THE QUICK REFERENCE GUIDE
Where To Go For Answers

Absence .................................................................................................................. Your Instructor
Academic Assistance ............................................................................................... Teaching, Learning and Career Center
Add/Drop Course .................................................................................................... Registrar’s Office, Student Information System (SIS)
Buy/Sell Books ........................................................................................................ Bookstore
Career Assistance/Job Placement ............................................................................ Teaching, Learning and Career Center and Faculty Advisor
Change Curriculum Major ....................................................................................... Admissions Office
Change of Address .................................................................................................. Registrar’s Office
Communications/Messages ..................................................................................... Student Email, LRCC ALERTS and Electronic Bulletin Boards
Support Services ..................................................................................................... Student Support Counselors (Admissions Office)
Disability and Tutoring Services ............................................................................. Teaching, Learning and Career Center
Emotional Support/Counseling ................................................................................. Ms. Kummerer-Cyr
Faculty Advisors ...................................................................................................... Student Information System (SIS), Registrar, Academic Affairs Office
Financial Aid (Federal/State and Private Scholarships) ............................................ Financial Aid Office
Graduation Requirements ......................................................................................... Faculty Advisor, Registrar’s Office
Health Insurance ..................................................................................................... Admissions Office
Housing Information .................................................................................................. Admissions Office
ID Cards/Parking Decals .......................................................................................... Campus Safety Office
Information and Learning Resources ....................................................................... Bennett Library
Information on Student Activities ........................................................................... Student Affairs Office
Lost & Found ............................................................................................................ Front Office
Student Concerns/Appeals ....................................................................................... Student Affairs Office
Tuition/Fees/Payment/Refund .................................................................................... Business Office
Transcripts/Grade Reports ....................................................................................... SIS and Registrar’s Office
Transfer Credit ......................................................................................................... Academic Affairs Office
Tutoring Services ..................................................................................................... Teaching, Learning and Career Center
Withdrawal from College ......................................................................................... Student Support Counselors (Admissions) and Registrar’s Office
DISCLAIMER
Lakes Region Community College has made every effort to assure the accuracy of the information in this handbook. Students and others who use this handbook should note that policies, rules, procedures and regulations change and that these changes may alter the information in this publication. This handbook is not intended to be a complete statement of all policies, rules, procedures and regulations. More current or complete information may be obtained from the appropriate administrative office on the campus.

The college reserves the right to change without notice any academic or other requirements, course offerings and course contents contained in this handbook. This handbook does not constitute a contract or terms of a contract between the student and the college.

GENERAL INFORMATION
Lakes Region Community College is one of seven colleges in the Community College System of New Hampshire. For information on any of the colleges, see www.ccsnh.edu.

COLLEGE MISSION
The mission of Lakes Region Community College is to serve all students seeking a high-quality education, emphasizing active learning and personal attention, whether their goal is to transfer to a four-year college or university, enter immediately into employment in a technical or professional field, or simply improve their current skills and knowledge. We prepare students to meet their personal goals as well as the needs of business, industry, and the community; and we support the community through our involvement in educational, social, cultural and economic development activities.

CCSNH MISSION
Our purpose is to provide 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.

DISABILITIES SERVICES MISSION
It is the mission of Lakes Region Community College Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college’s Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

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 Lakes Region Community College that no member of the college community should be subjected to discrimination while pursuing his/her education or employment at the college.

All 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 Gary Courtney, Chairperson of the ADA/Section 504 Grievance Committee.

CAMPUS AND STUDENT BODY
The Lakes Region Community College campus is located in the Lakes Region of New Hampshire, adjacent to the Belknap Mountains and the Gunstock Ski Area. The White Mountains Recreation Areas are a short drive to the north, and the cities of Concord and Manchester and the Seacoast are less than an hour to the south. Laconia has a population of approximately 18,000, and Belknap County, in which the College is located, has a population of approximately 62,000.

Approximately 1,300 students attend the College each semester (1040 FTE) in its technical, professional and transfer programs. Forty-eight percent of the students are male and 52% are female. The average age is 23, age range 19-67. Forty-nine percent of students are enrolled full time in a degree or certificate program and 51% are part time.

NOTICE OF NON-DISCRIMINATION
Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1991
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to Larissa R. Baía, Lakes Region Community College, (603) 524-3207, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

ACCREDITATION

Lakes Region Community College is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation means the institution meets or exceeds criteria for quality as determined through a peer group review process. An accredited college is one that has the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future. Institutional integrity is also addressed through the accreditation process.

Accreditation provides reasonable assurance about the quality of opportunities available to students who attend the college.

Inquiries regarding the status of an institution’s accreditation by the New England Association should be directed to the administrative staff of the college. Individuals may also contact the New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730, (781) 271-0022.

ENROLLMENT

Students may matriculate in degree, professional certificates and certificate programs on a full- or part-time basis and enroll in classes offered in the day and evening. Students may extend their coursework beyond the number of semesters outlined in the program profiles. Non-matriculated students may attend, taking credit and non-credit courses days or evenings.

Every degree student must demonstrate basic arithmetic and algebra skills before enrolling in college-level math and other courses (e.g., science). To earn an associate degree, students will be required to complete successfully one or more college-level math classes as specified by the particular program and curriculum to which the student has been accepted. Students lacking basic arithmetic and algebra skills may achieve those competencies through developmental math courses offered at the college.

TRANSFERABILITY

Lakes Region Community College offers sixty-three (63) degrees, professional certificates and certificates. In addition to these programs, there exists many opportunities to start your education here and continue your education with other institutions of higher education. Our students benefit from many articulation agreements and guaranteed transfer programs to many other colleges. The transfer process can be started at any time while attending LRCC. A student may enroll at LRCC knowing that they plan to continue their education, or they may decide to continue their education as they work toward completion of their program here. It’s never too early, however, the sooner the process is started the easier it is to meet transfer requirements and maximize transfer credits and options.

Students can begin their education at a two-year college in the Community College System of New Hampshire (CCSNH) and transfer their credits toward a degree at a University System of New Hampshire (USNH) college or university. Formal articulation agreements between the two systems allow for the transfer of general education course credits completed at a
CCSNH college to any USNH institution. Many specific program courses are also eligible for transfer. Visit www.nhtransfer.org for more information.

With increased transferability of courses and programs, greater opportunities and possibilities for continuing education now exist. The Associate in Arts curriculum is designed to offer students an opportunity to take the first two years of a liberal arts college curriculum at LRCC and transfer to four-year institutions. Students may start these programs in the fall, spring or summer. Grades of a C or better are required to transfer. 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 to which they intend to transfer.

**CAMPUS SECURITY**

**Campus Commitment to Safety**
All of us at Lakes Region 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, staff and guests. 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 the student handbook.

**Campus Crime Information**
In accordance with the Campus Security Act, Lakes Region Community College provides information related to crime statistics and security measures. For further information contact the Vice President of Student Services & Enrollment Management.

The College provides to all current and prospective students as well as all current and prospective employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). During the past three years, the following crimes were reported to have been committed on the Lakes Region Community College campus.

<table>
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<th>Offense</th>
<th>Location</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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*Referred for disciplinary Action


There were no reported hate crimes*** for the years 2012, 2013 or 2014.

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

Additional Information on campus safety policies and statistics can be obtained in the annual Campus Safety Report available from http://www.lrcc.edu/crime-stats.html.

The Violence Against Women Reauthorization Act (VAWA) set reporting, procedural and educational requirements for how colleges and universities address sexual violence and assault on campus. LRCC’s 2015 Crime Statistics will include any data reported on sexual assault, domestic violence, dating violence and stalking. For policy statements with regards to any of these crimes, see the Student Code of Conduct. See CCSNH Judicial Process for information on LRCC’s judiciary procedures for investigating and addressing reports of sexual assault. LRCC will work collaboratively with community partners to provide awareness programs to prevent acts of sexual violence.

Campus Sex Crimes Prevention Act
In October 2002, the Federal Government amended the Campus Sex Crimes Prevention Act (Public Law 106-386) to require colleges to inform students, faculty and staff where to obtain information concerning sex offenders. Accordingly, the college refers to the State of New Hampshire Sexual Offender website for information. The website address is www.state.nh.us/soupermail/secure/disclaimer.html.
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 a faculty member for specifics. This college does NOT provide emergency medical/nursing staff. In the event of an accident requiring medical attention, 911 should be called immediately, followed by the Campus Safety Officer (545-4392) and/or the Reception Office (524-3207). When accidents occur, an Incident Report form must be completed. Forms are available online at http://www.lrcc.edu/student-resources/incident-report or from the Office of the Vice President of Student Services and Enrollment Management (Turner 113).

Automated External Defibrillators (AEDs)
There are three AEDs on campus. One located outside Bennett Library, one located in the Cafeteria near the electronic bulletin board and one in the foyer on the second floor of the CAT Building. There is also an AED located at the Shaker Table Restaurant which is located at Canterbury Shaker Village.

Fire Safety Procedures
Fire drills will be held periodically, and students should become familiar with procedures for evacuating the building. Fire alarm boxes are located at each exit area on the first and second floors. When discovering a fire:

1. Immediately pull a fire alarm box.
2. Notify the Reception Office or a college official of the location of the fire.
3. Leave the room, close the door and proceed promptly, but calmly, out the building via the nearest exit.
4. In the event a handicapped student is enrolled, a plan of action will be developed to assist that student during such emergencies and be on file with the Center for Teaching and Learning and the Office of the VPSSEM.
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.

An Emergency Procedures and Information pamphlet is posted in each class and laboratory. In the event of accident or sickness while on campus, the instructor or a student must dial 911 to seeking medical attention for the individual. Once emergency personnel have been contacted, the condition should be reported to the Reception Office. As appropriate, the college will notify a student's parent, guardian, spouse or other responsible adult.

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.

- All members of the LRCC community (faculty, staff and students) driving a vehicle to campus are expected to have an LRCC parking decal. Decals are available free of charge from the Campus Safety Officer (Turner 138A) or the Office of the VPSSEM.
- Parking for handicapped individuals is available at various posted places. Turner building wheelchair access with associated parking is at the rear of the building near the auto and marine labs by the bookstore. State law provides a penalty of $250 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 15 MPH will be observed at all times.
- Student parking is prohibited in the following areas: in back of cars; in front of doors; in driveways and access lanes; on the grass; or any other area not marked for parking spaces. Park legally in spaces provided using only one space per vehicle.
- All motor vehicles will be operated in a safe manner with due consideration for the safety and welfare of others. Negligent and/or careless operators will be denied the privilege of operating a vehicle on campus and/or subject to fines.
- Motorcycles will park on the hardened cement pad designed for this purpose. The pad is located at the rear of the main building.

Reporting Procedures
To report criminal activity, emergencies or other behavioral incidents, contact the Campus Security Officer at 545-4392 or the Vice President of Student Services and Enrollment Management (VPSSEM) at 524-3207. Faculty, students and employees may also report any classroom emergency to the Reception Office. This information will be given to the Vice President of Student Services and Enrollment Management and the Vice President of Academic Affairs. Reports can also be made via the Incident Report Form available in print from the office of the Vice President of Student Services & Enrollment Management (Turner 113).
Management (Turner 113) or the College Security Officer (Turner 138A). The Incident Report Form can also be submitted electronically via http://www.lrcc.edu/student-resources/incident-report. Reports can be submitted anonymously and no report will be taken lightly. Do not hesitate to seek the supportive assistance of a member of the Student Affairs staff, faculty/colleague or a close friend.

Security Policies and Procedures
Lakes Region Community College strongly encourages the reporting of crimes, accidents, incidents and other emergencies. Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty member or employee to the local police department or appropriate faculty/staff at the contact number listed (see Community Services and Resources section on the Student Handbook). The college encourages reporting directly to local authorities in situations where the need is obvious, such as a theft you see taking place or the need for immediate medical attention, etc. Notification of college personnel should take place after the emergency authorities are en-route by calling the switchboard or the Student Affairs Office.

All classrooms, offices and lounges are equipped with copies of the Emergency Response Guide. It outlines steps to be taken in case of a variety of emergencies occurring on the campus. Students, faculty and staff are expected to follow the guidelines provided in the Emergency Response Guide. LRCC encourages all students, faculty and staff to sign up for LRCC ALERTS (communication platform) as administrators will use LRCC ALERTS to communicate important information to the community during an emergency.

ADMISSIONS POLICIES AND PROCEDURES
Admission to the Lakes Region Community College is open to anyone whose academic record and personal qualifications suggest that he or she may pursue profitably one of its programs of study.

The following procedure is to be followed by each applicant for degree, professional certificate or certificate programs. A student must take at least one course per year to maintain matriculated status, or must apply for readmission and abide by any new requirements in force at that date.
1. Submit evidence of high school graduation (or its equivalent) with an official transcript of courses, grades and standardized tests. (Applicants possessing neither a high school diploma nor a GED must contact the Admissions Office for more information 603-524-3207.)
2. File a Lakes Region Community College application form including the application fee, and when requested, complete a personal interview with a college representative.
3. Participate in the placement exam or other admissions exams as required by specific curricula.
4. Submit an official transcript of all previous postsecondary work with course descriptions.
5. Submit the health survey prior to registering for classes. A physical examination may also be necessary to meet the requirements of selected programs, or to participate in athletics.
6. Apprise the Registrar’s office of eligibility for Veterans Administration and other aid programs.

It is the applicant’s responsibility to request that official transcripts of previous study be mailed directly to the Admissions Office. High school transcripts must be received prior to consideration of the application.

Applications can be completed online or downloaded by visiting www.lrcc.edu. Printed application forms can also be obtained from high school guidance offices or from the college directly. A $20 non-refundable application fee is required. The application fee is waived for Jobs for New Hampshire Graduates when the application is accompanied by a letter from the Community College System of New Hampshire Chancellor. Running Start students are also eligible for an application fee waiver.

Matriculation
A student is considered matriculated if he/she has formally applied and been accepted into a degree or certificate program by the college Admissions Office, and takes at least one class per year after being admitted. A student is considered non-matriculated if he/she has not been formally admitted to a degree or certificate program.

Professional Conflict Due to Prior Criminal Convictions
Students may be required to participate in a criminal background check, and should be aware that a prior criminal conviction may affect their ability to enter and/or be certified within a given profession. They should immediately contact the Department Chairperson for the program to which they are considering applying to inquire about possible conflict with their ability to enter the profession in which they are interested.
Processing of Applications
In most cases, applicants will be notified of admission status by mail within 30 days of the date the college receives all necessary admission data and testing is completed. Certain programs, however, have specific application deadlines and notification procedures. Please check the specific program information in this catalog for details.

Residency
A student’s permanent home of record determines residency for tuition purposes. Normally, this is the location (town, city, state) from which the student enrolls for college. The determining factor is the official address listed on federal tax returns.

New residents may qualify for in-state tuition only after a one-year period of continuous domicile in New Hampshire, i.e., purchasing/renting property, obtaining a N.H. driver’s license, vehicle registration and voter registration. Any request for a change of residency status must be received in writing in the Admissions Office prior to September 1st for the Fall Semester or January 1st for the Spring Semester. See the Admissions Office for details listed in the Community College System of New Hampshire policy manual.

Out-of-State Applicants
The determination of residency is made by the Admissions Office at the time of admission. Students who wish to appeal a residency decision may request detailed information from the Admissions Office.

New England Regional Student Program
The New England Regional Student Program (NERSP) enables New England residents to enroll in out-of-state public colleges and universities in the six-state region at reduced tuition rates for certain degree programs that are not offered by their home state public institutions.

Transfer Applicants
Applicants with previous college credit should furnish official transcripts and course descriptions from post-secondary institutions previously attended. Determination of transfer credit is explained in the Transfer Credit section of the handbook.

Transferring Courses
Many programs at other CCSNH campuses serve the entire state. Potential students often wish to take courses in one location and later transfer them to a program in another location. Students should take advantage of such opportunities, but it is recommended that prior written agreement to transfer the credits be secured from the college to which the student wishes to transfer.

International Students
An international student is an individual who is in the United States as a non-immigrant with a temporary visa such as the F-1 student visa. The term does not include students who are foreign-born but hold a Lawful Permanent Resident (LPR) status. A student with LPR status is legally permitted to live and work in the United States permanently. Other eligible noncitizens given LPR status include but are not limited to: refugees, victims of human trafficking, and those granted asylum in the US.

Applicants who are residents of a non-English speaking country, or whose native language is not English, will demonstrate English language proficiency by submitting one of the following:
1. TOEFL (Test of English as a Foreign Language), or an equivalent assessment instrument such as the MTEL (Michigan Test of English Language Proficiency) as used by NHTI. TOEFL test results with a minimum score of 173/61. Students whose scores fall at the lower end of the test scale may be required to take an additional language development course through the college at their own expense.
2. Documentation of graduation from an English-speaking high school.

International applicants will also submit the following documents before an admissions decision is rendered:
1. Completed college application.
2. Notarized high school and/or post-secondary transcript translated to English with a key to the grading system. Upon request, the college will mail a list of approved private companies that provide transcript translation and required notarization.
3. Applicants are required to submit a $100 non-refundable International Admissions fee, a $100 deposit and financial documentation including a statement of financial support for the cost of full attendance, estimated at two semesters, and a financial statement from a bank, both translated into English.

An International Exchange Student may be admitted according to the terms of the agreement signed with the sending institution/agency in coordination with CCSNH International Student Admissions policies and procedures.
Upon completion of the steps listed above, applicants will receive a letter of acceptance and a Form I-20 (Certificate of Eligibility). The Form I-20 is required by the U.S. Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS) for entry into the U.S. on a student visa. International Students (as defined in 740.05) throughout their Duration Status, are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled at a CCSNH college.

4. Proof of medical insurance coverage.
Upon receipt of all required documents, applicants will be notified of their status by the Admissions Office. Applicants should file the application and all other documents at least 90 days in advance of the expected start date.

Accepted international students will participate in the Placement exam to determine placement into college level or development (basic skills) level courses in reading, math and English. This will be scheduled once the student has been admitted.

Admissions Policy for Disabled Students
The college shall not discriminate against otherwise qualified handicapped persons solely by reason of his/her handicap. This policy extends to persons with identified, specific learning disabilities under provision of Section 504 of the Rehabilitation Act of 1973. An “otherwise qualified” person is one who is able to meet all program requirements in spite of his/her disabilities. Students with documented disabilities are encouraged to self-disclose their disability to be eligible for reasonable classroom accommodations. These students should provide the Coordinator of Disability Services with the documentation of their disability, including the most recent psychological and academic testing within three years. The Learning Center provides the latest assistive technology as well as tutors and workshops for learning and study strategies, note-taking and organizational skills.

For more information, contact Maureen Baldwin at (603) 524-3207 Ex. 6770

Readmission to the College
A student who has withdrawn from the college, has been suspended, or has not enrolled for three consecutive semesters must apply for readmission through the Admissions Office.

Change of Major
A currently enrolled student who changes major need not submit a new application but does need to complete a Change of Major/Credential form. Students currently enrolled in a program who wish to be considered for admission to the Nursing program are required to submit a new application for admission to the Nursing program along with the $20.00 application fee.

Additional Associate Degrees
Students can have only two majors at one time. To qualify for a second major, the student must have first successfully completed one semester in another major, and then submit a second application for the second major along with a dual major request form. Both forms are available in the college Admissions Office. A second major is defined as a program of study identified by its own unique title as it appears on the credential, a title different from that of the first major. Additional majors require a minimum of 15 additional credits at the college beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

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

COST OF ATTENDANCE
Tuition and Fees
New Hampshire Residents: $200 per credit
New England Regional Student Program (NERSP): $300 per credit
Out-of-state & International: $455 per credit

A non-refundable Advanced Tuition Deposit of $100 must be paid within 30 days of receipt of letter of acceptance. ALL FEES SUBJECT TO CHANGE. Full-time status for financial aid and/or insurance purposes requires a minimum of 12 credits each semester, except for co-op students.
Fees (Full and part-time students)
Comprehensive Fee: Students enrolled full or part-time, day or evening, will be assessed a Comprehensive Fee of $6 per credit in each semester of attendance. The fee is administered in part by the Student Senate within administrative guidelines.

Laboratory/Clinic/Practicum: A fee will be charged for laboratory/clinic/practicum or other similar experiences. This fee will be calculated by subtracting the number of class hours from the number of credit hours and multiplying the remainder by $60 for each course. This fee will be added to the normal tuition charge for that course. This fee will be charged to all students with no exceptions. Effective January 1, 2009, no fee will be charged for co-ops and internships. No other lab fees are permitted without the written authorization of the Chancellor of the New Hampshire Community College System.

Example:
LSCI1450 Anatomy & Physiology I CL LAB CR 4 - 3 = 1 x 60 = $60

Other Fees
Application Fee*……………………………………………………………………………………………………….$20
Graduation Fee (plus $20 for additional or replacement diplomas)……………………………………..$125
Payment Plan Fee (when applicable)*………………………………………………………………………….$30
Payment Plan Late Fee……………………………………………………………………………………………….$$10
Orientation Fee*……………………………………………………………………………………………………….$30
Accuplacer Exam Fee*…………………………………………………………………………………………….$20
Protested Checks Fee*……………………………………………………………………………………………….$35
Culinary Fundamentals (hospitality sanitation test)…………………………………………………………..$39
LNA Competency exam - written…………………………………………………………………………………….$65
LNA Competency exam - clinical…………………………………………………………………………………….$95
Nursing Pre-Admission Exam Fee………………………………………………………………………………….Up to $70
Nursing Pre-Admission Rescheduling Fee………………………………………………………………………….$10
Nursing Simms Kit fee for NUR1300, NUR2200………………………………………………………………….$41
ATI Nursing Exam Prep fee for NUR1300…………………………………………………………………………….$195
ATI Nursing Exam Prep fee for NUR2200, NUR1400, NUR2300…………………………………………………..$110
Drug Testing Fee for NUR1300, NUR1400, NUR2200, NUR2300……………………………………………….$55
Nursing Clinical Surcharge…………………………………………………………………………………………..$350 per semester
Machine processes Amatrol E-Learning software fee for LMAN1400………………………………………………..$300
N. American Board of Certified Energy Practitioners Certification (NABCEP), students…………………..$80
N. American Board of Certified Energy Practitioners Certification (NABCEP), non-students………………..$100
Proctor Exam Fee for non-CCSNH students………………………………………………………………………….$50
Replacement Fee (unreturned library books)………………………………………………………………………..$25
FIR2100 Fire Inspector certification fee………………………………………………………………………………..$15
FIR2420 Fire Instructor certification fee………………………………………………………………………………..$15
SCBA (Self Contained Breathing Apparatus)**………………………………………………………………………..$350
Turn Out Gear**…………………………………………………………………………………………………………$100
*Non-Refundable
**These charges apply to Fireground Procedures classes.

Liability Insurance
Student Personal Professional Liability Insurance is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship. Fee ranges from $20.00 to a max of $65.00 per year.

New England Regional Student Program (NERSP)
The New England Regional Student Program provides qualified out-of-state New England residents with reduced tuition based on in-state tuition plus 50 percent. Eligibility for this program is established if the academic program to which the student is applying is not offered in the student's home state, or if the program offered at this college is closer to home. Determination of eligibility is the responsibility of the Vice President of Student Affairs. NERSP students are liable for full payment of all fees.
Senior Citizen Tuition
Senior citizens (65 or older) will pay half tuition on a space available basis for credit courses. They are also responsible for the Comprehensive Student Service and Academic Instruction fees. Eligibility requires New Hampshire residency. Senior citizens will pay full tuition for non-credit courses and workshops.

Payment of Tuition
It is the policy of the College to require payment or arrangements for payment of all semester charges 10 calendar days prior to the start of the semester. Failure to make payment in full or arrangements for payment 10 days prior to the start of the semester may result in the cancellation of the student's registration. Students will then need to re-register and make payment or arrangements for payment providing that the course(s) still has space available. Each semester/session of the college year, including summer sessions, is billed separately. Tuition bills are emailed to each student approximately 30 days prior to the due date. Tuition is based on a per credit charge. Students enrolled in 12 credits or more are considered full-time students. Credits earned during co-op work experience are college credits for which there are tuition fee charges payable by the student.

Books, Tools and Supplies
The college furnishes much of the necessary lab equipment and tools, but students must purchase their own textbooks and personal equipment. Faculty advisors of each curriculum will discuss these needs during the orientation/advising process. The cost of textbooks and supplies varies for each program.

Delinquent Accounts
An account becomes delinquent 30 days after the start of the semester. Any account unpaid or in arrears for more than 60 days will be referred to the College System Office Collection Department. Accounts that continue to be delinquent will be referred to a private collection agency by the College System Office. Please note that additional fees of up to 35% of the amount owed to the college will be assessed by the collection agency. Once the account goes to a collection agency, the student can no longer rectify the situation with the college, but must resolve it directly with the agency.

Protested Checks
The college will charge a fee for any check, draft or money order returned as uncollectable in accordance with State regulations which state, “Whenever any check, draft or money order issued in payment of any fee or for any other purpose is returned as uncollectible, a fee of $35 plus all protest and bank fees, in addition to the amount of the check, draft or money order, to the person presenting the check, draft or money order to the department or institution to cover the cost of collection.”

Student Account Deferred Payment Based on Student Hardship
1) If a student requests a deferred payment based on known student hardship, the request shall be made in writing to the president. Evidence of good cause to receive a student hardship deferral shall include, but not be limited to:
   • death in the student’s family;
   • medical emergency;
   • military commitments;
   • family emergency; or
   • a similar problem beyond the control of the student
2) Within 10 calendar days of the date of receipt of the student’s request for a deferral, the president shall grant or deny the request. FINANCE 13 10/18/07
3) Upon approval, the following requirements and procedures shall apply:
   • The president shall execute a written agreement with the student.
   • The agreement shall state when full payment is due.
   • The agreement shall state how full payment is to be made.
   • The agreement shall be dated and signed by the president and student.
   • The agreement shall be on file in the business office.

Payment Plan: A payment plan is available through E-Cashier NELNET. Go to www.lrcc.edu and click on Business Office at the bottom of the page, then click on the red box “Sign up for a payment plan” or contact the Business Office at the College.
Tuition Refund Policy

Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

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 Workforce Development must withdraw in writing at least three (3) business days prior to the first workshop session in order to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

Tuition Refund/Tuition Credit/Tuition Waiver Policy

Tuition Refund

The policy of the Community College System of New Hampshire is to grant a refund of tuition only when a student formally withdraws by the 14th calendar day of the semester or other prorated enrollment period.

Under special circumstances and for compelling reasons beyond a student's control, the College may grant an exception to this policy. Students may request such an exception by completing the Financial Appeals Request form available from the Students Services suite or the office of the Vice President of Student Services and Enrollment Management.

Tuition Credit

A tuition credit must be requested in writing and is granted when circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. In addition, a tuition credit is granted only when tuition has been paid. Tuition credits are not given when the account shows an outstanding balance. To be considered for a tuition credit, students must submit a Financial Appeals Request form available from the Student Services suite or the office of the Vice President of Student Services and Enrollment Management.

Tuition Waiver

A tuition waiver may be granted when circumstances meet one of the following criteria: a death in the family, a medical emergency, a military commitment or a situation beyond the control of the student. To be considered submit a Financial Appeals Request form available from the Student Services suite or office of the Vice President of Student Services and Enrollment Management.

FINANCIAL AID

LRCC encourages all prospective student to apply for financial assistance. Applying is free and there is no required commitment on the part of the student or family to accept aid. The basic forms of assistance available are scholarships, grants, loans and work-study. The Federal College Code on the FAFSA for LRCC is: 007555.

To be considered for aid, the student must first be admitted into a program of study that leads to a degree, professional certificate or eligible certificate. Second, the student must be making satisfactory academic progress and must demonstrate financial need.

In order to be evaluated for aid, the student must complete the Free Application for Federal Student Aid (FAFSA). File the FAFSA electronically at www.fafsa.ed.gov.

Note: Federal, state and private scholarship funds are often limited. Applicants with greatest financial need receive first consideration for assistance. Application materials should be filed by May 1 to receive priority consideration.

Admission, registration and class attendance must be confirmed before financial aid reimbursement expense checks can be issued to the student. Please allow at least 30 days from the beginning of the first class. In addition, books ($1400 estimated per year) must be paid for in cash, by credit card or by check. Students experiencing difficulty should contact the Financial Aid Office.
Sources of Financial Aid
The following are brief descriptions of various programs, scholarship opportunities, and miscellaneous sources of possible support. More detailed information about these matters and application procedures can be obtained by visiting the Financial Aid webpage at www.lrcc.edu.

Grants
Federal Pell Grants
This is the federal government's basic grant program. Pell grants range from $292 to $5,775 for full-time students. Use the FAFSA to apply for a Federal Pell Grant. Students with a Bachelor’s degree are not eligible.

Federal Supplemental Educational Opportunity Grant Programs (FSEOG)
This is a smaller grant program funded by the federal government and the institution for the neediest students. Awards range between $100 and $1000 at the colleges in this system. Use the FAFSA or Renewal FAFSA to apply for this grant. Students with a Bachelor’s degree are not eligible.

Carl Perkins Grant
Project RENEW provides financial support for single parents and displaced homemakers who have matriculated in a career or technical program. Funds available through this federal grant are used for tuition. Students must file an application form and essay. Awards are based on financial need, number of dependent children, number of technical/career courses registered for and grade point average.

Loans
The Federal Perkins Loan program provides funding for the neediest students. This loan program carries a 5 percent interest rate. Students are generally awarded $200-1,500 per year, with repayment beginning nine months after leaving college.

Direct Subsidized Stafford Student Loan
This is a loan program that is subsidized by the federal government (subsidized loan is a loan that will not accrue interest during enrollment periods of at least half-time status). Student enrolled below ½ time (6 credits or less) for any given term are ineligible for loan disbursements. Grade level 1 (0-31 credits earned) students may borrow up to $3500 per year. Grade level 2 students (32+ credits earned) may borrow up to $4,500. First time borrowers must complete entrance counseling and complete master promissory note at www.studentloans.gov.

Direct Unsubsidized Stafford Student Loan
This loan program follows similar criteria as the subsidized Stafford student loan except the student is liable for the interest while in school. Student enrolled below ½ time (6 credits or less) for any given term are ineligible for loan disbursements. Grade 1 level students (0-31 credits earned) may borrow up to $5500 per academic year combined with the subsidized Stafford Loan. Grade level 2 students (32+ credits earned) may borrow up to $6,500 per academic year. Independent students may borrow an additional $4,000 to meet educational costs as eligibility permits. First time borrowers must complete entrance counseling and a master promissory note at www.studentloans.gov.

Direct Parent Loan for Undergraduate Students (PLUS)
Parent Loans for Undergraduate Students are available to provide additional funds for educational expenses. These loans are made to parents of dependent undergraduate students. Parents may borrow up to the student’s cost of attendance less anticipated financial assistance. More information is available on-line at http://lrcc.edu/financial-aid/loan-programs.

Alternative Loans for Parents and Students
These programs are developed by various agencies to assist parents and students meet their educational expenses. Such funds may assist families that do not qualify for, or need to supplement, other forms of financial aid. More information is available on-line at: http://lrcc.edu/financial-aid/loan-programs.

Federal Work Study Program
The Federal Work Study Program provides jobs for students who have demonstrated financial need by filing the Federal Application for Federal Student Aid (FAFSA). College Work Study Program encourages the part-time employment of undergraduate students who need the income to help pay for their cost of education and encourages FWS recipients to participate in community service activities. In addition, a student must have financial need.
Scholarships
Students are urged to investigate private scholarship opportunities. Many religious organizations, clubs, businesses, banks and individuals provide scholarship assistance. Visit our Financial Aid webpage at www.lrcc.edu for more scholarship opportunities and applications. The following are examples of such voluntary assistance:

- **Flexography Scholarship:** The Foundation of the Flexographic Technical Association offers several significant scholarships for students with a “B” or better average who demonstrate interest in a career in flexography/graphic arts.

- **Dale T. Jones Memorial Scholarship:** Available to students enrolled full-time, in a Fire Technology curriculum.

- **NASA Space Grant/PSNH Scholarship:** The NASA Challenge Scholarship was created as an initiative to promote scientific and technical careers, and to encourage enrollment in math, science and technology programs at the college. The application consists of three parts: the FAQ’s (Frequently Asked Questions), the two-page application and the Recommendation Form.

- **New England Graphic Arts Scholarships:** Awards ranging from $500 to $1,300 are made for each of two years to applicants who have indicated an interest in continuing in graphic arts. Eligible applicants must be residents of New England and be admitted to the Graphic Design program at LRCC. Senior applicants must possess at least a 2.5 academic average.

- **New Hampshire Charitable Fundation Scholarships:** New Hampshire residents pursuing undergraduate study are eligible to apply for scholarships based upon academic achievement, extracurricular participation and demonstrated financial need. Information and applications are available from the New Hampshire Charitable Foundation Student Aid Program, 37 Pleasant Street, Concord, NH 03301-4005, (603) 225-6641 or 800-464-6641, or their website at www.nhcf.org.

- **NH Scholars CCSNH Scholarships**
  - Each CCSNH college will provide annually a $500 scholarship for up to 12 scholarships in high schools in its region for students who successfully complete the NH Scholars program (max cost = $6000).
  - Each CCSNH college will determine annually the number of scholarships awarded to a high school and the number of high schools in which the scholarship(s) will be awarded.
  - The high school, working with the college, will be responsible for determining which graduating NH Scholars student(s) will be the recipient(s) of the scholarship. The high school will provide a letter or certificate of award that can be used as documentation.
  - The scholarship will be applied to the first $500 of tuition and fees only at the CCSNH college awarding the scholarship. Scholarships are not transferrable to other CCSNH colleges.
  - The scholarship is valid for one year following the student’s high school graduation date.
  - While priority will be given to high schools within their regions, Presidents, at their discretion, may offer scholarships to students outside their respective regions.

- **SEMA Memorial Scholarship Fund:** The SEMA Memorial Scholarship Fund was founded in 1984 to foster leadership in the specialty equipment marketplace and support educational goals for students pursuing careers in the automotive aftermarket. SEMA Scholarships are awarded annually and have been distributed to hundreds of students in support and encouragement of their educational goals. More information and applications can be found on the SEMA website www.sema.org/scholarships.

- **Gabe’s Fund Scholarship:** Student must be a single parent with child living with you, enrolled at least half time in a degree program, and have a GPA of at least 2.0.

- **POW/MIA Children’s Benefits:** Children of persons domiciled in New Hampshire while serving in the U.S. Armed Forces after February 28, 1961, and officially interned or missing in action during the Southeast Asian conflict, are eligible to receive full tuition. Information may be obtained from a high school guidance counselor or the State Board of Education, Concord, NH 03301.

- **Veterans Administration Assistance Program:** The programs of the Lakes Region Community College are approved by the New Hampshire State Approving Agency (Postsecondary Education Commission) for Veterans Education Programs for persons eligible for educational benefits under the GI Bills. Students who have questions about their eligibility should call the Veterans Administration at 1-888-442-4551. Students who request veterans’
educational assistance are required to have all previous postsecondary experience evaluated for possible transfer credit in order to be eligible for benefits. For more information, contact the Registrar’s Office.

- **Veterans’ Dependents and Survivors:** Education benefits for up to 45 months may be paid to a student whose parent was permanently disabled or died in service or of service-connected disabilities. This benefit is also extended to wives, widows or widowers. There are also allowances for non-service connected disabilities. (See registrar’s office for more information)

- **War Orphan Benefits:** Residents of New Hampshire, age 16-25, whose veteran parent(s) died as a result of service in World War I, World War II, the Korean conflict or the Southeast Asian conflict and whose veteran parent(s) were legal residents of New Hampshire at the time of death are eligible to receive full tuition and a maximum of $250 per year for room, board, books and supplies. Information can be obtained from: The NH Postsecondary Education Commission, 2 Industrial Park Drive, Concord, NH 03301.

### Return of Federal Title IV Funds: Mandated by Law

A financial aid recipient who does not complete all of the days he/she was scheduled to attend during the payment period may be required to repay all or a portion of the financial aid he/she received for that semester. Recipients may also be required to pay back, to the College, all or a portion of tuition charges.

Title IV funds are awarded to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period financial aid assistance is awarded. When a student ceases attendance and does not complete all courses he/she was scheduled to attend, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the College and/or the student to the appropriate program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid received and the point in which the student ceases attendance from the College. The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment period (generally the length of the semester) or period of enrollment (if enrolled in Modules only - courses than run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned. There are some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student must complete 30 days of his/her program in order to be eligible for a Direct Loan disbursement. If the student withdraws prior to completing 30 days of his/her program, he/she will not receive any Direct Loan funds. If the student receives excess Title IV program funds that must be returned, the College must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The College must return this amount even if it did not keep this amount of the student's Title IV program funds. If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned by the student, (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for the Title IV program funds when a student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid Institutional charges. The College may also charge a student for any Title IV program funds that the school was required to return. **A student will not be allowed to register for any future courses until this required refund is paid.** The College will return funds to the appropriate aid programs as prescribed by law and regulations in the following order:
1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant
7. Other Title IV Aid Programs
8. Other Federal sources of aid
9. State/Private/College aid

**No Pass Grades (Return of Title IV Funds)**

Students in the following situation in a given semester will have the unearned portion of that semester's financial aid returned to the federal government:

- are receiving Financial Aid; and
- **all grades** issued for a given semester are a combination of “no passing grades”; and
- do not have a last date of attendance documented after the 60% period of the semester.

The Return of Title IV calculation will use the “last date of attendance” or the 50% period of that semester. Students in this situation may be **required to repay** a percentage of their financial aid.

**FINANCIAL AID**

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Financial Aid office is required by federal regulations to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. Satisfactory academic progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

**Qualitative Standard**

<table>
<thead>
<tr>
<th>Cumulative GPA Component</th>
<th>Must have earned the minimum published CGPA at the published intervals.</th>
</tr>
</thead>
</table>

**Quantitative Standard**

<table>
<thead>
<tr>
<th>Completion Rate Component</th>
<th>Must complete more than 2/3 of the credits attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Timeframe Component</td>
<td>Can receive financial aid for up to 150% of the number of credits</td>
</tr>
</tbody>
</table>

In general, coursework that is taken while in attendance at this college and applies to your academic program is taken into account when reviewing your academic record for satisfactory academic progress. However, there are some exceptions. Please refer to the table below for a breakdown of how each type of course or credit is treated in the review.

<table>
<thead>
<tr>
<th>Cumulative GPA Component</th>
<th>Completion Rate Component</th>
<th>Maximum Timeframe Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular courses in your program of study</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Repeat Courses</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Consortium Credits</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Developmental/Remedial/ESL</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Incompletes</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Audit Courses</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
QUALITATIVE STANDARD
Cumulative GPA Component
A student must maintain a minimum cumulative grade point average as noted below to be considered as making satisfactory academic progress.

<table>
<thead>
<tr>
<th>Total Credits Earned Toward Program</th>
<th>Certificate Minimum Cumulative Grade Point Average Required for the Program</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 13</td>
<td>1.50</td>
<td>1.50</td>
</tr>
<tr>
<td>14 – 27</td>
<td>2.00</td>
<td>1.70</td>
</tr>
<tr>
<td>28 – 40</td>
<td>1.80</td>
<td></td>
</tr>
<tr>
<td>41+</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

QUANTITATIVE STANDARD
Completion Rate Component
A student must successfully complete more than two-thirds (66.66%) of the total credits s/he attempts throughout his/her academic career at the college. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout their academic career at the college must pass more than 24 credits in order to be making satisfactory academic progress.

Maximum Timeframe Component
A student may receive student federal aid for any attempted credits towards his or her program of study as long as those credits do not exceed 150% of the published length of the student's program of study.

For example, a student enrolled in an eligible 24 credit certificate program can receive financial aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study that requires 64 credits to earn the degree can receive student federal aid for a maximum of 96 credits attempted.

Academic Periods Included in the Review
The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student’s enrollment. Even periods in which the student did not receive FSA funds will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

Satisfactory Academic Progress Review Process (SAP):

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is my academic progress Reviewed?</td>
<td>At the end of each semester</td>
</tr>
<tr>
<td>Are there Probationary Periods?</td>
<td>Yes, one semester of probation prior to suspension</td>
</tr>
<tr>
<td>Is there an Appeal Process?</td>
<td>Yes</td>
</tr>
<tr>
<td>Can you re-gain Financial Aid eligibility once you lose it?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The qualitative and quantitative components of the SAP policy will be reviewed at the end of each semester within the regular academic year of the student’s program of study.

Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP probation for one semester. Students placed on SAP probation will retain their eligibility for Student Federal Aid for the following semester.
Students placed on SAP probation:
At the end of the probationary period, SAP standards will be reviewed. If the student meets SAP standards, s/he will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester. If the student is still unable to meet the standards for SAP, s/he will no longer be eligible to receive FSA at the institution until such time that s/he is able to meet the standards of SAP.

Repeat Courses – Only the most recent grade for a course that has been repeated will count towards a student’s CGPA. Therefore, grades from prior attempts will be excluded from the student’s cumulative CGPA. However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components. Financial Aid will cover a repeated course only when it is repeated to replace an unacceptable grade as determined by a specific course and/or major.

Transfer Credits – Credits that are transferred in from another institution and apply to the most current major will be excluded from the student’s cumulative CGPA. However, they will be included in the calculation for the maximum timeframe and completion rate components.

Consortium Credits – All courses taken at an institution other than your home institution through an official consortium are included in the calculation for completion rate and maximum timeframe components, but are excluded from the student’s cumulative CGPA component.

Developmental/Remedial Courses – Credits from these course will be included in the calculations for all three components of the satisfactory academic progress review. You are only eligible for federal financial aid for up to 24 credit hours of this type of coursework.

Incompletes – All incompletes must be resolved by the end of the third week of the semester following the receipt of the incomplete grade. If it is not, the grade is either automatically changed to an “F” or is considered to be an “F” for all components of the satisfactory academic progress review. Financial Aid can be withheld until Incompletes are resolved.

Audit Courses - Financial Aid does not cover any courses a student audits. Further, audit courses are not included for any of the calculated components. Full tuition is charged for all audited classes. See full audit policies.

Credit by Examination - Financial Aid does not cover courses in which a matriculated student earns credit through Credit by Examination. Credit by Examinations count toward the maximum time frame component, but are excluded from the student’s cumulative CGPA component and completion rate components. The cost of credit by examination is $25 per credit.

Appeal Process – A student who becomes ineligible for federal student aid due to not meeting the financial aid standards of satisfactory academic progress may appeal for a review of that determination. A student who believes s/he has extenuating circumstances that affected his or her ability to progress satisfactorily should appeal in writing within 30 days of the date of the letter indicating a loss of financial aid eligibility. The letter should be addressed to the Financial Aid Appeals Committee and be submitted to the Financial Aid office. A successful appeal may preserve the student’s eligibility for federal student aid in the following semester.

Change of Program – A student who changes his/her academic program may request an appeal in that determination if s/he has changed programs while enrolled at his/her current college. If this appeal is taken up then only those courses applicable to the new program will be evaluated for the Completion Rate and CGPA components. However, all courses attempted will be evaluated for the Maximum Timeframe component. If under these circumstances the student is making satisfactory academic progress, the student will regain eligibility for student aid. If under these circumstances the student is not making satisfactory academic progress, the student will not regain eligibility for student aid at this time.


Veterans Administration
The Veteran’s Certifying Official assists students in receiving their VA educational assistance entitlement. Enrollment certifications are electronically reported to the Veteran’s Administration after the add/drop period. Any changes in enrollment status will be reported to the VA, which may affect your benefit payments.

New Veteran Students:
1. Complete VA Form 22-1990 (Application for Educational Benefits) available online at www.gibill.va.gov or in the Registrar’s Office. This form should be mailed to the VA Regional Office in Buffalo, NY. It may take 8-12 weeks for your claim to be processed. If you have already applied for the benefits, please provide a copy of your Certificate of Eligibility, issued by the VA, to the Veteran’s Certifying Official.

2. Provide a copy of your separation papers, DD214 (active duty) or an original “Notice of Basic Eligibility” from your reserve unit (reservists), or, if you have already applied for benefits, please provide a copy of your Certificate of Eligibility, issued by the VA.

3. Apply for admission into an eligible degree or certificate program with our Admissions office.

You will find additional information on how to apply for educational benefits, benefit eligibility and changes in enrollment status online at www.gibill.va.gov or you may contact the college Veteran’s Certifying Official at (603) 366-5221.

Complete Financial Aid Handbook is available online at http://www.ccsnh.edu/about-ccsnh/financial-aid-scholarships

STUDENT SERVICES

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

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

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

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

<table>
<thead>
<tr>
<th>CURRICULUM</th>
<th>ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>C. Rose, M. Brown</td>
</tr>
<tr>
<td>Automotive/ASEP</td>
<td>M. Parker, J. Decato</td>
</tr>
<tr>
<td>Business Management</td>
<td>C. Rose, M. Brown</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>VP of Academic Affairs</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>S. Lavallee</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>P. Hall</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>J. Kibbee</td>
</tr>
<tr>
<td>Electrical Power and Control Tech.</td>
<td>K. Fletcher</td>
</tr>
<tr>
<td>Electrical Systems Install. and Maint.</td>
<td>G. Barney</td>
</tr>
<tr>
<td>Energy Services and Technology</td>
<td>A. Duncan</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Elizabeth Wilson</td>
</tr>
<tr>
<td>Fire Technologies</td>
<td>J. Connell, G. Courtney</td>
</tr>
<tr>
<td>General Studies</td>
<td>K. Kenney</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Mike Place</td>
</tr>
<tr>
<td>Health Science: Pre-Nursing</td>
<td>N. Eckert</td>
</tr>
</tbody>
</table>
Human Services  L. Ferruolo
Liberal Arts  J. Bloom, S. Cracraft, A. Deleault, K. Kenney, N. Eckert, J. Morin, S. Oliver, F. Seigle
Marine Technology  J. Marsh, B. Morgan
Media Arts and Technology  M. Place
Medical Office Assistant  C. Rose
Nursing  D. Brady, L. Rodgers, M. Pasquali, A. Tremblay
Office Technology Management  C. Rose
Pastry Arts  P. Hall
Restaurant Management  W. Walsh
Teacher Preparation  J. Kibbee

Activity Period
Two activity periods during the school week with minimal classes scheduled provide time for college activities including Student Senate and Honor Society meetings; student participation in clubs and activities of special interest; faculty and staff meetings; and seminars and discussion groups on various subjects such as health, law, politics, social issues and academic topics.

Alumni
Alumni are an essential component of collegiate success, and the largest group within the college community. Because a larger association of alumni strengthens us, the college encourages all its past students to remain actively involved through guest lecturing, attending events, annual giving, promoting the college, and staying connected with those who shared the same college experiences. For many, attending college in Laconia was a life changing experience they will remember forever. Because our students live all across New England, the nation, and right here in our home community, one of the most valuable roles they play is to provide opportunities to other and future alumni in employment, leadership, and scholarship. In turn, it is the college’s responsibility to provide our alumni with opportunities in career development, job postings, and maintaining an alumni association. To stay connected with the college, post an opportunity, or to make a donation to the college, please contact the College at 603-524-3207.

Bookstore
The bookstore is your one-stop destination for all your school needs. We have LRCC merchandise, school supplies and, of course, textbooks. Skip the lines! Shop for anything in our store online 24/7 at lrccshop.com. Our website also has updated bookstore news and store hours. In the store, acceptable forms of payment are cash, major credit cards, checks, bookstore gift cards and financial aid vouchers. The only non-cash services offered are based on written authorization from approved agencies. Online payment methods include major credit cards and bookstore gift cards.

College Transfers
The College is ready to assist students in identifying transfer opportunities to four year partners. Some of the transfer opportunities include transferring with junior credit status. All graduates of the College are encouraged to continue their education, and advisors play a key role in assisting in a transfer match.

BUSINESS/BURSAR’S OFFICE
All business transactions for students regarding tuition and fees are handled by the Business/Bursar’s Office. The college accepts Visa, MasterCard, Discover, cash or check. Business Office hours are 8:00 A.M.—4:00 P.M., Monday through Friday, year-round. The office is located in Room 119.
Students whose accounts are not paid 10 days prior to the first day of the semester must have completed a “Deferred Payment Agreement” indicating that payment will be guaranteed by one of the following methods: 1) a third party; 2) financial aid; or 3) a payment plan. A payment plan is available through NELNET Tuition Management. Detailed information on NELNET can be found through a link on our website (www.lrcc.edu) or by contacting the business office. Failure to make arrangements through one of the above methods will result in a $50 late payment processing fee being assessed. This will also result in a hold being placed on your account. Students who have not made arrangements will be dropped from classes. For full details regarding billing and all other business policies and procedures, please refer to the college catalog or visit the Business Office.
Counseling
Two college counselors provide academic advising and support to all students. Career counseling services are available through the Teaching and Learning Center. These services are offered free to students with the aim of assisting students in successfully meeting academic and/or professional goals.

LRCC partners with Genesis Behavioral Health (www.genesisbh.org) to provide mental health services to our students. A licensed clinical therapist provides limited counseling hours on campus. Please contact 355-5200 for an appointment. Students needing longer-term support will be referred out to service providers in their local area. All counseling is confidential.

Behavioral Intervention Team (BIT)
LRCC’s BIT is a multidisciplinary group meeting regularly to support students via an established protocol. The BIT will collect and gather information on students experiencing a crisis or exhibiting behaviors of concern. The Team will investigate reports and focus on implementing preventative and timely interventions. The BIT is under the direction of the VP of Student Services and Enrollment Management. Team membership may include representatives from Student Affairs, Academic Affairs, Campus Safety and Counseling. To make a report (may be confidential) please contact the VP of Student Services and Enrollment Management (ibaia@ccsnh.edu or 366-5215).

Food Service
Food service is provided through Plum Crazy Café offering a reasonably priced light breakfast, lunch, and dinner each weekday when classes are in session. The posted hours of operation are convenient to students. Catering services for events on campus are also available.

The college’s Culinary Arts program operates the Shaker Table Restaurant at Canterbury Shaker Village just a few miles south on Route 106. The restaurant offers a very reasonably priced lunch menu several days a week.

Health Record
Each student must have a student health form, including proof of immunizations, on file at the college before registering for classes. Students enrolled in Nursing, Culinary Arts, Early Childhood Education and Fire Science must also complete a physical examination prior to the beginning of the semester. Failure to provide documentation may remove a student from clinical/lab or team roster.

As a prerequisite to matriculation, all newly entering students, regardless of age, shall present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus as outlined in the college's immunization policy.

Honor Society
Students who have completed a minimum of 12 college-level credits with a 3.5 cumulative grade point average 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. Only matriculated degree students, full-time or part-time, day or evening, are eligible. Certificate and professional certificate students are not eligible.

Housing
While housing is the responsibility of the student, the college provides a comprehensive list of housing available within close proximity of the college. We expect to have campus housing available beginning in the Spring of 2016. For more information visit www.lrcc.edu or contact Admissions at 603-524-3207.

Teaching, Learning & Career Center
The Teaching, Learning & Career Center (TLCC), available to all students, offers a full range of academic and support services to enhance the educational opportunities for all students by giving them the tools to foster independent learning. The Center has a growing list of resources including books, handouts, video and audio tapes, computerized tutorials, and advanced assistive technology. Its human resources include learning specialist facilitators, peer and master tutors, and two reading specialists.

The Center provides training in writing, organizational and study skills, note taking and time budgeting. Tutoring is offered in almost all subject areas.
Students who need academic support or who want to advance more rapidly in an academic area may contact the Center. Staff members will assist in meeting the individual student needs. Staff will also work with faculty for additional support or conferencing.

The TLCC offers career support in the following areas:

- Resumes, cover letters, interview protocol sessions
- Job listings, career advice and direct contact to registered employers are available through the online career management service (CCN) accessed through the College

Part-time Employment
The college provides assistance in obtaining part-time work while in college through a campus job-referral service. Part-time jobs are posted on a bulletin board for students to pursue. Students should plan a reasonable balance between work hours and study requirements.

Peer Tutoring
Peer Tutoring is an important service the school provides to tutor students free of charge. Peer tutoring is available for students enrolled in courses at LRCC. Students needing tutoring services should come to the Teaching, Learning and Career Center (TLC). Tutors are available for most courses including math, college writing, accounting, computers and business courses. Peer tutors are students (18 years and older) who have successfully completed the courses in which they are tutoring or have proven expertise on the subject and are eligible for Work Study under Financial Aid. Tutoring sessions are on a one-to-one basis and allow students to ask questions at their own pace, and receive immediate feedback.

Library
Bennett Library supports and enhances the on-campus and distance learning information needs of Lakes Region Community College students. Resources and services include:

- 13,000+ print books
- 100,000+ eBooks
- 84,000+ full text journals, magazines and newspapers.
- Electronic databases—Ebscohost, SIRS Issues Researcher, E-Book Academic Collection, National Fire Codes, ProQuest Central, CREDO Reference
- 700+ videos/DVDs
- Interlibrary Loan Services for books/journal articles
- Reference/Research Assistance
- Class materials/Textbook reserves
- Computer Lab (25 seats) with internet access and various software applications including Microsoft Professional Office Suite
- Multimedia equipment—scanner, computer projectors, copier, laptops, Flip HD Video camera
- Wireless access
- Wireless printing
- Study/Conference Rooms
- Free Laconia Public Library card with student ID

The Bennett Library web page (www.lrcc.edu/student-resources/bennett-library) provides links to the CCSNH libraries’ online catalog, all electronic databases, and selected web sites, including a selection of citation/writing tools. Off-campus access to certain password-protected databases is available using your LRCC Easy Login/Student Email/Blackboard username and password. Access to library resources is also directly available through Blackboard through the Library tab. Please check with the Library for more information. Library staff collaborates with faculty to provide materials that support the programs and mission of the College, and to provide instruction to students in learning how to find, evaluate, and use information—a lifelong skill. Open year round with abbreviated summer and holiday hours, the library offers a large comfortable reading and study area. Books are checked out for 3 weeks with varying limits on other materials. There are no fines for overdue materials; however, there will be a replacement charge for any material not returned or damaged, and a Banner hold placed on the student’s account that may affect their ability to register for future classes, or receive transcripts. A claim may also be sent to an outside collection agency if materials are not returned or reimbursed. Materials must be returned or replaced to the satisfaction of the librarian. Interlibrary loan materials must be returned to Bennett Library; students are responsible for all fines or replacement charges for non-returned or damaged materials as billed by the lending library or a Banner hold may be placed on the student’s account. Interlibrary loan materials borrowed under the New Hampshire College and University Council (NHCUC) interlibrary loan agreement will be considered as borrowed from the
student’s home campus library for the collection of any lending library fees for loss or damage. For further information or assistance, access Bennett Library’s web page (www.lrcc.edu/student-resources/bennett-library), e-mail: laconialibrary@ccsnh.edu, call 366-5227or 366-5294 or visit.

Placement/Transfer Opportunities
The Community College is proud of its continued excellent job placement record. Typically, between 89 and 93% of graduates find jobs related to their field or continue their education at a four-year institution. Faculty advisors maintain close contact with business and industry representatives and actively assist students in locating job opportunities. The college also assists students in the area of resume development, job interviewing techniques and career counseling.

Services for Students with Disabilities
In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, LRCC does not discriminate against students with disabilities in the admission process or in accessing opportunities for academic success. Students with documented disabilities are encouraged to disclose their disability in order to see if they qualify for reasonable classroom accommodations. Information regarding students’ disabilities is kept confidential. The services available to students with disabilities vary according to the students’ individual needs. Students without documentation, but who suspect that they might have a disability, should contact the Director of the Teaching, Learning & Career Center to discuss support service options.

Student Email Accounts
The college email network facilitates communication between students, faculty and the college community, including Blackboard. Students will be assigned a student email address within 24 hours of course registration and will no longer be allowed to change their primary e-mail address in Blackboard or Student Information System. This email account will serve as the official account for all electronic communication with the College. A student’s address and password are displayed under the Personal Information Menu in the secure area of the Student Information System (SIS). For help visit http://www.ccsnh.edu/online-resources.

Student Information System (SIS)
Students may access their college information online at www.lrcc.edu. The SIS allows current students to register for classes, check seat availability, look up instructor email addresses, and to view class schedule, grades, financial aid status, student billing account and personal information.

New Student Account Set-up in SIS
If you have never accessed the SIS before, please use the following instructions to set up your student account:

- Go to the college web page at www.lrcc.edu and click on “Student Information System”, and select “Enter Secure Area”.
- Enter your User ID – provided to you by the Admissions Office or the Registrar’s Office.
- Create your Personal Identification Number (PIN)
  1. Enter your six digit date of birth (MMDDYY) or the last six digits of your User ID as the PIN. You will be prompted to reset/create a new PIN for future access.
  2. Use your DOB or last six digits of your User ID as your old PIN, enter a new PIN (must be six numbers; do not use letters or characters), reenter your new PIN.
  3. Choose Security Question - Choose a question to reset your PIN in the event you forget it. Please use a question with an answer that is private and will not change in the future, such as your mother’s maiden name.

Please protect your privacy and the privacy of others and do not share your PIN with anyone else. If you have any questions regarding the Student Information System, please contact the registrar’s office at 603-524-3207.

ACADEMIC POLICIES/PROCEDURES

Academic Philosophy
At Lakes Region Community College, students are exposed to various methods of instruction. While some courses are lecture-based, others subscribe to a performance-based, student-directed learning philosophy. Performance-based learning is a systematic, organized approach to education and training that specifies the knowledge and skills required for graduates to perform competently and confidently in a rapidly changing economy and society. Programs and courses are structured within a competency-based framework. By defining competencies (knowledge, skills, and attitudes) in each course, educators and learners work together to maximize the potential of each individual in the learning process.
Intellectual, interpersonal and physical-manual competencies are assessed continuously to assist learners in improving their performance. The college continually strives to provide a physical, intellectual and social environment that supports the unique learning styles, backgrounds and needs of each individual.

**Academic Requirements**

**Associate Degree**
The Associate Degree prepares students for immediate employment or the opportunity to further their education. The curriculum provides students with the tools to think critically, reason, compute, communicate, and adapt to change. Associate Degree candidates must meet the following requirements:

1. A minimum of 64 semester hours.
2. A minimum of 32 semester hours in major and related courses.
3. In addition to major courses, a 24 semester hour minimum core program in general education courses consisting of:
   a. English Composition and Literature/Communication  6 Semester Hours
   b. Science  3-4 Semester Hours
   c. Mathematics  3 Semester Hours
   d. Social Science  3 Semester Hours
   e. Humanities/Fine Arts/Foreign Language  3 Semester Hours
   f. Liberal Arts Electives  6 Semester Hours*

*(minimum of two courses and six credits from areas a-e above)*
4. The remaining eight semester hours or more shall include either technical or general education courses.
5. Any credit granted through options will count towards degree/professional certificate/certificate requirements, but will not be included in computing grade point averages.

**Professional Certificate**
All professional certificate programs require a minimum of 20 semester hours in major and related courses, as well as 12 semester hours from the general education core. A cumulative grade point average of 2.0 or higher is required. Only those courses in the certificate will be used to calculate the GPA.

**Liberal Arts Categories**
Liberal Arts courses are categorized as follows:

- **English**
  - Courses with LENG prefixes and LHUM1600
- **Humanities**
  - LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570, and courses with LART, LFRE, LHIS, LHUM, LPHI and LSPA prefixes
- **Literature**
  - LENG2230, LENG2240, LENG2460, LENG2500, LENG2540, LENG2550, LENG2560, LENG2570
- **Mathematics**
  - Courses with LMAT prefixes
- **Science**
  - Courses with LSCI prefixes
- **Social Science**
  - LHUM1310, LHUM1500, LHUM1510, LHUM2500, LHUM2520, and courses with LHIS, LPHI, LPOL, LPSY, and LSOC prefixes

**Course Credit for Unit Instruction**
Students who complete the competencies of a unit of a course may receive credit for the portion(s) successfully completed. For information about this process contact the student advisor. Note: Students required to take a three-credit (unit) course may not split units between two or more courses to satisfy one course requirement.

**Residence Credit**
Students seeking a degree at the college must earn a minimum of 16 semester hours from Lakes Region Community College. At least eight semester hours of the courses taken to meet the minimum residency requirements shall be advanced courses in the student’s major field of study or in appropriate advanced courses in related fields. Advanced courses are associate degree program courses listed in the first and second semesters of the second year, or in the second semester of the first year of one-year programs. Students seeking a professional certificate must complete a minimum of 9 credits or 25% of the credits, whichever is larger, from Lakes Region Community College. For a certificate, students must complete at least 6 credits or 25% of the credits, whichever is larger, from Lakes Region Community College.

**Directed Study**
Under certain circumstances a matriculated student may take a course in a semester when the course is not offered either during the day or evening. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. **Students must be matriculated and have a minimum cumulative GPA of 2.0 to be eligible for a Directed Study.**
The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered in the day or evening divisions.

**Distance Learning**
Distance Learning courses are offered via the Internet in a 100% online environment using the Blackboard platform. Students work from home or office to complete the course content. All competencies and knowledge presented is the same as the student would experience in a classroom based course. This mode of study is increasing in popularity and the College is expanding the course menu every semester. A student may add a 100% online course up to the official start date of the semester. Once the semester has started a student ay add a 100% online course only with the permission of the instructor.

**Alternative Delivery**
Alternative Delivery is anything other than the once or twice a week traditional classroom meeting. It includes 100% Online Learning or Distance Learning, hybrids, video conference, and other condensed formats. These methods offer flexibility in scheduling while placing more responsibility for learning on the student. Online Learning and hybrid courses are taught using the Blackboard web-based delivery system. Students are recommended to take an online self-assessment and have basic computer skills before registering for a hybrid or Distance Learning course.

**Independent Study**
Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student’s program. Independent study is not available to non-matriculated students. Students must be matriculated and have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study. The intent of Independent Study is to expand a student’s learning experience beyond the normal program curriculum. Typically undertaken for 1-3 credits, Independent Study may not be done in lieu of any course existing in the college catalog.

**Graduation Requirements**
The college has established minimum competencies that must be attained in each program. Students will be awarded associate degrees upon completion of academic requirements and demonstration of the required competencies.

To be eligible for graduation, students must:

1. Satisfactorily complete each requirement in their academic program
2. Earn a cumulative grade point average of 2.0 or higher
3. Meet all obligations to the college, including payment of all fees
4. File the Intent to Graduate form with the registrar no later than November 1st for fall completion, December 13th for May completion or March 7th for August Completion.

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

**Transcripts**
A student may request an official transcript (record of a student’s academic history) by submitting a Transcript Request Form to the Registrar’s Office. All college obligations must be met, including student loan payments, outstanding tuition, payment of fines, and athletic uniforms and library materials turned in before a transcript can be released. Transcripts are released in accordance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and will not be released to a third party, including parents and spouses, without written permission of the student. Release forms are available in the Registrar’s Office or on the college website. Students may obtain an unofficial copy of their transcript at any time using the Student Information System link from the college website.

**Academic Honesty**
Original thinking and intellectual honesty are central to a college education. Research projects require the ongoing use of existing works, but students must conduct themselves with proper regard for the rights of others and of the college, in a context of mutual respect, integrity and reason. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the college. Students involved in such activities are subject to serious disciplinary action.

The following are presented as examples of academic dishonesty:
1. Misrepresenting academic work done by someone else as one's own efforts, with or without permission of the person.
2. Providing or using prohibited assistance in assignments and examinations.
3. Unauthorized communication in any manner with other students during an examination; collaboration in the preparation of reports or take-home examinations; copying, giving aid or failing to follow the faculty member's instructions.
4. Tampering with or falsifying official college records.
5. Infringing upon the right of other students to fair and equal access to college library materials and comparable academic resources.
6. Falsification of data collected for and presented as part of course requirements.
7. Presenting as one's own ideas, another person's work or words without proper acknowledgement.

There may be other instances of academic dishonesty, which will be identified by a faculty member.

Academic dishonesty is not tolerated at Lakes Region Community College. There is the expectation that coursework will be done honestly, whether in lab projects, on examinations, or for term papers. The individual faculty member will make the initial response to an occurrence of academic dishonesty. The instructor should discuss the matter with the student, and should include what happened to cause the instructor to think cheating had taken place. The instructor should be specific: cheating was seen first-hand, cheating was reported by another student, work handed in was of much higher quality than usual, etc. Please refer to the College Judicial System on the College website as well as in the Student Affairs Office for consequences and procedures.

**Academic Honors**

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

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

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

At the graduation ceremony, the student with the highest cumulative grade point average in an Associate Degree program receives recognition as the class valedictorian. The student must complete a minimum of 64 credits at this college, exclusive of transfer credits and waivers. Competition for this award has traditionally been very strong, with students winning by fractions of a point.

**National Honor Society**

The college is affiliated with Phi Theta Kappa, the National Honor Society for two-year colleges. Students with a cumulative grade point average of 3.5, degree matriculation status, and a minimum completion of 12 credits may be inducted into the honor society.

**Determination of Grades**

The college posts grades on our Student Information System (SIS) at the end of each semester/session for each course for students who have met all financial and other college responsibilities. Online grade reports include the semester grade point average, cumulative credits and the cumulative grade point average. Current semester and Cumulative Grade Point Averages are not re-calculated until at least one week after the end of each semester in August, December, and May once grades are received for all courses.

**Grade Point Average**

The grade point average determines academic standing and is computed as follows:

1. Multiply the grade points earned in each course by the number of credit hours associated with that course. For each course, this gives a value known as quality points.
2. Add the quality points from all the courses taken in the semester. Separately total the number of credits.
3. Divide the total quality points by the total number of credits. This gives the semester grade point average.
<table>
<thead>
<tr>
<th>Example</th>
<th>Letter Grade</th>
<th>Semester Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENG1200 College Composition</td>
<td>A (4)</td>
<td>3</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>LSCI1440 Human Biology with Lab</td>
<td>B+ (3.3)</td>
<td>4</td>
<td>3.3 x 4 = 13.2</td>
</tr>
<tr>
<td>LMAT1230 Introductory Algebra</td>
<td>C (2)</td>
<td>3</td>
<td>2 x 3 = 6</td>
</tr>
<tr>
<td>LPSY1250 Introduction to Psychology</td>
<td>D (1)</td>
<td>3</td>
<td>1 x 3 = 3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>13</td>
<td>34.2</td>
</tr>
</tbody>
</table>

A total of 34.2 quality points divided by 13 credits = 2.63 semester grade point average (GPA)

Grades are recorded as follows:

- **A**.........................4.0 Points  AF – Administrative Failure
- **A-**........................3.7 Points  AU – Audit
- **B+**........................3.3 Points  CR – Credit by Exam
- **B**..........................3.0 Points  CS – Continuing Study
- **B-**........................2.7 Points  I – Incomplete
- **C+**........................2.3 Points  NP – No Pass
- **C**..........................2.0 Points  P – Pass
- **C-**........................1.7 Points  TR – Course Transfer
- **D+**........................1.3 Points  W – Withdrew
- **D**..........................1.0 Points  WF – Withdrawal Failing
- **D-**........................0.7 Points  WP – Withdrawal Passing
- **F**..........................0 Points  * - Basic Skills


- **AF**: Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance, e.g., failure to meet attendance requirements, as published in the instructor’s syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an “F”. The AF cannot be used for poor grade performance.

- **AU**: A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Not all courses can be taken for audit. *See full Audit Policy.*

- **CR**: Students who are matriculated and earning a C or better on a Credit by Examination receive a grade of CR. The credits earned count toward the degree and are not calculated in the GPA.

- **CS**: Continuing Study allows students to re-register for a developmental course if competencies have not been met by the end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. This grade applies to Basic Skills courses only and does not affect GPA.

- **I**: An Incomplete grade indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The (I) grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F. *See full Incomplete policy: Incomplete Course Grade.*

- **NP**: No Pass; unsatisfactory (not calculated into GPA).

- **P**: Pass (not calculated into GPA).

- **W**: Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

- **WF**: Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an “F”.

27
WP: Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

* Basic Skills: Grades for Basic Skills courses have an asterisk following the course name and are computed in a GPA/CGPA, but cannot be used to satisfy degree requirements.

NOTE: When a student repeats a course (either voluntarily or because it is required to make up a failure), only the latest grade is computed in the GPA/CGPA, but both grades will appear on the academic transcript followed by an (I) – include and/or an (E) – exclude from CGPA.

Cumulative Grade Point Average
The cumulative grade point average (CGPA) reflects a student's academic standing through the most recent semester. To compute the cumulative grade point average, divide the total quality points earned in all semesters by the total credits attempted in all semesters. Calculation of Cumulative Grade Point Average (CGPA) will be based on all courses taken at the institution, including developmental or remedial courses.

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

Students may retake a course, whether to replace an F or to improve their prior grade. The grade achieved in the most recent course will be the grade used in calculating a student’s CGPA. When a student retakes a course at this college, the course and credit hours appear on the semester’s grade report and academic record with the letter grade entered. The course grade and hours are included in the semester and the cumulative grade point average computation. The original grade and credit hours will not be figured in the cumulative grade point average, but will appear on the student’s academic record followed by an (E) – exclude. Third and subsequent attempts to repeat a course will require the approval of the student’s advisor or Vice President of Academic Affairs.

Incomplete Course Grade
An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. **It is not used to give an extension of time for a student delinquent in meeting course responsibilities. An Incomplete Contract must be completed by the instructor, signed by the student and filed with the Registrar’s Office prior to the end of the term.**

The work must be completed by the student through arrangement with the instructor no later than:
- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer term;
- three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester;

Should the student fail to complete the work within the designated period, the grade will automatically become an F grade. The Vice President of Academic Affairs may make exceptions to the above deadlines.

Incomplete grades will not be included in the computation of Grade Point Average until a final grade is posted and/or the grade becomes an F. An “I” grade may affect a student's financial aid. Students should contact the Financial Aid office for further information.

Academic Standing Committee Review
Students must show orderly progress toward their degrees and continue to display an ability to benefit from their programs and courses. Each semester the Vice President of Academic Affairs and the Academic Standing Committee review the academic performance of matriculated students whose: 1) cumulative grade point average (CGPA) is below 2.0; 2) semester grade point average (GPA) is below 1.0; or 3) semester grades include Incompletes and/or F grades. This review may result in a status of Warning, Probation, Mandatory Part-time or Suspension.

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

Warning: The Academic Standing Committee may warn students if they fall within one of the following categories:

- **0-13** Credits Earned: between 1.50 and 1.99 CGPA
- **14-27** Credits Earned: between 1.70 and 1.99 CGPA
- **28-40** Credits Earned: between 1.80 and 1.99 CGPA

Academic Probation: The Academic Standing Committee may assign students to probation if they fall within one of the following categories:

- **0-13** Credits Earned: between 1.25 and 1.49 CGPA
- **14-27** Credits Earned: between 1.51 and 1.69 CGPA
- **28-40** Credits Earned: between 1.25 and 1.79 CGPA
- **41+** Credits Earned: between 1.50 and 1.99 CGPA

Students placed on Academic Probation may not participate in any extracurricular activities. They are encouraged to focus on improving their academic performance and to take advantage of the college’s student assistance program.

Mandatory Part-Time: The Academic Standing Committee may assign mandatory part-time status to students who fall within one of the following categories:

- **0-13** Credits Earned: between 0.00 and 1.24 CGPA
- **14-27** Credits Earned: between 1.10 and 1.50 CGPA

Students placed on mandatory part-time cannot take a full course load. After consultation with their advisor, they may register for a reduced load that allows them to continue to work toward completion of their program. If they demonstrate improved academic progress for that term, they may appeal the status and the committee may reinstate them to full-time.

Academic Suspension: The Academic Standing Committee may suspend students from the college for one or two semesters if their academic performance falls under one of the following categories:

- **0-13** Credits Earned: N/A
- **14-27** Credits Earned: between 0.00 and 1.09 GPA
- **28-40** Credits Earned: between 0.00 and 1.24 GPA
- **41+** Credits Earned: between 0.00 and 1.49 GPA

A student who does not meet satisfactory progress for Academic Probation for three consecutive semesters will be placed on Academic Suspension.

Under certain circumstances a student may also be suspended from the college for a designated period of time for failing to meet minimum academic standards.

Financial aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined above.

**Appeal of Academic Standing Committee Decisions**
The student may appeal in writing all decisions of the Academic Standing Committee. The student must submit a letter clearly defining the basis for the appeal to the Vice President of Academic Affairs within seven (7) college days following the date of the Committee’s letter to the student. The student may have a hearing before the Academic Standing Committee as soon as possible after receipt of the appeal letter. The student may have a representative at the meeting, and is encouraged to meet with the college counselor or the academic advisor for assistance in presenting his/her case.

If the student is not satisfied with the results of the appeal, he/she has the option to appeal directly to the President of the college within five (5) days of the outcome of the appeal. The appeal to the President must be in writing, and must clearly define the basis for appealing the Committee’s decision.

Each student must have a cumulative grade point average of 2.0 to graduate. NOTE: Co-op students must have a 2.0 or
permission of their advisor to be eligible to participate in a co-op work experience.

**Academic Amnesty**

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

1. The student has not taken any courses at original college of enrollment for a period of at least 3 years from the last semester of attendance.
2. The student applies for Academic Amnesty at the time of admission.
3. The student has never before received Academic Amnesty
4. The student achieved a cumulative GPA below 1.7 during previous attendance.

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

**Academic Environment**

The learning environment at the college encourages free discussion, inquiry and expression. Student performance is evaluated only on the basis of performance in class or lab, not on the basis of their individual views. Students are responsible for learning the content of any course of study, participate actively in the class and have the right to take exception to the views presented in class.

Students shall maintain academic standards and are accountable for the honest and timely completion of assigned work, consistent participation in all class, shop, laboratory or clinical activities, and for conducting themselves in an appropriate manner.

At the beginning of each semester the instructor shall provide students with a syllabus that contains a description of the course, its objectives, grading procedures, special academic requirements, prerequisites and specific class participation and attendance standards. The syllabus will include a schedule indicating (on a weekly basis if possible) when various course topics will be covered. Copies of syllabi are also available from the Academic Affairs Office.

**Ethical Guidelines**

Policies on students’ rights and responsibilities, including the Student Code of Conduct, Equity, and the Judicial Policies and Procedures, were developed based on national guidelines and standards. Student Services is guided by College, State and Federal ethical guidelines.

**Attendance**

Successful college students attend class regularly. Most failures, dropped courses and poor grades result from poor attendance. The college has designed a schedule of classes for each course that meets the Carnegie unit definition of class time necessary for the average college student to complete the course. This time at the college, under the supervision of a professional educator, contributes to academic success. It is understood that students may miss class due to illness or emergency. When this happens, the student should make every attempt to contact the instructor as soon as possible to discuss assignments and makeup opportunities. Students should in all cases notify and consult with their instructor on all absences. Absence for any portion of scheduled class time may constitute an absence. In some cases students must keep their own attendance records because a financial sponsor requires this for use in advising and recommending students to employers. The instructors will make every effort to accept advance notices of absences due to college events and/or emergencies. It is, however, ultimately the student’s responsibility to make arrangements for missed assignments, tests, lectures, deadlines and other academic activities associated with the lack of attendance.

The college encourages attendance in class for several reasons:

1. There is a strong correlation between attending classes and academic success.
2. Material may be available in class that is not in the textbook.
3. Class time has been assigned to each student and that is their time to receive instructor assistance, which is important to the successful completion of the course requirements.
4. Much learning takes place between faculty and students during class. This time is also a chance for students to think, question and clarify ideas and information.
5. Each individual is expected to make satisfactory progress in classes. Attendance is important so the faculty can assist the student in making satisfactory progress.
6. Students who are not making satisfactory progress should, with the consensus of instructor and advisor, drop the course during the drop period.
Registration for any course presupposes that the student will attend all scheduled classes, laboratories, and clinics. Any student who does not attend the first class of the semester and has not processed a course drop in writing with the registrar’s office will be removed from the class roster; however, the student is still responsible for tuition and fees. Each student is responsible for meeting all class requirements. For an absence rate that reasonably precludes making up missed coursework, barring mitigating factors such as major illness, accident or family emergency, faculty may process an administrative failure form with the Registrar’s Office or award a final grade of AF at the end of the term.

Course Failure
The student must make up a course for which a grade of F was received, either by retaking the course at Lakes Region Community College or by taking a comparable course at another institution. Courses transferred from other institutions count towards credits only; the F remains as part of the CGPA. Retaking a failed class will result in the F being replaced by the passing grade for the purpose of GPA calculation. The student should consult the advisor and department chairperson to determine if a course will transfer. Course failures cannot be made up by taking a credit by examination. See policy on Credit by Examination.

Appeal of a Grade
Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. Only in a case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic Affairs, the only other individual on campus empowered to change a grade, alter a student’s grade.

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:
1. Meet with the instructor
   The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five work days.
2. Meet with the Program Coordinator/Department Chairperson
   If the issue was not resolved in Step 1 above, the student has three work days from the date of the faculty member’s decision to file a written appeal with the faculty member’s program coordinator or department chairperson, or with the Vice President of Academic Affairs if the faculty member is also the department chairperson or program director. Within three work days the department chairperson (VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.
3. Meet with the Vice President of Academic Affairs (VPAA)
   If the issue is not resolved in Step 2 above, the student has three work days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

Note: During the summer, when faculty is not on campus, students may begin the grade appeal process with the Office of Academic Affairs. Every attempt will be made to have the faculty member contact and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

Registration
The Registrar’s Office, the Financial Aid office, the Business Office and the academic department coordinate the registration process, which includes the selection of courses, completion of forms and payment of college fees. Advance registration takes place mid-semester for second and later term matriculated students. The advising process helps students decide which courses to take; accordingly, matriculated students must have advisor approval before registering for any course. Non-matriculated students may register during the open registration period before the start of each term, pending available space and the meeting of prerequisites or instructor approval.

Students should understand that by registering for courses at LRCC, they are financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, it is understood they will be responsible for all charges as noted in the student catalog and handbook. If they do not make payment in full, it is understood that their account may be reported to the credit bureau and/or turned over to an outside collection agency. It is also understood they will be responsible for the costs of the outside collection agency and/or any legal fees and bounced check fees under RSA 6:11 which may add a significant cost to their existing account balance.
Adding a Course
Students may add courses to their schedule up to and including the seventh (7th) calendar day of the semester, providing there is space in the class. Adding a course requires the signature/approval of the instructor, Department Chair, or the Registrar. A course may be added after the seventh (7th) calendar day of the semester only with the permission of the instructor. Add/Drop forms are available through the registrar’s office and online at www.lrcc.edu.

Adding a Distance Learning Course
A student may add a 100% online course up to the official start date of the semester. Once the semester has started, a student may add a 100% online course only with the permission of the instructor.

Dropping a Course
The student should discuss the decision to drop a course(s) with his/her advisor. Add/Drop forms are available through the Registrar’s Office and online at www.lrcc.edu (up to 10 days before the start of the Semester).

Students may drop a course anytime during the first 60% of the semester without academic penalty. This may, however, result in a change in student status for financial aid, veteran’s benefits, insurance discounts, etc. Courses officially dropped through filing the drop form with the registrar’s office prior to the 14th day of the semester, or other prorated enrollment periods, will be refunded 100%, less nonrefundable fees. Exception: students in courses that meet for two weeks or fewer much drop by the end of the first day of the class in order to get a 100% refund.

Students who formally drop a course by filing the drop form in a timely manner will have information entered on their academic record as follows:

1. No courses or grades are recorded for students who register but do not attend classes.
2. No courses or grades are recorded for students who withdraw from course(s) during the first 14 days of the semester.
3. A grade of W is awarded to students who drop a course(s) after the 14th day of classes but during the first 60% of the semester.

Students who fail to file an official drop form to drop a course for which they are not attending will receive an AF – Administrative Failure for such courses on their transcripts.

NOTE: Classes may be added or dropped online via the Student Information System (SIS) until 10 days before the start of the semester.

Audit Policy
Under the Audit Policy, students may enroll in courses which provide an opportunity to assess their ability to do college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars and/or labs but does not complete graded assignments (unless agreed upon with the instructor). When enrolled as an audit, the student will not be given a final grade, nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). Student must pay the full tuition for the course. Financial Aid does not cover costs for an audited course.

Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the instructor. A student must complete a registration as an audit during the first week of classes. Once admitted as an audit, the student may not change to credit status after the designated add period; likewise, a student registered for credit may not change to audit status after the designated add period.

The Vice President of Academic Affairs may make exceptions to the above.

Prerequisite
Students must successfully complete a prerequisite course before enrolling in the next course. The course description section of the college catalog notes prerequisites. A failing grade in a prerequisite will prevent a student from taking the next course. Students may use courses from other colleges to meet prerequisites. The department chair or academic vice president determines transfer credit. See the section on Transfer Credit for further information.
Co-requisite
Some courses have a co-requisite course requirement, which means that the course must be taken simultaneously with another course. A co-requisite may be satisfied if taken in a prior semester. Students should review all co-requisite requirements with their advisor.

Withdrawing from the College
Withdrawing from the college is a serious step, and students should discuss this process with instructors, the academic advisor and the college counselor. To withdraw from the college, a student must complete the withdrawal form and an exit interview with the college counselor and financial aid director. Failure to attend classes does not constitute withdrawal from the college. However, students may be administratively failed (AF) due to excessive absences.

Students may withdraw from the college 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, as needed, for students receiving scholarships, veteran’s benefits, or for recipients of Title IV financial aid or other awards with special attendance requirements. Academic records will be treated in accordance with the standards used for 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 Status
A matriculated student is one who has been admitted to a program (degree, professional certificate or certificate) at the college. Matriculated students are entitled to participate in the Title IV Federal Financial Aid Program and have priority when registering for classes with limited enrollment. To remain matriculated, a student must register for, and enroll in, at least one course during the academic year (not to exceed a 12-month period). A student who does not register for at least one course per academic year will lose matriculated status. A student who chooses to re-matriculate must reapply for admission to a program. A student who begins a second program at the college may have to satisfy different program requirements.

A non-matriculated student is one who has not been admitted to a program at the college, and may register on a first-come, first-served basis for any course, providing the student has met prerequisites and that there is space available. Non-matriculated students should matriculate before the completion of 9 semester hours and begin pursuing graduation requirements. An advisor will help students make these decisions.

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

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

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

Students requesting Medical Leave of Absence must:

1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student’s particular condition that is sufficiently comprehensive to facilitate the decision-making process.
The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

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

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

Enrollment status is defined according to the number of credits a student takes during a semester and is used to determine financial aid awards. Credits awarded for transfer, work experience, audits and challenge exams do not count toward determination of full-time status. It is important to know that full-time status is the equivalent of 12 or more credit hours.

- Full-time ................. 12 or more credits, or registered for co-op
- Three-quarter time ...... 9-11 credits
- One-half time............... 6-8 credits

A student must register for 12 or more credit hours to qualify for full-time status for financial aid, veteran’s benefits, insurance discounts, etc.

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

Students may refuse designation of personally identifiable information as directory information provided that a written request is received by the Registrar.

Privacy of Records
The college maintains an academic folder for all matriculated students. The folder includes permanent academic records, application for admission, correspondence to and from the college, transcripts of all previous academic records, recommendations, standardized test results, armed forces papers, social security papers, medical records and miscellaneous information.

The college does not provide access to, or release of, any personally identifiable records or files to any individual, agency or organization without prior written consent of the student except as follows. The President, Vice Presidents and registrar shall have unlimited access, without permission, to all student records. They may release information without prior written authorization of the student in the following circumstances:
1. To officials and teachers within the college who are directly involved in a legitimate, educational matter with the student.
2. To authorized Federal and State offices as identified in Section 438(b)(3) of Public Law 93-380.
3. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person. If students wish their parent(s) or anyone else to be given information about any aspects of their progress at the college, they must sign a Waiver of Confidentiality form, which can be obtained from the registrar’s office.
Students may request release of college records by completing the Authorization for Release of Records form with the Registrar’s office prior to the release of student information or documents to individuals other than those listed above.

Social Security Number
Federal law requires that Lakes Region Community College collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student’s social security number and will not disclose it to anyone outside the college, except as mandated by federal or state laws.

Cooperative Education
A co-op is an educational program that combines classroom studies with paid, productive work experience in a field related to the student’s major or career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, 1 – 4 credits may be awarded.

Each college department will set standards for eligibility to participate in a co-op. Individual departments must approve co-op sites and will determine requirements (papers, journals, etc.) that must be met during the co-op. The co-op will be graded using the college’s grading system and credit will be awarded accordingly. Cooperative education is optional for all programs except the GM ASEP Program, Culinary Arts, Pastry Arts, and Restaurant Management. Faculty monitors each placement to ensure that it meets academic requirements and that the work experience is relevant to the student’s area of study.

Exceptions to the above may be made with the approval of the Department Head and Vice-President of Academic Affairs.

Cooperative education allows a student to:
- Apply classroom knowledge to an employment situation
- Gain confidence for future employment
- Earn money to defray college expenses
- Earn credit for graduation
- Add solid experience to his/her resume

While the college makes every effort to place each eligible student, THERE IS NO GUARANTEE that placement will occur. Students who cannot obtain placement for any reason, including ineligibility due to a low grade point average or who decline to participate, are required to register for an alternative co-op experience or an elective. Students should see their faculty advisor for specific details. The college charges tuition and fees for co-op, alternative co-op experience or elective credits on a per-credit basis.

The student’s co-op faculty advisor assists students in preparation for their co-op experience. During this process, usually two to four weeks prior to the co-op session, employers submit position descriptions to the co-op office. Students who meet individual department co-op requirements should review the position descriptions, consult with the department and faculty, and apply for those positions for which they are qualified and interested. The company will screen the resumes and interview candidates. The employer and the successful candidate negotiate final decisions concerning placement. Although the college will assist in finding suitable co-op placements for students, there is no guarantee of placement or choice of locations. Students are expected to assist in placement inquiries as required. The faculty reviews the academic standing of each student prior to placement. If at any time the student's grade point average is below the necessary requirement of 2.0, the student may be ineligible for a cooperative education experience. Credit for the co-op experience may be awarded on a pass/no pass basis, which will not be calculated into the student's grade point average, or it may be awarded on an A-F basis, which will be calculated into the student's GPA. Students must complete co-op credits prior to graduation through the co-op placement, alternative co-op education or electives, depending on the program. Successful completion of the course includes preparation and submission of a journal and report. In the event of a no-pass or no-credit grade, the student may appeal through the appropriate channels.

The college retains its right to remove a student from a co-op position if the situation warrants doing so. Obviously, as with most work situations, the employer can terminate the relationship resulting in loss of credit, if the employer has just cause and has documented the situation. Each department’s criteria pertaining to cooperative education may differ. The student should consult with his/her advisor for additional information.

Credit Options for Advanced Standing
Credit options are opportunities for adult learners to earn credit toward a degree through alternatives other than coursework. Credit options include: transfer credit, CLEP examinations, credit by examination, advanced credit, DANTES and
The college encourages students to apply the wealth of knowledge and experience they possess to take advantage of all the credit options available to them. It is possible for students to earn significant credit based on previous educational and professional experiences. The only restriction is that students seeking a degree/professional certificate/certificate at the college must complete residency requirements. (See residence credit for specific requirements.)

Please note that credit earned through any of these options counts toward degree/professional certificate/certificate requirements, but is not included in computing grade point averages. Upon matriculation, student request for recognition of technical courses more than seven years old is subject to review. Course content may be outdated and therefore not acceptable for transfer or other credit. Computer Technologies courses more than three years old will not be accepted.

**Transfer Credit**

Students may transfer credits from other accredited colleges, including the colleges within the Community College System of New Hampshire provided they earned a grade of C or better, and those credits are equivalent to the courses in their program. To apply, students must contact other college(s) they have attended and arrange for official transcripts and course descriptions to be sent to the Lakes Region Community College Registrar.

The Vice President of Academic Affairs must review course credit awarded through another institution’s credit by examination policy. The academic office coordinates transfer credit. The appropriate department chairperson(s) and the Vice President of Academic Affairs determine acceptability of transfer credit. Students should consider that transfer credits may lessen their financial aid eligibility by reducing the course load from full-time to part-time status.

Lakes Region Community College does not use grades received in courses taken at any other institution in computing semester or cumulative grade point averages.

**Credit by Examination**

Credit by examination provides matriculated students with the opportunity to challenge technical and other courses for which they feel qualified. Credit by examination is not available for those courses for which a CLEP exam exists. Examinations are prepared and administered by the college faculty. If students obtain a grade of C or better, the credits earned count toward their degree and the academic record will reflect a grade of CR. The academic officer and the instructor coordinate the credit by examination process. The exam must be taken and graded within the first seven days of the semester. The student, the advisor and the registrar receive notification of the course exam results, a copy of which is placed in the student’s permanent file.

Students who apply for Credit by Exam must be matriculated and may apply for credit by examination only for those courses for which they are not currently registered. The fee for credit by examination is $25 per credit, plus all direct costs associated with providing the laboratory exam. Students cannot use credit by examination to make up a previously failed course. If a student earns credit by examination, the enrollment status could change, an action which could affect financial aid status.

**DANTES (Defense Activity for Non-Traditional Education Support)**

The DANTES College Credit Examination program provides National Guard members and servicemen and women with three different exam programs to earn college credit. The exams are CLEP, ACT/PEP and the DANTES Subject Standardized Tests (DSSTS). To apply, students must arrange to have credits earned through DANTES sent to the college registrar.

**Continuing Education Credits**

In students’ working or professional lives, they may have taken work-related courses that have provided them with certificates or Continuing Education Units (CEUs). Students may earn credit(s) toward their degree through these efforts.

To apply, students need to assemble all certificates and CEUs into a package. Students must develop a narrative statement (for each certificate or CEU) that outlines the purpose of the course or workshop, the sponsor and instructor of the activity, and the total number of hours for each activity. In addition, students must arrange for their employer to send a letter to the Vice President of Academic Affairs, confirming their narrative statements and highlighting the competencies gained through participation in the activities.

**Experiential Learning**

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge towards credit in a degree/diploma/certificate program. To prepare for this option,
students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at one of the CCSNH colleges to be eligible to apply for experiential credit. Not all programs provide the experiential credit option; students should consult with their respective colleges for eligible programs and the process used for application.

Students may be awarded a maximum of 24 credits for experiential learning. Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g., for 12 credits awarded: 0.50 x current tuition rate x 12 credits).

Running Start
High school students have the opportunity to earn college credit through the Running Start program. This unique partnership between the college and local area high schools offers the high school student selected college-level coursework and college credit for successful completion of coursework. Running Start courses are taught at the high school by high school faculty members during the regular school day.

The cost of a three-, four- or five-credit course is $150 per course, plus books and supplies. This represents a significant savings associated with college tuition. Local high schools and students interested in a Running Start course may call the Running Start Coordinator at the college for more information.

High School Articulation
Some high schools are developing written agreements with the college to ensure guaranteed acceptance for motivated students. These agreements specify the competencies needed for acceptance, and they show the student how to meet them. They also spell out how a student can earn college credit while in high school. (See Articulation Agreements for a listing of the participating high schools).

Administrator Failure
Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g. failure to meet attendance requirements, as published in the instructor’s syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an “F”.

Blackboard
Lakes Region Community College uses the Blackboard Online Management System as our online course environment. Students can access Blackboard from the Lakes Region Community College home page at www.lrcc.edu or from http://ccsnh.Blackboard.com. In order to successfully participate in a 100% online or hybrid course, students will need

+ basic computer skills, an email account, and access to a computer with the following:

HARDWARE REQUIREMENTS
FOR ONLINE COURSES:
Recommended PC Minimum Configuration:
• CPU: 600 MHz Intel Celeron processor
• Memory: 512MB RAM recommended for Vista operating system
• Hard drive: 1 GB free space
• CD-ROM drive
• Operating System: Windows Vista, Windows XP, Windows 2000 or newer

Macintosh Minimum Configuration:
• CPU: 500MHz Power PC processor (Power Macintosh G3)
• Memory: 512MB RAM recommended
• Hard drive: 1 GB of free space
• CD-ROM drive
• Operating System: Macintosh OS, current versions (OS 9.2.2/10)

A dial-up Internet connection is sufficient for most online learning activities. However, a highspeed Internet connection is recommended for viewing some files and videos.

Word Processor: Students will need a standard word processing application such as Microsoft Word. Please note that saving documents as rich text format will avoid the problem of not being able to view documents created with other programs. Microsoft and Google offer free web versions for users to view documents created by the Microsoft Office product suite (i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint). These may be adequate for many classes, but you may
need the Microsoft Office suite for some classes, as some advanced features are not available in the online versions. Students can obtain a student discount and purchasing information through the College Bookstore. 

Browser Plug-ins: For some courses, you may be required to have one or more of these plug-in application programs: Acrobat Reader, Quicktime, Flash Player, Windows Media Player, RealPlayer, and Java VM. Generally, plug-in software should already be present on your computer.

Virus Protection Software: You should have up-to-date anti-virus software installed and running on your computer. An effective way to reduce any possible damage/harm to your files is to have a virus scanner configured on your computer to constantly perform background system scans. This requirement is for your own protection and for the protection of all Blackboard users.

Course Specific Software: Students should contact the instructor regarding any additional software requirements specific to the course. Some instructors may also require the use of headphones and a microphone.

**Computer Use**

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

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

The definition of Lakes Region Community College computing facilities includes any computer, server or network system or system element provided or supported by Lakes Region Community College. Use of the computer facilities includes the use of data/programs stored on Lakes Region Community College computing equipment, data/programs stored on magnetic tape, floppy disk, CD ROM or other storage media that is owned and maintained by the Lakes Region Community College.

To ensure systems and software compatibility and to reduce chances of malicious code infections, users shall not download, install or run any applications programs without first consulting the course instructor.

The “user” of the system is the person using the systems from any connection point (e.g. a keyboard) locally or by remote access, requesting an account (or accounts) for logging on to an existing account in order to access any Lakes Region Community College asset. The purpose of these guidelines is to ensure reliable performance and that the integrity of the network is maintained.


Non-compliance with these requirements constitutes a violation and will be reported to the College President and the IT Department of the appropriate CCSNH Campus or Center. Violations will be referred to a judicial committee.

Serious violations may result in civil or criminal prosecution.

- CCSNH computers are for non-sensitive and non-confidential use only. Students are warned that there is no inherent security in the system; they should not use college systems for any work that should be protected.
- Individual users are responsible for maintaining their own data. CCSNH is NOT responsible for the integrity of any student data stored on servers or systems maintained by the institution.
- Users should report any weaknesses in CCSNH computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the appropriate CCSNH IT Department. Users shall not attempt to access any data or programs contained on the CCSNH network, or any other network accessed, for which they do not have authorization.
- Users shall not make copies of system configuration files for their own, unauthorized personal use or to provide to other people/users for unauthorized uses.
- To ensure systems and software compatibility and to reduce chances of malicious code infections, users shall not download, install or run any applications programs without first consulting the course instructor.
- Users will not attempt to circumvent the protection of unauthorized access of computing resources put in place by the CCSNH; or any action that reduces the security of CCSNH’s computing and network resources. Violations include attempting to misappropriate passwords, attempting to log on to a computer without proper authorization, attempting to connect any device or load any software that has the potential to compromise network and computer security.

**Course Syllabus/Outlines**

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

**Financial Responsibility for Courses**

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

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

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

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

**Tuition Deposit**
A non-refundable tuition deposit of $100.00 will be required from all matriculated* students. The President or his/her designee reserves the right to waive the fee for students in circumstances where the collection of the deposit is not feasible (e.g., financial hardship, obstacle to disbursing financial aid). The deposit will be applied to the tuition for the semester immediately following the student’s matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee.

*A matriculated student is defined as one who has been formally accepted into a degree, certificate, professional certificate, or diploma program.

**Withdrawal from College**
Withdrawal from the college is a serious step and should be discussed with instructors, the academic advisor and the college counselor. To officially withdraw from the college, a student must complete the college withdrawal form and an exit interview with the college counselor and, if receiving financial aid, the financial aid director. Failure to attend classes does not constitute withdrawal from the college. However, students may be administratively withdrawn from classes due to excessive absences. The date of withdrawal shall be noted on the student’s academic college records. Academic records will be treated in accordance with the standards used for withdrawal from individual courses. If such withdrawal occurs at the 60% or later period, the student is subject to the same academic assessments and actions as students completing the semester. A student who has withdrawn from the college or who has been suspended may apply for readmission through the Admissions Office.

**GENERAL STUDENT INFORMATION**

**Address of Record**
When sending college official correspondence, the address given by you on your application for admission is used as your official mailing address of record. It is critical that it be accurate. A change of address requires completing a Request for Change of Personal Information form available from the Admissions office, the Registrar’s office, or online at [www.lrcc.edu](http://www.lrcc.edu).

**Book Refund Policy**
Textbooks may be returned if a course is changed or cancelled. Students returning a book will be refunded the cost of the book, providing the student has not written in it and has original receipt for books purchased. The bookstore will make every effort to pay the highest refund price depending on the quality of the text being returned. Do not write in a textbook
until you are positive you will remain in the course.

**Cancellation of Classes**
In the event of major snowstorms, icing conditions or other emergencies requiring the cancellation of classes, notification will first be made using LRCC Alerts (please see LRCC Alerts section for details). Announcements will also be made at [www lrcc edu](http://www.lrcc.edu). Weather conditions vary within commuting areas and students should use caution and discretion in determining if it is safe to travel.

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

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

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

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

For categories of misconduct for which students may be dismissed or suspended following due process include, please see the *Student Code of Conduct* section.

**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.

**Student Assistant Fund for Emergencies (SAFE) and Edna Hansen Fund**
The SAFE fund provides students with emergency financial need small grants in the form of pre-paid cards. An application is required for both forms of assistance. See Financial Aid for more information. Named for Professor Emeritus Hansen, this fund is designed to help students with unforeseen emergency expenses. Based on emergency circumstances, a student may have financial aid debited to replenish the fund. See Financial Aid Office for details.

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

**Injuries or Illness**
No injury or illness, however slight, should be ignored. When ill or injured, a student should report to the instructor (if it occurs during a class). If the injury requires medical attention, 911 should be contacted immediately. Once emergency medical personnel have been contacted, the Campus Safety Officer and/or the Reception Office should be informed. In cases of injuries occurring on campus, an *Incident Report* form should be completed as soon as possible. *Incident Report* forms are available online at [http://www.lrcc.edu/student-resources/incident-report](http://www.lrcc.edu/student-resources/incident-report) or from the Office of the VPSSEM.

**Lost and Found**
The front office/reception area is the location to turn-in found articles and to reclaim a lost one. See the receptionist or the Campus Safety officer for assistance.

**LRCC ALERTS**
LRCC utilizes an emergency alerts system called LRCC ALERTS to notify students, staff and faculty of emergencies, class cancellations or college closures. Signing up for LRCC ALERTS is to only way to ensure that you or a loved one receives the most up-to-date information available to the college.

Messages can be delivered to you by voice mail, email or text message. LRCC students are automatically registered to receive alerts via college email, but will need to register (opt in) and provide emergency contact information to receive...
ALERTS via phone and/or text messaging. This is a FREE service. However you should check with your phone plan for potential charges associated with text messaging. LRCC will not reimburse anyone for text messaging charges.

To Register for LRCC ALERTS:
1. Have your Student ID handy - you will be asked for this during the registration process.
2. Visit www.LRCC.edu
3. Look for the LRCC ALERTS logo and click on it
4. Read the important information and when you are ready click on the link to register.

Nursing Student Handbook
The Nursing Student Handbook includes policies and procedures specific to students who have been admitted to the Nursing program. It describes policies specific to both the academic and clinical components of the Nursing program. It is revised every Spring and is posted on BlackBoard at the beginning of Fall each year. Nursing students must follow both the Student Handbook and the Nursing Student Handbook.

Student Use of Alcoholic Beverages
It is the policy of the college to maintain an alcohol-free campus.

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

Smoking
In compliance with state regulations for public buildings, smoking, including the use of smokeless tobacco or tobacco-alternative products, such as electronic cigarettes, is permitted only in college designated smoking gazebos or in students’ personal vehicles if they are parked 50 feet from any building. Smokeless tobacco products and tobacco-alternative products are prohibited in all college-owned vehicles. All members of the LRCC community are expected to observe this policy. Violations of the policy may be subject to disciplinary action.

Student Activity Period
Student activity periods are scheduled at Lakes Region Community College to provide time for students to participate in clubs and activities of special interest. Schedules for these periods are announced at the beginning of the semester.

Student Identification Cards
LRCC students are required to obtain a college ID. This ID is provided to students at orientation or anytime during the semester. The initial student ID is free. Students without an LRCC ID card, should visit the office of the VPSSEM or see the Campus Safety officer to obtain one. There is a replacement fee of $10 if it is lost or stolen.

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

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

STUDENT ACTIVITIES
LRCC fosters a vibrant and active student life. LRCC’s philosophy is to educate the entire person that they are able to adapt to an ever-changing world. We believe strongly that learning occurs both in and out of the classroom. Thus, we are proud to support and encourage the numerous student clubs and organizations which represent the interests and aspirations of our student body. Students who may not see their interests represented in the existing clubs are encouraged to consider starting a new organization. Contact the Office of the VP of Student Services and Enrollment Management for more information.

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

**Guidelines for Student-Sponsored Activities**

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

1) Assign a group to conduct the activity. This committee should:
   a. develop and manage a budget for the planned activity
   b. obtain receipts for all purchases
   c. submit all money collected to the Business Office and obtain a receipt
   d. submit a check request to the office of the VPSSEM for payment of all bills

2) Submit a Room Request Form to request a room(s), time and date for the activity.

3) If college vehicles are needed, check with the receptionist and reserve vehicle(s) for the scheduled time and date.

4) Review the need for chaperones well in advance of the activity and invite faculty to volunteer. Students should give faculty at least 2-weeks advance notice when requesting a faculty member serves as a chaperone. On occasion, courtesy invitations may be given to administration, faculty and staff.

5) The student group responsible for the activity then meets with the Senate advisor and, if necessary, the VPSSEM 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 kitchen, cafeteria and/or equipment, approval of the food vendor 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.

**Student Participation on College Committees**

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

- Judicial Committee
- College Advisory Committee
- College Coordinating Council—1 student
- Ad Hoc Committees—as the need arises.

**Student Senate**

The Student Senate serves as the governing group for the entire student body. The primary goal of the Student Senate is to provide experiences that promote the general welfare of every student at Lakes Region Community College. The Senate is responsible for planning social and cultural activities and managing the receipts and expenditures of student funds allocated. Typical activities include, but are not limited to, field day, yearbook, films, lectures, clubs, Phas Tracks, athletics and socials.

**Student Senate Constitution**

**Preamble**

We, the students of Lakes Region Community College, recognizing the need to establish a close relationship between the student body, the faculty and the administration to promote student affairs and develop initiative, leadership and responsibility, do hereby establish this Constitution to perpetuate the aims of the students.

**Article I – Name**

The student governing body shall be known as the Student Senate.

**Article II – Purpose**

The Student Senate is responsible for promoting and coordinating student affairs, recommending the establishment of clubs and activities, promoting high standards for personal conduct, promoting student welfare and assisting in the allocation and disbursement of student activity funds which support activities. Final decisions regarding Student Senate actions and recommendations are the responsibility of the Vice President of Student Services and Enrollment Management, the President.
Article III – Membership
Section 1 There shall be no more than two voting senators representing each curriculum and club/organization. Senators shall attend all Student Senate meetings.
Section 2 Curriculums and clubs/organizations shall set their own processes for selecting and replacing Senators. Representative Senators shall be in place by the first week of October.
Section 3 The duties of the senators will be to inform the students in their curriculum and clubs/orgs of the Student Senate business at hand and to get the students' opinions on upcoming business.
Section 4 Attendance will be taken at every meeting and senators must be present unless excused by the Student Senate President or designee.
Section 5 If a senator has two consecutive unexcused absences from the Student Senate meetings per term, he/she may be required to forfeit their position.

Article IV – Election and Duties of Officers
Section 1 The president, vice president, secretary, treasurer, and historian shall be known as the Executive Board. Nominations and election of the president, secretary, and treasurer will be done by the student body during the 2nd week of April, prior to the year in office. Nominations and election of the vice president and historian will be done by the student body by the first week in November. If a senator is elected president, a replacement senator for that curriculum or club/org shall be appointed within two weeks.
Section 2 The duties of the president shall be to preside at the meetings, set agendas, appoint and discharge committees, call special meetings, and to cast the deciding vote in case of a tie. The president shall also be the voice of the Senate in the Community.
Section 3 The vice president shall act as parliamentarian and assume the duties of the president in his/her absence. The vice president will also be in charge of the Executive Election Committee.
Section 4 The secretary shall keep the minutes of each meeting. The minutes shall be publically posted within one week following said meeting. The minutes shall be submitted to the faculty Senate president, the Vice President of Student Affairs and the President of the college. The secretary shall also handle all correspondence.
Section 5 The treasurer shall maintain Student Senate financial records and make financial reports.
Section 6 The historian shall keep a record of all Student Senate events. This record, both written and visual, will be compiled at the end of each academic year to be passed on to future Senates.
Section 7 Members of the Student Senate may be removed by a 2/3 vote of the Student Senate. Malfeasance, neglect of duty, or improper conduct shall constitute reason for removal. Persons whose removal is being considered shall be entitled to an open hearing before the Senate.
Section 8 If for any reason the president terminates office, the vice president takes over until an election is held within two weeks. If the vice president, secretary or treasurer should terminate office, the president shall appoint temporary officers until an election is held within two weeks.
Section 9 All members of the Student Senate must remain in good standing at the college.

Article V – Meetings
Section 1 The Student Senate will meet weekly during the College-designated activity period.
Section 2 Emergency meetings will be held as decided by the President or designee.
Section 3 Quorum will be defined as at least the president (or designee), two additional executive officers and at least five Senators.

Student Senate By-Laws
Article I – Subcommittees
Section 1 The function of subcommittees is to submit proposals to the entire Senate for review and a vote.
Section 2 Members of the subcommittees may be senators or members of the at-large student body.
Section 4 The chairperson of each subcommittee shall be appointed by the president and must be a voting member of the Student Senate.

Article II – Formation of Clubs and Organizations
Section 1 Two or more students and an advisor (must be employed by the College) are required to form a new student club/org.
Section 2 Application for recognition form shall be submitted to the Vice President of Student Affairs and to the Student Senate for approval.
Section 3 Final approval in the appointment of an advisor shall be made by the Vice President of Student Affairs.
Section 4  Clubs/orgs will receive allocated funds only after the application for recognition has been approved by the Student Senate.

Article III – Amendments of By-laws
Section 1  Amendments to the by-laws require a two-thirds vote of the entire Student Senate.

Sexual Harassment/Discrimination
It is the policy of the Community College System of NH that all members of the CCSNH should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action Coordinator in the school or college. At any time, a student may contact the Affirmative Action Director for counseling and advice.

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

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

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

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

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

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

COMMUNITY SERVICES AND RESOURCES

ALCOHOL AND DRUG ABUSE
Alcoholics Anonymous 800-593-3330
Al Anon, Alateen 888-425-2666
Horizons Counseling Center 524-8005

CONSUMER AFFAIRS
Auto Cap 800-852-3372
Better Business Bureau, Concord 224-1991
Consumer Protection and Antitrust Division Attorney General’s Office, Concord 271-3641 or 888-468-4454
Employment Standards Administration, Wage-Hour Division, Manchester 666-7716 or 866-487-9243
Genesis, the Counseling Group 528-3867
Public Utilities Commission 271-2431 or 800-852-3793

DISASTER AID
American Red Cross 524-5414
Salvation Army 524-1834

EDUCATION
Franklin Adult Education 934-5441
Head Start 524-7050
Laconia Adult Education 524-5712
NH Department of Education, Concord 271-3494
UNH Cooperative Extension Service, Belknap County 527-5475

EMERGENCY PHONE NUMBERS
POLICE 524-5252
FIRE 524-6881
COUNTY SHERIFF 527-5454
EMERGENCY 911

EMPLOYMENT SERVICES
Employment Standards Administration Wage-Hour Division, Manchester 666-7716
NH Division of Employment Security 224-3311 or 800-852-3400
NH Workforce Opportunity Council 271-7275

ENERGY AND ENVIRONMENT SERVICES
Fuel Assistance 271-2155
Franklin 934-3444
Laconia 524-5512
Meredith 279-4096
Plymouth 536-8222
To report hazardous substances, toxic chemicals, oil spills 271-3899

FAMILY PLANNING AND PREGNANCY
Crisis Pregnancy Center, Plymouth 536-2111 or 800-395-4357
Family Planning Clinics
Belknap County, Laconia 524-5453
Carroll County, Conway 447-8900 or 539-9575
Grafton County, Plymouth 536-3584
Merrimack County, Franklin 934-4905
Prepared Childbirth Classes, Laconia 524-3211 X-3744

FAMILY SERVICES
Catholic Charities 528-3035
Child and Family Services of NH, Conway 447-2054
Child and Family Services, Laconia 524-5835
Crisis Pregnancy 528-3121
NH Division of Children, Youth and Families, Laconia District Office 524-4485
Toll free 800-322-2121
To Report Child Abuse 271-6562 or 800-894-5533
NH Healthy Kids 877-464-2447

FINANCIAL ASSISTANCE SERVICES
Consumer Credit Counseling Service 800-327-6778
NH Division of Employment Security, Laconia 524-3960
Social Security Administration 800-772-1213

HEALTH AND MENTAL HEALTH SERVICES
AIDS Disease Hotline 800-752-2437
Alzheimer’s Disease Programs 800-272-3900
American Cancer Society 800-227-2345
Community Health & Hospice 524-8444
Genesis Behavioral Health 524-1100
Genesis Healthcare 524-3340
Hospice, Laconia Area 524-8444
Laconia Clinic 524-5151
Lakes Region General Hospital 524-3211
National Alliance for the Mentally Ill of NH 800-242-6264
NH Division of Public Health Services 800-852-3345, Ext 4501
Sexually Transmitted Diseases Information 800-852-3345, Ext 4502

HOUSING AND HOUSING ASSISTANCE
Housing Authority 524-2112
NH Housing Finance Authority
Rental Assistance 800-439-7247
Purchase Assistance 800-640-7239
STUDENT POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally-identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

- Students may request release of college records by completing the Authorization for Release of Records form with the Registrar’s Office prior to the release of student information or documents.

Student Judicial System

Community College System of New Hampshire Judicial Policy

I. PHILOSOPHY

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

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

The mission of the colleges’ judicial systems shall be educational in emphasis. Its purpose is to foster self-discipline and self-direction in the student.

Discipline, if it is to be educational, depends upon the involvement of the entire campus. As such, it is properly the concern of the student body, the faculty, the staff, and the administration.
In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, one recognizes that the good of the college community normally takes precedence.

II. STUDENT CODE OF CONDUCT

A. Scope

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

B. General Infractions

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

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

C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
   a. Cheating, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
   b. Plagiarism, which includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means;

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

1. Furnishing false information to any college official, faculty/staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;

4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;

5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;

6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

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

E. Health and Safety Offenses
1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;

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

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

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

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

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

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

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

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

G. Offenses Involving Property
1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;

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

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

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

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

IV. SANCTIONS
A. Sanction Definitions
1. WARNING - a notice in writing to the student that the student is violating or has violated institutional regulations;

2. PROBATION - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;

3. LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);

4. LOSS OF CONTACT – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;

5. FINES – previously established and published fines may be imposed;

6. RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;

7. RESIDENCE HALL SUSPENSION – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. RESIDENCE HALL EXPULSION – permanent separation from the residence halls;

9. COLLEGE SUSPENSION – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;

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

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

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

B. STUDENT DISCIPLINARY PROCEEDINGS

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

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

2. Incident report forms may be obtained from the Academic or Student Affairs Offices, Title IX Coordinator and College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:
   a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
   b. Date, time, and location of incident;
   c. Person(s) involved in the incident;
   d. Victim(s) or damages involved in the incident;
   e. Complete narrative description of the incident
   f. Names of witnesses to the incident;
   g. Any other information deemed appropriate.

Preliminary Process for Sex-Related Offenses
1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.

2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.
Investigation and Resolution of Complaint by Judicial Body

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

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

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

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

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

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

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
   a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
   b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
   c. inappropriate gravity of the sanction in relation to the offense.

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

If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:
   a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
   b. Immediately forward the appeal to the Judicial Committee for consideration;
3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.

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

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

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE
1. A chairperson and an alternate chairperson who will be appointed by the each college president or his/her designee.

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

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

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

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

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

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

III. STUDENT DISCIPLINE - ACADEMIC AFFAIRS

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student’s involvement in academic activity is the responsibility of the Office of Academic Affairs, it is essential that the Office of Student Affairs be apprised of complaints and dispositions brought forward through the academic disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student’s suspension or dismissal need to be handled jointly by the VPAA and VPSSEM at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSSEM, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Academic Affairs will oversee the adjudication of those disciplinary complaints and actions directly associated with a student’s participation in academic activities (e.g., complaints and actions related to completion of course assignments/assessments, continued course enrollment, continued program matriculation, behaviors that interfere with the instructional process, etc.).

Additionally, the Leadership Team of the college will appoint an Academic Standards/Standing Committee Judicial Advisor from among the faculty/staff ranks for a renewable two-year term to hear appeals pursuant to sections E and F below. In addition, the Leadership Team of the college will appoint an Academic Judicial Advisor who will be a faculty member and whose role is defined in C,2 below.

A. Academic Affairs Sanctions

The Vice President of Academic Affairs authorizes faculty, to issue sanctions numbered 1-4 below for violations of the Student Code of Conduct related to the instructional process.

Incidents leading to sanctions listed in numbers 5-9 will be investigated and sanctions issued, where appropriate, by the Vice President of Academic Affairs or his/her designee.

Note: A student's failure to meet academic progress (cumulative GPA) standards is managed separately from violations of the Student Code of Conduct. Consult the college catalog or the Academic Affairs Office for more information about acceptable academic progress.

1. WARNING - a notice in writing to the student that the student is violating or has violated academic regulations;

2. TEMPORARY EXPULSION FROM CLASS – an immediate expulsion from a class for a designated period of time, usually one class, for behavior detrimental to or disruptive of instruction;
3. PERMANENT EXPULSION FROM CLASS – through administration of an AF grade, permanent expulsion from a class for consistent or blatant behavior detrimental to or disruptive of the instructional process;

4. AWARDING OF PUNITIVE GRADE – awarding of a punitive grade on an assignment or in a course for any violation of the Student Code of Conduct, including Cheating or Plagiarism (see also Section II for specific examples and definitions);

5. SUSPENSION FROM A DEPARTMENT/PROGRAM – suspension from an academic department/program for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to program at conclusion of suspension period; conditions for readmission will be specified;

6. DISMISSAL FROM A DEPARTMENT/PROGRAM – permanent dismissal from an academic department/program for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may not re-apply to program;

7. COLLEGE SUSPENSION – suspension from a college for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to the college at conclusion of suspension period; conditions for readmission will be specified;

8. COLLEGE DISMISSAL/EXPULSION - permanent separation from all CCSNH colleges for consistent or blatant behavior detrimental to or disruptive of the instructional process.

9. OTHER SANCTIONS – imposed in addition to or in lieu of the above sanctions to address the specific circumstances of the violations at issue; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons, other than the student, whose participation is required for the completion of the sanction(s).

B. Academic Affairs – Disciplinary Proceedings

1. Membership of Academic Standards/Standing Committee
   The voting membership of the Academic Standards/Standing Committee will be appointed annually by the Leadership Team of the college.

2. Charges
   a. Any person who witnesses a violation of the Student Code of Conduct related to academic activity may bring a complaint forward to a faculty member or the VPAA.
   b. Depending on the nature of the charge, the matter may be disposed of either by the faculty member him/herself or by the VPAA, as prescribed in III, A, 1-9. In either case, written documentation of the charge and its disposition must be provided to the Office of Academic Affairs.

C. Academic Affairs - Appeals

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

2. A student may appeal other disciplinary actions which result in a suspension or dismissal by filing a written appeal with the Academic Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:
   a. the original investigation/hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
   b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

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

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

If, in the opinion of the Academic Judicial Advisor, the case does warrant appeal, the Academic Judicial Advisor has two options:
   a. Immediately forward the appeal to the Academic Standing/Standards Committee for consideration;
   b. Meet with the party who issued the original disciplinary action to discuss a possible modification or
removal of the that action, as appropriate. If a decision to modify or remove is not reached, the
appeal will be forwarded immediately to the Academic Standing/Standards Committee for
consideration.

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

5. The Academic Standards/Standing Committee may 1) uphold the sanctions; 2) overturn the sanctions; or
3) modify the sanctions imposed by the original (or any previous) judicial body. The Vice President of
Academic Affairs will provide notification of the outcome of the appeal in writing within three (3) class days
of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

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

5. There shall be a single record of all hearings before the Academic
   Standards/Standing Committee. The record shall be the property of the college and shall be maintained
   by the Judicial Advisor. Parties directly involved in the hearing may view this record upon making a written
   request to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or college
   official, no student may be found to have violated the Student Code of Conduct solely because the student
   failed to appear before the Academic Standards/Standing Committee. In all cases, the evidence in support
   of the charges shall be presented and considered.
7. The Academic Standards/Standing Committee’s decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.
8. The decision of the Academic Standing/Standards Committee is final and is not subject to further appeal.

IV. STUDENT DISCIPLINE – STUDENT AFFAIRS

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student’s involvement in non-academic activity is the responsibility of the Office of Student Affairs, it is essential that the Office of Academic Affairs be apprised of complaints and dispositions brought forward through the student disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student’s suspension or dismissal need to be handled jointly by the VPAA and VPSSEM at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSSEM, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Student Services and Enrollment Management will oversee the adjudication of those disciplinary complaints and action primarily involving a student’s continued participation in non-academic college activities, including residence life. Note that there may be circumstances under which a student’s inappropriate behavior leads to recommended sanctions in both the academic and non-academic arenas.

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

A. Student Affairs Sanctions

Violations of the Student Code of Conduct related to non-academic activities are overseen by the Vice President of Student Services and Enrollment Management, who may appoint a designee to investigate individual complaints; non-academic complaints may be referred to the Judicial Committee for resolution. Every attempt will be made to resolve complaints informally before sanctions are issued.

Incidents leading to sanctions listed below will be issued by the Vice President of Student Services and Enrollment Management (or his/her designee). In some instances, a case may be referred to the Judicial Committee for disposition.

1. WARNING - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. PROBATION - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations;
3. LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Gra);
4. FINES – previously established and published fines may be imposed;
5. RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
6. 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;
7. RESIDENCE HALL EXPULSION – permanent separation from the residence halls;
8. COLLEGE SUSPENSION – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
9. COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges.
10. OTHER SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons whose participation is required for the completion of the sanction(s).
11. INTERIM SANCTIONS - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property;
b) to ensure the student’s own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. Student Affairs – Disciplinary Proceedings
   1. Any person who witnesses a violation of the Student Code of Conduct may bring a charge forward to the authorized designated staff member.
   2. Charges brought against a student must be in writing. Incident report forms may be obtained from the Academic or Student Affairs Offices, as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security (where available) or on the college web site at the discretion of the college. Information in the charge should include but not be limited to the following:
      a. Reporting person’s name, address, phone, and student identification number (contact and ID number shall not be released to the accused without written permission of the person reporting the incident);
      b. Date, time, and location of incident;
      c. Person(s) involved in the incident;
      d. Victim(s) or damages involved in the incident;
      e. Complete narrative description of the incident;
      f. Names of witnesses to the incident;
      g. Any other information deemed appropriate.

Copies of the form should be submitted to the Judicial Advisor and to the Vice President of Academic or Vice President of Student Services and Enrollment Management (or designee), as appropriate.

3. The Vice President of Student Services and Enrollment Management (or designee), will investigate and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; c) or issue (or authorize to be issued) sanctions as described in Section III above.

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

C. Student Affairs – Appeals
   1. A student may appeal a disciplinary action by filing a written appeal with the Student Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:
      a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
      b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

2. The Student Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.
   If, in the opinion of the Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands.
   If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above, the Judicial Advisor has two options:
      a. Immediately forward the appeal to the Student Judicial Committee for consideration;
      b. Meet with the party who issued the original disciplinary action to discuss a possible modification or removal of that action, as appropriate. If a decision to modify or remove is not reached, the appeal will be forwarded immediately to the Student Judicial Committee.

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

4. An appeal may result in 1) upholding the sanctions; 2) overturning the sanctions; or 3) modifying the sanctions imposed originally.
5. The Vice President of Student Services and Enrollment Management will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

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

D. Student Affairs – Membership of the Judicial Committee

1. A chairperson and an alternate chairperson who will be appointed by the Institute/College President or his/her designee.

2. A total of eight (8) voting members, elected as follows:
   a. Four (4) will be faculty or staff elected by faculty/staff at large.
   b. Four (4) will be students elected by the Student Senate. If the institution has residence halls, two of the students will be from the residence halls.

3. A total of five (5) alternate voting members will be elected as follows:
   a. Two (2) faculty elected at large.
   b. Three (3) students elected, one (1) from the residence halls (if applicable) and two (2) commuter students elected from the Student Senate.

4. The advisor will be the Student Judicial Advisor who will be appointed by the Vice President of Student Services and Enrollment Management.

5. During the summer or vacations, a meeting may be called and members will be selected as follows:
   a. A minimum of four (4) members will be present.
   b. Regular appointed or elected members will serve, or
   c. In the event regular voting members cannot be reached or are not available, members may consist of:
      (1) Selected members of steering committees or volunteers;
      (2) Should this fail, the Vice President of Student Services and Enrollment Management will attempt to appoint members in such a manner as to reflect the original representation of the committee.

E. Student Affairs – Hearings of the Judicial Committee

1. A minimum of five (5) members (including the Chair) will be present to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Vice President of Student Affairs pursuant to the methodology set forth in paragraph 2 b below.

2. During the summer or vacations, a meeting may be called and members will be selected as follows:
   a. Regular members will serve, or
   b. In the event regular voting members cannot be reached or are not available, members may consist of:
      (1) Selected members of steering committees or volunteers;
      (2) Should this fail, the Vice President of Student Services and Enrollment Management will attempt to appoint members in such a manner as to reflect the original representation of the committee.

3. If the charges have been brought by a member of the Judicial Committee or the Vice President of Student Services and Enrollment Management, he/she shall recuse him/herself from the Committee’s deliberations and voting.

4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Judicial Committee.
   c. In hearings involving more than one accused student, the chairperson of the Judicial Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
   d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
   e. The complainant, the accused and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Judicial Committee.
f. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

g. After the hearing, the Judicial Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

h. The Judicial Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.

i. The Judicial Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.

j. The Vice President of Student Services and Enrollment Management will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.

5. There shall be a single record (e.g., written, audiotape, etc.) of all hearings before the Judicial Committee. The record shall be the property of the college, and may be reviewed by a written request, to the JudicialAdvisor.

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

7. The Judicial Committee’s decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

V. STUDENT RIGHTS

A. Students in the Classroom

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

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

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

B. Student Freedom Off-Campus

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

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

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

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

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

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

G. Student Disciplinary Standards
1. Conduct
   In developing responsible student conduct, disciplinary procedures play a role and the institutions have a responsibility to:
   i. Clarify, through publication, those standards of behavior which are considered essential to the educational objective and community life.
   j. Perform disciplinary proceedings only for violations of standards of conduct formulated or published.
   k. Formulate and communicate disciplinary procedures, including the student’s right to appeal a decision.

2. Investigation of Student Conduct
   a. Search and Seizure
   CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:
   - Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
   - Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
   - Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
   - Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
   - Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
   - Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space.
before this type of entry is made.

3. Status of Students Pending Action on Charges

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

VI. STUDENT RIGHTS–GRIEVANCE PROCEDURES

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

A. The student is encouraged to meet with the individual in quest, e.g., instructor, staff member, or student, to resolve the issue informally within one week from the time the student could reasonably have known of the grievance.

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

- The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
- The Vice President of Student Services and Enrollment Management for grievances not related to the instructional process. The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

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

The Vice President of Academic Affairs/Student Services and Enrollment Management, or designee, will determine the appropriate course of action. For grievances against an individual in the performance of his/her duties as a college employee, the VPAA/VPSSEM, or designee, and the employee’s supervisor will meet with the individual alleged to have violated the student’s rights. The VPAA/VPSSEM, or designee, in conjunction with the supervisor, will determine if the charge has merit and, if so, will proceed in accordance with State of New Hampshire personnel rules and regulations. For grievances against students or other individuals not employed by the college, but working at the college (e.g. bookstore personnel, food service personnel) the VPAA/VPSSEM, or designee, will meet with the individual alleged to have violated the student’s rights and may attempt an informal resolution at this meeting. If an informal resolution is not possible at this meeting, and if the VPAA/VPSSEM, or designee, in consultation with the Judicial Advisor, feels the grievance has merit, the matter will be forwarded to the employee’s employer for resolution. If the VPAA/VPSSEM, or designee, in consultation with the Judicial Advisor, feels that the grievance does not have merit, the matter is considered resolved at that point.

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

VII. DEFINITIONS

A. The term colleges means all colleges within the Community College System of NH.

B. The term student includes all persons taking credit or non-credit courses at the colleges. This includes both full-time or part-time, and those persons pursuing undergraduate, graduate, or professional studies; those who attend post-secondary educational institutions other than CCSNH colleges; those who are residing in college residence halls; and those persons who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.

C. The term faculty member refers to any person hired by the CCSNH colleges to conduct educational activities.

D. The term college official includes any person employed by any of the colleges within the Community College System of NH performing assigned administrative and/or other professional responsibilities.

E. The term member of the college community includes any person who is a student, faculty member, college official, or any other person employed by a college within the Community College System of NH. A person’s status in a particular
situation shall be determined by the President of the college involved.

F. The term college premises includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the colleges (including adjacent streets and sidewalks).

G. The term organization refers to any number of persons who have complied with the formal requirements for colleges (recognition/registration).

H. The term judicial body means any college official or committee authorized by the Student Code of Conduct to determine whether a student has violated the Student Code of Conduct and to recommend or impose sanctions.

I. The term Judicial Advisor means a college official authorized by the college’s Leadership Team to coordinate and monitor the judicial process. The Judicial Advisor’s role will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students/individuals on appropriate or alternative courses of action; reviewing requests for judicial appeals; and ensuring consistency with the application of sanctions.

J. The term appellate body means any person or persons authorized to consider an appeal arising from a judicial body’s determination that a student has violated the Student Code of Conduct or arising from the sanctions imposed by the Judicial Body.

K. The term shall is used in the imperative sense.

L. The term may is used in the permissive sense.

M. The Vice President of Student Students and Enrollment Management or designee is the person designated by the college’s President to be responsible for the administration of the Student Code of Conduct.

N. The term policy is defined as the written regulations of the colleges as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, Undergraduate Catalogs, Board of Trustees Policy Manual, Student Handbook, and Departmental Guidelines.

O. For the purpose of the Student Code of Conduct, a class day is defined as any day (Monday through Friday) that is part of the normal administrative workweek when the colleges are in session.

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