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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 is a comprehensive, student-centered educational institution providing opportunities for educational and career mobility while sustaining community development.

**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 (FERPA)**
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 or 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.


**NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION**

White Mountains Community College may release the following as “directory information”: Name, address, telephone number, CCSNH email address, field of study, dates of attendance, enrollment status, degrees, awards, honors, most recent educational institution attended and official recognized activities.

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

MATTHEW WOOD
PRESIDENT

MARTHA LAFLAMME
VICE PRESIDENT OF STUDENT AND COMMUNITY AFFAIRS

LYNN MOORE
CHIEF FINANCIAL OFFICER

Dr. FRAN RANCOURT
VICE PRESIDENT OF ACADEMIC AND CORPORATE AFFAIRS

FACULTY

SARAH BAILLARGEON
PROFESSOR
NURSING
OFFICE LOCATION: 138

DONNA BRIERE
PROFESSOR
NURSING
OFFICE LOCATION: 138

LYNN DAVIS
PROFESSOR
ALLIED HEALTH/OFFICE MGT
OFFICE LOCATION: 141

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

TRAVIS GILES
ASSOCIATE PROFESSOR
CULINARY ARTS
OFFICE LOCATION: 123

KURT HOHMEISTER
ASSOCIATE PROFESSOR
CULINARY ARTS
OFFICE LOCATION: 123
ALLEN HOST
ASSOCIATE PROFESSOR
AUTOMOTIVE TECHNOLOGY
OFFICE LOCATION: 117

TROY LACHANCE
ASSISTANT PROFESSOR
AUTOMOTIVE TECHNOLOGY/
MOBILE EQUIPMENT TECHNOLOGY
OFFICE LOCATION: 117

EMILY MACDONALD
PROFESSOR
NURSING
OFFICE LOCATION: 138

GAIL MINOR-BABIN
ASSOCIATE PROFESSOR
MEDICAL ASSISTANT
OFFICE LOCATION: 141

MARY ORFF
PROFESSOR
SCIENCE
OFFICE LOCATION: 210A

CHARLES PALMER
INSTRUCTOR
MOBILE EQUIPMENT TECHNOLOGY
OFFICE LOCATION: 129

MICHAEL PIKE
INSTRUCTOR
WELDING
OFFICE LOCATION: 113

BETH SATTER
PROFESSOR
NURSING
OFFICE LOCATION: 138

JEFF SCHALL
PROFESSOR
INFORMATION TECHNOLOGY
OFFICE LOCATION: 114

DEB STEWART
PROFESSOR
TEACHER PREPARATION
OFFICE LOCATION: 215

GERARD THERIAULT
ASSISTANT PROFESSOR
WELDING
OFFICE LOCATION: 113

RACHEL WHITAKER
ASSISTANT PROFESSOR
ENVIRONMENTAL SCIENCE
OFFICE LOCATION: 204
STAFF

GREG WORTHEN
ASSISTANT PROFESSOR
CULINARY
OFFICE LOCATION: 123

BRENDA BAILEY
BUSINESS OFFICE

LAURIE BAILLARGEON
BOOKSTORE ASSISTANT

DENISE BERGERON
LIBRARY ASSISTANT

JODY CAMILLE
RUNNING START COORDINATOR

LAURIE CARRIER
REGISTRAR

MEAGAN CARR
DIRECTOR OF LEARNING RESOURCES

ROLAND DRAPEAU
SECURITY OFFICER

KATHY DUCHESNE
FINANCIAL AID ASSISTANT

CARI GOSSELIN
STUDENT SERVICES

JESSICA HILL
BUSINESS OFFICE
LITTLETON ACADEMIC CENTER STAFF

THOMAS ALLEN
PROGRAM SPECIALIST

LORRAINE PILOTTE
SECRETARY

MELANIE ROBBINS
COORDINATOR

ELLEN ST. CYR
SECRETARY

CHILD DEVELOPMENT CENTER

SUSAN CLOUTIER
LORRAINE COULOMBE
NIKKI DUPONT
JENNIFER GILBERT
HEATHER ST. ONGE
SUZANNE MACDONALD
LISA MACLEOD

ERIN MCGINNIS
COLLEEN MILLER
NANCY MURPHY
ASHLEY PETERS
BRIANNA ROY
CYNTHIA SPAUDE
ALEX TICHEY
CAFETERIA

KARA GENDRON
COOK

GINA MARTIN
FOOD SERVICE WORKER

GAIL VIRGIN
COOK

MAINTENANCE

DAVID DEMERS
MAINTENANCE MECHANIC

STEVE DEROSIER
FACILITIES MANAGER

CLAUDE GAMACHE
BUILDING SERVICE WORKER

SCOTT LOCKE
BUILDING SERVICE WORKER

DENIS PLOURDE
BUILDING SERVICE WORKER

MICKEY THERIAULT
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 should approve all registration decisions, including course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, conducts graduation audits, and helps students select and choose various program options. Advisors help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship will be.

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

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>ADVISOR</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>M. Laflamme</td>
</tr>
<tr>
<td>Autism Education</td>
<td>D. Stewart</td>
</tr>
<tr>
<td>Automotive</td>
<td>A. Host</td>
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<tr>
<td>Baking and Pastry Arts</td>
<td>T. Giles, G. Worthen</td>
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<tr>
<td>Basic Skills</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>Career &amp; Technical Education</td>
<td>D. Stewart</td>
</tr>
<tr>
<td>Commercial Driver Training</td>
<td>P. Mundell</td>
</tr>
<tr>
<td>Criminal Justice/Homeland Security</td>
<td>L. Davis</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>T. Giles, K. Hohmeister</td>
</tr>
<tr>
<td>Cybersecurity &amp; Healthcare IT</td>
<td>J. Schall</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>P. Finnigan-Allen</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>M. Laflamme</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>R. Whitaker</td>
</tr>
<tr>
<td>General Studies</td>
<td>F. Rancourt</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>L. Davis</td>
</tr>
<tr>
<td>Health Science Technology</td>
<td>M. Orff</td>
</tr>
<tr>
<td>Human Services</td>
<td>L. Davis</td>
</tr>
<tr>
<td>Industrial Maintenance/Millwright</td>
<td>J. Holt</td>
</tr>
<tr>
<td>Information Technology</td>
<td>J. Schall</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>K. Miller</td>
</tr>
<tr>
<td>Library Technology</td>
<td>M. Carr</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>L. Davis</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>L. Davis</td>
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<tr>
<td>Medical Coding</td>
<td>G. Minor-Babin</td>
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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 professional certificate program and earning a cumulative grade point average of 3.75 or higher.

*The Vice President's List* recognizes students enrolled in a degree or professional certificate program and earning a grade point average of 3.3 to 3.74.

At the graduation ceremony, the student with the highest cumulative grade point average in an Associate Degree program receives the President’s Award. The student must complete all required credits at this college, exclusive of transfer credits and/or credit by examination. To be considered for the award, the Intent to Graduate form must be submitted to the Registrar by the last scheduled day of classes in the spring semester. Competition for this award has traditionally been very strong, with students winning by fractions of a point.

High honor and honor tassels will be distributed on graduation day and will be based upon a cumulative grade point average.

**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.

**ADDING A COURSE**

Students may add a course to their class schedule during the first seven calendar days of a semester, or at the discretion of the instructor. 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 who believe they have a valid ground for a grade appeal will use the following process to resolve the issue: First, a student who appeals a grade must meet with the faculty member involved within the next five (5) work days. Second, should the outcome of this meeting be unsatisfactory to the student, he/she may appeal, in writing, to the Program Director/Department Head, or to the Vice President of Academic Affairs (VPAA) if the faculty member is also the Department Head or Program Director. The student must file this written appeal within three (3) work days from the date of the faculty member’s decision and must provide factual evidence of grounds for the appeal. Within three (3) work days the Department Head (or VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached proceed to step 3. Third, file a written appeal with the Vice President of Academic Affairs (VPAA). If the issue is not resolved, the student has three (3) work days to file a written appeal with the VPAA. The VPAA will
meet with all parties concerned within the next three (3) work days to attempt to resolve the dispute. The VPAA will have three (3) work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final. Note: During the summer, when faculty is not on campus, students may begin the grade appeal process with the office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted. For more detailed information go to the Academic Policies section in the Catalog.

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
Blackboard is the online teaching software used in many courses at WMCC. It is used as your 100% online / hybrid course environment. It is also used in many face-to-face classes. Students can access Blackboard from the college website at www.wmcc.edu and then click on myWMCC which will bring you to the Online Resources page. Students must activate their EasyLogin accounts in order to access Blackboard.

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/Student Services 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 removable storage devices (flash drives, etc.) for viruses.
Report computer-related problems to appropriate college staff immediately.
If college computers are being used irresponsibly or illegally, the college judicial procedures will be applied to any violators.

These guidelines are in compliance with the Community College System of NH Information Technology Acceptable Use Policy: http://www.ccsnh.edu/documents/HRsystempolicies8-11-09.pdf.

COPYRIGHT AND FAIR USE POLICY
WMCC encourages its faculty, staff, and students to use multimedia and text resources to enhance teaching and learning while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act, and the TEACH Act. For detailed information, please visit our website at www.wmcc.edu/academics/CopyrightPolicy.pdf.

COURSE FAILURE
If a student received a grade of F for a course, that course must be retaken at WMCC in order to improve their Cumulative Grade Point Average (CGPA). While the student may take the course or an equivalent course at another institution, it will be considered a transfer course, with no grade attached, and will not be calculated into the CGPA.

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

DROPPING A COURSE
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 Student Services 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 fourteenth 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.
2. No courses or grades are recorded for students who withdraw from course(s) during the first fourteen calendar days of the semester.

3. A grade of W will be awarded to students who withdraw from courses after the fourteenth calendar day of classes but during the first 60% of the semester.

4. After the 60% mark of the semester, the student will receive a “WP” or “WF” grade as assigned by the instructor.

Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course) does not affect GPA. Students who fail to file an official add/drop form to drop a course will receive an AF for such courses on their transcripts. Withdrawal can be initiated by the instructor if the student because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**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 $20 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 new second major. The student does not have to withdraw from the degree to apply for the new 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 as part of the student’s academic record, and are used in determining 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 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.”

The retention rate at WMCC for 2013-2014 was 67% for full-time students, 50% for part-time students. Retention rates measure the percentage of entering students who continue with their studies the following fall.
The overall graduation rate for full-time, first-time undergraduates in 2013-2014 was 48%.

It is important to note that many students do not have the goal of graduating from the College. Students often enroll to complete a semester or two before transferring, to explore a potential career area, to resolve academic deficiencies before returning to their original college, or to take courses for self-improvement/personal enrichment.

GRADUATION REQUIREMENTS
The college has established minimum competencies that must be attained in each program. Students will be awarded Associate Degrees 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 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 or certificate program. Non-matriculated status does not prevent a student from taking courses.

MEDICAL LEAVE OF ABSENCE
A matriculated student who, due to a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing out-patient medical treatment, becomes unable to complete his/her academic requirements and/or who becomes unable to meet the program’s technical standards and/or the requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters.

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the college. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult http://www.michelleslaw.com for important information.

Students requesting Medical Leave of Absence must:
1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;

2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional *directly involved in the treatment* of the student’s particular condition that is sufficiently comprehensive to facilitate the decision-making process.

3. Student is responsible for dropping all courses.

The Vice President of Academic Affairs or designee will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose medical leave requests are granted will be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed health care professional *directly involved in the treatment* of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Vice President of Academic Affairs and/or the student’s program Department Head; compliance with any new admission criteria implemented in the student’s absence; following a new curriculum plan that may have been implemented in the student’s absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

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

**ONLINE EDUCATION**

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, must be a C or better and will not be calculated into the CGPA. Students are required to have computer access in order to participate in a 100% online course (see Blackboard).

**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 at the college must earn a minimum of 16 semester hours or 25% of total degree from WMCC courses. At least 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. Students seeking a professional certificate must complete a minimum of 9 credits or 25% of the credits, whichever is larger, required for the professional certificate from WMCC courses. For a certificate, students must complete at least 6 credits or 25% of the credits, whichever is larger, required for the certificate from WMCC courses.
STUDENT REFERRAL REPORT
The instructor may issue a student referral at any time during the semester/session when a student's academic performance is unsatisfactory. The report identifies the problem and makes recommendations for corrective action. The advisor 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.

TRANSCRIPTS
Students are encouraged to access transcripts through the Student Information System (SIS). They may also submit a written request. Transcripts (the official record of a student's academic history) will not be released until all outstanding financial obligations have been met or until all materials on loan have been returned. 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.

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

DUAL ADMISSION WITH UNIVERSITY SYSTEM OF NH
The Dual Admission program between WMCC and USNH permits students to complete an associate degree at WMCC and move to one of the institutions within the University System of N.H. (UNH, Plymouth University, Keene State College or Granite State College). Students will enter with junior status by completing a single application (as long as the dual admission courses are the subset that will transfer into baccalaureate programs and the courses are complete with a grade of C or better). The program is aimed toward simplicity and affordability for participating students.

Program elements consist of:

A single application completed with WMCC and shared with the USNH institution

Comprehensive academic advising and an advising contract to make sure students know the terms and conditions of the program and start and stay on track.

Transition programming during the WMCC enrollment period preparing students for entry to the 4-year USNH institution of their choice.

A communication plan to keep students informed on important matters from the point of inquiry through USNH completion. Students will pay WMCC tuition and fees while taking courses there. Once they graduate, they will then pay tuition and fees of the University System institution they have enrolled in. This means students can earn a bachelor's degree from a USNH institution and save a lot of money along the way!

The Dual Admission program is ideal for students planning to pursue a degree in liberal arts. Admission to certain majors is dependent upon meeting major specific GPA and course requirements. Students will be guaranteed entry into a USNH school with the completion of their associate degree, and a cumulative 2.5 grade point average. Transfer credit will only be given for courses with a grade of C or better. No application or fee is required. Students transitioning to a USNH institution only need to submit an "intent to enroll" form to the institution of choice. Students do not need to attend college full-time to be eligible.

Dually admitted students will be guaranteed on-campus housing if they wish to live on-campus. While enrolled at WMCC, students will be invited to join in social, athletic and cultural events throughout the academic year at the USNH campus they are transitioning to.
Students who are ready to get started on their dual enrollment may contact the WMCC Admissions Office.

TRANSFER/CONTINUING EDUCATION OPPORTUNITIES

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

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

[NHTransfer.org](http://www.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](http://www.NHTransfer.org) 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.

REVERSE TRANSFER

Students at WMCC now have another option for earning their Degree from WMCC. Students who have earned at least 45 credits at WMCC and then transfer to any college within the University of New Hampshire System (UNH, UNH-Manchester, Granite State College, Keene State College and Plymouth University) now have the option of obtaining their Associate Degree from WMCC while continuing to work on their Bachelor’s Degree. This gives the student the benefit of completing one degree while continuing to work on another degree. Credentialing is becoming increasingly important and in demand in today’s workforce and taking advantage of the Reverse Transfer Program offers eligible students this option. Contact the college 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.

All requests for tuition credits must be made in writing and will be reviewed on a case-by-case basis and are granted at the sole discretion of the President (or designee).

TUITION REFUND POLICY

All refunds require that the student complete an official withdrawal form. For fall and spring semesters (15-16 weeks) students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. For summer semester students, students will have seven (7) calendar days from the designated start of the part of term to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Non-refundable fees are defined as advance tuition, application fee and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee.
All Federal Title IV funds (i.e., Pell, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

Students registered for workshops through system divisions of Community Education or Center for Training and Business Development must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.

In extenuating circumstances, 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. The student initiated withdrawal (W) is not calculated in the student’s GPA, however it may affect satisfactory progress for Financial Aid purposes.

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.

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, which also reflect the most recent date of class attendance as needed, for students receiving scholarships, veteran’s benefits, or for recipients of Title IV- financial aid or other awards with special attendance requirements. 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. A new application is required if it has been a year or more since the student last attended.
STUDENT INFORMATION

GENERAL INFORMATION

ACCIDENTS, INJURIES OR ILLNESS
No accident, injury or illness, however slight, should be ignored. An accident report form must be completed and signed/dated by both the student and instructor and submitted to the Academic Affairs office. 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 one of the following locations: Main Office, Registrar, Admissions or Littleton Academic Center.

BOOKSTORE
All required textbooks and supplies, as well as college novelty items, are available through the bookstore, Follett Higher Education Group, a private enterprise not subject to CCSNH rules and regulations. Normal sales are from 9:00 am to 6:30 pm Monday, 9:00 am to 4:00 pm Tuesday through Thursday and Friday 9:00 am to 1:00 pm during the fall and spring semesters, and 9:00 am to 3:00 pm during the summer semester. Evening and extended hours will be posted. Summer hours are 9:00 am to 3:00 pm Monday through Thursday and 9:00 am to 12:00 pm on Friday.

The bookstore accepts all major credit cards and debit cards, financial aid, or cash. The only other non-cash services offered are funding from a third party (i.e., VA, Voc Rehab, NH Works, Financial Aid, Assisting People in Transition), with written authorization/vouchers forwarded to the Bookstore prior to purchases.

The Bookstore will purchase and rent or resell used books on a first-come, first-served basis.

BOOK REFUND POLICY
Textbooks may be returned only if a course is changed or cancelled. Students returning a book will be refunded the cost of the book, providing the book is in the same condition as purchased (unopened) and the student has the original receipt for book(s) purchased.

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, notification will be sent to email, texts, phone via WMCC Alerts (to register go to myWMCC on the homepage then click on Student Information System. Click the “Personal Information” tab. WMCC Alerts is located at the bottom of the screen) or 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), WPKQ (North Conway), WMUR-TV Channel 9 (Manchester) and WMTW-TV Channel 8 (Portland). 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.

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

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

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

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

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

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

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

DRESS CODE
All students are expected to come to class dressed in clothing appropriate to the class or lab which they attend. Students who are inappropriately dressed for class or lab may be denied admission by the instructor.
FIREARMS AND WEAPONS ON CAMPUS
The presence of weapons on campus poses an unacceptable risk to the health and safety of all faculty, staff, students and guests of White Mountains Community College. Therefore, the possession of firearms and weapons is prohibited on the college campus and its Academic Center located in Littleton.

The “college campus” is comprised of the main campus and its entire grounds; the Twitchell House, the Child Development Center, all parking lots, and other college property not specified here. This policy will also be in effect in the case of any offsite classes or any other college-sponsored activities.

For the purpose of this policy, firearms and weapons are instruments, articles, or substances capable of causing death, incapacitation, or serious bodily injury. Firearms and weapons shall include, but are not limited to: shotguns, rifles, pistols, revolvers, ammunition, explosive devices (both incendiary and chemical, to include fireworks and fire crackers), BB guns, dart guns, paint guns, blow guns, bows and arrows, knives, hatchets, metal knuckles, straight razors, blackjacks, saps, sap gloves, martial arts stars, and weapons of the type commonly known as nunchakus.

Anyone who observes suspicious activity on the White Mountains Community College campus violating this policy should immediately report the incident to the Campus Security Officer or the Vice President of Academic or Student Affairs. The complainant should be prepared to provide any relevant information that caused them to observe the violation.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the property of the White Mountains Community College campus or its Academic Center, or off-site classrooms or labs.

Exemptions: This policy does not apply to any Peace Officer whose duty it is to serve process or make arrests. Potentially explosive or flammable materials used for instructional, construction or maintenance purposes by college personnel or college-authorized contractors are exempted from this policy. These materials will always be used under the supervision of the college staff or college-authorized contract management.

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.

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

STUDENT EMAIL SYSTEM
The college email network facilitates communication between students, faculty and the college community, including Blackboard. Students will be assigned a student email address within 24 hours of course registration and will no longer be allowed to change their primary e-mail address in Blackboard or SIS. This email account will serve as the official account for all electronic communication with the College. Your address and password are displayed under the Personal Information Menu in the secure
area of the Student Information System. Your student EasyLogin will allow you access to your email account.

**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 during the first two weeks of the semester. The initial student ID is free, as are the badges required for specific programs. There is a replacement fee of $10 if the ID or badge 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 and charges are all available here. Students can also view/print unofficial transcripts or request an official transcript. They also have the ability to register on-line. SIS can be accessed from the myWMCC 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 College. If you have questions regarding the Student Information System, please contact the WMCC Helpdesk at 342-3049.

**STUDENT INSURANCE PROGRAM**
Through commercial insurance underwriters and vendors, White Mountains Community College offers insurance policies covering: Student Accident Only. The cost for this program is reasonable. Information is available in the Admissions and Reception Offices.

Students enrolled in programs such as Automotive, Mobile Equipment, Culinary Arts, etc., which have lab classes with inherent safety issues, must be covered by a minimum of the Accident Only program (above) or a comparable policy.

**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 Library).

**SUBSTANCE ABUSE EDUCATION**
The college recognizes the need to provide accurate information about substance abuse. The college promotes awareness of substance abuse issues by collecting resource materials which are available through the library and/or student services office.

Referral services to students are available through the student services office.

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

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

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

If a child is left unattended, the college will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the college may contact local law enforcement.

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

**STUDENT SERVICES**
Students at the Littleton Academic Center should contact the program coordinator for information regarding access to the services mentioned below.

**ACADEMIC ADVISING CENTER**
The Academic Advising 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 and displaced homemakers. Financial aid may be available in the form of tuition and text book assistance, child care and travel 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. For additional information contact the Vice President of Student Affairs.

BISTRO
The College Bistro offers reasonably priced light breakfasts and hot and cold noon meals weekdays while classes are in session. Hours of operation are 7:30 am until 1:00 pm. A scaled-down food service is available during the summer months. Meal tickets, sold in $50 increments, are available in the Business Office, and are debited at the time of food purchase. No refunds are allowed for unused portions of the meal ticket. Vending machines are available in the student wellness center.

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-6:00 pm, Monday and Tuesday, 8:00 am-4:30 pm on Wednesday and Thursday and 8 am-4:00 pm on Friday. Summer hours are 8:00 am-4:00 pm, Monday through Friday. The office is located in Room 106.

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 NELNET Business Solutions. Detailed information on NELNET can be found by clicking on the link on the college website (www.wmcc.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 the student’s account.

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

CHILD DEVELOPMENT CENTER
The college child development center is fully licensed for children ages 12 weeks to 11 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, 6:30 am to 5:30 pm, year round. Tuition is based on the age of the child and the number of hours per week. Child Care scholarships are determined by the Dept. of Health and Human Services. To register your child, contact the center’s director.

COUNSELING
The college provides academic counseling services to all students. Counseling services assist students in successfully meeting academic goals and are not an appropriate substitute for long-term therapy. Students are encouraged to speak with the college staff to identify and eliminate barriers to success. All counseling is confidential. Students may refer themselves for counseling services. The college also makes referrals to appropriate local health and social service agencies. The college implements the college’s early intervention efforts for students experiencing academic difficulties in their classes.
FINANCIAL AID

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

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

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

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
   a. You will also need to apply for a FAFSA PIN at www.pin.ed.gov/. The PIN serves as your electronic signature several different times during the financial aid process.
      i. Use 005291 for WMCC's School Code.
      ii. Click the following link for an online FAFSA tutorial www.finaid.ucsb.edu/FAFSASimplification/index.html
   b. If you prefer to file a paper FAFSA application, please contact FAFSA directly to request an application (800-433-3243).
      i. The paper FAFSA application takes 4-6 weeks to process compared to one week when filed online.

2. Your Student Aid Report (SAR), which is a record of the information you submitted on the FAFSA, should arrive via email approximately one week after the date your FAFSA was filed online. If you do not receive your SAR, call 1-800-433-3243. (This report is for your records only; WMCC will receive a copy electronically.)
   a. Please review your SAR for any incorrect information.
   b. The Financial Aid Office will contact you via mail IF additional information is necessary after your FAFSA is received.
   c. Note: If additional information is requested, your financial aid cannot be determined until that information is received and processed. Therefore, please submit any required information as soon as possible.

3. You must be accepted into an eligible certificate or degree program prior to being awarded financial aid. You should receive an award letter which lists your estimated financial aid approximately three-four weeks after you are accepted into an eligible certificate or degree program AND your SAR information is received at WMCC. If additional documentation is required, you should receive your award letter approximately five-seven weeks after you are accepted into an eligible certificate or degree program AND your SAR information is received at WMCC.
   a. If you complete your FAFSA before mid-April, you will not receive your award letter until the end of May or three-four weeks after you have submitted all required documentation.

4. If you are awarded student loans as part of your financial aid package, go to https://studentloans.gov/ to complete your Loan Entrance Counseling and your Master Promissory Note (MPN). You will need your FAFSA PIN during this step as it is your electronic signature on the loan application.

5. Once you receive the award letter please sign and return the award letter to the Financial Aid Office at WMCC. You must indicate your intended enrollment status and your acceptance of the financial aid being offered on the award letter before returning the award letter to the Financial Aid Office.

More information on the above can be found in the 2014-2015 Student Financial Aid Handbook available as a PDF document at www.wmcc.edu/admissions/financial-aid/financial-aid/forms
Please note:

- Unforeseen circumstances such as loss of employment, prolonged illness, or other situations affecting your family's financial resources should be brought to the attention of the Financial Aid Office.
- A student must be enrolled in a minimum of six (6) credits per semester to receive federal loan funds.
- A student must maintain satisfactory academic progress to receive federal financial aid.
- A student must reapply for financial aid each academic year.
- Admission, registration and class attendance must be confirmed before financial aid is disbursed to your student account. Please allow at least 45 days from the beginning of the first class of the semester for any expected refund checks.

LIBRARY

The Fortier Library enhances the learning of WMCC students with its more than 18,000 books, 85 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 over 100,000 books in electronic format, are available on all computers on the college grounds, as well as remotely at http://wmcc.edu/student-services/fortier-library. To access these resources from off-campus use your college EasyLogin username and password which are available in your Student Information System account. 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 works 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 mcarr@ccsnh.edu, dbergeron@ccsnh.edu or wmmc.library@ccsnh.edu.

VETERANS ADMINISTRATION

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

WELLNESS/FITNESS CENTER

The fitness center is located in the student center, adjacent to the 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 ACTIVITIES

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

GUIDELINES FOR STUDENT-SPONSORED ACTIVITIES
When a student club or organization sponsors activities for the benefit of students, it is the club's responsibility to:

1. Assign a committee with a chairperson to conduct the activity. This committee should:
   a. know maximum dollar amount to be spent on the event
   b. obtain receipts for all purchases
   c. submit all money collected to the 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
The college is affiliated with Phi Theta Kappa, the National Honor Society for two-year colleges. Students with a cumulative grade point average of 3.5, degree matriculation status, and a minimum completion of 12 credits may be inducted into the honor society.

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 54
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 Expenses to Consider:
The following items should be reviewed in the Fall semester of each year, and monies set aside at the time, to be used for these purposes if the Senate so decides:
a. Spring semi-formal
b. Book voucher debt account

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

Article VII - Meetings

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

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

Section III A quorum (at least one-third of the membership) must be in attendance at any meeting in order for business to be carried out. If members 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

STATEMENT OF NON-DISCRIMINATION
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, disability, political affiliation, veteran status, sexual orientation, gender identity or expression, or marital status. This statement is a reflection of the mission of the Community College System of NH and 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 Donna Briere, Room 138 Berlin Campus or Melanie Robbins at the Littleton Academic Center, (603) 752-1113; or to the CCSNH Title IX Coordinator, 26 College Drive, Concord, NH 03301, (603) 230-3500. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

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 Donna Briere, Room 138 or Phil Slocum, Room 129, Chairpersons of the ADA/Section 504 Grievance Committee.

SEXUAL ASSAULT/SEXUAL VIOLENCE AND STALKING POLICY

IV. Definitions

a. Consent is defined as defined as voluntary, positive agreement between the participants to engage in specific sexual activity. An individual cannot give legal consent if the person is temporarily or permanently impaired by mental and/or physical deficiency, disability, illness, or by the use of drugs.
or alcohol to the extent he or she lacks sufficient understanding to make rational decisions or engage in responsible actions.

b. Domestic Violence is defined as an act committed by a person involved in an intimate relationship against the other member of the intimate relationship. An intimate relationship includes those persons who are married or unmarried, persons who are in dating relationships, including same sex couples, even if there is no sexual relationship.

c. A Sexual Offense is a sexual act that is committed without the consent of the victim. A sexual offense shall include but not be limited to situations where the victim is unable to provide consent because he or she is a minor (less than 17), physically helpless, mentally incapacitated, mentally impaired or unconscious due to alcohol or drug consumption, whether or not the consumption was with the victim’s consent.

d. Rape is nonconsensual sexual intercourse perpetrated by coercion, intimidation, threat or physical force, either threatened or actual. Rape also occurs when the victim is incapable of giving legal consent because the victim is less than 17 years of age, mentally incapacitated or incompetent, physically helpless, including drug or alcohol consumption or asleep.

e. Acquaintance/Date Rape is defined as sexual intercourse undertaken by a person known to the victim without consent. Acquaintance/Date Rape includes sexual intercourse that occurs through force, as a result of threats, physical restraint or physical violence with or without consent.

f. Stalking is when one person engages in a course of conduct which is directed at a specific person and that course of conduct causes that person to be in fear of harm to him/her, his/her safety, his/her property, a member of his/her immediate family, or an acquaintance. Cyber stalking is a form of stalking which can include, but is not limited to, phone, text, IM, Facebook, etc.

V. Campus Procedures for Responding to Sexual Assault

a. When an incident is reported to any CCSNH employee on campus, the person to whom the report is made shall communicate the report to campus security and/or the College President or designee who will then inform the student of her or his option to notify local law enforcement authorities. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the institutional personnel to assist the student in notifying the authorities of the incident, upon the student’s request. Finally, the student shall also be informed of the existing on- and off-campus counseling, mental health, and other student services.

b. If the student is willing to report the incident to the campus security, she or he is informed that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to the police.

c. Although the student is not required to notify any law enforcement authority regarding the incident, the person to whom the report is made shall contact campus security to inform them that an incident of domestic violence, dating violence, sexual assault, or stalking may have occurred. Campus security in turn shall notify the CCSNH and College Title IX Compliance Officer, who are responsible for coordinating the campus’ response to the incident. Licensed mental health workers, who learn about sexual assault as part of their professional roles, are required to maintain confidentiality. Hence only anonymous summary statistical information will be reported.

d. After campus security is contacted, a security officer will be dispatched to take the report. The student may request a male or female officer to take the report, and this request will be accommodated whenever possible.
e. If the student is unwilling to report the matter to the police or to be transported to the hospital by the police, she or he is then urged to seek assistance immediately from College Health Services for coordination of medical care and assistance, counseling, and other available support alternatives.

f. The student may request changes in her or his academic or living situation or in that of an alleged assailant, after the student has made a report of an assault, and the campus shall grant any reasonable request for such change.

g. When a student reports being a victim of domestic violence, dating violence, sexual assault, or stalking by another student, the College will conduct an investigation and determine if College policies were violated. Depending on the circumstances, the College may impose interim protections and remedies (e.g., an interim suspension) according to the Student Code of Conduct during the College’s investigation of the domestic violence, dating violence, sexual assault, or stalking allegations.

h. At the conclusion of its investigation, the investigator will forward findings to the Judicial Advisor. After receiving the results of the investigation, the Judicial Advisor will determine whether or not to charge the responding student with a potential violation of the Student Code of Conduct, and communicate that decision in writing.

V. Resolution Process

a. When student conduct charges are brought against a student by the College, the case shall be resolved according to the CCSNH Student Code of Conduct and Judicial Process;

   o Please note that all incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the VPSA or designee who will identify the appropriate investigator to complete the investigation. The conduct process is suspended until the conclusion of the investigation.

b. A prompt, fair, impartial investigation and resolution will be provided;

c. The CCSNH incident resolution process must be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

VI. Rights & Responsibilities

a. The responding individual is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him.

b. Both the reporting student and responding student can have an advisor of choice to assist them throughout the process and is entitled to information about campus policies and procedures that will be followed to address the issues.

c. In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

d. In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student have the "right to appeal" an administrative decision or formal hearing outcome.

e. When a student who reports being sexually assaulted and files charges with the local Police Department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted, on a case-by-case basis.
VII. Confidentiality of Reports of Sexual Harassment and Sexual Violence

a. Each campus location shall identify confidential resources with whom members of the College community can consult for advice and information regarding making a report of sexual harassment or sexual violence. These resources provide individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. These resources shall be posted on the campus website. Confidential resources include campus ombudspersons and/or licensed counselors in employee assistance programs or student counseling centers. Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the College to resolve their concerns.

b. Campuses shall notify the College community that certain College employees, such as the CCSNH Title IX Officer (Sexual Harassment Officer), managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual’s requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College’s legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible.

SEXUAL HARASSMENT

It is the policy of White Mountains Community College that all students and employees should be able to study and work in an environment that is free of sexual discrimination and sexual harassment.

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

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

Sexual discrimination and sexual harassment are prohibited. In some cases, the individual may be susceptible to prosecution under State or Federal law.

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 Donna Briere, Room 138 or Melanie Robbins, Littleton Academic Center, the Affirmative Action/Title IX Coordinators, 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.

Behavioral Intervention Team (BIT)
The goals of BIT are to:

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

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

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

The Behavioral Intervention Team (BIT) Incident Report is available on our website on the Student Services page at http://www.wmcc.edu/behavioral-intervention-team-bit-incident-report
This information will be used to reach out to the impacted individuals and connect him/her with appropriate support services. The information provided (including the reporting party) is CONFIDENTIAL.

Members of the BIT team are Kathy Sosny, Lynn Moore, Gretchen Taillon, Melanie Robbins, Fran Rancourt and Martha Laflamme.

Behavioral Intervention Team Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>Direct Line</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Sosny, Disability Coordinator</td>
<td>3059</td>
<td>342-3059</td>
<td>Room 104</td>
<td><a href="mailto:ksosny@ccsnh.edu">ksosny@ccsnh.edu</a></td>
</tr>
<tr>
<td>Gretchen Taillon, Human Resources/President's Assistant</td>
<td>3003</td>
<td>342-3003</td>
<td>Room 102</td>
<td><a href="mailto:gtaillon@ccsnh.edu">gtaillon@ccsnh.edu</a></td>
</tr>
<tr>
<td>Melanie Robbins</td>
<td>3093</td>
<td>342-3093</td>
<td>Littleton</td>
<td><a href="mailto:mrobbins@ccsnh.edu">mrobbins@ccsnh.edu</a></td>
</tr>
</tbody>
</table>

Littleton Academic Center Coordinator

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 or on-line at
wmcc.edu/services/campus-safety.html 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

Fire Department
- Non-emergency: 752-3134

Police Department (Non-emergency): 752-3131

WMCC Student Affairs office: 752-1113, Ext. 3000

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>Year</th>
<th>On Campus Property</th>
<th>Locations Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<td>Reported Hate Crimes</td>
<td>Year</td>
<td>Locations</td>
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<td>On Campus Properties</td>
<td>Non-Campus Property</td>
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<td>Reported Hate Crimes*</td>
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*Crimes in which victims are selected because of actual or perceived race, religion, gender, gener identity, sexual orientation, ethnicity, national origin, and disability.

<table>
<thead>
<tr>
<th>VAWA Offenses</th>
<th>Year</th>
<th>Locations</th>
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<tr>
<td></td>
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<td>On Campus Properties</td>
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<td>2013</td>
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<tr>
<td>2012</td>
<td>N/A</td>
<td>N/A</td>
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</table>

| Dating Violence     |      |                    |                    |                |
| 2014                | 0    | 0                  | 0                  |
| 2013                | N/A  | N/A                | N/A                |
| 2012                | N/A  | N/A                | N/A                |

| Stalking            |      |                    |                    |                |
| 2014                | 0    | 0                  | 0                  |
| 2013                | N/A  | N/A                | N/A                |
| 2012                | N/A  | N/A                | N/A                |

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<thead>
<tr>
<th>Arrests</th>
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<th>Locations</th>
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<td>Weapons: Carrying, possession, etc.</td>
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<tr>
<td>2014</td>
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<tr>
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<tr>
<td>2012</td>
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</tbody>
</table>

| Drug Abuse Violations |      |                    |                    |                |
| 2014                | 0    | 0                  | 0                  |
| 2013                | 0    | 0                  | 0                  |
| 2012                | 0    | 0                  | 0                  |

| Liquor Law Violations |      |                    |                    |                |
| 2014                | 0    | 0                  | 0                  |
| 2013                | 0    | 0                  | 0                  |
Disciplinary Actions

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus Properties</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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</thead>
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<tr>
<td>2012</td>
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Weapons: Carrying, possession, etc.

<table>
<thead>
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<th>Year</th>
<th>On Campus Properties</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
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Drug Abuse Violations

<table>
<thead>
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<th>On Campus Properties</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>2014</td>
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Liquor Law Violations

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<tr>
<th>Year</th>
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Unfounded Crimes

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<td>2013</td>
<td>N/A</td>
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<tr>
<td>2012</td>
<td>N/A</td>
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</tbody>
</table>

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

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 http://www4.egov.nh.gov/nsor/search.aspx.

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. An accident report must be completed, signed, and dated by both the student & instructor and submitted to the Academic Affairs Office.

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.

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

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

- Parking for handicapped individuals is available in the front of the building and also near the entrance to the student wellness center. State law provides a penalty of $100 for anyone parking in these spaces without a permit. A special registration plate or decal issued by the NH Department of Safety is required to park in these spaces.
- All motor vehicles will follow directional arrows when entering or leaving the parking areas.
- Posted speed limits of 10 MPH will be observed at all times.
- Student parking is prohibited in the following areas: in 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
Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 444-2464
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 or go to nhaa.net.

Founders Hall, 3 Twelfth St, Berlin, 752-7404
Services Offered:
Outpatient counseling for alcohol and drug abuse.

Tri-County CAP’s Friendship House, Bethlehem, NH: In-Patient Treatment of chemical dependency; 603
869-2210 or www.tccap.org.
Outpatient Services, Woodsville, NH: 603 747-2535
Fees: Sliding fee scale for services is based on income and ability to pay.

BIRTH CONTROL & FAMILY PLANNING
Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 444-2464

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Berlin</th>
<th>Littleton</th>
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<tbody>
<tr>
<td>POLICE</td>
<td>752-3131</td>
<td>444-2422</td>
</tr>
<tr>
<td>FIRE</td>
<td>752-3135</td>
<td>444-2137</td>
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<td>AMBULANCE</td>
<td>752-1020</td>
<td>802-748-7542</td>
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<tr>
<td>HOSPITAL</td>
<td>752-2200</td>
<td>444-9000</td>
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<td>EMERGENCY</td>
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EMPLOYMENT
NH Division of Employment Security, 151 Pleasant St, Berlin, NH, 752-5500
646 Union St., Suite 100, Littleton, NH 444-2971

NH Workforce Development Counselor, 151 Pleasant St, Berlin, NH, 752-5500, Ext. 310
646 Union St., Suite 100, Littleton, NH 444-2971

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, 650 Main St, Suite 200, Berlin, 752-7800
80 North Littleton Road, Littleton, NH 03561 444-6786

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

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

WIC - WOMEN, INFANTS AND CHILDREN
Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 444-2464

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

LITTLETON REGIONAL HEALTHCARE
600 St. Johnsbury Rd., Littleton, NH 444-9000

NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER
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

NORTHERN HUMAN SERVICES – WHITE MOUNTAIN MENTAL HEALTH
29 Maple Street, Littleton, NH 03561 444-6894

MATERNAL AND CHILD HEALTH PROGRAM
Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 444-2464

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: 1-877-543-7669.
LEGAL SERVICES
NH LEGAL ASSISTANCE, 1131 Main St, Berlin, 752-1102 or 752-1104;
58 Main St, Littleton, 444-8000; or 1-800-648-8969
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 1-866-662-4220 (Hotline)
Services Offered: Trained RESPONSE volunteers provide 24-hour crisis intervention services and
confidential emotional support to victims of domestic violence and sexual assault through the Hotline (1-
800-852-3388). Services are available in the Berlin, Lancaster and Colebrook areas.
Hours: Hotline (1-866-662-4220) open 24 hours
Fees: There is no charge for this service

The Support Center at Burch House, Littleton, NH 444-0624 or 24 hour toll-free support and information
hotline: 1-800-774-0544
Services Offered: Emergency shelter for women and children, 24-hour accompaniment at the hospital
and police station for those seeking medical care and/or police protection and intervention. Support
Groups are offered on an ongoing basis for people whose lives have been disrupted by Domestic or
Sexual Abuse.
Hours: Hotline (1-866-662-4220)
Fees: There is no charge for this service

TRANSPORTATION
Berlin-Gorham area public transportation:
Dial-A-Ride (Demand Response-24 hour notice required), 752-1741 or 1-800-997-2020. Hours of
Operation: Monday-Friday 7:00 am to 4:45 pm, Saturday 9:00 am to 4:30 pm.
The bus may have to deviate so departure times are approximate. Riders are encouraged to call ahead
for pickup times at locations between the scheduled stops. Flag Downs are Welcomed!

Tri-County CAP's North Country Transit provides limited demand response transportation services in the
Northern Coös County Area from 8 am to 4 pm Monday through Friday, holidays excluded. The transit
system makes stops at WMCC at 7:25am, 9:25am, 11:25am, 1:25pm and 3:25pm. For more information
about North Country Transit services in Northern Coös County, or to arrange a ride, call (603) 752-1741 /
toll-free (888) 997-2020 / TTY 711 or go to http://tricountycaptransit.weebly.com.


VETERANS
Berlin Veterans Center, 515 Main St, Gorham, 752-2571
Services Offered: Provides counseling to eligible combat Veterans and their families. Also provides
military sexual trauma and bereavement services to all Veterans. The Berlin Veterans Center makes
referrals to other appropriate agencies and services.
I. INTRODUCTION

A. Policy Statement

A student's continuance at any college in the Community College System depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises.

The goals of the colleges' judicial systems are to:

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

The mission of the colleges' judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

B. Definitions

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

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

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

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

Judicial Advisor – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor’s roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

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

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

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

II. STUDENT CODE OF CONDUCT

A. Scope The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges’ jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges’ (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational...
objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

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

B. Academic Misconduct
1. Acts of dishonesty including but not limited to the following:
   a. Cheating, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
   b. Plagiarism, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. Grading Authority: Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

C. Disruption of College Operations
1. Furnishing false information to any college official, faculty or staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;
4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
5. 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;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

7. 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.

8. Abuse of the Judicial System, including but not limited to:
   a. Failure to obey the summons of a judicial body or judicial committee;
   b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
   c. Disruption or interference with the orderly conduct of a judicial proceeding;
   d. Attempting to discourage an individual's proper participation in or use of the judicial system;
   e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
   f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
   h. Aiding or abetting in the violation of the Student Code of Conduct.

D. Health & Safety Offenses

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;

2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

E. Offenses Involving Others

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;

2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;

3. Acts of intimidation or coercion, whether stated or implied;

4. Offenses of domestic violence, dating violence and sexual assault;

5. Acts of harassment, including sexual and discriminatory harassment, directed toward any member or guest of the CCSNH community. Sexual harassment refers to persistent and unwanted sexual advances. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.;

6. Acts of sexual misconduct, retaliation, creating a dangerous condition or stalking directed toward any member or guest of the CCSNH community.

7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for
the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

**F. Offenses Involving Property**

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to:
   a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
   b. Unauthorized transfer of electronic files or copyrighted software programs;
   c. Unauthorized use of another individual's identification and password or key card;
   d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
   e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
   f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research;
   g. Use of technological resources for criminal activity;
   h. Use of technological resources to interfere with operation of the college computing system.

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

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a CCSNH college judicial body, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

**IV. SANCTIONS**

1. WARNING - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. PROBATION - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
4. LOSS OF CONTACT – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. FINES – previously established and published fines may be imposed;
6. RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. RESIDENCE HALL SUSPENSION – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. RESIDENCE HALL EXPULSION – permanent separation from the residence halls;

9. 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;

10. COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.

11. EDUCATIONAL OR SERVICE SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

12. INTERIM SANCTIONS - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student’s own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. STUDENT DISCIPLINARY PROCEEDINGS

Training

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

Filing a Complaint

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

3. Incident report forms may be obtained from the Academic or Student Affairs Offices, Title IX Coordinator and College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:

a. Reporting person’s name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);

b. Date, time, and location of incident;

c. Person(s) involved in the incident;

d. Victim(s) or damages involved in the incident;

e. Complete narrative description of the incident;

f. Names of witnesses to the incident;

g. Any other information deemed appropriate.

Preliminary Process for Sex-Related Offenses

4. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.

5. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution’s responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc. The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged
offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

Investigation and Resolution of Complaint by Judicial Body

6. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.

7. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV above.

8. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.

9. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator’s findings.

10. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.

11. If the investigator’s report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:

a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);

b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or

c. Inappropriate gravity of the sanction in relation to the offense.

2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing.
If, the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands.

If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:

a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or

b. Immediately forward the appeal to the Judicial Committee for consideration;

3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.

4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.

5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE

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

2. A total of eight (8) voting members, elected as follows:
   a. Four (4) faculty or staff selected by college president or other appropriate college official(s).
   b. Four (4) students selected by the Student Senate or other appropriate student group. If the college has residence halls, two of the students shall be from the residence halls.

3. A total of five (5) alternate voting members to be selected as follows:
   a. Two (2) faculty selected by the college president or other appropriate college official(s).
   b. Three (3) students selected by the Student Senate or other appropriate student group, one (1) from the residence halls (if applicable) and two (2) commuter students.

4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.

E. JUDICIAL COMMITTEE APPEAL HEARINGS

1. A minimum of five (5) members (including the Chair) shall constitute a quorum 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 Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.

2. During the summer or vacations, a meeting may be called and members will be selected as follows:
   a. Regular members will serve, if available, or
   b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee’s deliberations and voting.

4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.

b. The Respondent may remain silent or submit only a written statement or response to the complaint.

c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.

e. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.

f. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

g. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.

h. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.

i. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

j. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

k. The Judicial Committee’s determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.

l. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.

m. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be with the college’s judicial records.

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

6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

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

VII. STUDENT RIGHTS

A. Students in the Classroom

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

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

Information about the personal views, beliefs, and political associations of students which instructors, advisors and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

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

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees.

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

E. Student Participation in College Government

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

F. Student Publications

College authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their development, and the limitations on external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the cannons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.
G. Establishing Student Conduct Standards

1. Conduct

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

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

b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.

c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

2. Investigation of Student Conduct

a. Search & Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below.

Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

• Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.

• Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.

• Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

• Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.

• Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.

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

3. Status of Students Pending Action on Charges

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

VIII. STUDENT RIGHTS – GRIEVANCE PROCEDURES

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

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

B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:

- The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:

- The Vice President of Student Affairs for grievances not related to the instructional process

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

C. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student’s rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee determines that the grievance alleges facts which if true constitute a violation of the student’s rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSA or designee determines that the grievance does not state a violation of the student’s rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.
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