White Mountains Community College

2026-2027

STUDENT HANDBOOK

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GENERAL INFORMATION

COLLEGE MISSION

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

SYSTEM MISSION

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

ACCREDITATION STATEMENT

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

DISCLAIMER STATEMENT

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

COMPLIANCE STATEMENT

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

AFFIRMATIVE ACTION

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

AMERICANS WITH DISABILITIES ACT (ADA)

Section 504 of the Rehabilitation Act of 1973

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

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

STATEMENT OF NON-DISCRIMINATION

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503.
Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

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

WMCC LEADERSHIP

Sarmad Sarman, President
Email: ssaman@ccsnh.edu
Berlin Room: 202 / Littleton Room: 113

Dr. Mark Desmarais, Vice President of Student Affairs
Email: mdesmarais@ccsnh.edu
Berlin Room: 120 / Littleton Room: 113

Leah Maciejewski, Vice President of Academic Affairs
Email: lmaciejewski@ccsnh.edu
Berlin Room: 116 / Littleton Room: 113

Gretchen Taillon, Human Resources Manager
Email: gtaillon@ccsnh.edu
Berlin Room: 202

ACADEMIC POLICIES & PROCEDURES

ACADEMIC AMNESTY

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

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

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

ACADEMIC HONESTY

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

The following are presented as examples of academic dishonesty:

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

Faculty members may identify other instances of academic dishonesty.

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

ACADEMIC HONORS

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

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

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

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

ACADEMIC PHILOSOPHY

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

ADDING A COURSE

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

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.

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.

CURRICULUM	ADVISOR
Accounting	Nikolaus Nutting
Advanced Welding Technology	Kyle Aubut
Automotive Technology	Troy Lachance
Baking and Pastry Arts	Gregory Worthen
Behavioral Science	Stephanie Gould
Business Administration	Nikolaus Nutting
Career & Technical Education	Robin Scott
Commercial Driver Training	Paul Mundell
Conservation Law Enforcement	Wayne Saunders
Criminal Justice	Andrew Lefebvre
Culinary Arts	Travis Giles
Diesel Heavy Equipment Technology	Marc Pouliot
Driver Education Instructor	Michael Doucette
Early Childhood Education	Dawn Gilliatt
Environmental Science	Rachel Dandeneau
Health Science	Kaitlyn Brown
Human Services	Stephanie Gould
Interdisciplinary Studies	John Achorn / Nicole Bourque
IT Cybersecurity	John Holt
Liberal Arts	John Achorn

Library Technology	John Achorn
Medical Assistant	Karen Edwards
NH Prof. Education Competencies	Robin Scott
Nursing	Stephanie Norton
Special Education	Robin Scott
Teacher Education	Robin Scott
Trades Management	Jonathan Mullins

APPEAL OF A GRADE

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

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

The student:

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

   If the issue is not resolved in Step 2, the student has three workdays to file a written appeal with the VPAA. The VPAA meets with all parties concerned within the next three workdays to resolve the dispute. The VPAA has three workdays from the last meeting to render a decision on the grade appeal. The VPAA's decision is final.

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

ATTENDANCE

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

AUDITING A COURSE

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

CANVAS

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

CHANGING MAJORS

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

COPYRIGHT AND FAIR USE POLICY

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

COURSE FAILURE

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

COURSE SYLLABI/OUTLINES

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

DROPPING A COURSE

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

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

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

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

DUAL MAJORS

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

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

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

FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

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

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

III. Definitions

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

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

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

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

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

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

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

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

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

c. A student who wants to request that a CCSNH College amend their education records must make a written request to the Registrar's Office of the college in which they are enrolled. Such request must clearly

identify the part of the record that the students wants changed and specify why the records should be changed.

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

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

V. Directory Information

a. FERPA permits the CCSNH and its colleges to disclose certain information about students without consent. The CCSNH and its colleges have designated the following information as Directory Information:

1. Student name;
2. Address;
3. Telephone listing;
4. CCSNH electronic mail address;
5. Major field of study;
6. Enrollment status (full-time/part-time);
7. Dates of attendance;
8. Participation in officially recognized activities and athletic team;
9. Height of athletic team members only;
10. Degrees, honors, and awards received; and
11. Most recent educational agency or institution attended.

b. Students may restrict the release of directory information to third parties. A student who does not want CCSNH or its college to disclose Directory Information must notify their College's Registrar Office to opt out of the release/disclosure of directory information.

c. The request to opt out of the release/disclosure of directory information will result in the student's record being marked as confidential, which will bar CCSNH and its college from responding to any requests for information about the student except as otherwise permitted or required under FERPA.

d. CCSNH and its colleges shall continue to honor any valid request to opt out (restrict) of the release/disclosure of directory information made while the student was in attendance unless the student rescinds the opt out request.

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

a. FERPA permits the disclosure of PII from students' education records without consent if the disclosure meets certain conditions specified in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders and lawfully issued subpoenas, disclosures of Directory Information, and disclosures to the student, the FERPA regulations require CCSNH and its college to maintain a record of disclosures of education records, and eligible students have the right to inspect the record of disclosures.

b. FERPA permits CCSNH and its colleges to disclose education records without a student's prior consent as follows:

1. To school officials with legitimate educational interests in reviewing a student's education record in order to fulfill their work responsibilities. Such school officials typically include: (a) a person employed by CCSNH and its college~~s~~ in an administrative, supervisory, academic, research, or support staff position (including campus security and health care staff); (b) a student serving on an official committee, such as a disciplinary or grievance committee; or (c) a volunteer or contractor outside of CCSNH/Member College who performs an institutional service or function for which CCSNH/Member College would otherwise use its own employees, and who is under the direct control of CCSNH or one of its colleges with respect to the use and maintenance of PII from education records (such as an attorney, auditor, collection agent, or technology vendor).

2. Upon request, CCSNH and its colleges shall disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S.

Secretary of Education, or state or local educational authorities. Disclosures may be made in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

4. In connection with financial aid the student has applied for or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid, or enforce the terms and conditions of the aid.

5. To organizations conducting studies for, or on behalf of CCSNH/Member Colleges, in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

6. To accrediting organizations to carry out their accrediting functions.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate individuals in connection with a health or safety emergency, subject to requirements in the FERPA regulations.

9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to requirements in the FERPA regulations. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

10. To the general public, the final results of a disciplinary proceeding, subject to requirements in the FERPA regulations, if CCSNH/Member College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of CCSNH/Member College policies/rules with respect to the allegation made against them.

11. Upon request, CCSNH and its colleges may disclose education records to parent(s) or guardian(s) without consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules. The Internal Revenue Service has determined that a qualifying student must be younger than the taxpayer (or spouse if married filing jointly) and be under the age of 19 or be under the age of 24 and a full-time student for at least five months of the year.

12. To parent(s) or guardian(s) of a student under the age of 21 regarding the student's violation of any federal, state, or local law, or any policy/rule of CCSNH/Member College governing the use or possession of alcohol or a controlled substance if CCSNH/Member College determines the student committed a disciplinary violation.

VII. Parent/Guardians

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

VIII. Complaints

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

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

FINANCIAL RESPONSIBILITY FOR COURSES

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

GRADE FOR REPEATED COURSE

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

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

GRADUATION COMPLETION RATE

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

The retention rate at WMCC for the student cohort that started in the fall of 2024 is 84%. Retention rates measure the percentage of entering students who continue their studies the following fall. Meanwhile, the graduation rate in the 2024 cohort is 62%.

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must:

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

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

COMMENCEMENT PARTICIPATION

Students must meet all program requirements to participate in the WMCC Commencement held each May. Exceptions may be made at the discretion of the college for students who have eight (8) or fewer credits remaining for program completion. Students need to be registered for any missing courses at the time of commencement to participate in the ceremony.

LEAVE OF ABSENCE

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

MATRICULATION

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

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

MEDICAL LEAVE OF ABSENCE

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

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

Students requesting Medical Leave of Absence must:

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

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

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

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

NAVIGATE

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

ONLINE EDUCATION

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

PREREQUISITES

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

RESIDENCE CREDIT

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

TRANSCRIPTS

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

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

TRANSFER/CONTINUING EDUCATION OPPORTUNITIES

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

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

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

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

TUITION CREDIT

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

TUITION REFUND POLICY

All refunds require that students complete an official withdrawal form. Students who officially withdraw from WMCC or an individual course by the end of the fourteenth calendar day of the semester receive a 100% refund of tuition, minus non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) have seven calendar days from the designated start of the shorter semester to withdraw for a full refund. If the seventh or fourteenth calendar day falls on a weekend or holiday, the withdrawal refund date becomes the first business day following the weekend or holiday. An exception to this policy involves students in courses that meet for two weeks or fewer. These students must withdraw by the end of the first day of the class to get a 100% refund. The advance-tuition deposit is a non-refundable fee. All other fees

are refundable. These include, but are not limited to, the comprehensive student services fees.

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

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

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

TUITION WAIVER

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

WITHDRAWAL FROM COURSES

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

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

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

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

WITHDRAWAL FROM COLLEGE

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

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

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

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

STUDENT AFFAIRS

STUDENT INFORMATION

ACCIDENTS, INJURIES OR ILLNESS

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

CANCELLATION OF CLASSES

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

CRIMINAL BACKGROUND CHECK POLICY

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

DRESS CODE

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

LOST AND FOUND

The Welcome Center (Berlin/Littleton) is the place to turn in found articles and to reclaim a lost one. See the Welcome Center for assistance.

SMOKE FREE CAMPUS

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

STUDENT EMAIL SYSTEM

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

STUDENT INFORMATION SYSTEM (SIS)

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

STUDENT IT SUPPORT

If students are experiencing login issues, password resets, need Canvas or Navigate support or have other IT support needs, 24/7 help is available. Please visit the WMCC/CCSNH IT Support Portal at: resources.ccsnh.edu or call 1-855-717-0069.

STUDENT HOUSING

A housing list is maintained in the Welcome Center (Berlin/Littleton). Additional rentals are advertised in local area papers.

STUDENT ID CARDS

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

STUDENT PREFERRED/CHOSEN NAME CHANGE

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

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

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

Places Where Preferred/chosen First Name Will Display:

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

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

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

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

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

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

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

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

Steps to Indicate Your Preferred/chosen First Name
Complete the form required to update your information at your home campus. Submit to the Registrar's office. Change may take several days to update within the CCSNH system.

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

TABLING ACTIVITY

Student clubs/organizations may set up a table at our Berlin and Littleton campus using the following guidelines:

- Request permission from VPSA or designee at least one week prior to tabling activity.
- Tabling event designated locations: Student Wellness area (Berlin) and HUB area (Littleton).
- Tabling events are generally available from 11:00 am – 1:00 pm M-F.
- Amplified music or microphones are not allowed.

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. *College staff and faculty members responsible for specific college areas reserve the right to exclude children from that area when, in their judgment, it is in the interest of health, safety, or the educational process.*

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.

COLLEGE RESOURCES

ASSITING PEOPLE IN TRANSITION

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

BISTRO

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

BOOKSTORE

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

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

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

BOOK REFUND POLICY

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

CARES (CAMPUS ASSESMENT RESPONSE EDUCATION & SUPPORT)

Campus Assessment, Response, Education and Support (CARES)

The goals of the CARES team are as follows:

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

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

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

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

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

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

STUDENTS WITH DISABILITIES/ACCESSIBILITY SERVICES

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

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

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

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

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

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

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

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

SUBSTANCE ABUSE EDUCATION

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

COUNSELING & WELLNESS

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 and students may refer themselves for services. The college also makes referrals to appropriate local health and social service agencies. Students may visit room 127 or call 603-342-3058 to meet with the WMCC college counselor.

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

FINANCIAL AID

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

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

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

1. Complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov/ and use 005291 for WMCC’s school code. Make note of the date you filed your FAFSA.
   a. You will be directed to create an FSA ID. It is important to that you remember your FSA ID as it will serve as your electronic signature several different times throughout the financial aid process. If you are a dependent student, your parent will be required to create an FSA ID as well.

2. Your Student Aid Report (SAR), which is a record of the information you submitted on the FAFSA, should arrive via email approximately one week after the date your FAFSA was filed online. If you do not

receive your SAR, call 1-800-433-3242. (This report is for your records only; WMCC will receive a copy electronically.)

a. Please review your SAR for any incorrect information.
b. The Financial Aid Office will contact you **IF** additional information is necessary afteryour FAFSA is received.
c. **NOTE:** If additional information is requested, your financial aid cannot be determined until that information is received and processed. Therefore, please submit any required information as soon as possible.

3. You must be accepted into an eligible certificate or degree program prior to being awarded financial aid. Once you have been accepted to the college, your FAFSA has been received by the college and you have submitted any required information, you should receive an Award offer email which lists your **estimated** financial aid,
   a. If you complete your FAFSA before mid-February, you will not receive your Award offer email until approximately the end of February beginning of March (if all requested paperwork has been submitted).

4. Once you receive your Award offer email, you can go online to your Student Information System (SIS) account at https://sis.ccsnh.edu to accept and/or decline loans.

5. If you have accepted the Subsidized and/or Unsubsidized Direct Loan(s), you will need to go online to https://studentaid.gov/ complete your Undergraduate Stafford Loan EntranceCounseling 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 youof the **estimated** disbursement dates of your loan. Please note, that these are **estimated dates** and may differ from the actual dates of disbursement.

Additional Notes of Interest:

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

More information can be found in the Student Financial Aid Handbook.

FINANCIAL AID / GRANITE EDVANCE PARTNERSHIP

WMCC and Granite Edvance work together to provide students the support they need to complete and/or renew their FAFSA. For more information email wmccfinancialaid@ccsnh.edu.

LEARNING COMMONS (SSC/LIBRARY SERVICES)

STUDENT SUCCESS CENTER (SSC)

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

LIBRARY

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

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

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

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

STUDENT FINANCIAL SERVICES

Student Financial Services is where you will find the CCSNH Financial Aid Specialist and the Bursar. The offices are located in Rooms 305 & 307. The Bursar is available for questions about your student financial account. For questions about financial aid, please contact the Welcome Center (Berlin/Littleton) or email wmccfinancialaid@ccsnh.edu.

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

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

VETERANS ADMINISTRATION

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

WELCOME CENTER (Berlin & Littleton)

The Welcome Center assists students with questions about many important student services and student financial services matters. Welcome Center hours during the academic year are Monday through Thursday from 7:30 am to 6:00 pm and Friday from 7:30 am to 4:00 pm.

WELLNESS/FITNESS CENTER

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

STUDENT ACTIVITIES

FACULTY/STAFF SUPERVISORS FOR STUDENT EVENTS

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

GUIDELINES FOR ESTABLISHING A STUDENT CLUB/ORGANIZATION

Student clubs are an excellent way to meet other students who share common interests and are interested in planning educational and social events. The Student Senate and VPSA have oversight of student clubs and organizations. The following guidelines must be followed to establish a student club or organization:

1. All clubs must have an assigned advisor who is a current WMCC employee.
2. Five or more students are necessary to form a new student club or organization.
3. Each club, organization or group shall submit a philosophy and intent to the Student Senate for initial approval. The name of the group and the advisor shall be submitted to the Student Senate for recognition as an approved club, group, or organization at White Mountains Community College.
4. Clubs, groups, and organizations may apply for Student Senate funds after receiving Student Senate recognition.
5. A list of recognized clubs, groups, and organizations shall be on file with the Student Seante Advisors, and VPSA.

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. Request funds through Student Senate protocol (if necessary).
   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 submit a Use of Facilities form.
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.
9. A Field Trip Waiver must be completed in advance of any off campus activity. (Field Trip Waiver can be found on Page 83)

HONOR SOCIETY

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

STUDENT MEMBERSHIP ON COLLEGE COMMITTEES

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

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

STUDENT SENATE

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

STUDENT SENATE BY-LAWS

Preamble

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

Article I - Name

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

Article II - Mission Statement

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

Article III - Purpose

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

Article IV - Membership

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

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

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

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

Article V - Election and Duties of Officers

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

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

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

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

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

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

Article VI - Fiscal Policy

Section I Expenses to Consider:

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

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

Section II Funding Requests:

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

Article VII - Meetings

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

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

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

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

Article VIII - Establishing Committees

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

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

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

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

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

Article IX - Ratification and Amendments

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

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

STUDENT RIGHTS & RESPONSIBILITIES

GENERAL STUDENT GUIDELINES

COMPUTER USE / ONLINE STUDENT BEHAVIOR

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

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

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

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

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

Users are expected to act responsibly and follow applicable college and system policies and procedures, as well as related state and federal laws.
IT IS NOT ACCEPTABLE TO:

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

REMEMBER:

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

These guidelines are in compliance with the Community College System of NH Information Technology Acceptable Use Policy.

STUDENT EMAIL AND ONEDRIVE DATA POLICY

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

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

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

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

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

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

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

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

9. **Spam Filtering**
    1. CCSNH has implemented the Barracuda mail filter, which scans messages and attempts to block spam.
    2. Each incoming message is scanned for signs that it may be spam.
    3. If spam is encountered, the recipient will be alerted via email and can decide whether to accept or deny the message.
10. **Expiration of Student Email and OneDrive Accounts**
    1. Official CCSNH student email and OneDrive file accounts and all of their contents will be purged after three consecutive semesters of non-registration, not counting summer.

CONDUCT AND GENERAL REGULATIONS

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

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

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

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

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

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

FIREARMS AND WEAPONS ON CAMPUS

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

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

1. As used in this policy, the terms "firearms, weapons and explosive materials" include, but are not limited to, shotguns, rifles, pistols, BB guns, dart guns, paint guns, starter pistols, blow guns, crossbows, bows and arrows, swords, stilettos, knives over three inches in length, hatchets, martial arts weapons, nun-chucks, throwing stars and any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion.

2. The use and possession of firearms, weapons and explosive materials, even if legally possessed, are prohibited while in the buildings or on the grounds of CCSNH, its colleges and academic centers or while occupying any vehicle Section: 500 – Facilities Subject: 560 – Operations and Maintenance Policy: Firearms and Weapons on Campus Date Approved: December 15, 2015 Policy #: 562.05 Date of Last Amendment: Approved: Ross Gittell, Chancellor Effective Date: December 15, 2015 17 owned by the Community College System of New Hampshire whether on or off campus. A CCSNH college president may, but is not required to, permit persons authorized by law to possess firearms, crossbows, and bows and arrows to store unloaded firearms, crossbows, and bows and arrows in their parked vehicles so long as they are adequately secured, i.e., in a locked vehicle and/or locked case

3. Because the use of a starter pistol or prop firearms, weapons or explosive devices for theatrical performances or activities on campus can present a potential danger, any person, class, club or other organization that plans to use or possess a starter pistol, prop, replica, training or toy weapon or explosive device of any type on any campus must obtain prior approval by the designated campus safety officer.

4. Active law enforcement officers duly authorized to carry firearms and other weapons are exempt from this policy.

5. The chancellor or president of a college may grant permission in writing to an individual, academic or operational department or other organization to possess firearms, weapons or explosive materials on campus for instructional or other qualified purposes and in other special circumstances and conditions as deemed appropriate.

6. Any person violating this policy will be subject to appropriate disciplinary, legal and/or administrative action, provisions of state and federal laws and may be subject to sanctions including but not limited to removal from CCSNH and its colleges' and academic centers' property.

POLICY CONCERNING STUDENT USE OF ALCOHOLIC BEVERAGES

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

POLICY CONCERNING UNPRESCRIBED DRUGS & NARCOTICS

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

STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

CCSNH COMMUNITY STANDARDS and STUDENT CODE OF CONDUCT (effective June 6, 2024)

I. Introduction

A. Community Standards Policy Statement

The Community College System of New Hampshire provides educational pathways for learners and community members within the state and beyond. We support individuals through comprehensive degree and certificate programs that focus on academic rigor, teaching excellence and individualized learning. As a community of learners, we aspire to:

- Act with integrity and honesty in accordance with the highest academic, professional, and ethical standards
- Respect and honor the dignity of each person and foster a diverse and inclusive community
- Act responsibly and be accountable for our decisions, actions, and their consequences
- Seek, create and foster creativity and innovation, for the benefit of our communities.
- Strive for excellence in all our endeavors as individuals and an institution.
- Work together for the advancement of our institution and the communities we serve.

The standards and procedures documented here maintain and protect an environment that is conducive to learning and supports the Community College of New Hampshire's educational objectives. Those involved with the conduct process work to uphold community standards through restorative interventions that encourage students to be heard, respected, and treated with dignity. These students, including both residential and commuters, can participate in a fair and impartial resolution process that encourages personal accountability and responsible decision-making; promotes reflection and restoration; and reduces behavior that undermines student success and community safety.

B. Definitions

1. 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).
2. College Official – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The College Official's role will include but not be limited to monitoring the judicial decision makers/committees and proceedings; advising judicial decision makers/committees and students on the applicable judicial process; reviewing requests for appeals; and maintaining judicial proceedings records.
3. Judicial Decision Maker/Committee – Refers to any college official or committee authorized to determine whether a student has violated the Community Standards and Student Code of Conduct and to impose outcomes or sanctions.
4. Appeals Committee – Refers to the person or persons appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial decision maker/committee determination that a student has violated the Community Standards and Student Code of Conduct and/or the outcomes or sanctions imposed by such judicial decision maker/committee.
5. 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.
6. Respondent – Refers to a student against whom a report or complaint alleging violation of the Community Standards and Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

1. The Community Standards and Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges'
    a. educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or
    b. 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 Community Standards and Student Code of Conduct.
3. The Community Standards and Student Code of Conduct (herein referred to as "the Code") 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. The Code applies to student organizations including athletic teams.
5. The Code applies to students participating in off-campus college activities such as trips, co-ops, or internships.
6. Students are expected to familiarize themselves with College and CCSNH policies and the Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
7. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
8. 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.
9. Students who assist others in violating any provision of the Code may be charged with a Code violation to the same extent as those persons committing the violation.
10. Students who attempt conduct in violation of the Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

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

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

C. Academic Misconduct

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

1. Acts of dishonesty including but not limited to the following:
   a. Cheating, which includes, but is not limited to:
      i. 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;
      ii. dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
      iii. the acquisition, without permission, of tests or other academic material belonging to a member of college faculty,
      staff, or students; or
      iv. knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);

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

D. Disruption of College Operations

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

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Tampering with the election process or financial management of any college recognized student organization;
6. Disruption or obstruction of any authorized college activity or of any authorized noncollege activity; or unauthorized occupancy of any college facility;
7. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
9. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
10. Abuse of the Judicial System, including but not limited to:
    a. Failure to obey the summons of a judicial decision maker/committee;
    b. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee;
    c. Disruption or interference with the orderly conduct of a judicial proceeding;
    d. Attempting to discourage an individual's proper participation in or use of the judicial system;
    e. Attempting to influence the impartiality of a member of the judicial decision maker/committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
    f. Failure to comply with the outcomes or sanctions imposed under the Code;
    g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
    h. Aiding or abetting in the violation of the Code.
11. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health and Safety Offenses

The following health and safety violations are illustrative of violations of the Code. Student behavior that jeopardizes health and safety shall constitute a violation of the Code, whether specifically listed below or not. Health and safety offenses that violate the Community Standards and Student Code of Conduct include, but are not limited to:

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

F. Offenses Involving Others

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

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.

3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium to leave no doubt as to the intended target;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault; which would be referred to the campus Title IX officer.
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community.
    a. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.
    b. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct;
7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
    a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
    b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code 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,
    c. admission into, affiliation with, or as a condition for continued membership in, a group or organization.

G. Offenses Involving Property

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

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

H. Abuse of Judicial System

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

1. Failure to obey the summons of a campus Official, Investigator, Judicial Decision Maker/Committee or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee or appeals 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 the judicial decision maker/committee or appeals committee through threat, intimidation, or bribery prior to and/or during the judicial proceeding;
6. Failure to comply with the outcomes or sanctions imposed under the Code, including No-Contact Orders;
7. Influencing or attempting to influence another person to commit an abuse of the judicial system;

III. Violation of Civil/Criminal Law and CCSNH Community Standards and Code of Conduct

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

B. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a CCSNH college the judicial decision maker/committee, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

IV. Violation of Community Standards and Code of Conduct Process

Within the outcomes and sanctions process, CCSNH strives to create a community of individuals who support each other. This is accomplished through an educational restorative process.

A. Outcomes & Sanction Definitions

1. **Warning**: A notice in writing or verbally to the student that they are violating or have violated community standards.
2. **Probation**: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations
3. **Loss of Privileges**: Denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *persona non grata*)
4. **Loss of Contact**: Restriction prohibiting an individual from harassing, threatening, accosting, approaching, or contacting a specified individual
5. **Fines**: Previously established and published fines may be imposed.
6. **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. **Residence Hall Suspension**: Separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
8. **Residence Hall Expulsion**: Permanent separation from the residence halls.
9. **Class/College Suspension**: Separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
10. **College Dismissal/Expulsion**: Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.
11. **Adaptable Resolution Pathway**: Such as an educational or service sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **Informal Resolution**: The Vice President of Student Affairs (or designee, including senior administrator at another college) may meet with individuals involved in an incident to determine if the alleged violation(s) have merit and/or if they can be resolved through an informal resolution. Informal resolution could include mediation, restorative conference, mutual agreement, negotiated resolution or another form of conflict resolution. During the informal resolution process, parties agree to the violations of the community standards and come to an agreement about the actions necessary due to the violation. Informal resolution outcomes are final and there are no appeal or other proceedings.
13. **Interim Sanctions**: In certain circumstances, the President or Vice Presidents of the college, or a designee, including senior administrator at another college, may impose a sanction prior to the hearing before the judicial decision maker/committee. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of interim sanctions must be communicated to the college official as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. Responding to Reports of Violations of Community Standards

1. Training: All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations, and the hearing process; this shall include training on how to conduct an investigative and hearing process that protects the safety and welfare of complainant and responded and promotes accountability.

2. Filing a Report

a. Any person who witnesses or learns of a potential violation of the Community Standards and Student Code of Conduct may report the incident to the appropriate Judicial Decision Maker/Committee by filing an incident report.
b. Incident report forms may be obtained on the college website. Information in the incident report should include but not be limited to the following.
c. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
    i. Date, time, and location of incident;
    ii. Person(s) involved in the incident;
    iii. Victim(s) or damages involved in the incident;
    iv. Complete narrative description of the incident;
    v. Name of Witnesses to the incident;
    vi. Any other information deemed appropriate.

3.Investigation and Resolution of Complaint by Judicial Decision Maker/Committee

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

a. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense. The complaint will be referred to the appropriate Judicial Decision Maker/Committee, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may
    i.) dispose of the complaint as unfounded;
        ii.) mediate an informal resolution; or
        iii) issue (or recommend to be issued) sanctions as described in Section IV above.
b. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Decision Maker/Committee.
c. Within five (5) business days after the Respondent has been notified of the report, the Judicial Maker/Committee shall set a date and time for an initial hearing.
d. At the initial hearing, the Judicial Decision Maker/Committee may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether
        i. the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed;
        ii. mediation is appropriate; or
        iii. a formal investigation is required. In the event a formal investigation is required, the Judicial Decision Maker/Committee will accept the findings of the investigator(s) and provide a report of the findings to respondent.
e. If the Respondent is not in attendance at the judiciary hearing, the Judicial Decision Maker/Committee may proceed with what evidence has been submitted.
f. Whether the investigation is completed by the Judicial Decision Maker/Committee or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
g. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for an outcome or sanctions hearing before the Judicial Decision Maker/Committee to be held not less than one day nor more than ten days after the investigation report is issued.

C. Judicial or Appeals Committee Process

1. Judicial/Appeals Committee Membership

a. A designated College Official will be appointed as the Chair of the Judicial or Appeals Committee by the college president, vice president or designee, including senior administrator at another college.
b. When possible, a committee membership will be made up of the suggested members below:
    i. Two (2) faculty or staff selected based on the specifics of the case being heard
    ii. Student representation based on the college's practice of appointing or electing student judiciary members.
    iii. When a case involves residential life there should be a representative from that population on the committee

c. During the summer or vacations, a meeting may be called and members will be selected as follows:
   i. Regular members (as determined above) will serve, if available
   ii. In the event sufficient regular members are not available, the designated College Official will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

d. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary or appeals committee as required to meet the needs of the campus, schedule availability, or the complaint at hand.

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

2. Judicial/Appeals Committee Hearings

a. The VPSA or designee, including senior administrator at another college may determine if a grievance or appeal should be heard by a Judiciary Decision Maker or a Judiciary Committee.

b. In the case of a Judiciary Committee, a minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the designated College Official pursuant to the methodology set forth in section c below.

c. The Vice President of Student Affairs has the right to change the number and makeup of the appeals committee as required to meet the needs of the campus, or the complaint at hand.

d. Hearings shall be conducted by the Judiciary or Appeals Committee according to the following guidelines:
   i. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
   ii. The Respondent may remain silent or submit only a written statement or response to the complaint.
   iii. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judiciary or Appeals Committee.
   iv. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
   v. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting their own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judiciary or Appeals Committee.
   vi. The Complainant, the Respondent and the Judiciary or Appeals Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the judiciary or appeals committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the judiciary or appeals committee.
   vii. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a College Official or the impartial investigator will consult with the Judiciary or Appeals Committee to determine the appropriateness of serving in this role.
   viii. All procedural questions are subject to final decision by the chairperson of the Judiciary or Appeals committee.
   ix. After the hearing, the Judiciary or Appeals Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Code. The chairperson will vote only in the event of a tie.
   x. The Judiciary or Appeals Committee determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Code.
   xi. The Judiciary or Appeals Committee will issue a report of its findings and sanctions to be imposed to the appropriate College Official within three (3) business days of the completion of its hearings on the matter.
   xii. The College Official will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need-to know basis. The original will be maintained with the college's judicial records.

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

f. Except in the case of a student charged with failing to obey the summons of the Appeals Committee, Judicial Decision Maker/Committee or College Official, no student may be found to have violated the Community Standards and Student Code of Conduct solely because the student failed to appear before the Judicial Decision Maker/Committee or Appeals Committee. In all cases, the evidence in support of the charges shall be presented and considered.
g. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction, or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

D. Student Violation Appeals Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the College Official/Appeals Committee within five (5) business days of being informed of the outcome or sanction being imposed. The imposed outcome or sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the outcome or sanction. Grounds for appeal shall be limited to:
    a. The original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see 3 above);
    b. New and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing;
    c. Inappropriate gravity of the sanction in relation to the offense.
2. The College Official/Appeals Committee has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the College Official/Appeals Committee determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the College Official/Appeals Committee determines that the case does fall within the grounds allowed for appeal, the College Official/Appeals Committee may:
    a. Meet with the Judicial Decision Maker/Committee who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Appeals Committee
    b. Immediately forward the appeal to the Appeals Committee for consideration.
3. All preliminary processing of appeals will be concluded within five (5) business days unless the College Official/Appeals Committee determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
4. The College Official/Appeals Committee will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the respondent and, as applicable, the Complainant, and any administrative offices involved.
5. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

V. Student Rights

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled. Information about the personal views, beliefs, and political associations of students' which instructors, advisors and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should
not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus. Where activities of
students off-campus result in the violation of law and interrogation by investigators, the colleges should:

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

3. Take appropriate action independent of community pressure.

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College Government

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

F. Student Publications

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

G. Establishing Student Conduct Standards

1. Conduct: In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:
    a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
    b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
    c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.
2. Search and Seizure within the Student Conduct Process: CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials may have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

    a. Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
    b. Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
    c. Entries authorized in advance by the President or Vice President of Student Affairs (or designee, including senior administrator at another college) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted

pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

d. Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
e. Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
f. Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. Student Rights—Grievance Procedures

All members of the CCSNH community are encouraged to make efforts to resolve conflicts informally before pursuing grievance or complaint procedures whenever appropriate. Students are encouraged to talk with or respond in writing to other students, faculty, or staff members to seek resolution to their concerns. In some cases, the institution acknowledges that such action may be inappropriate and/or ineffective in situations regarding potential discrimination or when there is the potential of an imbalance of power. In such situations, or if informal resolution is not possible, the student may pursue the complaint procedures described below to resolve concerns involving another student, faculty or staff.

A. **Student Alleged Discrimination Process**: If a student feels they have been experienced bias or discrimination based on race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status, they should use this process to report. As stated above, a student may elect to resolve a conflict informally first. Please note a student is never required to confront a faculty or staff member in situations regarding discrimination. In any situation regarding discrimination in regards to sex, sexual orientation, gender identity or expression students should contact the Title IX coordinator at their home campus. The Title IX process can be found here.

1. If the individual elects not to resolve the matter informally a formal grievance in writing must be submitted to:
    a. The Vice President of Student Affairs for grievances not related to the instructional process or grade dispute.
    b. Or through the chosen reporting structure set forth at the college.

2. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.

3. The Vice President of Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the College Official who convene the Judicial Committee within two weeks of the receipt of the formal grievance.

4. If the VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPSA or designee, including senior administrator at another college will provide a written explanation to the student and the matter will be considered resolved at that point.

B. **General Student Grievance: (Not including Grade Appeal)**

1. Students are encouraged to discuss complaints regarding faculty, teaching instruction, or staff interactions with the specific employee involved, e.g., instructor, staff member, or student, to resolve the issue informally.
2. If the issue cannot be resolved by pursuing the process in step 1, or the individual is concerned regarding the outcome of the discussion in step 1, a formal grievance in writing must be submitted to:

a. The Vice President of Academic Affairs for grievances related to the instructional process (Refer to CCSNH Academic Affairs Policy 670.04. for separate process for Grade Change/Appeal process), or:
b. The Vice President of Student Affairs for grievances not related to the instructional process.

3. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.

4. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the appropriate College Official who will start the process of investigation if necessary. If the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

C. Student Grade Appeal: Refer to CCSNH Academic Affairs Policy 670.04.

CCSNH TITLE IX POLICY (updated 07/01/2025)

Sex Discrimination, Sex-Based Harassment, Sexual Misconduct, and Retaliation Policy

323.02 & 730.04 Title IX Discrimination, Sexual Harassment, Sexual Misconduct, and Retaliation Policy

Approved By: Mark Rubinstein, Chancellor

1. POLICY APPLICABILITY, SCOPE, & JURSIDICTION

This policy applies to all faculty, staff, other employees, students, & organizations receiving Community College System of New Hampshire (CCSNH) funding or use of the CCSNH school names.

An individual who believes they have experienced conduct that violates this policy is encouraged to file a complaint with the Title IX office. Title IX complaints will operate independently from any additional criminal proceedings. College procedures and sanctions can be implemented regardless of criminal charges that are initiated or substantiated.

This policy applies to all CCSNH education programs and activities (including locations, events, or circumstances in which CCSNH exercises substantial control over the respondent and the context of the conduct). A complainant does not have to be a member of the CCSNH community to file a complaint at the discretion of the Title IX Coordinator.

This policy may also be applicable to off campus misconduct that deprives someone of access to CCSNH educational programs or activities. CCSNH may also extend jurisdiction to off campus and/or online conduct if the Title IX Coordinator determines the conduct affects a substantial College interest. Regardless of where the conduct occurred, the College will review complaints to determine if it occurred in the context of its programs and if there are continuing effects on/off campus during sponsored programs/activities.

Substantial College interest includes:

a. Any action that constitutes a criminal offense as defined by law, including but not limited to, single or repeat violations of local, state, or federal law;
b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
c. Any situation that significantly infringes on the rights, property, or achievements of oneself/others, breaches the peace, or causes social disorder;
d. Any situation that is detrimental to the educational interests or mission of CCSNH.

If the Respondent is unknown or not a member of the CCSNH community, the Title IX Coordinator will assist the Complainant in connecting with campus and local resources as well as discuss support options. All vendors serving CCSNH through third party contracts are subject to the policies and procedures of their employers. When a party is participating in dual enrollment or an early college program, the College will coordinate with the party's home institution to determine jurisdiction and coordinate supportive measures.

This policy is applicable to alleged incidents that occur after August 14th, 2020. Incidents that occurred while 2024 Title IX regulations were in effect (August 1st, 2024 to January 9th, 2025) will revert back to 2020 regulations as 2024 regulations were overturned. For alleged incidents prior to August 14th, 2020, the policy and procedures in place at the time of the alleged incident will apply. Applicable versions of those policies and procedures can be requested from the Title IX Coordinator.

2. POLICY STATEMENT AND PURPOSE

STATEMENT OF INSTITUTIONAL PHILOSOPHY

CCSNH and its Colleges are committed to creating and maintaining a positive and productive work environment free of discrimination, sexual harassment, sexual misconduct, and retaliation. CCSNH prohibits discrimination, sexual harassment, sexual misconduct, and retaliation. as defined in this policy. It is the intention of CCSNH to take prompt action to prevent the reoccurrence of behaviors that violate this policy.

NOTICE OF NON-DISCRIMINATION

CCSNH and its Colleges, in compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, religion, color, national origin, age, sex, or physical handicap in any policies, practices, and procedures.
IMPARTIALITY AND CONFLICT OF INTEREST

The Title IX Staff shall act with impartiality and be free from bias/conflicts of interest. The members of the Title IX team are vetted and trained to ensure they are unbiased towards all parties.

To raise any concern regarding perceived bias or conflict of interest by the College Title IX Coordinator, contact the CCSNH Title IX Coordinator or the CCSNH Director of Internal Audit.

Complaints may also be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

3. DEFINITIONS

Complainant is an individual who believes they have been subjected to discrimination, sexual harassment, sexual misconduct, and retaliation or who is believed by another to have been subjected to such conduct, who was participating or attempting to participate in the Colleges education program or activity at the time of the alleged misconduct. This term will be used throughout the policy whether or not an individual chooses to file a complaint or participate in an investigation/resolution process.

Days are considered college business days for the purpose of this policy. Weekends and college holidays are not considered business days. College holidays can be found on the academic calendar.

Education Program or Activity are locations, events, or circumstances where the College exercises substantial control over both the respondent and the context in which the discrimination, sexual harassment, sexual misconduct, and retaliation and/or other prohibited conduct occurs and also includes any building owned or controlled by a student organization that the College officially recognizes.

Formal Complaint is a document filed physically or electronically by a Complainant or signed by the Title IX Coordinator alleging that a Respondent has violated this policy and/or engaged in retaliation for engaging in a protected activity, and requests the College to investigate the allegations.

Hearing Facilitator is a member of the Title IX Team who facilitates hearings under the formal resolutions process. This includes reviewing hearing procedures with parties and their advisors at the beginning of the hearing, managing online meeting rooms, and otherwise assisting with the logistics/coordination of the hearing.

Mandatory Reporter is an employee of CCSNH who is obligated by policy to share knowledge, notice, and/or reports of discrimination, sexual harassment, sexual misconduct, and retaliation with the Title IX Coordinator.[1]

Parties include the complainant(s) and respondent(s), collectively.

Pregnancy or Related Conditions includes pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.

[1] Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory reporter responsibility under this policy.

Protected Characteristic is any characteristic for which a person is afforded protection against discrimination and harassment by law or by College policy.

Reporter is an individual who notifies the Title IX office of potential discrimination, sexual harassment, sexual misconduct, and retaliation. The reporter does not have to be the affected party or be involved in the incident to file a report.

Respondent is an individual alleged to have violated this policy.

Third Party Report is when someone who is not a mandatory reporter but who has information regarding someone else who may have experienced discrimination, sexual harassment, sexual misconduct, and retaliation reports that information. To make a third-party report, the individual should contact a member of the Title IX office or submit a Title IX reporting form. Upon receipt of that information, Title IX staff will make a preliminary inquiry, which may include contacting the alleged victim, to determine whether further action is warranted.

Title IX Coordinator is the administrator who is identified and authorized as the College employee with the primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator and/or deputy are available to meet with students and employees regarding these issues as needed. The Title IX Coordinator may delegate duties as necessary or appropriate. Therefore, any reference regarding duties to be performed under this policy should be read to also include the Title IX Coordinators "designee" as appropriate.

TITLE IX COORDINATOR CONTACT INFORMATION
Melissa Laplante
Library Director, Title IX Coordinator
mlaplante@ccsnh.edu
Berlin Campus, Learning Commons, Rm 309C
603-342-3086

Title IX Team is comprised of decision makers, appellate decision makers, deputy Title IX Coordinators, and investigators. These members are selected by the Title IX Coordinator in consultation with the CCSNH Title IX Coordinator. The Title IX team is trained annually and the training materials are available upon request.

4. PROHIBITED CONDUCT under the purview of this policy includes the following[2]:

A. **Discrimination:** Different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.
   a. **Disparate Treatment Discrimination:** Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
      - Excludes a person from participation in;
      - Denies a person benefits of; or
      - Otherwise adversely affects a term of condition of a person's participation in a College program or activity.
   b. **Disparate Impact Discrimination:** Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in disproportionate impact on the basis of sex that:
      - Excluded a person from participation in;
      - Denies a person benefits of; or
      - Otherwise adversely affects a term of condition of a person's participation in a College program or activity.

B. **Sexual Harassment:** Conduct on the basis of sex[3], including sex stereotypes, sex characteristics, pregnancy, or related conditions, sexual orientation, and gender identity, sexual assault, dating violence, domestic violence, and stalking.
   1. **Quid Pro Quo:** An employee agent or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct

[2] The definitions of dating violence, domestic violence, sexual assault, and stalking used in this policy are consistent with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act (Clery Act).
[3] "On the basis of sex" means conduct that is sexual in nature or directed at the complainant because of their actual or perceived sex or gender identity.

2. **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a complainant equal access to the College's educational program or activity[4].
3. **Sexual Assault:** Conduct defined as follows by the FBI NIBRS program definitions:
    a. **Rape**[5]
        i. The carnal knowledge of a person (i.e. penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that females or males could be Complainants under this definition);
        ii. Oral or anal sexual intercourse (i.e. penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
        iii. To use an object or instrument (i.e. an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
    b. **Fondling:** The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for the purpose of this definition, "private body parts" include breasts, buttocks, or genitals whether clothed or unclothed).
    c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by New Hampshire law.
    d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent (In NH, the age is 16, refer to applicable statues for further details).
4. **Dating Violence:** Violence[6] on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
        i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length/type of relationship and the frequency of interaction between the persons involved in the relationship.
            1. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
            2. Dating violence does not include acts covered under the definition of domestic violence.
5. **Domestic Violence**[7]: Felony or misdemeanor crimes committed on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is or has been cohabitating with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse under the domestic or family violence laws of the state of New Hampshire, or by any other person against an adult of youth Complainant who is protected from that person's acts under domestic or family violence laws of the state of New Hampshire.
6. **Stalking**: Engaging in a course of conduct[8] on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts including but not limited to acts in which the Respondent directly, indirectly, or through third parties by any action,

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[4] Unwelcomeness is subjective and determined by the complainant. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person.

[5] Both completed rape and attempted rape are prohibited by this policy.

[6] For the purposes of this policy, violence is defined as intentionally or recklessly causing physical, emotional, or psychological harm. Legitimate use of violence in self-defense is not chargeable under this policy if the purpose if safety, not harm. Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

[7] To categorize an incident as domestic violence, the relationship between the Respondent and Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

[8] For the purposes of this definition, a 'course of conduct' requires more than one incident and conduct directed at a specific person. Merely annoying conduct, even if repeated, may be a nuisance but is not typically chargeable as stalking.

method, device, or other means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

C. **Sexual Misconduct** is defined under NH RSA 188-H as all forms of sexual harassment under Title IX, Title VII or State law and any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.
   A. **Sexual Exploitation** is an individual taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited that does not constitute sex-based harassment as defined above. Examples of behavior that could constitute sexual exploitation include but are not limited to the following:
      a. Recording or capturing through any means images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's knowledge and consent;
      b. Distributing or sharing images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent;
      c. Viewing or allowing others to view another person's sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy without that persons consent;
      d. Engaging in sex trafficking and/or prostituting another person;
      e. Knowingly making an unwelcome disclosure or threatening to disclose an individuals sexual orientation, gender identity, or gender expression;
      f. Engaging in sexual behavior with knowledge of an illness or disease (HIV or STI) that could be transmitted by the behavior without disclosing that to the other person prior to sexual relations;
      g. Causing or attempting to cause the incapacitation of another person through alcohol, drugs or other means for the purpose of compromising that person's ability to give consent to sexual activity or to make that person vulnerable to non-sexual activity;
      h. Misappropriation of another person's identity online or in-person situations designed for dating and/or sexual connections;
      i. Creating and/or disseminating synthetic images (i.e. video, photography) or audio of an individual's sexual activity, intimate body parts, or nudity without that person's consent.

D. **Retaliation** is intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, informal resolution, proceeding, or hearing regarding prohibited conduct. Retaliation is strictly prohibited.

   Intimidation, threats, coercion, or discrimination including charges against an individual for code of conduct violations that do not involve sex discrimination, sex-based harassment, or sexual misconduct but arise out of the same facts/circumstances as a sex discrimination, sex-based harassment, or sexual misconduct report or formal complaint for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any adverse action taken against a person because they made a good faith report of prohibited conduct or participated in any proceeding under this policy.

   Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activities protected under this policy. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance process under this policy does not constitute prohibited retaliation, provided however, that a determination regarding responsibility is not alone sufficient to establish that any party made a materially false statement in bad faith. The College will not engage in and will investigate/address reports of retaliatory conduct. The exercise of rights protected under the First Amendment does not constitute retaliation.

   Any person who believes they have been subjected to retaliation should report their concerns to the Title IX Coordinator. Such reports will be handled under the process outlined below. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

5. Consent[9]

Consent for sexual activity is a clear indication, either through verbal or physical actions, that parties are willing and active participants in said sexual activity. Such authorization must be made free of force, threat, intimidation or coercion and must be given actively and knowingly in a state of mind that is conscious, rational, and not compromised by alcohol or drug incapacitation. Only a person of legal age can consent.

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to sexual activity with any other person. Each participant in a sexual encounter much consent to each form of sexual contact with each participant. Going beyond boundaries of consent is prohibited. Engaging in activities such as slapping, hitting, hair pulling, strangulations, or other physical roughness without obtaining consent may constitute dating violence or sexual assault[10].

Incapacitation due to alcohol or drugs is where an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (understanding the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if they're asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person, but warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

In evaluating whether a lack of consent due to incapacitation is present, the College will use the objective standard of whether the respondent knew or whether a sober, reasonable person in the respondent's position should have known based on the reasonably apparent indications of incapacitation that the other person was incapacitated.

Coercion is unreasonable pressure for sexual activity when someone makes it clear they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction and the continued pressure is sufficiently severe. Coercion is evaluated based on frequency, intensity, isolation, and duration of the pressure involved.

Consent must still be attained even if:

- The Respondent is someone known by the Complainant.
- The individuals have engaged in consensual sexual activity with each other previously.
- Either or both individuals are under the influence of alcohol or drugs.
- There was no weapon involved.
- There was no evidence of a struggle or resistance.
- There are no other witnesses.

6. Online Sexual Harassment and/or Retaliation

These policies are written and interpreted to include online manifestations of any of the prohibited behaviors listed above when those behaviors occur in or have an effect on the complainant's education program and activities or when they use the College's network, technology, or equipment. The College does not and cannot control websites, social media, or other venues through which harassing communication can occur but will respond to such reports and engage in a variety of means to address/mitigate the effects.

Any online posting or other electronic communication by students including cyber-bullying, cyber-stalking, or cyber harassment occurring completely outside of the College's control (not on College network, websites, or between school email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption. This policy is not intended to infringe upon or limit a person's right to free speech. Supportive measures for complainants can be provided, but legally protected speech cannot be subjected to discipline.

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[9] As included for Clery/VAWA Sec. 304 compliance purposes, the NH state definition of consent, which is applicable to criminal prosecutions for sex offenses, may differ from the definition used by the College to address policy violations.

[10] Consent in the context of the relationship is considered. When parties consent to certain forms of kink, non-consent may be shown using a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and may be consensual. The totality of the circumstances will be evaluated.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the College only when such speech is made in an employee's official or work-related capacity.

7. Inclusion Related to Gender Identity/Expression

CCSNH strives to ensure that all individuals are safe, included, and respected in their work and learning environments regardless of their gender identity or expression. This includes intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees. Discrimination and harassment on the basis of gender identity or expression is not tolerated by CCSNH. If a member of the community believes they have been subjected to discrimination under this policy, they should follow the reporting steps outlined below.

In upholding the principles of equity and inclusion, CCSNH supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender-diverse and seek to eliminate any stigma related to gender identity and expression. CCSNH is committed to fostering a climate where all identities are valued, which contributes to a more vibrant and diverse community. As our societies understanding of gender evolves, so do CCSNH processes and policies.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering can often be resolved with an apology if someone clarifies their pronouns. Deadnaming can be harmful to a person who is transgender, transitioning, nonbinary, or gender-diverse. This is using someone's birth assigned name rather than the name they have chosen for themselves. Unintentional deadnaming can also often be resolved with an apology and an effort to use the person's chosen name.

This policy should be interpreted to be consistent with the goals of maximizing inclusion of students and employees. This includes maintaining the privacy of all individuals consistent with the law and ensuring students and employees have equal access to all educational programs, activities, and facilities, including restrooms and locker rooms. When conflicts arise between the rights of those in our community to be free from gender identity discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes/compromises. When that is not possible, the College will offer solutions or enforce policy as needed.

PROCEDURES

1. CONTACT INFORMATION

Anyone may seek advice, information, or guidance on sex discrimination, sex-based harassment, and sexual misconduct by contacting the Title IX Coordinator:

Melissa Laplante
Library Director, Title IX Coordinator
mlaplante@ccsnh.edu
Berlin Campus, Learning Commons, Rm 309C
603-342-3086

2. IMMIEDIATE RESPONSES TO SEX DISCRIMINATION, SEX-BASED HARASSMENT, AND SEXUAL MISCONDUCT COVERED BY THIS POLICY

The College recognizes that complainants can choose whether or not they wish to make a report of misconduct covered by this policy. There may be circumstances where the College decides to proceed with an investigation or disciplinary action when deemed necessary, despite the wishes of the Complainant.

Once an incident or complaint of discrimination, sexual harassment, sexual misconduct, and retaliation is reported to the Title IX Coordinator, they will inform the complainant of the options of criminal prosecution, medical assistance, the use of this policy to file a complaint or report, and other information detailed below.

The Title IX Coordinator, public safety, and/or other College personnel will assist the complainant with these contacts if requested. In addition, confidential counseling, support services, academic assistance, and alternative housing (for students if applicable) can be coordinated as appropriate through the Title IX Coordinator.

The College recognizes that making the decision to report often takes time. Nevertheless, pending the decision to report, students are strongly encouraged to take immediate steps to preserve all evidence that might support a future report. Such steps may include:

- Obtaining a forensic sexual assault examination (before 120 hours or as soon as possible)
- Preserving any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags)
- Preserving any related electronic communications (text messages, emails, Facebook, Instagram, Snapchat, TikTok, or other social media posts to the extent that the can be captured/preserved)
- Preserving any photographs (including stored on smartphones or other devices)
- Preserving any voicemail messages and other physical, documentary, and/or electronic data that might be helpful or relevant in an investigation

Contact information for immediate response resources include the following:

White Mountains Community College Safety & Security Supervisor James Astuto jastuto@ccsnh.edu
603-342-3022

White Mountains Community College Counselor Jeff Swayze
Berlin Campus Room 127
jswayze@ccsnh.edu
603-342-3058
BetterMynd Vitrual Counseling Service:
https://www.bettermynd.com/

White Mountains Community College
Melissa Laplante
Library Director, Title IX Coordinator
mlaplante@ccsnh.edu
Berlin Campus, Learning Commons, Rm 309C
603-342-3086

Androscoggin Valley Hospital
59 Page Hill Road
Berlin, NH 03570
603-752-2200

Littleton Regional Healthcare
600 St. Johnsbury Road
Littleton, NH 03561
603-444-9000

Response Domestic & Sexual Violence Support Center:
54 Willow Street
Berlin, NH 03570
24-hour support line: 1-866-662-4220
603-752-5679

111 Saranac Street S.#162
Littleton, NH 03561
24-hour support line: 1-866-662-4220
603-575-5656

Berlin Police Department
135 Green Street
Berlin, NH 03570
603-752-3131

Littleton Police Department
2 Kittridge Lane
Littleton, NH 03561
603-444-7711

3. EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

A. Emergency Removal in Title IX Cases

The College can act to remove a respondent entirely or partially from its educational program or activities (including College employment) on an emergency basis when an individualized violence risk assessment has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. See violence risk assessment section of policy.

The CCSNH Director of Risk Management will review requests for an emergency removal from the Title IX Coordinator as well as review the completed violence risk assessment to make a determination under this policy to implement or stay an emergency removal and to determine the conditions/duration of said emergency removal. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

In all cases in which an emergency removal is imposed, the respondent will be given notice of the action and the option to request to meet (in person or virtually) with the CCSNH Director of Risk Management as soon thereafter as reasonably possible to show why the order of removal should be revoked/modified. This meeting is not a hearing on the merits of the reported allegations. If this meeting is not requested within 48 hours of issuance of a decision, objections to the emergency removal will be deemed waived. A respondent can later request a meeting to show why they are no longer an imminent and/or serious threat because conditions have changed. A complainant and their advisor may participate in this meeting if the Title IX Coordinator determines it may be equitable to do so. Either party may provide information, including expert reports, witness statements, or other communications for consideration. The CCSNH Director of Risk Management will communicate a final decision in writing within three (3) business days of either of these meetings.

A respondent may be accompanied by an advisor of their choice when meeting with the CCSNH Director of Risk Management. The respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

At the discretion of the Title IX Coordinator and when deemed appropriate, alternative coursework options may be pursued to promote a respondent's access to College academic programs.
The Title IX Coordinator may determine emergency actions outside of removal, including but not limited to, removing a student from a residence hall, restricting student access to or use of facilities or equipment, allowing a student to withdraw or take an incomplete without financial penalty, dismissing or suspending a student from extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

The Title IX Coordinator may also recommend actions such as temporarily re-assigning an employee and/or restricting employee access to or use of facilities/equipment to the CCSNH Director of Human Resource who will present to the College President and/or CCSNH Chancellor to decide on.

B. Suspension or Administrative Leave in Title IX Cases

The College always maintains the discretion to place an employee respondent on suspension or administrative leave during the pendency of an investigation and resolution process as outlined below. The Title IX Coordinator may recommend this action to the CCSNH Director of Human Resources who will present to the College President and/or CCSNH Chancellor to decide on.

The College may place student-employee respondents on administrative leave from their employment during the pendency of an investigation and resolution process where deemed appropriate as a supportive measure and under circumstances where it would not unreasonably burden the student-employee respondent. Any such decision shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the NH Law Against Discrimination.

4. REPORTING OPTIONS

CCSNH encourages individuals to report incidents covered under this policy so that they can get the support they need and the College can respond appropriately while maintaining a safe and secure campus. Although strict confidentiality may not be guaranteed, in all cases the College will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of discrimination, sexual harassment, sexual misconduct, and retaliation.

This section is intended to inform students, faculty, and staff of the confidential and non-confidential reporting avenues available so that they can make informed choices about where to go for assistance. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination/harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a complainant has requested the information be shared.

If a complainant expects formal action in response to their allegations, reporting to any non-confidential resource can connect them with the appropriate resources. These mandatory reporters will promptly pass reports to the Title IX Coordinator (and/or police if desired by complainant), who will take action as provided in this policy.

A. Confidential Resources and Confidentiality

If an individual would like to confidentially report an alleged violation of this policy, they should contact a confidential resource. A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them on the course of providing counsel and support, except under the circumstances noted below.

In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor, or trained sexual assault advocate. The medical, mental health, and religious professionals (individuals acting in their religious professional capacity through a College office) at the College respect and protect confidential communications from students faculty, and staff to the extent they are legally able to do so. These professionals may have to breach confidence when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (such as allegations of sexual and/or physical abuse of any person under 18).

An individual who speaks to a confidential resource must understand that if they want to maintain complete confidentiality, the College will be unable to investigate the particular incident or pursue disciplinary action against the alleged perpetrator. However, confidential resources may assist the individual in receiving supportive measures or other forms of protection and support such as victim advocacy, academic accommodations, disability, health, or mental health services, and changes to living, working, or transportation arrangements.

- White Mountains Community College Counselor
  Jeff Swayze
  Berlin Campus Room 127 jswayze@ccsnh.edu
  603-342-3058

- BetterMynd Virtual Counseling Service: https://www.bettermynd.com/

Response Domestic & Sexual Violence Support Center:

54 Willow Street
Berlin, NH 03570
24-hour support line: 1-866-662-4220
603-752-5679

111 Saranac Street S.#162
Littleton, NH 03561
24-hour support line: 1-866-662-4220
603-575-5656

Campus Resource Advisors: New Hampshire State law §188-H:7 permits CCSNH to establish confidential resource advisors. These are privileged individuals designated by the College that are not required to notify the College Title IX Coordinator or a law enforcement agency when they learn about potential incidents of sexual misconduct. Confidential resource advisors receive training in the awareness and prevention of sexual misconduct and trauma-informed response. The designated confidential resource advisor for White Mountains Community College is Response Domestic & Sexual Violence Support Center. 24-hour support line: 1-866-662-4220.

Title IX regulations contemplate that certain information will generally be treated as confidential except as qualified by statements in those regulations. For example, the regulations provide that colleges must maintain as

confidential any supportive measure provided to complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the institutions to provide the supportive measures. The regulations also provide that colleges must keep confidential the identity of any individual who has made a report or complaint of discrimination, sexual harassment, sexual misconduct, and retaliation including any individual who has made a report or filed a formal complaint, any individual who has reported to be the perpetrator, and any witness except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, or FERPA regulations 34 CFR part 99, or required by law, or to carry out the purposes of Title IX regulations including conducting any investigation, hearing or judicial proceeding arising under those regulations.

B. Reporting and Non-Confidential Resources

Individuals seeking to report incidents of discrimination, sexual harassment, sexual misconduct, and retaliation to the College may do so using any of the following options:

1.) **Utilizing the online reporting form** which can be found at WMCC Incident Report. Reporting via this online form allows the College to reach out to the reporter and/or complainant to request further information, offer supportive measures, and provide information about resolution options. This does not oblige a complainant to participate in a resolution process. CCSNH strives to respect a complainant's wishes regarding the pursuit of formal resolution procedures unless there appears to be a compelling threat to their or the community's health and/or safety. The complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss the matter with them and provide supportive measures. If an online reporting form is completed anonymously with no identifying information for the complainant, the College's ability to offer supportive measures, appropriately investigate the incident, and/or pursue disciplinary action against the alleged may be limited.

File a formal complaint with the Title IX Coordinator. Such a report may be made at any time (including non-business hours) by using the telephone number, email address, or mailing address listed for the Title IX Coordinator or any other listed official. Directly contact the Title IX Coordinator at the following contact information:

Melissa Laplante
Library Director, Title IX Coordinator
mlaplante@ccsnh.edu
Berlin Campus, Learning Commons, Rm 309C
603-342-3086

2.) 603-342-3086 **Reporting to a mandatory reporter:** all CCSNH employees are deemed mandatory reporters for purposes of this policy. Mandatory reporters include any administrator, supervisor, and faculty member who does not have a statutory privilege of confidentiality by law or who has not otherwise been designated as a confidential resource advisor. Mandatory reporters who learn of an incident of discrimination, sexual harassment, sexual misconduct, and retaliation. involving a student or employee are required to report that information to the Title IX Coordinator as soon as possible. Information reported to a mandatory reporter will be shared with others only to the extent necessary to respond to the situation and support the parties and in accordance with state/federal law. Mandatory reporters who themselves are a target misconduct under this policy are not required to report their own experience, though encouraged to do so. If a Mandatory reporter fails to comply/report an incident or interferes with an investigation, that employee may be subject to disciplinary action. General inquires to mandatory reporters about policies and procedures and conversations where the alleged perpetrator is not named or implied from the circumstances would not constitute reports for the purpose of this policy. These types of inquiries should nonetheless be referred to the Title IX Coordinator.

Time Limits on Reporting: There is no time limitation on reporting or providing notice/complaints to the College. However, if the respondent is no longer subject to the College's jurisdiction or if significant time has passed, the ability to investigate, respond, and/or provide remedies may be limited. The Title IX Coordinator may act at their discretion, documenting allegations for future reference, offering supportive measures, or engaging in informal/formal action as appropriate.

C. When a Complainant Does Not Wish to Proceed and Requests Confidentiality

If an individual discloses an incident of discrimination, sexual harassment, sexual misconduct, or retaliation to a mandatory reporter but does not wish for their information to be shared, does not wish for an investigation, or does not wish for a formal complaint to be pursued, the Title IX Coordinator will make every effort to respect this request and will evaluate the request against the Colleges responsibility to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the complainant. The College designates its Title IX

Coordinator as the individual responsible for evaluating confidentiality requests with the ability to consult as necessary with other College officials such as public safety or other threat assessment officials. As previously noted, there are times the College may not be able to honor this type of request.

If a confidentiality request is honored, the College's ability to appropriately investigate the incident and pursue disciplinary action against the alleged may be limited. The College's decision could, for example, be based on results of a violence risk assessment that indicates there appears to be a compelling risk to health and/or safety and requires the College to pursue formal action to protect the community. Factors that may be considered in determining whether confidentiality should be maintained may include nut are not limited to:

- The increased risk that the alleged perpetrator will commit additional acts of prohibited conduct or other violence such as:
    1. Whether there have been other prohibited conduct complaints about the same alleged perpetrator;
    2. Whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
    3. Whether the alleged prohibited conduct was allegedly committed by multiple alleged perpetrators;
    4. Circumstances that suggest there is an increased risk of future acts of prohibited conduct.
- Whether the alleged prohibited conduct was allegedly perpetrated or facilitated with a weapon; and
- Whether the alleged victim is a minor.

The presence of one or more of these factors or other factors as deemed appropriate may prompt an investigation and adjudication under the College's policies and may result in disciplinary action. If none of these factors are present, the College will likely honor the individual's request for confidentiality. The College must also consider the effect that non-participation by the complainant may have on the availability of evidence and the College's ability to pursue a formal grievance process fairly and effectively.

If the College determines that they cannot maintain an individual's request for confidentiality, they will inform the reported complainant prior to conducting an investigation (unless extenuating circumstances are present). When the Title IX Coordinator signs a formal complaint, they do not become the complainant. The complainant is the individual who is alleged to be the victim of the conduct that would constitute a violation of this policy. CCSNH will not require the reported complainant to participate in any investigation or disciplinary proceeding. The complainant may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy irrespective of their level of participation. The Title IX Coordinator will provide certain notices to the complainant regarding the status of the investigation as required by Title IX regulations.

When responding to reports, if the College determines it is obligated to take any action that would involve disclosing a reporting individual and/or a complainants' identity to the respondent or take an action from which the reporting individual and/or complainant may be easily determined by the respondent, the individual and/or complainant will be informed before the action is taken unless extenuating circumstances are present. If the individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, the College will endeavor to honor this request and inform the respondent that the College made the decision to investigate this matter.

The College will offer supportive measures as described below when requested and reasonably available that are designed to prevent/address retaliation against individuals whose requests for confidentiality have not been honored and to respond to their needs for support, services, and accommodations. Note that the College's ability to remedy and respond to a report may be limited if the complainant does not want the College to proceed with an investigation and/or grievance process. The goal is to provide the complainant with as much control over the process as possible while balancing the College's obligation to protect its community.

If the College determines that it can respect the individuals request for confidentiality, the College will offer informal resolution options, supportive measures, and remedies to the complainant and the community to the extent possible where such measures are requested and reasonably available. If the complainant initially requests that the College take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, the complainant has the right and can expect to have allegations taken seriously by the College and to have incidents investigated and properly resolved through these procedures.

D. Disclosure During Internal Investigations and Adjudications

Consistent with Title IX regulations and required confidentiality provisions described above, the College will handle information related to alleged violations of this policy with sensitivity and discretion. However, the College may need to disclose information relating to an incident (including the identity of parties, witnesses, or others) to the extent necessary to conduct a fair, thorough, and impartial investigation and adjudication process for all involved parties.

E. Timely Warnings and Disclosure Required by Law and Federal Statistical Reporting Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College must issue timely warnings for incidents reported to them that pose a serious or ongoing threat to the campus community. The College will ensure that a complainant's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of any serious or ongoing threat. Additionally, the College will not include the names of complainants, respondents, or other identifying information in publicly available reports that are compiled as required by the Clery Act.

Clery officers are also required to report all Violence Against Women Act enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040 crimes, which include sexual assault, domestic violence, dating violence, and stalking. All personally identifying information is kept private, but statistical information regarding types of incident and general locations (on or off campus) must be shared by the College with the campus Clery officer for publication in the annual security report.

F. Disclosure to Law Enforcement

In certain circumstances, the College may need to report an incident to law enforcement authorities. Such circumstances include, but are not limited to, incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or campus community, situations in which there is a clear and imminent danger, and/or when a weapon may be involved. Complainants may choose to notify authorities directly with or without the College's assistance.

5. SUPPORTIVE MEASURES

Students and employees seeking services and/or accommodations in connection with issues related to potential prohibited conduct (collectively "supportive measures") should direct their requests to a confidential resource or the Title IX Coordinator. Their request will be evaluated and responded to by the Title IX Coordinator or designee after consultation as needed with other College officials. As noted in the confidentiality section above, the College will maintain as confidential any supportive measures to the extent possible while allowing for implementation of such requests.

It is not necessary to file a formal complaint, participate in an adjudication process, or file a criminal complaint to request supportive measures from the College. Both parties may request and receive supportive measures which are non-disciplinary, non-punitive individualized services offered as appropriate, as available, and without fee or charge. Violations of certain supportive measures may be referred to the conduct office for processing.

Supportive measures may include but are not limited to:

- Educational conversations which allow the Title IX Coordinator to address allegations with the respondent in a meeting to discuss concerning behavior and institutional policies/expectations. These are non-disciplinary and non-punitive. Respondents are not required to attend such meetings or compelled to provide any information if they attend. The Title IX Coordinator will update the complainant after the conversation is held and the complainant may be satisfied and choose to not pursue the report further or choose to file a formal complaint to initiate the resolution process. If the complainant is satisfied with the results of the educational conversation but the alleged behavior later persists, they may discuss with the Title IX Coordinator additional options and/or file a formal complaint to initiate the resolution process;
- Mutual no contact orders restricting communications (not distance) between parties;
- Campus no trespass orders;
- Academic accommodations, including to not limited to, deadline extensions, excused absences, incompletes, course changes/late drops, or other arrangements as appropriate;
- If applicable, residential accommodations including but not limited to, arranging for temporary housing assignments or new housing assignments as appropriate;
- Changing transportation or work arrangements or providing other employment accommodations as appropriate;
- Public safety campus escort services (as available) and safety planning steps;

- Assistance in accessing support services including (as available) victim advocacy, academic support, counseling, disability, health or mental health services, visa/immigration assistance, student financial aid services, and legal assistance both on and off campus as applicable;
- Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from courts in the United States or courts outside of the United States as applicable, and assisting with contacts. The College will also work with complainants and others as appropriate to respect such orders on premises that it owns or controls as necessary and appropriate.

6. PURSUING A CRIMINAL COMPLAINT

In addition to or instead of the College processes and procedures, any student, employee, or covered third party who wishes to report discrimination, sexual harassment, sexual misconduct, or retaliation under this policy has the option to pursue criminal charges with local, state, or federal law enforcement agencies. The College will offer and upon request provide assistance to students, employees, and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a formal complaint with the College. Individuals have the option to notify such agencies with or without the assistance of the College.

In addition, individuals may also have the right to pursue orders of protection, restraining orders, and/or relief from abuse orders from the court system. The College will respect such orders to the extent applicable. In addition, the College can also impose mutual no contact orders on students, employees, and third parties over whom it has some measure of control.

The Title IX Coordinator may agree to a short delay in its launch of a formal investigation if requested by the complainant and law enforcement to allow for evidence collection in a criminal case. The College's processes are not otherwise altered by a concurrent criminal/civil investigation as they are separate processes.

7. MEDICAL CARE AND EVIDENCE PRESERVATION

Any individual who may be experiencing or has experienced discrimination, sexual harassment, sexual misconduct, or retaliation is encouraged to immediately seek any necessary medical care and to seek help from appropriate College personnel, law enforcement, and/or medical personnel even if they are uncertain about whether to ultimately pursue a complaint, criminal charges, or seek a protective order. It is important for individuals to protect their own health and safety. Individuals are recommended to preserve all possible evidence in case they decide at some point to file a report of any nature. Therefore, if at all possible, individuals should refrain from changing clothes, showering or otherwise changing their physical state after an incident until after consulting with medical and/or law enforcement about how to best preserve evidence.

8. OTHER POLICY VIOLATIONS

If a report of discrimination, sexual harassment, sexual misconduct, or retaliation covered by this policy also involves a report of misconduct prohibited by other College policies, the other misconduct will be investigated to the extent that they are related to the allegations of misconduct prohibited by this policy. The College will determine at its discretion whether other policy violations allegedly committed in circumstances related to alleged prohibited conduct under this policy will be investigated and resolved in the Title IX investigation, which the College reserves the right to do, or will be addressed through separate procedures. Allegations of all misconduct that will be subject to investigation and adjudication in the procedures outlined in this policy will be included in the Notice of Allegations and Investigation sent out to all parties.

9. UNETHICAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between persons in unequal positions, such as faculty member-student or supervisor-employee. Even when parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant policy violation still exists. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the College's goals and policies. However, for the personal protection of members of our community, relationships in which power differentials are inherent are generally discouraged. In instances of these relationships, consultations will be made to Human Resources to determine if any applicable policy has been violated.

10. AMNESTY

The College's primary goal when responding to complaints involving students is safety, addressing the misconduct, and preventing it from recurring. A student should not hesitate to report due to a concern that the investigation process may indicate they were under the influence of alcohol or drugs at the time of the incident. Amnesty for violations of College

policies on the personal use of alcohol and drugs will be provided to parties and witnesses engaged in the resolution process as long as they are acting in good faith. However, the College may provide purely educational options with no official disciplinary finding. Amnesty may not apply to more serious allegations such as physical abuse or drug distribution.

The College, at its discretion and in consultation with the CCSNH Director of Human Resources, may also offer employees amnesty from certain policy violations on a case-by-case basis.

Individuals should understand that the use of alcohol or drugs never makes them at fault for discrimination, sexual harassment, sexual misconduct, or retaliation, nor does it mitigate accountability for committing these prohibited behaviors against others.

11. RECORD KEEPING

For a period of at least seven (7) years following the conclusion of a resolution process, the College will maintain records of:

1. Each discrimination, sexual harassment, sexual misconduct, and retaliation resolution process documentation, including any final determination regarding responsibility or appeal, and any audio or audiovisual recordings or transcripts required under federal regulation;
2. Any disciplinary sanctions imposed on the respondent;
3. Any supportive measures provided to the parties and any remedies provided to the complainant or the community designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result;
5. Any informal resolution and the result;
6. All materials used to train members of the Title IX team, which will be available upon request;
7. All materials used to train employees consistent with the requirements of the 2024 Title IX regulations.
8. All records in compliance with NH:188H

Records are kept private/confidential in accordance with FERPA. All records are stored securely and electronically through Maxient software accessible only by the Title IX Coordinator, CCSNH Title IX Coordinator, the CCSNH Director of Risk Management, and the CCSNH Director of Internal Audit.

Student parties may request access to their Title IX file in writing to the Title IX Coordinator. The Title IX Coordinator will provide a copy within forty-five (45) days of the request with appropriate redactions of personally identifiable information of all other parties/witnesses.

12. ACCOMMODATIONS

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process. Anyone needing such accommodations or support should contact the Title IX Coordinator who will work with the accessibility coordinator to review requests and determine which accommodations are appropriate/necessary for full process participation.

The College will also address reasonable requests for language services/interpreters, access assistance for the use of technology throughout the resolution process, and other supports deemed reasonable and necessary to facilitate participation in the resolution process.

13. PROVIDING FALSE INFORMATION

Intentionally making a false report or providing false information in connection with a report, complaint investigation, or adjudication of a matter covered by this policy will not be tolerated. A complainant whose factual allegations are truthful to the best of the complainant's knowledge but are not found by the College's process to substantiate a violation of this policy is not false information within the meaning of these guidelines. Students found to have intentionally provided false information will be subject to an investigation through the College conduct office.

A. Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. The College allows the filing of counterclaims but will assess the complaint for good faith. If what is alleged arises from the same set of facts as the original complaint, they may be investigated together at the discretion of the Title IX Coordinator. The counterclaim may also be investigated separately if arising from a different set of facts, which may cause case delays.

14. RIGHT TO AN ADVISOR

All parties are entitled to an advisor of their choosing to guide and accompany them through all resolution processes. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them that is available[11]. The College maintains a pool of (non-attorney) advisors who are available. A list of said advisors will be provided during the intake process. College officials are not required to serve as an advisor if they choose not to do so. Outside advisors can request to be trained by the College.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present including intake, interviews, hearings, and appeals. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney advisor, the College is not obligated to provide one. All advisors are subject to the same requirements whether they are attorneys or not.

Advisors are not permitted to speak for, represent, appear in lieu of, address any other party other than the one they are advising, or otherwise actively participate directly in a meeting, interview, or other proceeding unless given specific permission to do so. Parties are expected to ask and respond to questions on their own behalf throughout the resolution process. If a party requests to be fully represented by their attorney advisor, the College will comply at the discretion of the Title IX Coordinator.

Advisors may communicate with their advisee in a manner that is not disruptive to the meeting or proceeding at hand. For longer or more involved discussions, the party and their advisor should ask for breaks to allow for private conversation. Advisors may request to meet in advance of any interview or hearing with the Title IX Coordinator for the purpose of answering general questions they may have about the process.

Advisors are expected to refrain from interference with the investigation and resolution process. Any advisor who steps out of their role or causes a disruption will be warned that they are doing so. If the advisor continues to disrupt or otherwise fails to respect the limits of their role, the advisor will be asked to leave the meeting. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated.

Parties may wish to have the College share documentation and evidence related to the allegations with their advisors. Doing so may help the parties participate more meaningfully in the resolution process. The College provides a consent form that authorizes such sharing of documentation related to the allegations with their advisor of choice. Advisors are expected to maintain the privacy of records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College.

Additionally, communication regarding the investigation and resolution process will be directed to the involved party and not the advisor except in circumstances in which the Title IX Coordinator has granted an exception for special circumstances. If a party requests that all communication be made through their attorney advisor instead of the party, the College will comply at the discretion of the Title IX Coordinator.

The College generally expects an advisor to adjust their schedule to allow them to attend meetings when planned but may change scheduled meetings to accommodate an advisors inability to attend as long as doing so does not cause an unreasonable delay. The College will make provisions to allow for alternative forms of meeting including telephone, video, & virtual meeting.

Parties may elect to change advisors during the process by providing timely notification to the Title IX Coordinator. A new release must be submitted and consent to share information with the previous advisor is assumed to be terminated.

Under 2020 Title IX regulations, a form of questioning during the hearing must be conducted by the parties advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an advisor for a hearing, the College will appoint a trained advisor for the limited purpose of conducting any questioning of the parties and witnesses. An advisor will conduct all questioning during the formal hearing process under Title IX.

15. INVESTIGATION AND RESOLUTION PROCESS

When information about an incident of discrimination, sexual harassment, sexual misconduct, or retaliation is brought to the attention of Title IX staff, they will promptly contact the complainant to arrange an intake meeting. At a promptly

[11] "Available" means a party cannot insist on an advisor who doesn't have the inclination, time, or availability. The advisor cannot have institutionally conflicting roles. A party who chooses an advisor who is also a witness may anticipate that issues of potential bias could be explored by the decision maker.

scheduled meeting and/or through initial communications with the complainant, the Title IX Coordinator will discuss and/or communicate the availability of supportive measures and inform the complainant that supportive measures are available with or without filing a formal complaint. The Title IX Coordinator may be excused from carrying out their duties under this policy in the event of a conflict of interest or other legitimate reason. In the absence of the Title IX Coordinator, the Deputy Title IX Coordinator, CCSNH Title IX Coordinator, or other designee will serve as acting Title IX Coordinator for the purposes of the specific case.

Standard of Proof: The College operates with the presumption that the respondent is not responsible for the reported misconduct unless and until through the applicable resolution process the respondent is determined to be responsible for a policy violation by a preponderance of the evidence (whether it is more likely than not that the respondent is in violation of the alleged policy violation).

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with College policy.

A. Application to Employees

This policy and below procedures apply only to employee complaints when the allegations fall within the jurisdiction of Title IX. When allegations involving an employee complainant fall outside Title IX jurisdiction, the complaint/report will be sent to the CCSNH Human Resources Director who will consult with the College President and/or CCSNH Chancellor.

When an employee of the College is a party or witness to an investigation and resolution through this policy and its procedures, the employee shall have the right to have a representative who shall act as a consultant present in all related meetings. The Title IX Coordinator will coordinate with the CCSNH Director of Human Resources throughout the grievance process to ensure that any obligations under other applicable laws and regulations are met. Employees who are parties in Title IX matters will receive all (but no more than) the rights that such employees must be provided under the Title IX regulations, but all other aspects of their relationship with the College and the handling of the matter will be governed by otherwise applicable College employment practices and policies.

If the respondent is a student and an employee, the Title IX Coordinator will determine which procedures apply based upon the facts and circumstances, such as whether the respondent's status as a student or an employee predominates in context of the prohibited conduct. If a student-employee is found to have engaged in prohibited conduct, they may be subject to sanctions both in connection with their employment and in connection with their student status as appropriate under these and other applicable procedures.

B. Initial Meetings with Title IX Staff

i. Complainant

Within seven (7) days of receiving a report or formal complaint, the Title IX Coordinator will contact the complainant to schedule an intake meeting. During the intake meeting, the Title IX Coordinator will do the following as applicable:

a. Discuss the policy and complainant's rights under the policy;
b. Discuss local resources and on-campus resources, including but not limited to mental health services, health services, and victim advocacy;
c. Discuss confidentiality standards;
d. Discuss College policy on retaliation and the potential consequences;
e. Consider possible supportive measures and determine if any need to be put into place, with or without the filing a complaint;
f. Discuss the importance of preserving relevant evidence and/or documentation;
g. Discuss potential resolution processes including informal and formal resolutions;
h. Explain the steps in a formal grievance process;
i. Explain the right to an advisor;
j. Learn of the complainant's desire for a resolution.

ii. Respondent

If the complainant or Title IX Coordinator submit a formal complaint[12], the Title IX Coordinator will send the respondent a notice of allegations and investigation (NOAI) detailed below. Included in the email notification of the NOAI will be a meeting time with the Title IX Coordinator and the following information:

[12] The Title IX Coordinator may facilitate conversations with the respondent without a formal complaint, such as with educational conversations.

- Information about the College's formal and informal resolution processes;
- A statement of the allegations of behavior potentially constituting prohibited conduct, including sufficient detail. This includes the identity of the parties involved if known, the conduct alleged, and the date/location of alleged incident if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notification that parties may have an advisor of their choice who may be but are not required to be an attorney;
- Notification of existing counseling, health, and mental health services available on campus and/or in the community;
- Notification that taking any retaliatory action (directly or through others) against any person because they are involved in the investigation is prohibited and will be considered a separate violation of College policy.

The complainant will also receive a copy of the NOAI. If during the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known and issue an amended NOAI.
At the initial meeting with the respondent after sending the NOAI, the Title IX Coordinator will do the following as applicable:

- Discuss details of the complaint filed, including (if known) the name of the complainant, date, location, and nature of the alleged misconduct;
- Discuss respondents' rights under the policy;
- Discuss on and off campus resources;
- Discuss the policy and College procedures for resolution of the complaint;
- Explain the steps of a formal Tite IX investigation;
- Explain the right to an advisor;
- Discuss confidentiality standards;
- Discuss College policy on retaliation and the potential consequences;
- Inform the respondent of any supportive measures that have been put in place with the complainant that directly affect the respondent and determine whether the respondent desires any supportive measures; and
- Learn of the respondent's willingness to engage in an informal resolution.

E. Violence Risk Assessment

The Title IX Coordinator may determine that a violence risk assessment should be conducted as part of an initial assessment or otherwise in connection with a report, investigation, or resolution process. A violence risk assessment can aid in several determinations, including but not limited to:

- Emergency removal of a respondent on the basis of an immediate threat to an individual and/or campus communities physical health/safety;
- Whether the Title IX Coordinator should sign a formal complaint even if not requested by a complainant;
- Whether reported circumstances may involve a pattern of prohibited conduct and/or climate-related issues;
- Whether it is appropriate to try to resolve a complaint through informal resolution and what modality may be most successful and appropriate;
- Whether a no-trespass order is needed.

The Title IX Coordinator will appoint a member of the College who has been trained to perform this assessment. A violence risk assessment completed by the College is not an evaluation for an involuntary behavioral health hospitalization or a psychological/mental health assessment. A violence risk assessment assesses the risk of actionable violence, often with a focus on targeted predatory escalations. CCSNH typically utilizes the NABITA training model and uses the SIVRA-35 structured interview for violence risk assessments.

F. Formal Complaints

When a complainant requests an investigation, the Title IX Coordinator will promptly upon written receipt of a formal complaint:

1. Determine whether the conduct as alleged would, if proved, constitute discrimination, sexual harassment, sexual misconduct, or retaliation as defined above;
2. Determine whether the conduct allegedly occurred in the College's educational program or activity or if the College has substantial interest;
3. Determine whether at the time the formal complaint was made if the complainant was participating or attempting to participate in a College program or activity.

If the alleged conduct in the formal complaint would, if proved, satisfy all above elements and is signed by a complainant, or signed by the Title IX Coordinator, it will be investigated and resolved through the procedure outlined below.

If some but not all of the conduct alleged in the complaint satisfies these elements and a formal complaint is received from a complainant or signed by the Title IX Coordinator, the College will address the entire matter through the procedures outlined in this policy, but may also, to promote efficiency, address other relevant alleged misconduct in mixed cases so that all related misconduct may be addressed through one investigation and resolution process.

D. Dismissal

The College must dismiss a formal complaint from the Title IX grievance process if at any time during the investigation or resolution process:

- The conduct alleged would not constitute Title IX sexual harassment, even if proven true;
- The conduct did not occur in the College's education program or activity and/or the College does not have control over the respondent;
- The conduct did not occur in the United States;
- The complainant is not participating in or attempting to participate in the College's education program or activity at the time of filing the formal complaint.

The College may dismiss a formal complaint or any allegations if at any time during the investigation or resolution process:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations;
- The respondent is no longer enrolled at or employed by the College;
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination;
- The College determines the conduct alleged in the complaint would not constitute a policy violation if proven true.

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to both parties written notice (by electronic or other means) of the dismissal, the reasons for the dismissal, and notice of the parties opportunity to appeal such dismissal as outlined below. A complainant who decides to withdraw a complaint may later request to reinstate or refile their complaint. A decision maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met.
Complainants may appeal a dismissal of their complaint and respondents may also appeal if dismissal occurs after they have been made aware of the allegations. All dismissal appeals must be filed within three (3) business days of the notification of dismissal. The Title IX Coordinator will notify the parties of any filed appeals. If the complainant appeals but the respondent was not yet notified of the complaint, the Title IX Coordinator must then provide the respondent with a NOAI and then notify the respondent of the appeal with an opportunity to respond.
Throughout the dismissal appeal process, the college will:

- Implement dismissal appeal procedures equally for the parties;
- Assign a dismissal appeal decision maker who did not take part in the investigation of allegations or dismissal of the complaint;
- Provide the parties a reasonable and equal opportunity to make a statement in support of or challenging the dismissal; and
- Notify the parties of the result of the appeal and rationale for the result.

Grounds for dismissal appeals are limited to:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when dismissal was decided;
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against either or both parties that would change the outcome;

4. The dismissal was erroneously granted or denied.

Upon receipt of a written dismissal appeal, the Title IX Coordinator will share the appeal with the other party and provide three (3) business days for the other party to respond. The appeal should specify at least one of the grounds above and provide reasoning/supporting evidence for why the ground is met. At the conclusion of the response period, the Title IX Coordinator will notify the parties of the appointment of the dismissal appeal decision maker, then forward the appeal and responses to the dismissal appeal decision maker. If the request for appeal does not provide information that meets the grounds above, the request for appeal will be denied by the dismissal appeal decision maker. The parties, advisors, and Title IX Coordinator will be notified of this in writing with rationale. If the appeal grounds are met, then the dismissal appeal decision maker will notify the parties, advisors, and Title IX Coordinator in writing with rationale. The effect will be to reinstate the complaint.

Appeals will be confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The dismissal appeal decision maker has seven (7) business days to review and decide. Extensions can be granted at the discretion of the Title IX Coordinator and the parties will be notified. Dismissal Appeal decision makers may consult with the Title IX Coordinator on questions of procedure or rational for clarification if needed. The Title IX Coordinator will document all such consultation.

G. Withdrawal or Resignation before Complaint Resolution

Should a student respondent decide not to participate in the resolution process, the process will proceed regardless of their participation. If a student respondent withdraws from the College or transfers to another CCSNH campus, the resolution process may continue or the Title IX Coordinator may exercise their discretion to dismiss the complaint. If the complaint is dismissed, the College will still provide reasonable supportive measures as necessary. If the student attempts to return, they may not do so until the complaint is resolved and any sanctions imposed are satisfied. If the student respondent takes a leave of absence for a specified period of time, the resolution process may continue remotely.

If an employee respondent chooses not to participate in the resolution process, the process will proceed regardless of their participation. If an employee leaves their employment with unresolved allegations, the resolution process may continue or the Title IX Coordinator in consultation with the CCSNH Director of Human Resources and CCSNH Chancellor/College president may exercise their discretion to dismiss the complaint. If the employee attempted to return to CCSNH in any capacity, they may not do so until the complaint is resolved and any sanctions imposed are satisfied. At the discretion of the CCSNH Director of Human Resources and CCSNH Chancellor/College president, a note may be placed in the employees file that they resigned with pending allegations.

H. Resolution of Reports Without a Formal Process

Reports that fall within the scope of this policy may be resolved without a formal investigation and resolution process in one of two circumstances:

1. When the parties resolve the matter through an alternative resolution mechanism or;
2. When the respondent accepts responsibility for violating policy and desires to accept an assigned sanction and end the resolution process

b. Informal Resolution

Informal resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against a respondent. The aim of informal resolution is not to determine whether there was intent to engage in conduct violating this policy, but rather to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at an appropriate level. The College will not require the parties to engage in this type of process. It is not necessary to pursue informal resolution first in order to then pursue a formal resolution process. Any party participating in informal resolution can stop the process at any time prior to completion and begin/resume the formal resolution process. Informal resolution is available once a formal complaint has been initiated and an NOAI has been issued. Under 2020 Title IX regulations, this is not available for student – employee complaints.

At the Title IX Coordinators discretion, the parties may agree, as a condition of engaging in informal resolution, on what statements made or evidence shared during the informal resolution process will/will not be considered if a formal process resumes[13]. Parties do not have the authority to stipulate restrictions or obligations for individuals or groups not involved in the informal resolution process. The

[13] The parties may not want discussions from informal resolution to be admissible in a later resolution process, but essential facts must and do transfer. Disclosing something in an informal setting to shield it from formal admissibility is something the Title IX Coordinator will consider & discuss with the parties to ensure an informed decision is made by the parties.

Title IX Coordinator will determine whether additional individual or community remedies are needed to meet compliance obligations.

Informal resolution may involve but is not limited to:

- Agreement to pursue individual or community remedies;
- Targeted or broad-based educational programing or training;
- Supported direct conversation between parties or through shuttled communication and/or technology-facilitated communications; and
- Restorative practices administered by trained facilitators.

The College may facilitate an informal resolution process at any time prior to reaching a determination regarding responsibility. Prior to facilitating informal resolution, the College will provide the parties with an NOAI, the requirements of the informal resolution process including circumstances under which the College precludes the parties from resuming a formal complaint arising from the same allegations (the College generally permits parties to withdraw from the informal resolution process and begin/resume a formal investigation and resolution process at any time before the informal resolution process is complete/any informal resolution is agreed to in writing by the parties), and any consequences resulting from participating in the informal resolution process. This includes information regarding any records that will be maintained or shared by the College. The notice will also state that parties have the right to be accompanied by an advisor.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution before proceeding and will not pressure the parties to participate in informal resolution. The College will not offer or facilitate informal resolution to resolve allegations for employees. Upon successful resolution of a matter through informal resolution, all parties who have participated will be provided a notice of completion of informal resolution which will state the terms of the resolution and parties agreement to those terms.

The Title IX Coordinator may look to the following factors to assess whether informal resolution is appropriate or to determine which form of informal resolution may be the most successful for the parties:

- The parties amenability to informal resolution;
- Likelihood of potential resolution taking into account any power dynamics between the parties;
- Party motivation to participate;
- Civility of the parties;
- Any violence risk assessment and/or ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is or was needed;
- Complaint complexity;
- Goals of the parties; and
- Adequate resources to invest (time, staff, etc.)

If at any point during an informal resolution process either the complainant or the respondent communicates dissatisfaction with the process and the Title IX Coordinator deems it appropriate, the Title IX Coordinator can terminate the informal resolution and begin/resume a formal investigation and resolution process. The Title IX Coordinator has the discretion to make the ultimate determination of whether informal resolution is available or whether a particular proposed solution agreement resolves a matter appropriately.

Once parties have agreed upon and signed a written informal resolution agreement, the formal resolution option is no longer available with respect to the allegations resolved in the agreement. Results of complaints resolved by informal resolution are not appealable. The Title IX Coordinator maintains records of any resolution that is reached and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (dissolution of the agreement and resumption of the formal resolution process or referral to the conduct office).

c. Respondent Accepts Responsibility

A respondent may, after receiving written notice of the allegations, their rights to request supportive measures, and their right to participate in a formal resolution, accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the respondent indicates intent to accept responsibility for all or part of the alleged misconduct, the formal process will be pause and the Title IX Coordinator will determine whether an informal resolution can be used to resolve the matter. If

so, the matter will proceed to informal resolution and the parties will receive all notices and procedural rights outlined in the informal resolution process above.

The Title IX Coordinator will determine whether all parties and the Title IX Coordinator are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. No appeal of the finding of responsibility or sanctions will be available in such circumstances. If the parties cannot agree on all terms, the resolution process will continue/resume.

I. Formal Investigations - Title IX & Non-Title IX

The College may consolidate formal complaints and allegations against more than one respondent, by more than one complainant against one or more respondents, or by one party against another party where the allegations of such prohibited conduct arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party", "complainant", or "respondent" include the plural as applicable.

The Title IX team includes those who serve in roles at the discretion of the Title IX Coordinator that includes facilitating intakes, advisors, informal resolution facilitators, investigators, hearing facilitators, decision makers, appeal decision makers, and other designees in the Title IX process. These team members are trained annually and will be appointed by the Title IX Coordinator in consultation with the CCSNH Title IX Coordinator.

Notice of Allegations and Investigation: Prior to an investigation, the Title IX Coordinator will provide the parties with a detailed written NOAI. Amendments and updates may be made as more information becomes available and a new NOAI will be issued. For climate/culture investigations that do not have an identifiable respondent, the NOAI will be sent to the department/office/program head for the area/program that is being investigated. NOAI's typically include:

- A meaningful summary of all allegations
- The identity of the parties (if known)
- The precise misconduct being alleged
- Date and location of alleged incident(s) (if known)
- Specific policy/offense implicated
- A description of/link to/copy of applicable procedures
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- A statement that the College presumes the respondent not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that retaliation is prohibited
- Information about the confidentiality expectations during the process
- Information about advisors and how they may be obtained

Notification will be made in writing and delivered via the parties' college-issued email address or in person/by mail to all parties.

The College will make a good faith effort to complete investigations within 90 business days, which may be extended as necessary for appropriate cause. The timeline may also take longer for complex/larger investigations, witness availability, intervening semester breaks, law enforcement involvement, and/or other factors. The College may also undertake short delays when requested by law enforcement or due to health conditions of either party. The parties will receive regular updates, including for extensions/delays, and can request additional updates from the Title IX Coordinator at any time.

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for any party. A party may raise concerns of bias/conflicts of interest to the Title IX Coordinator or the CCSNH Title IX Coordinator. The resolution process involves an objective evaluation of all available relevant and not otherwise impermissible evidence. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.

Unless specifically provided otherwise below, the following procedures will apply generally to cases involving all allegations of discrimination, sexual harassment, and/or sexual misconduct:

1. The Title IX Coordinator will assign or retain an investigator. A notice of investigator appointment letter will be sent to both parties. In this letter, the full name of the investigator will be provided. Each party will have 48 hours to object to the investigator's appointment on the grounds that the investigator has a bias for or against complainants or respondents generally or a particular party or has a conflict of interest. Objections must be

made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative investigator. This process will be repeated until an investigator is selected. After this objection timeframe passes, all relevant information to the case will be transferred to the appointed investigator.

2. The investigator is authorized to access relevant records, including personnel, grievance, and student records except those deemed confidential or privileged by law. The investigator is authorized to contact any and all individuals without limitation. Both parties will be provided with timely notice of any meeting related to this process that they are invited to or expected to attend. This will include written notice of the date, time, location, participants, and purpose of the meeting with sufficient time for the party to prepare to participate. Meetings will be scheduled in conjunction with the party's academic course schedule to ensure that neither party miss classes due to a meeting related to this process. Additional meeting times will be included in notifications sent by the Title IX Coordinator at least 24 hours prior to the scheduled meeting. If a party is unable to attend, they must notify the Title IX Coordinator with the reason for the conflict and offer alternative meeting times.

3. The parties will be asked to identify all witnesses with whom they wish the investigator to speak with and what questions they wish the investigators to ask of other parties or witnesses. The investigator will interview those witnesses who are believed by the investigator to have first-hand knowledge of the incident or otherwise relevant information. The investigator is not otherwise required to interview any particular witnesses even if identified by one of the parties. The investigator will include in the investigative report a rationale for why they did not interview a particular witness identified by one of the parties. The investigator will provide the draft investigative report to the Title IX Coordinator for their review/feedback.

4. Prior to the conclusion of the investigation, the Title IX Coordinator will provide the parties and their advisors (if so desired by parties) an electronic copy of the draft investigative report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation, including evidence the College does not intend to rely on in reaching a determination. The parties will have ten (10) business days to review and comment so that each party may meaningfully respond to the evidence. The parties may elect to waive all or part of the review period. Any responses should be submitted to the Title IX coordinator within this 10-day period. The Title IX Coordinator will make any party's response available for any other party to review.

5. The investigator will consider the parties comments, if any, and incorporate relevant elements of the parties written responses into the final investigative report as deemed appropriate at the investigators discretion. This includes adding any additional relevant evidence, making necessary revisions, asking any additional questions of witnesses and/or parties, and finalizing the report.

6. At the conclusion of the investigation, the investigator will send the final investigative report to the Title IX Coordinator.

7. The final investigative report created by the investigator will fairly summarize relevant evidence and include as exhibits evidentiary materials as deemed appropriate by the investigator. The investigator will not offer recommendations regarding whether the policy was violated. At least ten (10) calendar days prior to the hearing referenced below, the College will send to each party and applicable advisors the final investigative report and exhibits in an electronic format for their review.

Recording of Interviews

The investigator may utilize audio and/or video record interviews at their discretion. No unauthorized audio or video recording of any kind is permitted during investigation meetings. All involved parties must be made aware of audio and/or video recording. Parties may review the recordings upon request. Transcripts, if used, will be included in the investigative report.

J. Evidentiary Considerations in the Investigation

Investigators will only consider relevant evidence, which is defined as evidence which may aid in determining whether an allegation occurred or whether the behavior constitutes a violation of policy. Investigators will not consider impermissible evidence, including:

- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior (unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged or if questions/evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent);

- Information protected under a legally recognized privilege (such as privileged communications between parties and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity or privileged communications between a party and their attorney) unless the person holding such privilege waives the privilege.

Previous disciplinary action of any kind involving the respondent may not be considered unless there is an allegation of a pattern of related misconduct. This information of pattern can also be considered when determining an appropriate sanction. Investigations and determinations can consider character evidence, if offered, but that type of evidence is unlikely to be relevant unless it is fact evidence or related to a pattern of conduct.

K. Formal Resolution Procedures

CCSNH utilizes two formal resolution procedures to resolve allegations that fall within the scope of this policy. The Formal Hearing Resolution Procedure Process A will cover Title IX allegations of discrimination and/or sexual harassment with a formal hearing utilizing cross-examination by advisors as mandated 2020 Title IX Regulations. Process B will cover Non-Title IX allegations of discrimination, sexual harassment, and/or sexual misconduct that utilizes decision maker questioning during the formal hearing.

i. Formal Hearing Resolution Procedure – Process A

a. As noted above, upon receipt of the final investigative report, the Title IX Coordinator will send both parties[14] and their advisors[15], if applicable (may be an attorney), the final investigative report and evidence in an electronic format for their review and written response if the parties so chose to submit one. Any written response a party wishes to provide must be submitted to the Title IX Coordinator within ten (10) days of receiving the final investigative report and evidence. The final report and party written responses, if any, will be provided to the decision maker in advance of the hearing. Deadlines for party review of information and submission of comments may be extended upon request for good cause and at the discretion of the Title IX Coordinator.

b. Once the final investigative report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing and appoint a decision maker as well as a hearing facilitator[16]. Each party will have 48 hours to object to the appointment on the grounds that the decision maker and/or hearing facilitator is biased against one or both parties or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative decision maker and/or hearing facilitator. This process will be repeated until a decision maker and/or hearing facilitator is selected. After the objection timeframe passes, all relevant information to the case will be transferred to the appointed decision maker.

c. The decision maker may consider arguments from the parties on evidence being relevant or impermissible in the parties written response to the final investigative report. The decision maker will rule on these arguments pre-hearing and will exchange those rulings with the parties prior to the hearing. The decision maker may consult with the Title IX Coordinator regarding questions of admissibility.

d. The decision maker, after any necessary consultation with the parties/investigator/Title IX Coordinator, will provide the names of persons who will be participating in the hearing[17], all pertinent documentary evidence, the final investigative report, and a hearing schedule/Zoom link to the parties at least seven (7) business days prior to the hearing in an email notice to all parties. Witnesses will be notified at least five (5) days before the hearing of the time they are asked to attend. Other pertinent information will be shared with the parties and witnesses in this notification. Witnesses will only be present during their portion of questioning.[18] Hearings will be scheduled into the summer as needed to avoid lengthy delays and may be scheduled over several days depending on witness schedules.

e. At least two (2) days before the hearing, the parties may submit to the decision maker any questions they plan to have their advisor ask of the other party and witnesses The decision maker will let the parties know if any questions are deemed irrelevant and/or impermissible. The decision maker may consult with the Title IX Coordinator on questions of admissibility regarding these determinations.

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[14] In complaints involving more than one complainant and/or respondent, the default procedure will be to hear allegations jointly. The Title IX Coordinator may permit separate hearings if there is a compelling reason to do so.

[15] Advisors may not be called as witnesses to testify to what their advisee has told them during their role as an advisor.

[16] The Title IX Coordinator will select the appropriate decision-maker depending on whether the respondent is an employee or a student.

[17] This may include anyone authorized to provide accommodations, interpretation, and/or assistive services.

[18] If the decision maker and both parties agree, they may decide that certain witnesses do not need to be present if their testimony can be adequately summarized in the final investigative report and their presence is not essential.

f. Ordinarily, but subject to the discretion of the decision maker, hearings will open with the hearing facilitator explaining the upcoming process and schedule, followed by an opening statement from the parties (but not their advisors) if they so choose. The advisors will then ask their questions of the parties. Witnesses will be questioned in this same format. Advisors will not be permitted to make opening/closing statements, but may request breaks to consult with the party. If parties and/or witnesses do not appear at the hearing, the hearing may continue without the party/witness or an attempt to reschedule may be made at the discretion of the Title IX Coordinator.
g. All questions are subject to the decision makers relevance determination. The advisor will pose the question orally and the proceeding will pause to allow the decision-maker to consider the questions and determine if the question will be permitted, disallowed, or rephrased. The decision maker will explain any decision to exclude a question as not relevant or to reframe for relevance. The decision-maker will limit or disallow questions on the basis that they are irrelevant unduly repetitious, or abusive. The decision maker may consult with the Title IX Coordinator on questions of admissibility.
h. After the advisors ask questions of each party and witness, the hearing facilitator will permit a short recess (most often in the format of a Zoom breakout room) so that the parties may discuss with their advisor if they would like to ask any follow-up questions. The parties may waive this recess or choose not to participate if the other party does not waive this recess. Advisors will submit these electronically to the decision maker via email and the decision maker will briefly deliberate and make a relevance/impermissible determination[19]. These will be shared with the parties. The advisors will then ask any follow-up questions deemed relevant/permissible by the decision-maker.
i. Any party or witness may choose not to offer evidence and/or answer questions at the hearing either because they do not attend or because they attend but refuse to participate in some or all of the questioning. The decision maker can only rely on whatever relevant evidence is available through the investigation and hearing in making ultimate determination of responsibility. The decision maker may not draw any inference solely from a party or witness's absence or refusal answer questions.
j. At the end of the hearing, the parties may consult with their advisors in a recess and make closing statements. The hearing facilitator will then close the hearing.

ii. Formal Hearing Resolution Procedure – Process B

k. As noted above, upon receipt of the final investigative report, the Title IX Coordinator will send both parties[20] and their advisors[21], if applicable (may be an attorney), the final investigative report and evidence in an electronic format for their review and written response if the parties so chose to submit one. Any written response a party wishes to provide must be submitted to the Title IX Coordinator within ten (10) days of receiving the final investigative report and evidence. The final report and party written responses, if any, will be provided to the decision maker in advance of the hearing. Deadlines for party review of information and submission of comments may be extended upon request for good cause and at the discretion of the Title IX Coordinator.
l. Once the final investigative report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing and appoint a decision maker as well as a hearing facilitator[22]. Each party will have 48 hours to object to the appointment on the grounds that the decision maker and/or hearing facilitator is biased against one or both parties or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative decision maker and/or hearing facilitator. This process will be repeated until a decision maker and/or hearing facilitator is selected. After the objection timeframe passes, all relevant information to the case will be transferred to the appointed decision maker.
m. The decision maker may consider arguments from the parties on evidence being relevant or impermissible in the parties written response to the final investigative report. The decision maker will rule on these arguments pre-hearing and will exchange those rulings with the parties prior to the hearing. The decision maker may consult with the Title IX Coordinator regarding questions of admissibility.

[19] The Decision maker may consult with the Title IX Coordinator in making these determinations on questions of admissibility.
[20] In complaints involving more than one complainant and/or respondent, the default procedure will be to hear allegations jointly. The Title IX Coordinator may permit separate hearings if there is a compelling reason to do so.
[21] Advisors may not be called as witnesses to testify to what their advisee has told them during their role as an advisor.
[22] The Title IX Coordinator will select the appropriate decision-maker depending on whether the respondent is an employee or a student.

n. The decision maker, after any necessary consultation with the parties/investigator/Title IX Coordinator, will provide the names of persons who will be participating in the hearing[23], all pertinent documentary evidence, the final investigative report, and a hearing schedule/Zoom link to the parties at least seven (7) business days prior to the hearing in an email notice to all parties. Witnesses will be notified at least five (5) days before the hearing of the time they are asked to attend. Other pertinent information will be shared with the parties and witnesses in this notification. Witnesses will only be present during their portion of questioning.[24] Hearings will be scheduled into the summer as needed to avoid lengthy delays and may be scheduled over several days depending on witness schedules.
o. At least two (2) days before the hearing, the parties may submit to the decision maker a written statement that identifies the facts they dispute and questions they believe the decision maker should ask of the parties and/or witnesses so that the decision maker may question the parties about these facts during the hearing. Facts that are undisputed by all parties may be relied upon by the decision maker even if they are not directly discussed at the hearing. The decision maker is not required to ask questions they deem irrelevant and/or impermissible. The decision maker will share with all parties these submitted statements as well as reasoning for not asking irrelevant/impermissible questions. The decision maker may consult with the Title IX Coordinator on questions of admissibility regarding these determinations.
p. Ordinarily, but subject to the discretion of the decision maker, hearings will open with the hearing facilitator explaining the upcoming process and schedule, followed by an opening statement from the parties (but not their advisors) if they so choose. The decision maker will then ask their questions of the parties. Witnesses will be questioned in this same format. Advisors will not be permitted to make opening/closing statements or participate actively in the hearing but may request breaks to consult with the party. If parties and/or witnesses do not appear at the hearing, the hearing may continue without the party/witness or an attempt to reschedule may be made at the discretion of the Title IX Coordinator.
q. After the decision maker asks questions of each party and witness, the hearing facilitator will permit a short recess (most often in the format of a Zoom breakout room) so that the parties may discuss with their advisor if they would like the decision maker to ask any follow-up questions. The parties may waive this recess or choose not to participate if the other party does not waive this recess. Advisors will submit these electronically to the decision maker via email and the decision maker will briefly deliberate and make a relevance/impermissible determination[25]. These will be shared with the parties. The decision maker will then ask any follow-up questions they deem relevant/permissible.
r. Any party or witness may choose not to offer evidence and/or answer questions at the hearing either because they do not attend or because they attend but refuse to participate in some or all of the questioning. The decision maker can only rely on whatever relevant evidence is available through the investigation and hearing in making ultimate determination of responsibility. The decision maker may not draw any inference solely from a party or witness's absence or refusal answer questions.
s. At the end of the hearing, the parties (not their advisors) may consult with their advisors in a recess and make closing statements. The hearing facilitator will then close the hearing.

Introduction of New Evidence or Witnesses at the Hearing

Any witness scheduled to participate in the hearing must have been first interviewed by the investigator unless all parties and the decision maker agree to the new witness's participation in the hearing. The same holds true for any evidence that is first offered in the pre-hearing statement made to the decision maker. If both parties and the decision maker do not assent to the admission of a new witness or newly offered evidence at the hearing, the decision maker has the discretion to delay the hearing to allow parties to review the new evidence or instruct that the investigation be re-opened to include that evidence if deemed relevant and permissible.

Recorded Hearings

All hearings conducted by the Title IX office will be virtual to accommodate the many different schedules and locations of participants and will be recorded for the purpose of review in the event of an appeal. The decision maker and the parties must be able to simultaneously see and hear a party/witness while they are speaking. The parties may not record the proceedings and no other unauthorized recordings are permitted.

[23] This may include anyone authorized to provide accommodations, interpretation, and/or assistive services.
[24] If the decision maker and both parties agree, they may decide that certain witnesses do not need to be present if their testimony can be adequately summarized in the final investigative report and their presence is not essential.
[25] The Decision maker may consult with the Title IX Coordinator in making these determinations on questions of admissibility.

The decision maker, parties, advisors, hearing facilitator and other administrators will be permitted upon request to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission from the Title IX Coordinator.

ii. Notice of Outcome

After the hearing, the decision maker will determine whether the respondent[26] is responsible or not responsible for policy violations in question with the preponderance of evidence standard (whether the evidence considered establishes that it is "more likely than not" that the policy was violated).

t. Within ten (10) business days after the conclusion of the hearing, the decision maker will prepare and deliver to the Title IX Coordinator a written notice of outcome regarding whether the respondent is or is not responsible for the policy violations in question. The notice of outcome will include:
    - Identification of the sections of the Colleges policy alleged to have been violated;
    - A description & dates of the procedural steps taken from the receipt of the complaints through the determination;
    - Specified findings for each alleged policy violation;
    - A detailed rationale for the findings of each allegations including determination regarding responsibility;
    - All applicable sanctions;
    - Identification of the College's procedures and permissible bases for the parties to appeal (as outlined below). The determination regarding responsibility becomes final if an appeal is filed on the date the College provides the parties with the written determination of an appeal. If an appeal is not filed, the determination regarding responsibility becomes final on the date on which the appeal would no longer be considered timely; and
    - The determination will notify parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant but will not provide details about such remedies.

u. In cases where the decision maker determines the respondent is responsible for a policy violation, the Title IX Coordinator will share the decision maker's determination and sanction assignments with the appropriate personnel who will implement sanctions[27].

v. The Title IX Coordinator will share the notice of outcome with the parties simultaneously via email, mail, or in person.

The time periods prescribed in this procedure for actions by the Title IX Coordinator or investigator are intended not as rigid rules, but rather as guidelines to which all are expected to adhere in good faith to the extent practicable. The Title IX Coordinator may exercise reasonable discretion to extend deadlines when they consider necessary or appropriate and will provide notice to the parties if that occurs. Parties may request investigative updates at any time throughout the process.

L. Appeal Process

Appeals must be submitted in writing to the Title IX Coordinator within five (5) business days of receipt of the notice of outcome. An appeal will not be considered if submitted after the allotted five days have elapsed. The other party will be notified of the appeal and the grounds the appeal was filed under. Any sanctions imposed in the notice of outcome are paused during the appeal process. The appeals decision maker may consult with individuals as deemed necessary to reach their decision. They will communicate their decision to the parties in writing within five (5) days of the date of the appeal with a copy to the Title IX Coordinator. Appeals are limited to the following grounds:

- A procedural irregularity that would change the outcome.
- New evidence that would change the outcome and that was not reasonably available at the time of determination.
- A Title IX team member of the resolution process had a conflict of interest or bias that would change the outcome.

[26] In cases where there is more than one respondent, a separate notice of outcome will be written for each respondent.

[27] For employee respondents, the College President and/or CCSNH Chancellor in consultation with the CCSNH Director of Human Resources will assign sanctions. Student respondent sanctions may require student conduct, registrar's office, and other appropriate offices to be notified in order to carry out assigned sanctions.

- The sanctions are not appropriate for the level of the policy violation and/or cumulative disciplinary record.
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i. Appeal Procedure

Any party may appeal a determination regarding responsibility under the grounds set forth in this policy. Supportive measures may be continued or reinstated by the Title IX Coordinator during the appeals process. If no appeal is filed or an appeal is not timely, the original finding will stand effective on the date the appeal period ends. The appeal procedures are implemented equally for all parties.

1. Upon delivery of the notice of outcome, both parties may submit an appeal to the Title IX Coordinator within five (5) business days. An appeal must articulate the specific grounds for the appeal and provide a statement and/or evidence.
2. The Title IX Coordinator will appoint an appeal decision maker to determine if the request meets the grounds for an appeal. This will be an independent person from the previous process including from any dismissal appeal that may have been heard earlier in the process. The parties will have 24 hours to object to the appointment of the appeal decision maker, in writing, on the basis of perceived bias or conflict of interest. The Title IX Coordinator has the sole authority to determine whether to replace an appeals decision maker and that decision is final.
    a. If the request does not meet the grounds for appeal, the request will be denied and the appeal decision maker will notify the parties, their advisors, and the Title IX Coordinator in writing of the denial and rationale.
    b. If the request does meet the grounds for appeal, the appeal decision maker will notify the parties, their advisors, and the Title IX Coordinator in writing as well as investigators/original decision maker when appropriate.
    c. If both parties submit appeals (cross-appeals or counter appeals), the same appeal decision maker will decide both appeals individually but at the same time. The same appeal decision maker will decide any appeals arising from the same facts and circumstances.
3. Following this notification, the non-appealing party has five (5) business days to submit a written response to the appeal which will be provided to the appealing party.
    a. No party may submit any new requests for appeal after this time period.
4. An appeal is typically confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The appeal decision maker will defer to the original findings and determination, remanding only when there is clear reason to do so or modifying the outcome/sanctions only when there is a compelling justification to do so. An appeal is not an opportunity for the appeal decision maker to substitute judgement because they disagree with the original decision maker. The appeal decision maker may consult with the Title IX Coordinator on questions of procedure, rationale or additional clarification.
5. The appeal decision maker may take one of three possible actions on appeal:
    1. Dismiss the appeal for failure to meet the grounds of appeal, therefore upholding the initial outcome and sanctions (if applicable).
    2. Remand to the investigator or decision maker with specific instructions on the remanded issue(s)
        a. In rare circumstances where an error cannot be cured by the original investigator, decision maker, and/or Title IX Coordinator (in cases of bias), the appeal decision maker may order a new investigation and/or determination with new members serving in the affected roles.
    3. Modify the outcome and/or sanction with a rationale supporting the modification.
6. Within five (5) business days of the date of appeal, a notice of appeal outcome will be sent to all parties, their advisor, and the Title IX Coordinator simultaneously via email or mail which includes the decision on each ground cited and rationale for each decision. The notice of appeal outcome will provide specific instructions for

remand or reconsideration, any sanctions, and the rationale supporting the essential findings.

7. The appeal decision maker's decision is final and there are no further appeal options (except in the case of a new determination or new sanction, which can be appealed one final time).
8. If a sanction is imposed, the Title IX Coordinator will coordinate the implementation of the sanction. They will also coordinate and implement remedies owed to the complainant and implement any other long-term supportive measures as necessary.

M. Sanctions

If it is determined that this policy has been violated, sanctions will be reasonably calculated to attempt to prevent reoccurrence and promote/restore the complainant's equal access to the College's education programs and activities. Factors taken into consideration include prior violations of College policy and sanctions, impact on parties, and the circumstances/nature/severity of the violation. Violations of this policy sanctions range from reprimand to expulsion/termination.

Sanctions against employee respondents, who are found to have committed the alleged conduct and thereby violated this policy, will be based on the circumstances and seriousness of the offense and decided by the College President and/or CCSNH Chancellor. Sanctions against CCSNH faculty and staff will be handled in accordance with employment policies or collective bargaining agreements governing discipline and dismissal. Sanctions may include, but are not limited to, mandated training, position reassignment, imposed workplace conditions, written warning, disciplinary suspension without pay, demotion, or dismissal.

Sanctions may include but are not limited to:

- Change of job or class assignment (removing a person from being in a position to retaliate or further affect the complainant);
- Writing a letter of apology to the complainant;
- Mandatory attendance at an appropriate educational class, program, or training;
- Written reprimand or other form of disciplinary documentation;
- Relevant community service;
- Prohibiting a student from holding an officer position or participating in student activities (including sports for a specified time period);
- Restriction from other relevant activities or locations, such as a gym or recreational space;
- Transferring a student to different housing or banning them from College housing facilities (if applicable);
- Student group or organization warnings, loss of privileges, probation, suspension, or termination;
- Disciplinary probation, which would provide for more severe disciplinary sanctions in the event the student is found in violation of any other institutional policy for a specified period of time;
- Suspension, typically not to exceed two (2) years, from CCSNH colleges;
- Termination or dismissal from CCSNH colleges.

In addition to the above listed potential sanctions, a respondent or any other party may at any time be referred to another College disciplinary process due to relevant information obtained from the complaint resolution process. Non-disciplinary measures as deemed appropriate in the discretion of the College (including but not limited to no contact orders or housing relocation) may be implemented even in cases where a policy violation was not found.

Sanctions will be implemented as soon as possible once a determination is final, either upon outcome of an appeal or the expiration of the window to appeal. Failure to abide by sanctions/actions imposed by the date specified, whether by refusal, neglect, or for any other reason may result in additional sanctions/actions including suspension, expulsion, or termination.

N. Remedies

Following the conclusion of the resolution process and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or campus community that are intended to stop harassment, discrimination, and/or retaliation, remedy the effects, prevent reoccurrence, and promote or restore the complainant's equal access to College programs and activities. These remedies/actions may include but are not limited to:

- Referral to counseling and health services
- Referral to the employee assistance program
- Education to the individual and/or community
- Permanent alteration of housing assignments (if applicable)

- Alteration of work arrangements for employees
- Provision of campus safety escorts
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, retroactive withdrawals, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the respondent to ensure no effective denial of educational access. The College will maintain the privacy of any long-term remedies/actions/measures provided privacy does not impair the College's ability to provide these services.

16. PREGNANCY, RELATED CONDITIONS, AND PARENTING INDIVIDUALS

CCSNH does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by the Title IX of Education Amendments of 1972. The College prohibits members of the College community from adopting or implementing any policy, practice, or procedure which treats individuals differently on the basis of current, potential, or past pregnancy, related conditions, or parental status. This policy applies to all pregnant persons, regardless of gender identity or expression.

1. Relevant Definitions

- **Familial Status** is the configuration of one's family or one's role in a family.
- **Parental Status** is the status of a person who, with respect to another person who is under the age of 18[28], is a biological, adoptive, foster, stepparent, legal custodian or guardian, in loco parentis with respect to such person, or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and Related Conditions** are the full spectrum of processes and events connected to pregnancy, including pregnancy, childbirth, termination of pregnancy[29], lactation, related medical conditions, and recovery therefrom.
- **Reasonable Modifications** are individualized modifications to the policies, practices, or procedures that do not fundamentally alter the College education program or activity.

2. Information Sharing Requirements

Any College employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinators contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to the College's education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the Title IX Coordinator's contact information to the student.
Upon notification of a student's pregnancy or relate condition, the Title IX Coordinator will contact the student and inform them of the College's obligations to:

- Prohibit sex discrimination;
- Provide reasonable accommodations;
- Allow access, on a voluntary basis, to any separate or comparable portion of the institutions education program or activity;
- Allow a voluntary leave of absence;
- Ensure lactation space availability;
- Maintain a resolution process for alleged discrimination;
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purpose.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation.

[28] Or a person who is 18 or older but is incapable of self-care because of mental or physical disability.
[29] The Department of education interprets 'termination of pregnancy' to include miscarriage, stillbirth, or abortion. 89 F.R. 33474 April 29th, 2024, codified at 34 C.F.R. 106.

3. Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to reasonable modifications to prevent sex discrimination and ensure equal access to the College's education program and activity. Any student seeking reasonable modifications must contact the Title IX Coordinator to discuss appropriate and available reasonable modifications based on their individual needs. Students are encouraged to request these as promptly as possible, though retroactive modifications may be available in some circumstances. Reasonable modifications are voluntary and a student can accept or decline the offer. These may include (and may not be appropriate in all contexts):

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online education
- Changes in class schedules
- Time extensions for coursework and rescheduling of tests
- Allowing a student to sit or stand and carry/keep water nearby
- Changes in physical space or supplies (such as a larger desk)
- Elevator access if applicable
- A larger uniform or other required clothing/equipment
- Other changes as determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the College will work with the student to devise an alternative path to completion if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and the College Accessibility Coordinator to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize academic impact, and get back on track as efficiently as possible. The Title IX Coordinator will assist with plan development/implementation as needed.

Supportive documentation for reasonable modifications will only be required when it is necessary and reasonable under the circumstances to determine which reasonable modifications to offer to ensure equal access. Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the reasonable modification.
Students experiencing pregnancy-related conditions that manifest as a temporary disability under the ADA or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like other students with a temporary disability. The Title IX Coordinator will consult with the College ADA Coordinator to ensure the student receives reasonable accommodations for their disability as required by law.

4. Certification to Participate

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physical able to participate in the program or activity unless:

- The certified level of physical ability or health is necessary for participation;
- The institutions requires such certification of all students participating; and
- The information obtained is not used as a basis for pregnancy-related discrimination.

5. Lactation Space Access

The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of other. Lactation spaces are located in Room 309B on the Berlin campus and Room 506 at the Littleton Academic Center.

6. Leave of Absence

A. Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least thirty (30) days prior to the

initiation of the leave or as soon as practical. The Title IX Coordinator will work with the Registrar and any other necessary employees to ensure the student fills out the correct paperwork. Students may register as “on leave/inactive” to continue their eligibility for certain benefits (including health insurance or residing in College housing if applicable and subject to the payment of applicable fees).

To the extent possible, the College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they left. Continuation of the students’ scholarships, fellowships, or similar College-sponsored funding during their leave term will depend on registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility by exercising their rights under this policy. When requested, the College will provide any necessary documentation for financial aid agencies and external scholarship providers.

B. Employees

Employees should work with Human Resources to determine their eligibility for leave. If an employee, including a student-employee, is not eligible for leave because they do not have enough leave time available or have not been employed long enough to qualify for leave, they are eligible to qualify for pregnancy or related conditions leave under Title IX without pay for a reasonable period of time. Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without negative effect on employment privilege or right.

7. Student Parents

Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period from the Title IX Coordinator during the first six months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary responsibility. During this academic modification period, the students’ academic requirements will be adjusted/postponed as appropriate in collaboration with the appropriate staff, the students’ academic advisor, and appropriate academic departments.

The student is encouraged to work with their advisors and faculty members directly to reschedule course assignments, lab hours exams, or other requirements as appropriate once authorization is received from the Title IX Coordinator. If the student is unable to work with these staff to obtain the appropriate modifications, the student should alert the Title IX Coordinator as soon as possible, and they will help facilitate.

In timed degree, certification, or credentialing programs, students seeking modifications upon birth or placement of their child will be allowed an extension of up to 12 months to prepare for and take preliminary and qualifying examinations and an extension of up to 12 months toward normative time to degree while in candidacy to the extent those deadlines are controlled by the College. Longer extensions may be granted in extenuating circumstances. Students can request modified academic responsibilities under this policy regardless of whether the elect to take a leave of absence. While receiving academic modifications, students will remain registered and retain benefits accordingly.

8. Policy Dissemination and Training

A copy of this policy will be made available to faculty and employees in annually required training and posted on the College’s website. The College will alert all new students about this policy in new student training. The Title IX office will make educational materials available to all members of the College community to promote compliance with this policy and familiarity with its procedures.

17. EDUCATION, COMMUNCATION, AND TRAINING

All students and employees within our campus community deserve to feel safe and supported. CCSNH works year-round to provide education, tools, resources to recognize concerning or harmful behavior, strategies for intervening, and to help others get the support they need. As part of these efforts, CCSNH provides primary prevention and awareness campaigns for all incoming students and new employees as well as ongoing prevention and awareness campaigns for all students and employees in compliance with Title IX regulations, VAWA, and NH RSA 188:H. These programs are comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to combat relevant Title IX issues. CCSNH considers each individual campus unique and designs its programs to fit each community to ensure they are culturally relevant, inclusive of diverse communities/identities, sustainable, responsive, and informed by research.

CCSNH also considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal level so that we can address actual issues that may influence how/if violence is occurring within our own community and how these programs can meet our collective need. All these programs will reinforce that dating violence, domestic violence, sexual assault, stalking, and sexual misconduct are unacceptable and prohibited within our campus communities.

A. Primary Prevention and Awareness

Primary Prevention programs are those that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships/sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy/safe directions. Awareness programs are programs that are community-wide or audience specific that increase knowledge and share information/resources to prevent violence, promote safety, and reduce perpetration.

B. Bystander Intervention

Bystander intervention involves safe and positive options that might be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence sexual assault, or stalking. This can include:

- Recognizing situations or potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene.

Safety is your top priority when intervening. Before jumping into a potentially dangerous situation, be smart and think about your own safety. Ask how can I keep myself safe? What are all options available? Who else might be able to assist me? Aside from safety in numbers, you may have more influence on the situation when you work together with someone else or even several people.

Remember the 3”D”’s of bystander intervention:

DIRECT: Directly confront the inappropriate behavior

Point out threatening or inappropriate behavior in a safe, respectful manner.

DISTRACT: Draw away or divert attention

Make up an excuse to help a friend get away from someone who might pose danger (Let’s go dance! Can you come to the bathroom with me?).

DELEGATE: Reach out to someone else for help, like public safety or the police.

Alert a bartender or party host that someone has had too much to drink

C. Risk Reduction

Risk reduction refers to tools/strategies/behaviors/options that decrease perpetration, bystander inaction, and promote victim empowerment. This definition includes giving bystanders tools to overcome barriers that might lead them not to intervene, so all tips provided above can generally be used for risk reduction as well. It is up to the CCSNH community to look out for one another and create the safe environment that our students and employees deserve.

Below are some suggestions that can help individuals reduce their risk of being victimized and reduce the risk of being accused of sexual misconduct. CCSNH does not condone victim-blaming and acknowledges that only those who commit violence are responsible for their actions.

Reducing the Risk of Victimization

- Make any limits/boundaries you have known to your partner as early as possible.
- Clearly and firmly articulate consent or lack of consent.

- Remove yourself, if possible, from an aggressor's physical presence.
- Reach out for help, either from a person who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability for sexual victimization.
- Look out for friends and ask them to look out for you. Respect them and ask them to respect you but be willing to challenge each other about high risk choices.

Reducing the Risk of Being Accused of Sexual Misconduct

- Show your potential partner respect if you are in the position of initiating sexual behavior.
- If a potential partner says "no", accept it and don't push. Do not proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partner and give them a chance to share their intentions/boundaries with you.
- Respect personal boundaries. If you are unsure what is OK in any interaction, ask.
- Avoid ambiguity. Don't make assumptions about consent, whether someone is attracted to you, how far you can go with someone, or if the individual is physically/mentally able to consent. If you have questions or are unclear, you don't have consent.
- Don't take advantage of the fact that someone may be under the influence of alcohol or drugs, even if the person chose to become that way. Other's loss of control does not put you in control.
- Be on the lookout for mixed messages. That will be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen.
- Respect timelines for sexual behaviors with which others are comfortable and understand they are entitled to change their minds at any time.
- Recognize that even if you don't think you are intimidating, our potential partner may be intimidated by or fearful of you because of sex, size, social capital, or position of power/authority.
- Don't assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behavior. If you are unsure, stop and ask.
- Understand that exerting power and control over another through sex is unacceptable conduct.

D. Programs Offered

Below is information for White Mountains Community College program offerings. For more information or to request a program/training, contact the Title IX Coordinator at

Melissa Laplante
Library Director, Title IX Coordinator
mlaplante@ccsnh.edu
Berlin Campus, Learning Commons, Rm 309C
603-342-3086

Title IX New Student Training – Mandatory training completed online or in person at the start of every academic year that reviews College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

Title IX Employee Training – Mandatory training for all full and part-time employees completed online or in person at the start of every academic year that reviews mandatory reporter expectations, how to take/submit reports to the Title IX office, College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

- Also completed for all new employees upon hire
- Adjunct Faculty will be trained via written materials upon hire

USafeUS App – A free and confidential 24/7 online safety and prevention tool in response to Title IX related offenses that includes fake text/call features, GPS tool alerts with friends, drink recipes to alert bartenders for help, contact information for campus reporting and local resources, College policy overview, and nationally available resources.

- Download the app in the App store or Google Play & select your College campus

Title IX Refresher – Training offered upon request that can be done for campus clubs, student groups, classes, employees, etc. Material can be tailored to individual needs and can generally include College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

Stalking Awareness Training – Training offered upon request that focuses on the Title IX offense of stalking, general awareness, case discussion online safety measures, safety planning, bystander awareness/intervention, and reporting options.

In addition to the above programming/training that is offered every year, the College also hosts local domestic and sexual violence agencies on campus to engage in a variety of prevention and awareness programming each academic year. These change year to year to best address the needs of the community.

E. Title IX Team Training

All members of the Title IX team will receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX, and annually thereafter. Materials will not rely on sex stereotypes. Training topics include, but are not limited to:

- The role of the Title IX Coordinator scope of the policy;
- The Resolution Process and how to conduct a resolution process consistently, including issues of disparate treatment, disparate impact, sexual harassment, quid pro quo, hostile environment harassment, sexual misconduct, and retaliation;
- How to conduct/coordinate investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability;
- Implicit bias, confirmation bias, and treating parties equitably;
- Reporting, confidentiality, and privacy requirements;
- Applicable laws, regulations, and federal regulatory guidance;
- How to implement appropriate and situation-specific remedies;
- How to investigate/coordinate investigations in a thorough, reliable, timely, and impartial manner;
- Trauma-informed practices pertaining to investigations and resolution processes
- How to uphold fairness, equity, and due process as well as how to weigh evidence;
- How to conduct questioning, assess credibility, and use impartiality and objectivity;
- How to render findings and generate clear, concise, evidence-based rationales;
- The definitions of all prohibited conduct;
- How to conduct a grievance process, including administrative resolutions, hearings, appeals, and Informal Resolution Processes;
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against respondents and/or for complainants;
- Technology to be used at a live hearing
- The meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the Title IX Regulations;
- Issues of relevance and creating/coordinating an investigation report that fairly summarizes relevant and not impermissible evidence;
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations;
- Recordkeeping, Clery Act/VAWA requirements applicable to Title IX, and obligations under Title IX;
- Training for informal resolution facilitators on the rules and practices associated with the Informal Resolution process;
- Supportive Measures and reasonable modifications and specific actions to prevent discrimination and ensure equal access for pregnancy or related conditions ;
- How to apply definitions with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy; and
- Any other training deemed necessary to comply with Title IX.

18. QUESTIONS, NOTICE, AND SUPERSEDING OF PRIOR POLICIES

This policy is effective as of January 14th, 2025. Complaints or notices of alleged policy violations, inquiries, or concerns regarding this policy and procedure may be made to the Title IX Coordinator. This policy is subject to change to comply with changes in relevant laws or College operating procedures. If government laws, regulations, or court decisions change in ways that impact this document, this document will be construed to comply with the most recent government regulations or holdings. This policy supersedes all previous College policies and procedures that covered some or all of the areas addressed in this policy.

CAMPUS POLICIES

Campus Commitment to Safety

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

General Conduct

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

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

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

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

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

The following programs will be provided annually:
1. Drug/Alcohol Prevention
2. Safety for Self and Others (e.g., date rape)

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

Crime Prevention Tips
1. Secure your valuables at all times, especially wallets and pocketbooks.
2. Keep your car locked. At night, use the "buddy system" when going to your car or walking outside the building.
3. Check the back seat of your car before getting in.
4. Report all suspicious persons or activities to campus safety and security 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.

Reporting Criminal Activity and Emergency Procedures
To report criminal activity, emergencies or other incidents you believe require the attention of the college administration, contact Mark Desmarais in the Student Affairs office 603-342-3009. James Astuto, Campus Safety & Security Supervisor (Berlin), 603-342-3022 or Ryan Kelly or Bruce Finch, Safety & Security Officers (Littleton), 603-805-9344. Students/employees may also report any classroom emergency to the Welcome Center. This information will be given to Student Affairs. You will be asked to complete a campus incident report form once the situation no longer poses an immediate threat. These forms are available on-line at https://www.wmcc.edu/about/campus-security/campus-incident-report-form/ for your convenience. Do not hesitate to seek the supportive assistance of a member of the Student Affairs staff, faculty/colleague or a close friend.

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

Important Telephone Numbers

For all emergencies	
Off-campus	911
On-campus extension	9-911
Poison Center Central	1-800-562-8236
Fire Department Non-emergency	603-752-3134 (Berlin)
	603-444-2137 (Littleton)
Police Department (Non-emergency)	603-752-3131 (Berlin)
	603-444-7711 (Littleton)
WMCC Student Affairs office	603-752-1113

Incident Type	On Campus			Non Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests Referred for Disciplinary Action									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0

CAMPUS SEX CRIMES PREVENTION ACT

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

STUDENT HAZING POLICY

Purpose and Scope

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

Definitions

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

Prohibitions and Obligations

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

CLASS & LAB SAFETY

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

EMERGENCY CALL BOXES/AED

Emergency call boxes are located in the parking lots at our Berlin and Littleton locations. Pressing the red button will immediately connect you to 911 for assistance. Automated External Defibrillators (AED) are also located at all WMCC locations.

FIRE PROCEDURES

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

Fire alarm boxes are located throughout the Berlin & Littleton locations.

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.

EMERGENCY PROCEDURES

Emergency procedures are posted in every classroom at all WMCC locations. Emergency procedures include protocols for active shooter, bomb threats, fire alarm/evacuation, lock down/shelter in place, and medical emergencies.

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 (Berlin) and 5 MPH (Littleton) will be observed at all times.
- Student parking is prohibited in the following areas: in front of doors; in driveways and access lanes; on the grass; or any other area not marked for parking spaces. Park legally in spaces provided using only one space per vehicle.
- All motor vehicles will be operated in a safe, sane and quiet manner with due consideration for the safety and welfare of others. Negligent and/or careless drivers will be denied the privilege of operating a vehicle on campus and/or subject to fines.

COMMUNITY SERVICES & RESOURCES

ALCOHOL & DRUG ABUSE COUNSELING

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

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

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

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

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

BIRTH CONTROL & FAMILY PLANNING

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

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040
Services Offered: This program provides the following clinic services to residents of Coos County: birth control supplies, pap tests, pelvic and breast examinations, blood and urine tests, tests for sexually transmitted diseases and pregnancy testing. The program also provides information and counseling on: birth control, planned pregnancy, sterilization, menopause, infertility, unplanned pregnancy, uterine and breast cancer and DES.
Hours: 8:30 am-4:30 pm, by appointment only
Fees: Sliding fee scale which is based on a person's ability to pay. No one will be denied services because of inability to pay.

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

EMERGENCY PHONE NUMBERS

	Berlin	Littleton
POLICE	603-752-3131	603-444-2422
FIRE	603-752-3135	603-444-2137
AMBULANCE	603-752-1020	802-748-7542
HOSPITAL	603-752-2200	603-444-9000
EMERGENCY	911	911

EMPLOYMENT

NH Division of Employment Security, 151 Pleasant St, Berlin, NH, 603-752-5500
646 Union St., Suite 100, Littleton, NH 603-444-2971
518 White Mountain Hwy, Conway, NH 447-5924
NH Workforce Development Counselor, 151 Pleasant St, Berlin, NH, 603-752-5500, Ext. 310
646 Union St., Suite 100, Littleton, NH 603-444-2971
518 White Mountain Hwy, Conway, NH 603-447-5924

FAMILY RESOURCES

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

FOOD INSECURITY

Both WMCC locations operate a food pantry (WMCC Cabinet) to help address food insecurity with all students.

SNAP & WIC

SUPPLEMENTAL NUTRITION ASSITANCE PROGRAM (SNAP)

NH Dept. of Health & Human Services, 650 Main St, Suite 200, Berlin, 603-752-7800
80 North Littleton Road, Littleton, NH 03561 603-444-6786

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

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

WIC - WOMEN, INFANTS AND CHILDREN

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

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040
Services Offered: WIC is a supplemental food program open to pregnant and nursing women, infants and some children under the age of 5 who meet income guidelines and who are considered to be at nutritional or medical risk. Nutritional screening; counseling on food budgeting and good nutrition; vouchers redeemable for milk, eggs, cheese, fruit juice, cereal, peanut butter, dried beans and infant formula are some of the services included.
Hours: 8:30 am-4:30 pm, by appointment only Fees: No charge if you are income eligible

HEALTH SERVICES

ANDROSCOGGIN VALLEY HOSPITAL

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

AMMONOOSUC COMMUNITY HEALTH SERVICES

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

COOS COUNTY FAMILY HEALTH SERVICES

133 Pleasant St, Berlin, NH 603-752-2040
2 Broadway Ave, Gorham, NH 603-466-2741

LITTLETON REGIONAL HEALTHCARE

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

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

NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER
3 Twelfth St, Berlin, 603-752-7404
Services Offered: This organization provides out-patient therapy and counseling services; day treatment, in-patient services and emergency services.
Hours: 8:30 am-4:30 pm, by appointment only Fees: Sliding fees based on ability to pay

NORTHERN HUMAN SERVICES – WHITE MOUNTAIN MENTAL HEALTH
29 Maple Street, Littleton, NH 03561 603-444-6894

NORTHERN HUMAN SERVICES – THE MENTAL HEALTH CENTER
25 West Main St, Conway, NH 603-447-4356

MATERNAL AND CHILD HEALTH PROGRAM
Ammonoosuc Community Health Services, 25 Mt. Eustis Road, Littleton, NH 603-444-2464

Coos County Family Health Services, 133 Pleasant St, Berlin, 603-752-2040
Services Offered: This program provides prenatal care for pregnant women and comprehensive preventive health services, including medical, social and nutritional services for children birth to age 6.
Hours: 8:30 am-4:30 pm, by appointment only
Fees: Sliding fee scale is based on a person's ability to pay. No one will be denied services because of inability to pay.

SACO RIVER MEDICAL GROUP
7 Greenwood Ave, Conway, NH 603-447-3500

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

LEGAL SERVICES

NH LEGAL ASSISTANCE Offices are located in Berlin, Claremont, Concord, Manchester, Portsmouth
Services Offered: This organization gives free legal advice and representation in non-criminal matters to individuals who otherwise would be unable to afford legal advice and representation. NHLA advises in these areas of the law: Social Security, Veterans Benefits, food stamps, landlord-tenant, welfare, unemployment insurance, Medicare, utility and consumer issues.
Hours: 8:30 am-5:00 pm., Mondays or by appointment Fees: No charge if you are income eligible
Visit www.nhla.org

PHONE NUMBERS FOR ASSISTANCE

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

SEXUAL AND DOMESTIC VIOLENCE

RESPONSE: Domestic & Sexual Violence Support Center, 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. Services are available in the Berlin, Littleton, Lancaster and Colebrook areas.
Hours: Hotline (1-866-662-4220) open 24 hours Fees: There is no charge for this service

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

TRANSPORTATION

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

VETERANS

Berlin Veterans Center, 515 Main St, Gorham, 603-752-2571
Services Offered: Provides counseling to eligible combat Veterans and their families. Also provides military sexual trauma and bereavement services to all Veterans. The Berlin Veterans Center makes referrals to other appropriate agencies and services.

APPENDIX

LIABILITY WAIVER

WHITE MOUNTAINS COMMUNITY COLLEGE

REQUEST FOR FIELD TRIP

Requested by: _____
Curriculum: _____
Course Title: _____
Does course outline indicate field trips? YES _____ NO _____
Company/Agency/Organization to be visited:
_____
Specific objectives of the field trip:_____
_____
_____
Date and approximate time of departure: _____
Estimated time of return: _____
List vehicle(s) reserved: _____
Contact person at company in case of emergency: _____
_____ Telephone Number: _____

_____ _____
Faculty Member Date

_____ _____
Department Chairperson Date

_____ _____ _____/_____
Vice President of Academic Affairs Date Approved / Denied

Following approval, it is the responsibility of the person making the request to notify other instructors having students involved in the trip. It is also that person's responsibility to meet with the Vice President of Academic Affairs for a brief evaluation of the field trip. This evaluation will focus on whether or not the trip met its stated objectives, and how similar field trips could be modified or improved in the future.

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

Assumption of Risk and Liability Release for On or Off Campus Activity

After reviewing this form, please fill out all information and place your signature where required, authorizing your participation in the _____ (Activity) at/through _____ _____Community College and the Community College System of New Hampshire.

PLEASE **PRINT**

Student's Name_____

Address_____

City_____ Zip Code_____

Home Phone_____ Local Phone(s)_____

I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity which also could include serious or even mortal injuries and property damage. I, _____, knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representative(s), agree to assume all the risks and responsibilities surrounding my participation in the Activity and the transportation related to the Activity.

I understand that students may leave campus during this Activity and that I may travel in a College owned or a personal vehicle. I understand that if the Community College is not providing a College owned or leased vehicle, and transportation consists of a personal vehicle (of another student, faculty or staff member) or public transportation, _____ Community College and the Community College System of New Hampshire has no liability regarding transportation and I travel at my own risk.

I hereby release any and all rights for claims and damages I may have on behalf of myself, my family, heirs and personal representative(s) against _____Community College, the Community College System of New Hampshire its trustees, officers, employees and agents, including faculty, staff members and supervisors ("Releasees"), in any manner due to any personal injury or property loss sustained by me as a result of my traveling to and from the field trip destination(s) and/or my participation in the Activity, including any activities I may engage in during my free time while participating on the field trip. I will not hold _____ Community College or the Community College System of New Hampshire responsible for liability for injury or damages arising from the result of my participation in this Activity unless it is due to willful or intentional misconduct or negligence on the part of _____ Community College and/or the Community College System of New Hampshire.

I understand and agree that the Releasees do not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

I am fully qualified to meet the academic and technical requirements necessary to participate in this program. I am at least 18 years old and I enter this agreement voluntarily.

I further understand that any violation of campus rules may result in termination of my attendance in the program and/or judicial charges.

Student Signature_____Date_____

* * * * * * * * * *

Signature of Parent/Guardian if student is not at least 18 years old:

Signature_____**Date**_____

Parent's Name_____

Parent's Telephone Number _____

Parent's Address_____

NOTE: If you currently have a condition (i.e. medical, disability or other issues) that will require accommodation in order to participate in this program, please contact the faculty member who is leading the trip and also meet with Disability Support Services in order to ensure that accommodations can be made in order for you to be able to participate fully. The Community College will make every effort to make the trip fully accessible. However, some elements may be out of the control of _____ Community College and therefore, alternative options must be discussed with the faculty member and DSS prior to participation.

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