



White  
Mountains  
Community College

**2020-2021**



**STUDENT  
HANDBOOK**

## TABLE OF CONTENTS

ACADEMIC INFORMATION.....	3
GENERAL STUDENT INFORMATION.....	14
STUDENT SERVICES.....	18
STUDENT ACTIVITIES.....	22
NON-DISCRIMINATION, SEXUAL HARASSMENT, SAFETY AND SECURITY POLICIES.....	25
COMMUNITY SERVICES AND RESOURCES.....	42
STUDENT CODE OF CONDUCT/COVID-19 POLICY.....	46

### **ACCREDITATION STATEMENT**

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

### **DISCLAIMER STATEMENT**

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

### **COMPLIANCE STATEMENT**

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 student centered, providing opportunities for success, while enriching lives and communities through quality education and valued partnerships.

### **SYSTEM MISSION**

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

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

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

White Mountains Community College 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, and most recent educational institution attended.

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.

# ACADEMIC INFORMATION

## ACADEMIC ADVISING

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

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

<u>CURRICULUM</u>	<u>ADVISOR</u>
Accounting	N. Nutting
Advanced Welding Technology	M. Pike
Autism Education	R. Scott
Automotive Technology	A. Host
Baking and Pastry Arts	G. Worthen
Business Administration	N. Nutting
Career & Technical Education	R. Scott
Commercial Driver Training	P. Mundell
Conservation Law Enforcement	R. Dandeneau
Criminal Justice/Homeland Security	J. Lemoine
Culinary Arts	T. Giles
Diesel Heavy Equipment Technology	K. Aubut
Driver Education Instructor	P. Mundell
Early Childhood Education	R. Scott
Environmental Science	R. Dandeneau
Health Science	A. Morin
Human Services	C. Grant
Information Technology	R. Danault
Interdisciplinary Studies	N. Bourque
Liberal Arts	J. Achorn
Library Technology	J. Achorn
Massage Therapy	M. Fahlbeck
Medical Assistant	A. Morin
Medical Coding	A. Morin
NH Prof. Education Competencies	R. Scott
Nursing	S. Baillargeon

Resort & Recreation Management	V. Spiotti
Special Education	R. Scott
Teacher Education	R. Scott
Trades Management	H. Wells
Veterinary Assistant	M. Orff

## **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, college counselor's office or online.

## **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 Coordinator/Department Head, or to the Vice President of Academic Affairs (VPAA) if the faculty member is also the Department Head or Program Coordinator. 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.

## **CANVAS**

Canvas is the online teaching platform 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 Canvas from the college website at [www.wmcc.edu](http://www.wmcc.edu) and then click on current students which will bring you to the Quick Links page. Students must activate their EasyLogin accounts in order to access Canvas.

## **CHANGING MAJORS**

A 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 Registrar's Office or online.

## **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: <https://www.ccsnh.edu/wp-content/uploads/2019/09/System-Policy-500-Facilities-09-26-18.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 <https://www.wmcc.edu/wp-content/uploads/2019/12/Copyright-Infringement-Policies-and-Sanctions-including-computer-use-and-peer-to-peer-file-sharing.pdf>

## COURSE FAILURE

If a student 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, Student Services office or online.

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

The retention rate at WMCC for the student cohort that started in the fall of 2018 was 71% for full-time students, 52% for part-time students. Retention rates measure the percentage of entering students who continue their studies the following fall.

The graduation rate for full-time, first-time undergraduates in the 2015 cohort at 150% time was 54%. The 100% time graduation rate was 45%.

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. In 2015, 10% of the cohort transferred without graduating at 150% time.

## **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 <https://webapps.doi.gov/elaws/ebsa/health/employer/657.asp> 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 Canvas).

## **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 request online: <https://www.wmcc.edu/current-students/student-forms/transcript-request-form/>. 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://NHTransfer.org) is an online resource to help give students a clear understanding of which courses transfer among participating New Hampshire institutions. The transfer credit database assists students and advisors in transferring courses and programs.

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

## **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. 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. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester 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 the advance tuition deposit. 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, or designee.

## **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.

# 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 Welcome Center.

### ADDRESS OF RECORD

When sending official college 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: Welcome Center, Registrar, Admissions, at the Academic Centers or online.

### 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 state rules and regulations. Fall/Spring hours are Monday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 3:30 pm. Summer hours are Monday through Thursday 9:00 am to 1:00 pm and Friday 9:00 am to 12:00 pm. Information regarding extended and evening hours is available at the bookstore.

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

Follett purchases and resells used books on a first-come, first-served basis and also offers rental and price match programs. Information is available at the bookstore, or online at [www.wmccshop.com](http://www.wmccshop.com).

### BOOK REFUND POLICY

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

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. Students are automatically registered to receive WMCC Rave Alerts and can expect an email in their college student email account from Rave Wireless with a link to access and add personal information. 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 Centers located in Littleton and North Conway.

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 Centers, 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 Welcome Center area is the place to turn in found articles and to reclaim a lost one. See the Welcome Center 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 Canvas. 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 Canvas 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 \$25 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 Current Students 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.

## **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 Accessibility Services Coordinator (in the Academic Success Center).

## **SUBSTANCE ABUSE EDUCATION**

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

Referral services to students are available through the counseling office.

## **TOOLS AND EQUIPMENT**

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

## **UNATTENDED CHILDREN ON CAMPUS POLICY—STUDENTS/GUESTS/VISITORS**

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

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

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

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

## **STUDENT SERVICES**

Students at the Littleton and North Conway Academic Centers should contact staff at those sites for information regarding access to the services mentioned below.

### **ACADEMIC SUCCESS CENTER**

The Academic Success Center provides students with preparatory skill development and supplemental support opportunities in conjunction with courses. Students can access a wide array of academic support options on a voluntary basis and can discontinue services at any time. Available services include student mentors, instructor-led study groups, workshops and computer-assisted instruction in a variety of skill areas. Students are encouraged to stop by Room 124 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 \$10 and \$50 increments, are available in the Welcome Center, and are debited at the time of food purchase. No refunds are allowed for unused portions of the meal ticket. Students may also pay with credit or debit cards. Vending machines are also available.

## 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/](http://www.FAFSA.ed.gov/) Use 005291 for WMCC's school code. Make note of the date you filed your FAFSA.
  - a. You will be directed to create an FSA ID. It is important to that you remember your FSA ID as it will serve as your electronic signature several different times throughout the financial aid process. If you are a dependent student, your parent will be required to create an FSA ID as well.
2. Your Student Aid Report (SAR), which is a record of the information you submitted on the FAFSA, should arrive via email approximately one week after the date your FAFSA was filed online. If you do not receive your SAR, call 1-800-433-3242. (This report is for your records only; WMCC will receive a copy electronically.)
  - a. Please review your SAR for any incorrect information.
  - b. The Financial Aid Office will contact you **IF** additional information is necessary after your FAFSA is received.
  - c. **NOTE:** If additional information is requested, your financial aid cannot be determined until that information is received and processed. Therefore, please submit any required information as soon as possible.
3. You must be accepted into an eligible certificate or degree program prior to being awarded financial aid. 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 documents.
4. Once you receive your Award Letter, you have the option of signing the letter and returning it to the Financial Aid Office or you can go online to your Student Information System (SIS) account at <https://sis.ccsnh.edu> to accept and/or decline loans. It is important that you indicate your intended enrollment status and your acceptance of the financial aid being offered on the Award Letter.
5. If you have accepted the Subsidized and/or Unsubsidized Direct Loan(s), you will need to go online to <http://www.studentloans.gov> to complete your Undergraduate Stafford Loan Entrance Counseling and to sign your Master Promissory Note (MPN). You will need your FSA ID during this step as it will serve as your electronic signature when signing the loan application.

- a. You will receive a “disclosure statement” from the Department of Education informing you of the **estimated** disbursement dates of your loan. Please note, that these are **estimated dates** and may differ from the actual dates of disbursement.

**Additional Notes of Interest:**

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

More information can be found in the 2020-2021 Student Financial Aid Handbook available at:  
<https://www.wmcc.edu/wp-content/uploads/2020/09/Final-CCSNH-2020-2021-Student-Financial-Aid-Handbook.pdf>

## **LIBRARY**

The Fortier Library enhances the learning of WMCC students with its welcoming facilities, friendly staff, print collection, and large collection of electronic resources. Print material may be mailed to students unable to access campus at no charge. Electronic materials consisting of over 100,000 eBooks and several databases containing thousands of scholarly journal articles may be accessed at any time via the Library Resources link from within all Canvas Classes. In addition, electronic or print materials not owned by the library may be requested through inter-library loan.

Library computers offer Microsoft Office, internet access, and color printing, scanning, and copying. Laptops are available for in-library use, as well as headphones, chargers, TI-84 calculators, & more. The library provides a comfortable academic and research space conducive to study and learning for all users. Group study rooms, quiet spaces, brain break games, a standing desk, as well as a treadmill desk, 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. Please reach out sooner than later if an item is damaged or missing- library staff may be able to work with you to find a solution.

The Library works with faculty to provide materials that support the programs and mission of the college. Library staff also provide instruction to students on how to find, evaluate, and use information – a lifelong skill. Help with research, citation, formatting, and light technology troubleshooting is available at any time during Library hours- stop by or make an appointment for in-person or Zoom help. Contacts are [mlaplante@ccsnh.edu](mailto:mlaplante@ccsnh.edu), [dbergeron@ccsnh.edu](mailto:dbergeron@ccsnh.edu) or [wmcclibrary@ccsnh.edu](mailto:wmcclibrary@ccsnh.edu), or via phone 342-3086 or text 603-836-9622.

## **STUDENT FINANCIAL SERVICES**

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

Students whose accounts are not paid 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 the link on the college website <https://www.wmcc.edu/affordability/payment-plans/> or by contacting the Bursar. Failure to make arrangements through one of the above methods will result in a \$50 late payment processing fee being assessed. This will also result in a hold being placed on the student’s account.

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

## **VETERANS ADMINISTRATION**

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

## **WELCOME CENTER**

The Welcome Center assists students with simple questions about college matters: who you need to see about a specific issue, help with filing your FAFSA, resetting your PIN, picking up your student ID, requesting your transcript, making a payment, purchasing a Bistro card, and a myriad of other helpful tasks. The college accepts VISA, MasterCard, Discover, debit cards, cash or check. Welcome Center hours during the academic year are Monday through Thursday from 7:30 am to 6:00 pm and Friday from 7:30 am to 4:00 pm. Summer hours are Monday through Friday from 7:30 am to 4:00 pm. The Welcome Center is located in Room 121 and should be your first stop on campus.

## **WELLNESS/FITNESS CENTER**

The fitness center is 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 Welcome Center.

## **STUDENT ACTIVITIES**

### **FACULTY/STAFF SUPERVISORS FOR STUDENT EVENTS**

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

### **GUIDELINES FOR STUDENT-SPONSORED ACTIVITIES**

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

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

### **HONOR SOCIETY**

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.

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 cannot attend a meeting, proxy votes will be allowed so members can administer their vote.
- Section IV** Student Senate meetings which include voting and/or spending will not be held during the summer semester because the President is the only elected representative at this time.

## **Article VIII - Establishing Committees**

- Section I** Three standing committees will be established to deal with Student Senate issues. They are as follows:
- a. The Social Committee
  - b. The Budget Committee
  - c. The Educational/Cultural Committee
- 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 **Melissa Laplante**, Room 309, (603) 342-3086 at White Mountains Community College, or **Melanie Robbins**, Littleton Academic Center, (603) 342-3093 or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region I, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111, FAX: (617) 289-0150, TDD (877) 521-2172, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov); the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Room 475, Boston, MA 02203, (617) 565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

## 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 **Melissa Laplante**, Room 309, at [mlaplante@ccsnh.edu](mailto:mlaplante@ccsnh.edu) or 603-342-3086, Chairperson of the ADA/Section 504 Grievance Committee.

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

## I. Policy Statement

CCSNH and its Colleges are committed to maintaining an environment that reduces the threat of sexual misconduct, and prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual harassment, sexual exploitation, relationship violence, stalking, and all forms of discrimination relating to one's sex, sexual orientation, or gender identity or expression (hereinafter referred to in this Policy as "prohibited conduct" or "sexual misconduct"). These behaviors undermine CCSNH's commitment to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. Accordingly, acts of sexual misconduct, as defined in section IV of this Policy, will not be tolerated at CCSNH or any of its Colleges.

## II. Scope of Policy

This policy applies equally to all CCSNH community members, regardless of the sex, sexual orientation, gender identity or expression. CCSNH community members include students, employees, independent contractors, visitors to CCSNH property, or 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. CCSNH property includes all campuses of the seven community Colleges in the system: Great Bay Community College, Lakes Region Community College, Manchester Community College, Nashua Community College, NHTI – Concord's Community College, River Valley Community College, and White Mountains Community College.

CCSNH and its Colleges will address reports received from any individual, whether or not affiliated with CCSNH or one of its Colleges, that a College community member has violated this policy. CCSNH and its Colleges will provide resource options and respond promptly and equitably to all reports of prohibited conduct involving a CCSNH community member. In addressing reports, CCSNH and its Colleges are committed to maintaining fairness for all parties and balancing the needs and interests of individuals with the safety of the community.

This policy applies to on-campus conduct and may also apply to off-campus conduct where such conduct adversely affects the College community and/or the pursuit of its objectives. This policy may also apply to behavior conducted online, including via e-mail, blogs, web page entries, social media sites, and other similar online postings.

## III. Definitions

- A. **Sexual Misconduct** encompasses a range of violating behaviors, including sexual assault, sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person at whom such conduct is directed. All of these behaviors are prohibited conduct.
- B. "Complainant" is the term used to refer to the person bringing forward a complaint of sexual misconduct against another individual.
- C. "Respondent" is the term used to refer to the person who has a sexual misconduct complaint brought against them.

Sexual misconduct can be perpetrated by:

- Current or former intimate partners
- Family members
- Persons in a position of power or trust
- Friends/acquaintances
- Non-strangers
- Strangers
- Anyone of any sex

D. **Consent** is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions may be reasonably understood to give permission regarding sexual activity.

Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

Individuals are not giving consent if they are:

- saying “no” or “stop”
- crying
- moving away
- pushing the other(s) away
- completely still/unengaged
- incapacitated by drugs or alcohol
- asleep
- passed out
- physically or psychologically pressured or forced
- intimidated
- coerced
- manipulated
- mentally or physically impaired
- beaten
- threatened
- confined

Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Past consent does not imply future consent. Coercion, force, or threat of force invalidates consent. Being intoxicated does not diminish one’s responsibility to obtain consent, although it impairs the ability to provide it. Consent to sexual activity may be withdrawn at any time. If consent is withdrawn, all sexual activity must cease.

- E. **Incapacitation** means that a person lacks the capacity to give consent to sexual activity because the person is using alcohol or drugs, asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. **Intentional Incapacitation** means providing alcohol or other drugs to a person with the intent to render the person incapacitated.
- F. **Coercion** involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. Persons should engage in sexual activity because they want to do so, and not because someone has pressured them into it. Threatening, cajoling, and pressuring someone until they finally agree does not mean an individual given consent.
- G. **Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the other person. Falling under the definition of sexual assault are sexual activities such as forced sexual penetration (rape), forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault can occur even when the victim knows their perpetrator, when the victim and perpetrator are married or in an intimate relationship, or when the victim and perpetrator are the same gender.

Sexual assault includes, but is not limited to the following acts:

- a. **Sexual Offense** is any 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 less than 16, 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.
  - b. **Rape** is nonconsensual sexual penetration 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 16 years of age, mentally incapacitated or incompetent, physically helpless, including drug or alcohol consumption or asleep.
  - c. **Acquaintance Rape**, also known as "date rape," is defined as sexual penetration undertaken by a person known to the victim without consent. Acquaintance/Date Rape includes sexual penetration that occurs through force, as a result of threats, physical restraint or physical violence with or without consent.
- H. **Relationship Violence**, also known as dating violence, domestic violence or intimate partner violence, is any act committed by a person in an intimate relationship against the other member of the intimate relationship to exert power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Relationship violence can happen to anyone regardless of race, sexual orientation, socio-economic status, education, age, religion, etc. Relationship violence can occur between current or former intimate partners who have dated, lived together, have a child together, currently reside together on or off campus, or who are otherwise connected through a past or existing relationship.

- I. **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 themselves, their safety, their property, a member of their immediate family, or an acquaintance. **Cyberstalking**, also known as tech-facilitated stalking, is a form of stalking which can include, but is not limited to, phone, text, or social media platforms. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.
- J. **Sexual Exploitation** occurs when an individual takes nonconsensual, unjust or abusive sexual advantage of another; for their own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual contact, non-consensual sexual intercourse or sexual harassment.
- K. **Sexual Harassment** is sex-based verbal or physical conduct that is severe pervasive and objectively offensive such that it unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

Sexual harassment falls into two categories of behaviors or conditions:

- a. **Hostile Environment Sexual Harassment** includes any situation in which there is harassing conduct that is severe, pervasive, and objectively offensive such that it alters the conditions of education or employment, from both a subjective (the alleged survivor's) and an objective (reasonable person's) viewpoint.
- b. **Quid Pro Quo Sexual Harassment** exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.
- L. **Retaliation** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Retaliation for against anyone who is involved in the making of a complaint and reporting or investigation of discrimination or sexual misconduct is prohibited.
- M. **Intimidation** is an implied threat that menaces or causes reasonable fear in another person.

#### IV. **Privacy and Confidentiality**

CCSNH and its Colleges are committed to protecting the privacy of all involved in the response to a report of sexual misconduct in accordance with applicable law, and will take steps to limit disclosure of related information only to those individuals who have a need to know in order to assess the report and to take steps to eliminate conduct that violates this policy, prevent its recurrence, and remedy its effects. All proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, and state and federal law. No information shall be released from the proceedings except as required by law or permitted by law and CCSNH policy.

To ensure all members of the community understand how CCSNH protects the privacy of individuals, please be aware that privacy and confidentiality as used in this policy have distinct meanings:

**Privacy** means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those who “need to know” in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality** means that information shared with designated professionals cannot be revealed to any other individual without the express permission of the individual. These designated professionals include mental health providers, ordained clergy, and trained rape crisis center advocates, all of whom have legally protected confidentiality.

### **Limits on Confidentiality**

Unless a CCSNH employee is deemed a “confidential professional,” as described above, all other employees at CCSNH and its Colleges are considered responsible employees/mandatory reporters, and are required to disclose to the Title IX Coordinator any information concerning sexual misconduct of which they become aware of, including identifying information about the parties involved. A report to a responsible employee is a report to CCSNH, which may result in CCSNH initiating an investigation of the reported incident and taking appropriate steps to address the situation, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of sexual misconduct will be considered in determining an appropriate response. Such requests, however, will be evaluated in the dual contexts of CCSNH’s interest in promoting a working and learning environment free from sexual misconduct and protecting the due process rights of the accused to be informed of the allegations and their source, including the name of the person filing the complaint. Some level of disclosure may be necessary to ensure a complete and fair investigation, although CCSNH will respect requests to treat information as confidential to the extent possible. The Title IX Coordinator at each CCSNH affiliated school will be responsible for evaluating requests for confidentiality.

## **V. Victim Resources**

Each CCSNH College will maintain a list of resources available to victims of sexual assault, relationship violence, stalking, or another form of sexual misconduct, including contact information for designated professionals whose communications are entitled to legally protected confidentiality.

### **Remedies and Accommodations for Survivors**

To ensure the safety and well-being of a complainant pending investigation of sexual misconduct and the survivor in the aftermath of founded sexual misconduct, CCSNH and its Colleges will consider appropriate accommodations, such as moving to another residence halls (if living on campus), changing work schedules (if working on campus), altering academic schedules, withdrawing from/retaking a class without penalty, and accessing academic support (e.g., tutoring). If the survivor chooses to file an institutional complaint prompting an investigation, interim accommodations can be put in place while an investigation is pending, including issuing no contact orders and changing the complainant’s or respondent’s living arrangements or course schedule.

**Interim measures and accommodations may be available regardless of whether an individual chooses to report an incident to campus security or local law enforcement or pursue a complaint with the College.** The CCSNH Title IX Coordinator or College Title IX Coordinator will determine whether interim measures and accommodations are reasonable and should be implemented, and, if so, will work to ensure that these measures and accommodations are implemented as soon as possible. To seek an interim measure or accommodation, students should contact their College Title IX Coordinator.

If an outside agency or court of law has put in place an order of protection, the order should be provided to the College Title IX Coordinator so that CCSNH may take appropriate measures consistent with the order.

## **VI. Reporting Sexual Misconduct**

After an incident of sexual misconduct, the first priority for any individual should be personal safety and well-being. CCSNH encourages all individuals who have experienced sexual misconduct to seek assistance by contacting campus security, calling 911, contacting local law enforcement, and/or visiting a medical facility immediately after an incident of sexual misconduct. The following information is provided to help CCSNH community members make informed choices about where to turn if they or someone else experiences sexual misconduct. CCSNH encourages survivors to talk about what happened so they can receive the care and support they may need, and so the College can take prompt action to respond to the issue. Reporting an incident of sexual misconduct to a CCSNH College does not obligate the individual to pursue campus judicial proceedings or criminal prosecution.

An individual who has experienced sexual misconduct at CCSNH is not required, but is encouraged, to report the incident to campus authorities. To file a complaint of sexual misconduct, the individual should contact the College or system Title IX Coordinator, or other designated administrator. CCSNH encourages timely reporting of sexual misconduct, however there is no time limit for reporting, and the College will respond to a report regardless of when or where the incident occurred. A third party or witness to sexual misconduct can also report. Students who know or suspect sexual misconduct has occurred against another student are not required to report these incidents unless they have positions/jobs on campus that make them mandatory reporters.

### **Criminal Complaint**

Sexual misconduct that may be criminal in nature can be reported to local law enforcement. If an individual reports sexual misconduct at their College, the College will inform the individual about the option to pursue criminal action for incidents of sexual misconduct that may also be crimes under New Hampshire law. If requested, the College will assist the individual in making a criminal report and cooperate with law enforcement agencies to the extent permitted by law.

### **Anonymous Reporting**

Any individual may make an anonymous report concerning an act of sexual misconduct, without disclosing their name, identifying the perpetrator, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, CCSNH's ability to respond to an anonymous report may be limited. To anonymously report an incident of sexual misconduct, please send a written statement to the College or system Title IX Coordinator. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate.

### **Drug and Alcohol Amnesty Policy**

CCSNH encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. CCSNH recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action by for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless CCSNH determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student groups making a report of sexual misconduct.

## **VII. College Procedures for Responding to Sexual Misconduct**

When an incident is reported to any CCSNH employee, the person to whom the report is made shall communicate the report to campus security and/or the Title IX Coordinator or designee who will then inform



the individual of their option to notify local law enforcement authorities. The individual shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the College personnel to assist the student in notifying the authorities of the incident, upon the student's request. The student shall also be informed of the existing on- and off-campus counseling, mental health, and other student services.

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. The survivor should be informed about where and how to access evidence collection kit and a medical/forensic examination by a Sexual Assault Nurse Examiner (SANE) and the option to do so anonymously where the student is 18 years old or older.

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 the CCSNH and/or College Title IX Officer, who are responsible for coordinating the College's response to the incident.

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

## VIII. Disciplinary Procedures and Resolution Process for Complaints of Sexual Misconduct

### Filing a Written Complaint

Any individual ("Complainant") who believes that they have been subjected to sexual misconduct may file a written complaint describing the particular details of the alleged behavior. If the complaint is not submitted in writing, the Title IX Coordinator may document the Complainant's statements. Where the Respondent is a CCSNH employee or student, the Respondent will be notified of the complaint prior to initiation of an investigation.

If a student has questions about the adjudication or grievance process, they may contact the CCSNH and/or College Title IX Coordinator.

### Institutional Investigation

When a student reports being a victim of sexual misconduct by another student, the College will conduct an investigation and determine if CCSNH policies were violated. The sexual misconduct complaint is forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator, who will identify an appropriate person to complete an investigation ("Investigator). Depending on the circumstances, the College may impose interim protections and remedies (e.g. interim suspension, no contact order) during the College's investigation of the sexual misconduct complaint.

At the conclusion of its investigation, the Investigator will forward findings to the CCSNH Title IX Coordinator and College Title IX Coordinator and the Judicial Body. After receiving the results of the investigation, the Judicial Body will determine whether or not the findings implicate a violation of the Student Code of Conduct or Sexual Misconduct Policy, and communicate that decision in writing. If the Judicial Body determines that the facts as found by the investigator demonstrate that the student committed a violation of the Student Code of Conduct or the Sexual Misconduct Policy, the Judicial Body will schedule a sanctions hearing as set forth in the Student Judicial Process Investigation and Resolution. **It is important to note that mediation is never appropriate in sexual misconduct cases.**

**Acceptance of Responsibility:** At any point in the Investigation or Resolution process, the Respondent may accept responsibility for the conduct alleged in the complaint. In such cases, the process will immediately move to the Judicial Body for a decision regarding sanctioning.

## **CAMPUS SECURITY POLICY**

### **Campus Commitment to Safety**

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

### **General Conduct**

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

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

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

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

### **Coordination of Campus Safety and Security**

Students and employees of the college need to report any security concerns to the office of Student Affairs, listing their name and phone number. This office will strive to coordinate at least two educational outreach

activities per year and disseminate material regarding alcohol/drug abuse, crime prevention, safety and security issues.

The following programs will be provided annually:

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

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

### **Crime Prevention Tips**

1. Secure your valuables at all times, especially wallets and pocketbooks.
2. Keep your car locked.
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 Welcome Center or to the Vice President of Student Affairs immediately.

### **Security Policies and Procedures**

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

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

### **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 <https://www.wmcc.edu/current-students/behavioral-intervention-team/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 Helene Anzalone, Mark Desmarais, Melanie Robbins, and Jeff Swayze.

**Behavioral Intervention Team Contacts:**

<b>Name</b>	<b>Ext.</b>	<b>Direct Line</b>	<b>Location</b>	<b>Email</b>
<b>Helene Anzalone,</b> Accessibility Services Coordinator	3059	342-3059	Room 124C	hanzalone@ccsnh.edu
<b>Melanie Robbins</b> Director of Academic Centers	3093	342-3093	Littleton/NC	mrobbins@ccsnh.edu

**Reporting Procedures**

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

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

**Important Telephone Numbers**

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

Criminal Offenses	Year	Locations		
		On Campus Properties	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Negligent Manslaughter	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Sex Offenses - Forcible	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Fondling	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Sex Offenses - Non Forcible	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Incest	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Statutory Rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Robbery	2018	0	0	0

	2017	0	0	0
	2016	0	0	0
Aggravated Assault				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Burglary				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Motor Vehicle Theft				
	2018	0/1*	0	0
	2017	0	0	0
	2016	0	0	0
Arson				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

\*Berlin and North Conway campuses reported zero. Littleton campus reported one.

Reported Hate Crimes	Year	Locations		
		On Campus Properties	Non-Campus Property	Public Property
Reported Hate Crimes*				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

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

VAWA Offenses	Year	Locations		
		On Campus Properties	Non-Campus Property	Public Property
Domestic Violence				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Dating Violence				
	2018	0	0	0

	2017	0	0	0
	2016	0	0	0
Stalking				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

<b>Arrests</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Locations Non-Campus Property</b>	<b>Public Property</b>
Weapons: Carrying, possession, etc.				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug Abuse Violations				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Liquor Law Violations				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

<b>Disciplinary Actions</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Locations Non-Campus Property</b>	<b>Public Property</b>
Weapons: Carrying, possession, etc.				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug Abuse Violations				
	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

## Liquor Law Violations

2018	0	0	0
2017	0	0	0
2016	0	0	0

## Unfounded Crimes

### Unfounded Crimes

Year	Total
2018	0
2017	0
2016	0

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 <https://business.nh.gov/NSOR/>

## STUDENT HAZING POLICY

### Purpose and Scope

As an institution within the Community College System of New Hampshire, White Mountains Community College hereby recognizes the dangers inherent in student hazing, condemns the practice, and places students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

### Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them below:  
Hazing means any act directed toward any full-time or part-time student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely, or would be reasonably perceived as likely, to cause physical or psychological injury to any person and is a condition of initiation, admission or continued membership in the college or any fraternity, sorority, sports team, club, or other college or college-affiliated or sanctioned organization.

### Prohibitions and Obligations

- A. Hazing is a Class B misdemeanor in the State's Criminal Code for any person who knowingly participates, any student who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police. It is also a Class B misdemeanor for the college, any fraternity, sorority, sports team, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it or fail to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- B. No college student, official or employee shall participate in hazing.
- C. No college student, official or employee shall knowingly submit to hazing without reporting it as soon as practical to the police and the Vice President of Student Affairs.
- D. Any college student, official or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Student Affairs or to the police.



- E. Any college official or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice President of Student Affairs or to the police without delay.
- F. Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall immediately report it to the college authorities or to the police.

## **CLASS & LAB SAFETY**

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

<https://www.wmcc.edu/about/campus-security/campus-incident-report-form/>

## **ACCIDENT, INJURY OR ILLNESS**

In the event of accident or sickness while on campus, the instructor or student must report the condition to the Welcome Center 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 on the main campus 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. Emergency call boxes are located on the east and west sides of the parking lot. Pressing the red button will immediately connect you to 911 for assistance.

## **FIRE PROCEDURES**

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

Fire alarm boxes are located at each exit area on the first and second floors.

When discovering a fire:

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

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

## **LOCK DOWN PROCEDURES**

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

## TRAFFIC CONTROLS

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

- Parking for handicapped individuals is available in the front of the building and also near the entrance to the student wellness center. State law provides a penalty of \$100 for anyone parking in these spaces without a permit. A special registration plate or decal issued by the NH Department of Safety is required to park in these spaces.
- All motor vehicles will follow directional arrows when entering or leaving the parking areas.
- Posted speed limits of 10 MPH will be observed at all times.
- Student parking is prohibited in the following areas: in 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](http://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](http://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

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

### EMPLOYMENT

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

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

518 White Mountain Hwy, Conway, NH 447-5924

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

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

518 White Mountain Hwy, Conway, NH 447-5924

### 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

### **MEMORIAL HOSPITAL**

3073 White Mountain Hwy, N. Conway, NH 356-5461

### **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

### **NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER**

25 West Main St, Conway, NH 447-4356

## **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.

## **SACO RIVER MEDICAL GROUP**

7 Greenwood Ave, Conway, NH 447-3500

## **NEW HAMPSHIRE HEALTHY KIDS**

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

## **LEGAL SERVICES**

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

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

Hours: 8:30 am-5:00 pm., Mondays or by appointment

Fees: No charge if you are income eligible

Visit [www.nhlegalaid.org](http://www.nhlegalaid.org)

## **PHONE NUMBERS FOR ASSISTANCE**

WMCC Switchboard

752-1113 or 800-445-4525

(7:30 am-6:00 pm, Monday - Thursday; 7:30 am-4:00 pm, Friday; 7:30 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

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

## **TRANSPORTATION**

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>.

North Country Transit-Lancaster to Littleton Bus Service 1-888-997-2020.

## **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.

# STUDENT CODE OF CONDUCT

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.

## 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.

**Adviser** - Refers to the individual appointed by the Complainant or Respondent to provide support during the judicial process. The Adviser must be a current student or employee (faculty or staff) at the College. The Adviser may not be related to the student. The college may assist in finding an Adviser if the student does not have one available.

The Adviser may help the Complainant or Respondent prepare for the hearing, and may accompany the student to the hearing. The Adviser cannot speak on behalf of the student or otherwise address the Hearing Officer or witnesses during a hearing. Students who wish to have an Adviser present during the judicial process must notify the designated hearing officer at least 24 hours prior to the hearing.

**Conduct Coordinator**– Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The conduct coordinator's roles will include but not be limited to monitoring the Hearing Officers and proceedings; advising Hearing Officers and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

**Hearing Officer** – Refers to any college official authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

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

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

## STUDENT CODE OF CONDUCT

### Scope

1. 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.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.
3. The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.

4. This Code applies to student organizations, including but not limited to athletic teams.
5. Students are expected to familiarize themselves with College and CCSNH policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
6. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
7. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
8. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.
9. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

## **Prohibited Conduct**

### **General Infractions**

1. Violation of College or CCSNH policies, rules or regulations that have been published in hard copy or are available electronically on the website.
2. Violation of federal, state, or local law and ordinances;
3. Knowingly being in the presence of violations of the Student Code of Conduct, College or CCSNH policies or federal, state or local law.
4. Assuming the name or impersonation of a College official, faculty member or another student.

### **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.

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.

### **Disruption of College Operations**

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.



2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Providing, possessing or using false information, including furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Conduct that is lewd or indecent
6. Trespassing, unauthorized entry or unauthorized occupancy of any College facility
7. Tampering with the election process or financial management of any college recognized student organization;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
9. Aiding or abetting in the violation of the Student Code of Conduct.

### **Health & Safety Offenses**

1. Unauthorized possession, duplication, or use of keys or key cards to any 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.
3. Violations of the College Parking and Traffic Policy
4. Violations of the College Alcohol and Other Drug Policy

The following behaviors pertaining to alcohol consumption and drug use are prohibited at the College:

#### **A. Alcohol**

- i. Purchasing, possessing, consuming, transporting, or being under the influence of alcoholic beverages under 21 years of age.
- ii. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
- iii. Possessing, consuming or manufacturing alcoholic beverages in areas on campus other than where expressly permitted by College policy, including in the room of an underage student, in the public or similar common areas of residence halls and other university buildings, outdoors on campus, etc. Residence hall students of legal drinking age can only consume beer and wine in their assigned residence hall room with the door closed.
- iv. Level of intoxication representing a danger to personal health or safety.
- v. Possession of excessive amounts of alcohol. "Excessive" is defined as amounts more than 72 ounces of beer or wine per resident of the room that is of legal drinking age. Hard liquor is not permitted.
- vi. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the College.
- vii. Hosting, facilitating or otherwise participating in drinking games.
- viii. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
- ix. Improper disposal of alcohol containers.
- x. Displaying full or empty alcohol containers in Residence Hall room.

#### **B. Drugs – Marijuana, Illegal and Prescription**

- i. Illicit drug use, possession, manufacturing, or distribution is prohibited on campus and at any College sponsored off campus activity. Illicit drug use is defined as the use or abuse of illegal drugs and misuse of prescription medications, synthetic drugs, household or other mind-altering substances.

- ii. Misuse, alterations to, or the redistribution of medications and substances which have been prescribed by a licensed prescriber. Medications and substances which have been prescribed by a licensed prescriber may be utilized only as prescribed.
  - iii. Marijuana, regardless of whether it is legally possessed for therapeutic use is not permitted and may not be used on College property.
  - iv. Over-the-counter medication may be utilized in the manner intended by the manufacturer. Using prescribed and/or over-the-counter medications for purposes other than those intended by the prescriber or manufacturer are prohibited.
  - v. Possession of drug paraphernalia including but not limited to, bong, hookahs, bowls, etc.
- C. Operating a vehicle or machinery while under the influence of alcohol and/or drugs.
5. Violations of CCSNH Firearms and Weapons on Campus Policy.  
The possession of, use of or threat with any of the following items except as authorized by the college for instructional, maintenance, or law enforcement purposes.
- A. Any deadly weapon, defined as an instrument, item or material readily capable of causing death or serious physical injury;
  - B. Any firearm, whether operable or inoperable, loaded or unloaded, or ammunition;
  - C. Any weapon or instrument from which a shot, projectile or other object may be discharged, including but not limited to BB gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
  - D. Any sword (whether decorative or not) or other Edged weapons meant to be held or thrown.
  - E. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area). Students are limited to three knives; or
  - F. Pepper spray canisters greater than 0.6oz (15gram);
  - G. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.

**NOTE: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.**

- 6. Smoking, including the use of smokeless tobacco or tobacco alternatives including electronic cigarettes, vaping, and JUULs, is prohibited on campus and in all NHTI or CCSNH owned or leased buildings and vehicles. This policy applies to all grounds, parking areas, athletic fields, walking trails, etc... owned by NHTI.
- 7. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards including, but not limited to:
  - A. Intentionally or recklessly causing a fire which causes injury or damages any College, personal or public property.
  - B. Failure to evacuate a College-controlled building during a fire alarm.
  - C. Tampering with, covering, disabling, or otherwise damaging fire safety equipment, including fire alarms, door stoppers, smoke detectors, and fire extinguishers, and hanging items from sprinkler heads.
  - D. Improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows, hallways and other means of ingress/egress.

**Offenses Involving Others**

- 1. Engaging in conduct that threatens the health and safety of oneself and/or others.

2. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the College 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;
3. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
4. Acts of intimidation or coercion, whether stated or implied;
5. Acts of sexual misconduct, sexual assault, domestic violence, dating violence and stalking. (See Sexual Misconduct policy for more information)
6. Acts of harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment. This includes sexual and discriminatory harassment, directed toward any member or guest of the College community.
  - a. Sexual harassment refers to persistent and unwanted sexual advances.
  - b. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, sex, gender 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.
7. Retaliation, retribution or revenge against anyone who has reported an incident. Acts or attempted acts for the purpose of interfering with any report, investigation, or creating a dangerous and hostile environment.
8. Public nudity, public urination or defecating in a place other than a restroom toilet or urinal.
9. Bullying and cyberbullying, which generally involves an imbalance of power, with an intent to intimidate, threaten and/or cause emotional and/or physical harm. Cyberbullying may encompass any form of technology.
10. 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;

### **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.

### **Abuse of the Judicial System**

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

### **Residence Life Policies**

1. Violating the College's regulations relating to residential living.
  - a. Behavior which infringes on the rights of an individual or group or which jeopardizes the safety of individuals and property.
  - b. Failure to maintain the cleanliness of assigned room to reasonable sanitation and safety standards; or failure to clean personal mess in kitchen, lounge or study area after use.
  - c. Use or possession of a residence hall key assigned to another student.
  - d. Tampering with panic switches or causing a false activation of a panic switch.
  - e. Damage to laundry machines or using laundry machines in a manner not intended.
  - f. Possession and/or use of open flame, candle, incense, etc.
  - g. Failure to carry room key resulting in excessive lockouts.
  - h. Removal of furniture from public area; or window screen from assigned room.
  - i. Unauthorized use of window or window ledge, including entering or exiting a building through the window or dropping or throwing items from a window.
  - j. Pets of any kind are prohibited in the Residence Halls with the exception of appropriately approved Emotional Support Animals and tropical fish. Aquariums may not exceed 10 gallons and must be on a stand or base to reduce danger of breakage.
  - k. Excessive noise
  - l. Failure to maintain quiet hours (10pm-10am Sunday-Thursday; midnight-10 am Friday-Saturday).
  - m. Possession or use of unauthorized items (ie: weights, hot pots, coffee makers, amplifiers, halogen lamps, etc.)
  - n. Possession of traffic and street signs
  - o. Sporting activities of all types inside the residence halls
  - p. Entering through a side door after 7 pm. Students must enter the building through the main/front door between the hours of 7:00pm-8:00am.

## COVID-19 Student Social Compact

As members of this campus community, we face a serious public health situation that requires a new level of awareness and caution in our daily lives. As a caring community, we understand that our health and safety depend on how well we take care of ourselves and each other. As a member of this community I promise to responsibly protect my health and the health of others. I make these efforts to help prevent the spread of COVID-19 and other risks to our community's health and to best preserve the learning opportunities available to me as a student at this college.

The virus that causes COVID-19 is highly contagious. It is possible to develop and contract COVID-19, even when individuals follow all of the safety precautions recommended by the Centers for Disease Control (CDC), the State of New Hampshire, and the College. NH's community colleges are following coronavirus guidelines issued by the CDC, the NH Department of Health and Human Services (DHHS), and other reliable resources to reduce the spread of infection. However, by engaging in on- or off-campus activities, students, faculty and staff can never be completely shielded from all risks of exposure or illness caused by COVID-19 or other infections.

Maintaining college instructional and service activities is dependent upon how well ALL members of our college community adhere to public health recommendations and expectations. Significant changes in the trajectory of the virus may result in changes to instructional and campus operational plans. It is in all of our best interests to do our part to mitigate the spread of COVID-19. To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

### PROTECT MYSELF

1. Monitor for the symptoms of COVID-19 and report as directed by the college and to a medical professional if I experience fever, cough, shortness of breath or other symptoms identified by public health authorities
2. Wash my hands often with soap and water or use effective hand sanitizer
3. Maintain appropriate physical distancing, especially in indoor settings
4. Protect myself from viral respiratory infections by means that may include obtaining a flu shot as recommended by NH public health authorities
5. Follow all other recommendations of public health officials in the State of New Hampshire

### PROTECT OTHERS

1. Stay home if feeling ill, or after exposure to someone who is ill or is suspected or confirmed positive for COVID-19
2. Wear an appropriate face covering and other protective gear as directed by the college
3. Be positive, sensitive and helpful to anyone around me who may be troubled or struggling
4. Recognize that others may have health conditions or relevant family circumstances that are private and respect their needs for personal and community precautions
5. Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus

### PROTECT MY COLLEGE COMMUNITY

1. Keep clothing, belongings, personal spaces and shared common spaces clean
2. Carefully observe instructional signs and follow directions
3. Inform the designated COVID-19 Contact Person at my college if I have a positive test or am experiencing symptoms associated with COVID-19
4. Participate as requested in testing and contact tracing to preserve the wellness of the community
5. Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community
6. Behave with compassion and understand that we are all doing the best we can in unprecedented circumstances – share concerns rather than anger or blame

## PROTECT MY SURROUNDING COMMUNITY

1. Complete required precautions prior to arrival on campus, or if I have had to leave the state
2. Self-isolate in accordance with NH DHHS guidelines if I test positive for COVID-19
3. Quarantine in accordance with NH DHHS guidelines if I am identified as having been in close contact of a suspected or confirmed case for COVID-19 or fall under the travel restrictions for COVID-19
4. Practice safe physical distancing when participating in the community outside of the campus
5. Pay attention to and observe local and state directives
6. Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe
7. This virus does not discriminate, and neither will I – no person or group of people is responsible for this virus and I will not blame the presence of COVID-19 on anyone in my community

This Social Compact is part of the Student Code of Conduct adopted for the 2020-21 academic year.

For more information about the WMCC COVID-19 Student Conduct Statement and Reopening and Response Plan, please visit:

<https://www.wmcc.edu/wp-content/uploads/2020/08/WMCC-Covid-19-Reopening-and-Response-Plan.pdf>

# INDEX

Academic Advising .....	3
Academic Amnesty .....	4
Academic Honesty .....	4
Academic Honors .....	5
Academic Philosophy .....	5
Academic Success Center .....	18
Accident, Injury or Illness .....	14
Adding a Course .....	5
Address of Record .....	14
Affirmative Action .....	25
Aids Information & Testing .....	42
Alcohol & Drug Policy .....	16
Alcohol & Drug Abuse Counseling .....	42
Americans with Disabilities Act .....	25
Appeal of Grade .....	5
Assisting People in Transition Program .....	18
Attendance .....	6
Auditing a Course .....	6
Birth Control Information .....	42
Bookstore .....	14
Book Refund Policy .....	14
Campus Security Policy .....	33
Cancellation of Classes .....	14
Canvas .....	6
Cell Phones .....	15
Changing Major .....	6
Class & Lab Safety .....	40
Community Services & Resources .....	42
Computer Use .....	6
Conduct & General Regulations .....	15
Copyright and Fair Use Policy .....	7
Counseling Services .....	19
Course Failure .....	7
Course Syllabi/Outlines .....	7
Criminal Background Check .....	15
Dress Code .....	15
Dropping a Course .....	7
Dual Major .....	8
Emergency Call Boxes .....	40
Emergency Phone Numbers .....	42
Employment .....	42
Faculty Advisors .....	3
Faculty Supervisors for Student Events .....	22
Family Educational Rights & Privacy Act of 1974 .....	2
Family Planning .....	42
Family Resources/Services .....	42
Financial Aid .....	19
Financial Responsibility for Courses .....	8
Fire Procedures .....	40
Firearms and Weapons on Campus .....	16
Food Stamps & WIC .....	43
Graduation Requirements .....	8

Guidelines for Student-Sponsored Activities.....	22
Hazing Policy .....	39
Health Services in the Community .....	43
Honor Society.....	22
Housing .....	17
ID Cards .....	17
Leave of Absence .....	9
Legal Services.....	44
Library .....	20
Lock Down Procedure.....	40
Lost & Found.....	16
Matriculation.....	9
Medical Leave of Absence.....	9
Non-Discrimination Policy .....	25
Online Education.....	10
Phone Numbers for Assistance.....	44
Prerequisites .....	10
Repeat Course Grade .....	8
Residence Credit.....	10
Sexual & Domestic Violence.....	44
Sexual Harassment/Sexual Discrimination .....	26
Smoke Free Campus .....	16
Student Code of Conduct.....	46
Student Email System.....	16
Student Financial Services.....	21
Student Information System (SIS) .....	17
Student Membership on College Committees .....	23
Student Referral Report .....	10
Student Senate .....	22
Student Senate Fiscal Policy .....	24
Student Senate By-Laws.....	23
Student Senate Membership.....	23
Student Sponsored Activities (Guidelines).....	22
Students with Disabilities .....	17
Substance Abuse Education .....	18
Traffic Controls.....	41
Transcripts.....	10
Transportation .....	45
Tuition Credit.....	12
Tuition Refund Policy .....	12
Tuition Waiver .....	12
Unattended Children on Campus.....	18



Welcome Center .....	21
Wellness/Fitness Center .....	21
Withdrawal from Courses .....	12
Withdrawal from College .....	13
Veterans Administration .....	21