY**

All grades earned during a student's previous attendance at the college will no longer be used to calculate the student's new cumulative GPA. Grades of C- and above taken during that time will be used to meet course requirements, subject to the approval of the Vice President of Academic Affairs. All previous grades will remain on the student's transcript.

In order to be eligible for Academic Amnesty, a student must meet all of the following conditions.

1. The student has not taken any courses at original college of enrollment for a period of at least 3 years from the last semester of attendance.
2. The student applies for Academic Amnesty at the time of admission.
3. The student has never before received Academic Amnesty.
4. The student 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 ongoing use of existing works, but students must conduct themselves with proper regard for the rights of others and of the college, in a context of mutual respect, integrity and reason. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the college. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:

1. Misrepresenting academic work done by someone else as one's own efforts, with or without permission of the person.
2. Providing or using prohibited assistance in assignments and examinations.
3. Unauthorized communication in any manner with other students during an examination; collaboration in the preparation of reports or take-home examinations; copying, giving aid or failing to follow the faculty member's instructions.
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. Falsification of data collected for and presented as part of course requirements.
7. Presenting as one's own ideas, another person's work or words without proper acknowledgement.

There may be other instances of academic dishonesty, which will be identified by a faculty member. Academic dishonesty is not tolerated at White Mountains Community College. There is the expectation that coursework will be done honestly, whether in lab projects, on examinations, or for term papers. The individual faculty member will make the initial response to an occurrence of academic dishonesty. The instructor should discuss the matter with the student, and should include what happened to cause the instructor to think cheating had taken place. The instructor should be specific: cheating was seen first-hand, cheating was reported by another student, work handed in was of much higher quality than usual, etc. Judicial Procedural levels in the Student Handbook outline consequences and procedures.

## **ACADEMIC HONORS**

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

*The President's List* recognizes students enrolled in a degree or diploma program carrying a minimum of 12 semester hours and earning a grade point average of 3.75 or higher.

*The Vice President's List* recognizes students enrolled in a degree or diploma program carrying a minimum of 12 semester hours and earning a grade point average of 3.3 to 3.74.

The student with the highest cumulative grade point average in an Associate Degree program receives the President's Award at graduation. The student must complete a minimum of 64 credits at this college, exclusive of transfer credits and waivers. The President's Award plaque includes the names of all award

winners. Competition for this award has traditionally been very strong, with students winning by fractions of a point.

## **ACADEMIC PHILOSOPHY**

As a student, you will be exposed to various methods of instruction. Some courses are lecture-based, while others subscribe to a performance-based, student-directed learning philosophy. Performance-based learning is a systematic, organized approach to education and training which specifies the knowledge and skills required for graduates to perform competently and confidently in a rapidly changing economy and society. By defining competencies (knowledge and skills) in each course, educators and learners work together to maximize the potential of each individual in the learning process.

Intellectual, interpersonal and physical-manual competencies are assessed continuously to assist learners in improving their performance. The college continually strives to provide a physical, intellectual and social environment which supports the unique learning styles, backgrounds and needs of each individual.

## **ACADEMIC STATUS REPORT**

The instructor may issue status reports at any time during the semester/session when a student's academic performance is unsatisfactory. The status report identifies the problem and makes recommendations for corrective action. The advisor, counselor and instructor receive copies, and a copy goes in the student's file. A student may receive a failing grade without having received a course warning. The Academic Standing Committee may also issue warnings if a student's semester or cumulative grade point average falls below 2.0.

## **ADDING A COURSE**

Students may add a course to their class schedule during the first five class days of a semester, or at the discretion of the instructor. Approval of the instructor, faculty advisor and academic officer must be obtained. Add/Drop forms are available through the Academic Affairs office, registrar's office or college counselor's office.

## **APPEAL OF GRADE**

The college provides an appeal process should a student believe that an assigned grade is incorrect. Students considering such an appeal should discuss this issue with their advisor. First, a student who appeals a grade must meet with the faculty member involved within seven (7) calendar days of receipt of the grade. Second, should the outcome of this meeting be unsatisfactory to the student, he/she may appeal, in writing, to the Department Chairperson, or to the Vice President of Academic Affairs if the Department Chairperson is the faculty member whose grade is in question. The student must file this written appeal within 14 days of the receipt of the grade and must provide factual evidence of grounds for the appeal. The Chairperson/Vice President will schedule a meeting with both parties and attempt to reconcile differences. Finally, the student may appeal to the President who will meet with the parties of the dispute and make a decision.

## **ATTENDANCE**

Attendance is one of the characteristics of a successful college student. Most failures, dropped courses and poor grades are directly related to poor attendance. Specific course attendance policies are communicated to students through the course syllabi. It is the responsibility of the student to notify instructors of any extended absence and to make arrangements for missed assignments, tests, lectures, deadlines and other academic activities associated with the absence.

After three consecutive absences, or an absence rate that reasonably precludes making up missed coursework, barring mitigating factors such as major illness, accident or family emergency, faculty may process an administrative withdrawal.

## **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.

## **BLACKBOARD**

White Mountains Community College uses the Blackboard system as our online course environment. Students can access Blackboard from the college website at [www.berlin.ccsnh.edu](http://www.berlin.ccsnh.edu) under Services or from <http://nhctcs.blackboard.com>. In order to successfully participate in a 100% online or hybrid course, students will need basic computer skills, an email account and access to a computer with the following:

- Windows 95, 98, 2000, or XP or MacOSX(10)
- 64 MB of RAM (128 MB is highly recommended)
- Internet Explorer version 5.5 or higher or Netscape 4.78 or higher
- A 56K or faster modem
- A standard word processing application such as Microsoft Word. Please note that saving documents as **rich text format (.rtf)** will avoid the problem of not being able to view documents created with other programs.
- Adobe Acrobat Reader (free download needed to view .pdf files). To download, go to <http://www.adobe.com/products/acrobat/readstep.html>.
- Virus protection software. Please be sure to update your Virus Definition Files at least once a month! We recommend that you set the definitions to update automatically.
- Course-specific software: Your instructor will inform you of any additional software requirements.

## **CHANGING MAJORS**

A currently enrolled student who changes major need not submit a new application but does need to complete a Change of Major/Credential form with the Admissions Office.

## **COMPUTER USE**

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 floppy disks 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 policy, a copy of which is available for review in the Academic Affairs office.

**COURSE FAILURE**

If a student received a grade of F for a course, the only way to make up the F in that course that will replace the F and recalculate their Cumulative Grade Point Average (CGPA) is to retake the course at WMCC. While the student may take the course or an equivalent course at another institution and use the grade for completion of their program, the new grade WILL NOT replace the F grade on the student's transcript or in their CGPA.

**COURSE SYLLABI/OUTLINES**

Faculty develop 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 class attendance, course description, textbooks, day and time of class meetings, grading policy, testing policy, written assignments, reading assignments, office hours and other course specific information is provided in the course syllabus/outline.

**DROPPING A COURSE**

The decision to drop a course(s) should be discussed with the student's advisor. Add/Drop forms are available through the Academic Affairs office, registrar's office or college counselor's office.

Students may drop a course anytime during the first 60% of the semester. This may, however, result in a change in student status for financial aid, veteran's benefits, insurance discounts, etc. Courses officially dropped through filing the Add/Drop form with the registrar's office prior to the first meeting of the class on the eighth calendar day of the semester, or other prorated enrollment periods, will be refunded 100%.

Students who formally drop a course will have information entered on their academic record as follows:

1. No courses or grades will be recorded for students who register but do not attend classes. However, students remain financially responsible for tuition and fees of courses for which they register but choose not to attend.
2. A grade of W will be awarded to students who withdraw from courses after the second week of classes but during the first 60% of the semester.
3. Students who fail to officially drop a course as stated above will receive an AF for such courses on their transcripts.

**DUAL MAJORS**

Students can have only two majors at one time. To qualify for a second major, the student must successfully complete one semester in their first major, and submit a second application for the second

major, plus the \$10 application fee. A second major is defined as a program of study identified by its own unique title as it appears on the credential, a title different from that of the first major.

Matriculated students who want a credential less than a degree, while still pursuing the degree, can pursue the lesser credential as a second major. The student does not have to withdraw from the degree and apply to the certificate. The transcript will show both certificate and degree at the same time.

## **FINANCIAL RESPONSIBILITY FOR COURSES**

By registering for courses at White Mountains Community College, students are financially obligated for **ALL** costs related to the registered courses. Upon a drop or withdrawal, the student will be responsible for all charges as noted in the student catalog and handbook. If payment is not made in full, it is understood that the student's account may be reported to the credit bureau and/or turned over to an outside collection agency, and the student will be responsible for the costs of the outside collection agency and/or any legal fees (which may add a significant cost to the existing account balance).

## **GRADE FOR REPEATED COURSE**

All grades are entered on the grade report and academic record, and are used in figuring semester and cumulative grade point averages.

Students may retake a course, whether to replace an F or to improve their prior grade. The more recent of the two grades is used to determine the cumulative average. When a student retakes a course at this college, the course and credit hours appear on the semester's grade report and academic record with the letter grade entered. The course grade and hours are included in the semester and the cumulative grade point average computation. The original grade and credit hours will not be figured in the cumulative grade point average, but will appear on the student's academic record. When a student repeats a course for the third time, approval of an advisor or the Academic Vice President is required.

## **GRADUATION COMPLETION RATE**

As required by the US 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 graduate rate) of its full-time degree-seeking undergraduate students who enroll for the first time" at White Mountains Community College "and have not previously enrolled at any other institution of higher education."

Of the 131 full-time, first-time degree/certificate-seeking students entering WMCC in Fall 2004, 43 completed their programs within 150% of the normal time, resulting in a graduation rate of 33%.

## **GRADUATION REQUIREMENTS**

The college has established minimum competencies that must be attained in each program. Students will be awarded Associate Degrees, Diplomas or Certificates upon completion of academic requirements and demonstration of the required competencies.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program
2. Earn a cumulative grade point average of 2.0 or higher
3. Meet all obligations to the college, including payment of all fees
4. File the Intent to Graduate form with the registrar no later than December 1 of the academic year in which graduation is anticipated.

The student has the primary responsibility for ensuring that he/she meets degree/diploma/certificate requirements for graduation. The student should initiate at least one meeting with his/her faculty advisor each semester to insure that all the requirements of the transcript checklist have or will be met by the intended time of graduation.

## **LEAVE OF ABSENCE**

A matriculated student may request a *leave of absence* in writing through the Academic Affairs office if the student will not be taking courses within one academic year (not to exceed a 12-month period) but wishes to remain on matriculated status. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thus requiring reapplication and admission.

## **MATRICULATION**

A student is considered matriculated if he/she has formally applied and been accepted into a degree, diploma or certificate program by the college admissions office.

A student is considered non-matriculated if he/she has not been formally admitted to a degree, diploma or certificate program. Non-matriculated status does not prevent a student from taking courses up to twelve semester hours of credit total.

## **ONLINE LEARNING**

100% online courses are offered at all of the CCSNH campuses. Students registering for an online course at another campus may be able to transfer credits from one CCSNH institution to another, but not the letter grade. These courses will be treated as transfer credits and must be a C or better. Students are required to have computer access and an email account in order to participate in a 100% online course (see Blackboard). Additional recommendations include an online self assessment and basic computer skills.

## **PREREQUISITES**

Students must successfully complete a prerequisite course before enrolling in the next course. The course description section of the college catalog notes prerequisites. A failing grade in a prerequisite will prevent a student from taking the next course. Students may use courses from other colleges to meet prerequisites. The Department Chair or Academic Vice President determines transfer credit. See the section in the college catalog on Transfer Credit for further information.

## **RESIDENCE CREDIT**

Students seeking a degree/diploma/certificate at the college must earn a minimum of 16 semester hours of credit or 25% of the total credit hours (whichever is higher) from WMCC courses. The minimum academic resident credit for a degree is sixteen credit hours. At least half (eight semester hours) of the courses taken to meet the minimum residency requirements shall be advanced courses in the student's major field of study or in appropriate advanced courses in related fields. Advanced courses are associate degree program courses listed in the first and second semesters of the second year, or in the second semester of the first year of one-year programs.

## **TRANSCRIPTS**

After the student has met all college obligations, including student loan payments, outstanding tuition, payment of fines, and athletic uniforms and library materials turned in, the student may submit a written request for a transcript (the official record of a student's academic history). The transcript is valid only with the college seal and the signature of the registrar. It is released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and will not be released to a third party, including parents and spouses, without written permission of the student. The first two transcripts are free; additional transcripts cost \$3 each. There will be a charge of \$5 per copy to FAX copies of transcripts.

Students may obtain an unofficial copy of their transcript at any time using the Student Information System link from the college website.

## **TRANSFER/CONTINUING EDUCATION OPPORTUNITIES**

There exist 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](http://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 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 when tuition has been paid. Tuition credits are not given when the account shows an outstanding balance.

Requests for tuition credits will be reviewed on a case-by-case basis and are granted at the sole discretion of the President.

## **TUITION REFUND POLICY**

The policy of the Community College System of NH is to grant a refund of tuition only when a student formally withdraws by the end of the eighth (8<sup>th</sup>) calendar day of the semester or other prorated enrollment period. Students who complete the official college withdrawal procedure will receive a 100% refund of tuition, less non-refundable fees, including advance tuition, application fee, Accuplacer exam fee and orientation fee. The college must consider financial aid status in calculating eligibility for a refund. Students registered for workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.

Students who drop a course(s) by the end of the eighth (8<sup>th</sup>) calendar day of the semester (or other prorated enrollment period) will be refunded 100%.

In extenuating circumstances, if requested in writing, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. 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 not yet paid tuition and circumstances meet 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 will be reviewed on a case-by-case basis and are granted at the sole discretion of the President.

## **WITHDRAWAL FROM COURSES**

A student withdrawing from a course(s) up until the 60% mark of the semester will receive the following grades. An **AF** (Administrative Failure) is given any time for reasons other than poor grade performance, e.g., walk-a-ways, poor conduct, disruptive behavior, violation of student code of conduct, violation of faculty's attendance policy, etc. This calculates in the GPA as an F. **W** (Student Withdrawal) is initiated by the student to drop a course up to the 60% mark.

After the 60% mark of the semester, the following grades are awarded. **WP** (Withdraw Passing) is initiated by student or faculty when the student is passing at time of the drop and does not affect GPA. **WF** (Withdraw Fail) is initiated by student or faculty when the student is not passing at time of the drop and calculates in the GPA as an F. An **AF** (Administrative Failure) is given any time for reasons other than poor grade performance, e.g., walk-a-ways, poor conduct, disruptive behavior, violation of student code of conduct, violation of faculty's attendance policy, etc. This calculates in the GPA as an F.

## **WITHDRAWAL FROM COLLEGE**

Withdrawing from the college is a serious step and should be discussed with instructors, the academic advisor and the college counselor. To withdraw from the college, a student must complete the college withdrawal form and an exit interview with the college counselor and, if receiving financial aid, the financial aid director. Failure to attend classes does not constitute withdrawal from the college. However, students may be administratively withdrawn due to excessive absences.

Students may withdraw from the college up to one week before the end of the semester. The date of withdrawal shall be noted on the student's academic college records. Academic records will be treated in accordance with the standards used for withdrawal from 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. When ill or injured, a student should report to the instructor (if it occurs during a class) or to the main office.

#### **ADDRESS OF RECORD**

When sending bills for tuition and other official correspondence, the address given on your application for admission is used. A change of address requires completing a Change of Address form available from either the admissions or the registrar's offices.

#### **BANNER WEB FOR STUDENTS**

Banner Web affords students the opportunity to look at their college record from any computer that has Internet. A student's financial aid information, class schedule, course descriptions, unofficial transcript and charges are all available here, and they also have the ability to register on-line. Information on how to access Banner Web is available in many locations on campus (offices, library, etc.). If you have any questions, contact the registrar.

#### **BOOK REFUND POLICY**

Textbooks may be returned if a course is changed or cancelled. Students returning a book will be refunded the cost of the book, **providing the student has not written in it and has original receipt for books purchased.**

The bookstore will make every effort to pay the highest refund price depending on the quality of the text being returned. Clean books, **without the student's name**, will receive a higher cash refund. Do not write in a textbook until you are positive you will remain in the course.

#### **CANCELLATION OF CLASSES**

In the event of major snowstorms, icing conditions or other emergencies requiring the cancellation of classes, tune in to your local radio or TV stations for cancellation reports beginning at 6:00 am for day classes and 3:00 pm for evening classes. Announcements will be made by the following radio and TV stations: WHOM (Portland, Me), WLTN (Littleton), WMOU (Berlin), WOKQ/WPKQ (North Conway) and WMUR-TV Channel 9 (Manchester). Weather conditions vary within commuting areas and students should use caution and discretion in determining if it is safe to travel.

## **CELL PHONES**

Cell phone usage is not permitted in classrooms, labs, the college library or the academic support center. Please ensure your cell phone is either turned off or set to a non-audible ring mode before entering any of the above. This is a courtesy to other students and patrons. Your cooperation is appreciated and anticipated.

## **CHILDREN ON CAMPUS**

Students who bring children on campus accept responsibility and liability for these children at all times. Children are not allowed to attend classes and must be supervised at all times while on campus.

## **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.

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

## **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.

## **EDWARD C. OLESON JR. LOAN FUND**

This fund makes loans of up to \$25 available to WMCC students. Application cards are available in the reception office and must be signed by one Student Senate officer and a Student Senate advisor. A penalty is charged on the loan if not repaid within 30 days. The intent of the fund is to assist students in meeting emergency expenses. Please allow 24 hours for processing your request.

## **FIREARMS**

The possession or use of firearms or ammunition is prohibited on campus.

## **LOST AND FOUND**

The front office/reception area is the place to turn in found articles and to reclaim a lost one. See the receptionist for assistance.

## **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.

## **SMOKING**

In compliance with state regulations for public buildings, smoking is not permitted in the college buildings or in the college vehicles. Smoking is permitted only in the college gazebo. Smokeless tobacco products (chewing tobacco, snuff, etc) may not be used in the college.

## **STUDENT EMAIL SYSTEM**

Every student at White Mountains Community College has been issued a student email address that will be used as the primary tool for communication. This email address is where all electronic correspondence will come from the school. You are encouraged to use this address and to check it each day. Computers are available on campus in the library and computer labs.

- Your email address is comprised of your first initial, your last name, and 3 numbers @students.ccsnh.edu, (for example, [JSmith123@students.ccsnh.edu](mailto:JSmith123@students.ccsnh.edu)). To determine your email address, please log into SIS and click on "What is My Default Email Address".
- You have been assigned a 6 digit numeric default password. To find this password, please log into SIS and click on "What is My Default Email Password".
- The Student Resource site is located at <http://Mymail.students.ccsnh.edu>. From here you can log into email, SIS, Blackboard or the Knowledge Base for support and FAQs.
- In case any student forgets his/her password, there is a link on the email login page for resetting password to your default password.
- If any student is taking classes at two different campuses, he/she will have email accounts from both campuses.
- Students are no longer allowed to change their primary email address in Blackboard or SIS. This will be populated with your @students.ccsnh.edu address and used as your primary email contact.

## **STUDENT HOUSING**

A housing list is maintained in the Admissions Office. Additional rentals are advertised in local area papers.

## **STUDENT ID CARDS**

Admission to college and Student Senate sponsored events is by your college photo ID. This ID is provided to matriculated students at orientation or during the first two weeks of the semester. The initial student ID is free. There is a replacement fee of \$10 if it is lost or stolen.

## **STUDENT INFORMATION SYSTEM (SIS)**

SIS affords students the opportunity to look at their college record from any computer that has Internet. A student's financial aid information, class schedule, course descriptions, unofficial transcript and charges are all available here, and they also have the ability to register on-line. SIS can be accessed from a link found on the college's home web page. Information on how to access SIS is available in many locations on campus (offices, library, etc.). If you have any questions, contact the registrar.

## **STUDENT INSURANCE PROGRAM**

Through commercial insurance underwriters and vendors, White Mountains Community College offers insurance policies covering: 1) Student Sickness & Accident; 2) Student Accident Only; 3) Student and Family Coverage for Sickness and Accident; and 4) Student and Family, Accident Only. Costs for these programs are very reasonable. The master policy and schedule of benefits are available in the Reception Office.

Students who expect to participate in any college-sponsored athletic program, are enrolled in programs such as Automotive, Mobile Equipment, Culinary Arts, etc., which have lab classes with inherent safety issues, or are an international student must be covered by a minimum of the Accident Only program (above) or a comparable policy and have a current (less than 12 months old) physical exam. Proof of coverage must be on file at the college prior to any participation in athletics.

## **STUDENTS WITH DISABILITIES**

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 Disabilities Services in the Academic Support Center.

## **SUBSTANCE ABUSE EDUCATION**

The college recognizes the need to provide accurate information about substance abuse. The college promotes awareness of substance abuse issues by arranging for speakers for the college and community, and collecting resource materials which are available through the library and/or counselor.

Information and referral services to students are available through the college counselor.

## **TELEPHONE CALLS**

Public telephones are available on campus for student use. Personal calls may not be made from office phones. Students will not be called from classes to answer telephone calls except in an emergency.

## **TOOLS AND EQUIPMENT**

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

## **STUDENT SERVICES**

Students at the academic centers should contact their program coordinators for information regarding access to the services mentioned below.

## **ACADEMIC SUPPORT CENTER**

The Academic Support 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 student mentors, instructor-led study groups, workshops and computer-assisted instruction in a variety of skill areas. Students are encouraged to stop by Room 104 to receive more detailed information.

## **ASSISTING PEOPLE IN TRANSITION**

The Assisting People in Transition program provides counseling and referral services for single parents, displaced homemakers and dislocated workers. Financial aid is available in the form of tuition assistance, child care, travel and textbook reimbursements. Support services are offered which can help qualified single parents and displaced homemakers make a smooth transition to college and to the world of work.

## **BOOKSTORE**


The college bookstore is open from 8:00 am to 2:00 pm, Monday-Thursday, with extended evening hours as posted. Books can also be purchased on-line via the virtual bookstore link on the WMCC website. The bookstore offers debit card and Discover, MasterCard, Visa and American Express services to students. The only other non-cash services offered will be based on written authorization from Vocational Rehabilitation or the Veterans Administration. The bookstore will purchase and resell used books on a first-come, first-served basis within company policy guidelines.

The bookstore is operated by Follett. It is not subject to state rules and regulations other than those in the contract agreement between themselves and the college. While assuming responsibility for the cost of books, the bookstore is not responsible for the selection of texts chosen by the faculty.

## **BUSINESS OFFICE**

All business transactions for students regarding tuition and fees are handled by the Business Office. Student account payments are due prior to the start of the semester. The college accepts Visa, MasterCard, Discover, cash or check. Business Office hours during the academic year are 8:00 am-6:30 pm, Monday through Thursday, and 8:00 am-4:00 pm on Friday. Summer hours are 8:00 am-4:00 pm, Monday through Friday. The office is located in Room 100.

Students whose accounts are not paid prior to the start of the semester must have completed a "Deferred Payment Agreement" indicating that payment will be guaranteed by one of the following methods: 1) a third party; 2) financial aid; or 3) a payment plan. A payment plan is available through FACTS Tuition Management. Detailed information onFACTS can be found by clicking on the

 link on the college website ([www.berlin.ccsnh.edu](http://www.berlin.ccsnh.edu)) or by contacting the business office at the campus. 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 your account.

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

## **CHILD CARE CENTER**

The college child care center is fully licensed for children ages 12 weeks to 9 years old. The center is available to provide care to the children of students, staff and the community, with priority given to students. The center is open Monday-Friday, 7:30 am to 4:30 pm, during the academic year, and the preschool program runs for six weeks during the summer. Tuition rates are based on a sliding fee scale according to Child Development Bureau income eligibility guidelines. To register your child, contact the center's director, Susan Blais.

## **COUNSELING**

The college provides academic and career 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 counselor who works with them 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. The counselor implements the college's early intervention efforts for students experiencing academic difficulties in their classes.

## **FINANCIAL AID**

To be awarded financial aid you must:

- Complete the FAFSA and demonstrate financial need as determined by federal or state guidelines.
- Submit any additional documentation the college may request.
- Apply and be admitted into a program of study that leads to a degree, certificate, or professional certificate.
- Be enrolled in a minimum of six (6) credits per semester to receive Stafford Loan funds.
- Maintain satisfactory academic progress.
- Reapply for financial aid each academic year.

More information on the above can be found in The Financial Aid Handbook available as a PDF document at <http://www.ccsnh.edu/financialaid/documents/Student0809financialaidhandbook5-2-08.pdf>.

FAFSA (Free Application for Federal Student Aid) applications are available to prospective and returning students. If you are planning on attending college this summer, fall, or spring, you must file this application located at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). If you do not already have an assigned PIN number, you will need to apply for one at [www.pin.ed.gov](http://www.pin.ed.gov). This PIN will serve as your electronic signature not only for the FAFSA but for student loan processing. Paper FAFSA forms have been replaced with an online FAFSA Worksheet which may be downloaded at the above website or obtained at the Financial Aid Office at the college. The online FAFSA contains the same information as the paper FAFSA but provides more detailed explanations. For 2009-2010, you will need your 2008 Federal tax forms including W-2s, and possibly parent tax forms and W-2s. (If you are under 24 years old, not married, have no children that you support, are not a veteran or ward of the court, you will need parental information.)

To better understand the entire FAFSA process, you need to know that the information you submit at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) goes to a Central Processor, which is an organization that has entered into a contract with the U.S. Department of Education to take student data and ultimately determine a student's eligibility. Once the information is entered online and you press SUBMIT, the outcome of the Needs Analysis Formula will be electronically transmitted to the colleges whose codes you designated on the website. The college will then load the records into our Banner database and we will then start to correspond with you. Remember, you must have filed an Application or Admission and been formally

accepted to the college before you can receive financial aid. More information will be provided when you attend an Orientation session.

Please note that 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. There may be alternatives that lessen the burden of meeting your educational expenses.

## **LIBRARY**

The Fortier Library enhances the learning of WMCC students with its more than 16,000 books, 120 magazines and newspapers, faculty reserves and electronic resources. In addition, materials not owned by the library may be requested through interlibrary loan. The library's computers have Microsoft Office Suite and Internet access. The library catalog and numerous electronic resources, including EBSCOhost periodical databases with thousands of articles in full-text and 30,000 books in electronic format, are available on all computers on the college grounds, as well as remotely at <http://www.berlin.nhctc.edu/services/lib/>. Contact the library staff ([berlinlibrary@ccsnh.edu](mailto:berlinlibrary@ccsnh.edu)) for a list of usernames and passwords for access to these resources from off-campus. In addition to a number of computers, the library also has printers, a scanner, a photocopier, LCD projectors, and tv/vcr/dvd players among other audiovisual equipment. The library provides a comfortable academic and research space conducive to study and learning for all users. Group study rooms and quiet spaces are available for student use.

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.

Library staff work with faculty to provide materials that support the programs and mission of the college, and provide instruction to students on how to find, evaluate and use information – a lifelong skill. Contacts are [kdoherly@ccsnh.edu](mailto:kdoherly@ccsnh.edu), [dbergeron@ccsnh.edu](mailto:dbergeron@ccsnh.edu) or [berlinlibrary@ccsnh.edu](mailto:berlinlibrary@ccsnh.edu).

## **WELLNESS/FITNESS CENTER**

The fitness center is located in the student center, adjacent to the cafeteria/bistro. Students, faculty, staff and alumni are invited to use the center at no charge. Fitness Center hours are posted for each semester, and may change based upon usage patterns. Prior to using the facility, all individuals are required to complete liability, orientation and registration forms. The forms are available in the main office, or in the office of the Vice President of Student Affairs.

## **STUDENT SERVICES MISSION STATEMENT**

Student services provides high-quality, student-focused support, assistance and services responsive to individual needs in a caring environment that enhances success and empowers students to maximize their potential.

The administration, faculty and staff regard student services as an integral part of the total educational program at this college. A wide range of student service programs helps to meet the needs and interests of the student body. Every effort is made to know students as individuals and to serve their needs individually.

## **VETERANS ADMINISTRATION**

White Mountains Community College is an approved institution for study by veterans of the Armed Forces under the terms of P.L. 89-358, Cold War G.I. Bill. 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 five day 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.

## STUDENT ACTIVITIES

### ATHLETICS

The primary emphasis of White Mountains Community College is to provide a high-quality education, while recognizing that many student athletes desire to compete intercollegiately in challenging levels of athletic competition. Participation in the college's program of intercollegiate athletics is governed by the regulations of the Yankee Small College Conference Association (YSCCA). The determining factor for athletics depends on student interest. Soccer, basketball, baseball, hockey, skiing and other team sports are organized if there is student interest.

Prior to participating in practice or game activities, **a student must have on file a doctor's statement of satisfactory physical condition and proof of coverage by health and accident insurance.** This statement and form must be renewed each year a student participates in athletics.

All athletic equipment which is the property of the college must be returned within one week after the completion of a given athletic activity. Damaged or lost equipment becomes the financial responsibility of the student to whom it was assigned. Grades will not be released to a student until his/her equipment is satisfactorily accounted for.

For those who are not interested in intercollegiate sports, municipal league competition or intramural programs may be offered. Student participation in intramural and intercollegiate sports events is strongly encouraged. The purpose of these activities is to promote and develop physical fitness, student relationships inside and outside the college, use of leisure time, general school spirit, student leadership and public relations.

Participation in student-sponsored athletics is vital, and can be through work as a committee member, an activity organizer or as a spectator.

### 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 Business Office and get a receipt
  - d. submit a check request to the Business Office for payment of all bills
2. Check with the receptionist in the Reception Office to reserve a room(s), time and date for the activity. Fill out a Use of Facility form to ensure the activity's precedence over others.
3. If college vehicles are needed, check with the receptionist 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 of the food service director 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 earned a minimum of 12 WMCC credits with a 3.5 grade point average will be invited to become members of Phi Theta Kappa National Honor Society for two-year colleges. Honor Society membership is open to Associate Degree candidates only.

## **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.

Judicial Committee - See page 53

College Advisory Committee - 1 student per campus

Ad Hoc Committees -- as the need arises.

## **STUDENT SENATE**

The success of co-curricular activities at the college rests largely on the Student Senate, which is responsible for organizing, financing and conducting these vital events. Governed by the Student Senate Constitution, freshman and senior representatives from each curriculum accept the challenges of leadership, authority and responsibility in dealing with their peers, faculty and administration.

## **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** The Student Senate will allocate the following monies as fixed expenditures each year:

a. Athletic Department	\$ 5,500.00*
b. Yearbook	3,000.00
c. Leadership Conference	500.00

These amounts will be set aside every year and will be taken out of that year's Student Senate budget. Money not used within that year will automatically revert back into the general Student Senate fund. These monies cannot be released until a written budget request, complete with line item expenditures, is submitted. The Budget Committee will review each budget request and make appropriate recommendations, if necessary, to the Senate.

\*Amended in the fall of 1997. Sports will be funded from the Comprehensive Student Fee account in an amount not to exceed \$12,000 for the academic year. The transfer of funds will take place automatically and will not be greater than 50% of the balance of the Student Senate account.

- Section II** 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. Bookstore student loan account
  - c. Governor's Success Grant

- Section III** 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 can not 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

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**

## **NON-DISCRIMINATION POLICY**

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

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

Inquiries regarding discrimination may be directed to Peg Heaney, (603) 752-1113, Ext. 2042, Room 204; or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region I, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111, Fax (617) 289-0150, TDD (877) 521-2172, E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov); the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Government Center, 4<sup>th</sup> Floor, Room 475, Boston, MA 02203, (617) 565-3200.

## **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 Peg Heaney, Chairperson of the ADA/Section 504 Grievance Committee.

## **SEXUAL HARASSMENT/SEXUAL DISCRIMINATION**

It is the policy of the Community College System of New Hampshire that all employees and students should be able to work and study in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment shall be treated as an area of misconduct and will not be tolerated under any circumstances.

### **Definition of Sexual Harassment**

Any repeated or deliberate unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment. In addition, sexual harassment may be further defined when:

1. Submission to such conduct is made either implicitly or explicitly a term of employment or education.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's professional or academic work performance or creates an intimidating, hostile or offensive environment.

Sexual harassment is not limited to requests for sexual favors in return for professional or academic benefits. Sexual harassment may take the form of verbal abuse, leering, sexually explicit gestures, sexually degrading language, jokes of a sexual nature, any unwanted physical contact or the display of sexually suggestive objects or pictures.

### **Procedures**

White Mountains Community College recognizes that any allegation of sexual harassment or discrimination requires a determination of the facts in each case, and further recognizes that any such investigation should be conducted in a confidential manner. The following procedures shall be adhered to in all circumstances when a student feels that he/she is the victim of sexual harassment.

1. A student who believes that he/she has been sexually harassed or discriminated against shall report the incident to Carol Ribner, the Affirmative Action/Title IX Coordinator, or the Vice President of Student Affairs, immediately. However, students have up to sixty calendar days to report the incident.
2. The Affirmative Action/Title IX Coordinator (or the Vice President of Student Affairs if the complaint is against the Affirmative Action/Title IX Coordinator) or their designee shall investigate and report the findings within five days to the President. The investigation may include additional fact-finding and a meeting with the parties separately or together.
3. The President shall review the results of the investigation and will notify the parties of his/her decision, including any disciplinary action to be taken against the offending party, within five class days. The President's decision shall be submitted in writing to all concerned parties.
4. This policy is intended to offer an on-campus resolution to sexual harassment/discrimination complaints. It in no way excludes the right of the individual to institute or appeal any action before any other appropriate forum including filing a complaint with the NH Commission for Human Rights within 180 days of the alleged harm. Individuals may also contact the U.S. Department of Education, Office of Civil Rights, Region I, 1875 JFK Federal Building, Boston, MA 02203. The investigating party will not discourage, or in any other manner dissuade, an individual from utilizing his/her remedies, and will assist the individual in the exercise of his/her rights.
5. In no case shall an individual reporting an incident of sexual harassment or discrimination be subject to adverse action unless it is determined through the investigation that the allegation was not based on fact and that the individual made the allegation with malicious intent or knowing it was false.
6. If, in fact, the filing of a complaint was a knowingly false claim, the individual making such claim will be subject to penalties consistent with current college policy.

## **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.

If you are a victim of sexual assault/harassment or rape:

- Report the crime to college officials and/or police. If the crime goes unreported, the assailant will most likely be a repeat offender.
  - Go to a safe place -- call a friend and/or rape crisis volunteer. A trained volunteer can provide you with immediate support and information.
  - Don't wash, bathe or change clothing before going for help. You will need to preserve as much evidence as possible if you choose to press charges in the future.
  - It is important to receive medical attention for treating injuries sustained during an assault, testing for pregnancy and sexually-transmitted diseases, and collecting evidence to be used if you choose to press charges.
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 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)

Student Affairs officers will coordinate these programs for students and the System Office (Director of Human Resources) will coordinate them for faculty and staff.

Counseling is available for victims on campus at the office of Student Affairs or for employees through the Employee Assistance Program (EAP).

### **Crime Prevention Tips**

1. Secure your valuables at all times, especially wallets and pocketbooks.
2. Keep your car locked.
3. At night, use the “buddy system” when going to your car or walking outside the building.
4. Check the back seat of your car before getting in.
5. Report all suspicious persons or activities to the Reception Office 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 or appropriate faculty/staff at the contact number listed. The college encourages reporting directly to local authorities 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 by calling the Student Affairs office or switchboard.

### **Reporting Procedures**

To report criminal activity, emergencies or other behavioral incidents you believe require the attention of the college administration, contact Martha Laflamme in the Student Affairs office, 752-1113, Ext. 3005. Students/employees may also report any classroom emergency to the Reception Office. This information will be given to Student Affairs. You will be asked to complete an incident report form once the situation no longer poses an immediate threat. These forms are available in the Student Affairs office 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 or pay phone	911
On-campus extension	9-911

Poison Center Central	1-800-562-8236
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Fire Department	
Non-emergency	752-3134

Police Department (Non-emergency)	752-3131
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WMCC Student Affairs office	752-1113, Ext. 3001
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Pay Telephone Location	Vending Machine Area
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## Annual Crime Statistics

Category	2005	2006	2007	2008
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Drug Arrest	0	0	0	0
Alcohol Arrest	0	0	0	0
Weapons Possession Arrest	0	0	0	0
Arson	0	0	0	0
Manslaughter	0	0	0	0
Hate Crimes*	0	0	0	0

\*Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

If a crime has been committed it must be reported as to the specific location. The following codes will indicate the campus location and be listed in parentheses next to the type and number of crimes.

(A) = on campus

(B) = in or near a non-campus building or property

(C) = public property

(D) = dormitory or other residential facility

## 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 [www.state.nh.us/soupermail/secure/disclaimer.html](http://www.state.nh.us/soupermail/secure/disclaimer.html).

## 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 forthwith 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 Reception Office must be notified immediately. When accidents occur, an accident form must be completed.

### **ACCIDENT, INJURY OR ILLNESS**

In the event of accident or sickness while on campus, the instructor or student must report the condition to the Reception Office immediately. Arrangements will be made for proper medical attention and notification of the student's parent, guardian, spouse or other responsible adult.

### **EMERGENCY CALL BOXES**

Emergency call boxes are located in the main lobby across from the elevator and on the second floor hallway near the science lab. These yellow boxes send a signal for assistance to the local police department.

### **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 Reception Office 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.

### **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. 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 back of cars; 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 operators will be denied the privilege of operating a vehicle on campus and/or subject to fines.**

## COMMUNITY SERVICES & RESOURCES

### AIDS INFORMATION & TESTING

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

Provides anonymous pre-test counseling and information and AIDS testing. No names involved. Also provides post-test counseling after blood test results are received. Complete in-depth service by trained, certified HIV counselors. Appointments may be made by phone. Ask for Patty or Karen.

### ALCOHOL & DRUG ABUSE COUNSELING

Alcoholics Anonymous, 800-593-3330. Call for listing of AA group meetings in the area.

Founders Hall, 3 Twelfth St, Berlin, 752-7404

#### Services Offered:

Outpatient counseling for alcohol and drug abuse.

Northern NH Council on Alcoholism, 361 School St, Berlin, 752-7941

#### Services Offered:

Outpatient Clinic: Individual, group and family counseling for those seeking help for a drug or alcohol problem.

The Friendship House: A 28-day residential program for the treatment of chemical dependency located in Bethlehem, NH

Fees: Sliding fee scale for services is based on income and ability to pay. The provider is eligible for NH Blue Cross/Blue Shield, Prudential and other insurance reimbursement.

### BIRTH CONTROL & FAMILY PLANNING

Coos County Family Health Services, 133 Pleasant St, Berlin, 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.

### EMERGENCY PHONE NUMBERS

POLICE	752-3131 or 911
FIRE	752-3134
AMBULANCE	752-1020
HOSPITAL	752-2200
EMERGENCY	911

### EMPLOYMENT

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

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

### FAMILY RESOURCES

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

## **FOOD STAMPS & WIC**

### **FOOD STAMPS**

NH Dept. of Health & Human Services, 219 Main St, Berlin, 752-7800

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**

Coos County Family Health Services, 133 Pleasant St, Berlin, 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, 752-2200

### **ANDROSCOGGIN VALLEY MENTAL HEALTH SERVICES**

3 Twelfth St, Berlin, 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

### **MATERNAL AND CHILD HEALTH PROGRAM**

Coos County Family Health Services, 133 Pleasant St, Berlin, 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.

### **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: 1-877-464-2447 or TDD# 1-800-735-2964.

## **LEGAL SERVICES**

NH Legal Assistance, 256 Main St, Berlin, 752-1102; 58 Main St, Littleton, 444-8000; or 1-800-548-1886

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

## **PHONE NUMBERS FOR ASSISTANCE**

WMCC Switchboard 752-1113 or 800-445-4525  
(7:30 am-6:30 pm, Monday-Thursday; 7:30 am-4:00 pm, Friday; 8:00 am-4:00 pm during summer)

## **SEXUAL AND DOMESTIC VIOLENCE**

### **RESPONSE**

Coos County Family Health Services, 54 Willow St, Berlin, 752-5679 or 1-800-852-3388 (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 (1-800-852-3388) open 24 hours

Fees: There is no charge for this service

## **TRANSPORTATION**

EZ Taxi, Berlin, 752-4696

Monday-Saturday, 6:00 am-2:00 am; Sunday, 6:00 am-2:00 pm. Fast, direct door-to-door service and delivery service.

Freedom Express, 31 Pleasant St, Berlin, 752-1741

Demand Response & Senior Wheels

For seniors 60+ Monday-Friday, 7:45 am-4:00 pm

Trolley Street Car, 31 Pleasant St, Berlin, 752-1741

Monday-Friday, 7:00 am-5:00 pm; Saturday, 8:45 am-4:45 pm

White Mountain Tour Services, 395 Main St, Gorham, 466-2127

Transportation of all sorts

## **JUDICIAL POLICY**

### **I. PHILOSOPHY**

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

The goals of the CCSNH Colleges' judicial system are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relevant rights of all students;
- Adjudicate student behavioral problems in an effective, equitable and educational manner;
- Facilitate and encourage respect for campus governance;
- Provide learning experiences for students who participate in the operation of the judicial system.

The mission of the CCSNH Colleges' judicial system shall be educational in emphasis. Its purpose is to foster self-discipline and self-direction in the student. Its goal is to enable the student to learn from his/her experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

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

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

## II. STUDENT CODE OF CONDUCT

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

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

1. Violation of published CCSNH college policies, rules, or regulations;
2. Acts of dishonesty including, but not limited to, the following:
  - a. **Cheating**, which includes, but is not limited to:
    - (1) Use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments;
    - (2) Dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
    - (3) The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty, staff, or students;
    - (4) Knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**);
  - b. **Plagiarism**, which includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means;
  - c. Furnishing false information to any college official, faculty/staff member;
  - d. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
  - e. Tampering with the election process or financial management of any college-recognized student organization;
3. Disruption or obstruction of any authorized college activity or of any authorized non-CCSNH activity; or unauthorized occupancy of any college facility;
4. Physical abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community;
5. Verbal abuse directed at any member or guest of the CCSNH community;
6. Threats of harm of injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
7. Acts of intimidation or coercion, whether stated or implied;
8. Acts of sexual assault or rape;
9. Acts of harassment or stalking directed toward any member or guest of the CCSNH community;
10. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
11. **Hazing**, defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
  - a. Such act is likely, or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person;
  - b. Such act is a condition of initiation into, admission into, continued membership in, or association with any organization;" and for the purposes of this document includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private

- property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization;
12. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
  13. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises;
  14. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities;
  15. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law;
  16. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
  17. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;
  18. Participation in a campus demonstration that disrupts the normal operations of the institution and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
  19. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions;
  20. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the colleges.
  21. Theft or other abuse of technological resources, including but not limited to:
    - a. Unauthorized entry into electronic files to use, read, or change the contents, or for any other purpose;
    - b. Unauthorized transfer of electronic files or copyrighted software programs;
    - c. Unauthorized use of another individual's identification and password;
    - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
    - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
    - f. Use of technological resources to receive, browse, store or view obscene or pornographic materials for other than college-approved research;
    - g. Use of technological resources for criminal activity;
    - h. Use of technological resources to interfere with normal operation of the college computing system.
  22. Abuse of the judicial system including, but not limited to:
    - a. Failure to obey the summons of a judicial body or college official;
    - b. Falsification, distortion, or misrepresentation of information before a judicial body;
    - c. Disruption or interference with the orderly conduct of a judicial proceeding;
    - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
    - e. Attempting to influence the impartiality of a member of a judicial body through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
    - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding;
    - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
  23. Aiding or abetting in the violation of the Student Code of Conduct.

**B. Violation of Civil/Criminal Law and CCSNH College Code of Conduct**

1. If a student is charged with a violation of the Student Code that also constitutes a violation of a felony statute, that violation shall be reported to the civil authorities.
2. If a student is charged with a violation of the Student Code that also constitutes a violation of a misdemeanor or lesser offense statute, that violation may be reported to the civil authorities.

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

### **III. SANCTIONS**

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

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

#### **A. Academic Affairs**

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

#### **B. Academic Affairs Sanctions**

1. WARNING – a notice in writing to the student that the student is violating or has violated academic regulations;
2. TEMPORARY EXPULSION FROM CLASS – an immediate expulsion from a class for a designated period of time, usually one class, for behavior detrimental to, or disruptive of, instruction;
3. PERMANENT EXPULSION FROM CLASS – through administration of an AF grade, permanent expulsion from a class for consistent or blatant behavior detrimental to or disruptive of the instructional process;

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

### **C. Student Affairs**

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

### **D. Student Affairs Sanctions**

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

1. WARNING – a notice in writing to the student that the student is violating, or has violated, institutional regulations;
2. PROBATION – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations;
3. LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*);
4. FINES – previously established and published fines may be imposed;

5. RESTITUTION – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
6. COLLEGE SUSPENSION – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
7. COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges.
8. OTHER SANCTIONS – imposed in addition to, or in lieu of, the above sanctions; examples of such sanctions include, but are not limited to, work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons whose participation is required for the completion of the sanction(s).
9. INTERIM SANCTIONS – In certain circumstances, the President or Vice Presidents of a CCSNH college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only to:
  - a. ensure the safety and well-being of members of the college community or preservation of college property;
  - b. ensure the student's own physical or emotional safety and well-being;
  - c. ensure the normal operations of the college.

Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

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

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

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

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

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

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

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

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

- f. Names of witnesses to the incident;
- g. Any other information deemed appropriate.

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

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

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

### **C. Hearings of the Academic Standards/Standing Committee**

- 1. A simple majority of voting members (including the Chair) must be present to conduct a hearing;
- 2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - (1) Selected members of steering committees or volunteers;
    - (2) Should this fail, the Vice President of Academic Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.
- 3. If the charges have been brought by a member of the Academic Standards/Standing Committee or the Vice President of Academic Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
- 4. Hearings shall be conducted by the Academic Standards/Standing Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Academic Standards/Standing Committee.
  - c. In hearings involving more than one accused student, the chairperson of the Academic Standards/Standing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case, however, and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Academic Standards/Standing Committee.
  - e. The complainant, the accused and the judicial body shall have the right to call witnesses. They also have the right to present pertinent records, exhibits and written statements for consideration by the Academic Standards/Standing Committee. Questioning of the complainant, the accused and witnesses will be conducted by the Academic Standards/Standing Committee.
  - f. All procedural questions are subject to final decision by the chairperson of the Academic Standards/Standing Committee.
  - g. After the hearing, the Academic Standards/Standing Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

- h. The Academic Standards/Standing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - i. The Academic Standards/Standing Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.
  - j. The Vice President of Academic Affairs will provide written notification of findings and sanctions to the grievant, the accused and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.
5. There shall be a single record of all hearings before the Academic Standards/Standing Committee. The record shall be the property of the CCSNH colleges and shall be maintained by the Judicial Advisor. Parties directly involved in the hearing may view this record upon making a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or CCSNH college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Academic Standards/Standing Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The Academic Standards/Standing Committee's decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

#### **D. Appeals – Academic Affairs**

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

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

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

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

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

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

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

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

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

#### **E. Membership of the Judicial Committee**

1. A chairperson and an alternate chairperson who will be appointed by the college President or his/her designee.
2. A total of eight (8) voting members, elected as follows:
  - a. Four (4) will be faculty or staff elected by faculty/staff at large
  - b. Four (4) will be students elected by the Student Senate
3. A total of five (5) alternate voting members will be elected as follows:
  - a. Two (2) faculty elected at large
  - b. Three (3) students elected from the Student Senate
4. The advisor will be the Judicial Advisor who will be appointed by the Vice President of Student Services
5. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. A minimum of four (4) members will be present
  - b. Regular appointed or elected members will serve, or
  - c. In the event regular voting members cannot be reached or are not available, members may consist of:
    - (1) Selected members of steering committees or volunteers
    - (2) Should this fail, the Vice President of Student Services will attempt to appoint members in such a manner as to reflect the original representation of the committee

#### **F. Hearings of the Judicial Committee – Student Affairs**

1. A minimum of five (5) members (including the Chair) will be present to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Vice President of Student Affairs pursuant to the methodology set forth in paragraph 2b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - (1) Selected members of steering committees or volunteers
    - (2) Should this fail, the Vice President of Student Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee
3. If the charges have been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.

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

#### **G. Appeals – Student Affairs**

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

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

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

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

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

be the Judicial Committee). In the appeal of cases heard by the Judicial Committee, the next judicial level is the President. The determination by the Vice President or President shall be final.

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

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

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

## **V. STUDENT RIGHTS**

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

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

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

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

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

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

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

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

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

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Campus advisors are required, but they should not have the authority, to control the policy of such organizations. Student organizations must submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

### **D. Freedom of Inquiry and Expression**

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

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

#### **E. Student Participation in Institutional Government**

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

#### **F. Student Publications**

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

#### **G. Student Disciplinary Standards**

##### **1. Conduct**

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

- a. Clarify, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. CCSNH colleges 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**

Except under extreme emergency circumstances, premises occupied by students and personal possessions of students should not be searched unless appropriate institution authorization has been obtained and in accordance with state and federal laws. The application should indicate why and what is being sought. If possible, the student should be present when the search is made. Lawful search requirements should be followed for premises not controlled by the institutions.

###### **b. Violation Notification of Rights**

Students detected or arrested in the course of serious violations of college regulations, or infractions of laws, should be informed of their rights.

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

Pending action on charges, the status of a student should not be altered, nor should the student's right to be present on the campus and to attend classes be suspended, except for reasons

relating to his/her physical or emotional well-being, or for reasons relating to the safety and well-being of students, faculty or institution property.

Section VI.G 2a and 2b pertaining to search and seizure is currently under review for modifications.

## **VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES**

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

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

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

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

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

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

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

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

## **VII. DEFINITIONS**

- A. The term *CCSNH colleges* means all Community Colleges and New Hampshire Technical Institute.
- B. The term *student* includes all persons taking credit or non-credit courses at the CCSNH colleges. This includes both full-time or part-time, and those persons pursuing undergraduate, graduate, or professional studies; those who attend post-secondary educational institutions other than CCSNH colleges; those who are residing in CCSNH colleges residence halls; and those persons who are not officially enrolled for a particular term but who have a continuing relationship with the CCSNH colleges.
- C. The term *faculty member* refers to any person hired by the CCSNH colleges to conduct educational activities.

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

**More likely than not:** Greater weight of evidence in terms of credibility; more convincing than an opposite point of view.