



LAKES  
REGION  
COMMUNITY  
COLLEGE

## STUDENT HANDBOOK - 2022/2023



**CHOOSE COMMUNITY**

**LRCC.EDU**

## **Lakes Region Community College Mission**

Lakes Region Community College provides a dynamic, community-based, high-quality learning environment, delivering a personalized education experience that prepares learners for success.

## **Lakes Region Community College Vision**

Lakes Region Community College will continue its development as a learning-centered institution, characterized by innovation, responsiveness, flexibility, caring, collegiality, accountability, and educational excellence.

## **Accreditation**

The New England Commission of Higher Education (NECHE) accredits Lakes Region Community College. NECHE is a regional accreditation agency for colleges and universities in New England. The U.S. Secretary of Education and the Council for Higher Education Accreditation recognize the Commission

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 Commission of Higher Education should be directed to the administrative staff of the College. Individuals may also contact the New England Commission of Higher Education, 209 Burlington Woods Drive, Burlington, MA 01803, (781) 425-7785.

## **Membership**

Lakes Region Community College is one of seven colleges in the Community College System of New Hampshire.

## **Affirmative Action**

The College President serves as the Affirmative Action representative for the College. For issues related to Affirmative Action, you may reach the President at Lakes Region Community College, (603) 524-3207.

## **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, gender identity and expression, genetic information, 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 1990 (ADA)

Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974

NH Law against Discrimination (RSA 354-A)

Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to **Patrick Cate**, 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) 230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, J.W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA, 02109-4557, 617-223-9662. FAX: 617-223-9669, TDD:617-223-9695, or Email: [OCR\\_Boston@ed.gov](mailto:OCR_Boston@ed.gov) ; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

## CAMPUS SAFETY

### Campus Crime Information

All current and prospective students, as well as all current and prospective employees have access to the Campus Safety Report 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). LRCC's student housing complex, the Apple Ridge Student Apartments, opened in 2016. For the purposes of reporting, "non-campus" refers to the location aforementioned. See the Appendix for all reportable offenses for the past 3 years.

Amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain off campus locations. It also requires that Campus Safety Authorities report crime statistics for inclusion in the college's annual Campus Safety Report. Campus Safety Authorities are defined by position as "an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses." This includes advisors to student organizations, members of campus safety, and offices within Student and Academic Affairs, except for health and counseling services. As per our normal practices, you should continue to immediately report any crime or violation of the Student Code of Conduct to the Campus Safety Department or the Office of the Vice President of Academic and Student Affairs. If you become aware of any crime or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to a crime, and this crime has not been reported to anyone else, report the crime using the Campus Safety [Incident Report Form](#).

**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 2020 Crime Statistics will include any data reported on sexual assault, domestic violence, dating violence and stalking. For policy statements concerning 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.

### Automated External Defibrillators (AEDs)

There are seven AEDs on campus. One located outside Bennett Library, one located in Turner building upstairs by weight room one in cafeteria near the electronic bulletin board one in the lobby of the CAT building. One on first floor by nursing rooms One in auto building main lobby and one in auto garage middle of building.

### Traffic Controls

All students driving a vehicle to campus are expected to have an LRCC parking decal. Decals are available free of charge and are available from Campus Safety in the CAT lobby.

- Parking for handicapped individuals is available at various posted locations. Turner building wheelchair access with associated parking is at the rear of the building near the 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 one-way directional traffic flow when entering or leaving the parking areas.
- Posted speed limits of 15 MPH must be observed at all times.
- Visitor lot (Lot A in the Campus Parking Map) is designated for campus visitors and those with handicapped permits only. Non-visitors parking in those spaces will be ticketed.
- 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.

### Reporting Procedures

We strongly encourage anyone witnessing something that appears suspicious or potentially dangerous to report it immediately using the [Incident Report Form](#). Reports can be submitted anonymously and no report will be taken lightly. Individuals can also call Campus Safety at 603-545-4392.

If you are a victim of a crime, you are urged to report it to Campus Safety or another college authority immediately. Depending upon the nature of the crime, the appropriate response by the College will be initiated. In the event of a violent crime, local authorities will be contacted immediately and efforts to assist the victim will be initiated concurrently by college personnel. Non-violent crimes will likewise be referred to local authorities. If you witness a crime, contact Campus Safety at 603-545-4392 or a representative of the college immediately at 603-524-3207 in order to initiate appropriate actions.

### **Lost and Found**

Campus Safety (CAT Lobby) is responsible for the lost and found articles

### **Injuries or Illness**

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, Campus Safety and/or the One-Stop should be informed. In cases of injuries occurring on campus, an [Incident Report](#) form should be completed as soon as possible.

### **Firearms**

Students, staff, faculty and guests are not permitted to have a weapon on campus, including the student apartments. Any student, staff, faculty member or guest found to be in violation of this policy will be subject to possible removal from the College. Firearms and weapons shall include, but are not limited to: shotguns, rifles, pistols, BB guns, dart guns, paint guns, starter pistols, blow guns, bows and arrows, knives over three inches in length, hatchets, martial arts weapons, including but not limited to nun chucks, throwing stars, and any other device that could be or appear to be of danger to other persons.

### **Class & Lab Safety**

Proper safety equipment must be worn at all times in all science and technology laboratories when participating in classroom activities. Certain technical labs may require safety shoes/boots or other safety gear. All students are expected to come to class dressed in clothing appropriate to the class. Students who are inappropriately dressed for class or lab may be denied admission by faculty. Check with your faculty member for specific dress code instructions. Any injury or accident should be immediately reported to your faculty member.

### **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.

### **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). Weather conditions vary within commuting areas and students should use caution and discretion in determining if it is safe to travel.

### **Student Identification Cards**

LRCC students are required to obtain a college ID. The initial student ID is free. Students without an LRCC ID card should contact Campus Safety at 545-4392 to arrange to receive an ID. There is a replacement fee of \$25 if the ID is lost or stolen.

## **ADMISSIONS POLICIES AND PROCEDURES**

Admission to Lakes Region Community College is open to anyone whose academic record and personal qualifications suggest that he or she may effectively participate in a program of study.

The following procedure is to be followed by each applicant for degree and certificate programs. A student must take at least one course per year to maintain matriculated status or must apply for readmission and follow any new program requirements.

- Complete and submit a Lakes Region Community College online application. Applications for Lakes Region Community College are available from the College's website.
- Submit evidence of graduation from a regionally accredited high school (or its equivalent, such as the GED or HiSet) with an official transcript or course and grades, if intending to apply for financial aid.
- Participate in the placement exam or other admissions exams/admission requirements as required by specific programs.

- Submit an official transcript of all previous postsecondary work with course descriptions.
- Apprise the College 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.***

### **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 email within two weeks of the date the College receives all admission requirements. 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.

Any request for a change of residency status must be received in writing in the Admissions Office prior to the first day of the term in which NH residency status for tuition purposes is requested. See section 740.1 in the Student Affairs section of the Community College System of New Hampshire policy manual for full details.

### **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.

### **Determination of In-State Status**

1. A student shall be classified as in-state or out-of-state for tuition purposes at the time of their first admission to the system. In the first instance the college Admissions Office will make the decision based upon information furnished by the student's application.

2. Any student who is aggrieved by the decision of the college Admissions Office classifying him/her as an out-of-state student for tuition purposes may appeal in writing to the President of the appropriate institution or his/her designee. The student shall have the right to present to the President or his/her designee such additional evidence as he/she may deem appropriate in processing his/her appeal and shall have the right to appear in person and be heard.

3. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request, the Admissions Officer shall state the reason or reasons for his/her decision in writing.

### **Fifty-Mile Radius**

Students who live within fifty miles of LRCC but live out-of-state may be eligible to pay the in-state tuition rate instead of New England Regional. Contact the Admission's Office to learn more.

### **New England Regional Student Program**

The program is sponsored by the New England Board of Higher Education. It permits the enrollment of out-of-state New England Residents in selected programs at reduced tuition rates under two eligibility categories:

**The uniqueness rule:** When a study program is not offered at an in-state institution, a qualified student may apply for enrollment at an out-of-state institution offering that program under the Regional Student Program. Students enrolled in the GM-ASEP and Toyota/Lexus T-TEN associates degree programs and Vermont residents in the Fire Science program are offered in-state tuition rates under this rule.

**The Proximity Rule:** When a study program is offered under the Regional Student Program at both an in-state and an out-of-state institution and the mileage from the students' legal residence to the out-of-state institution is less than the mileage to the home state institution, or if the out-of-state institution is more accessible highways, the student is eligible for Regional Student Program status in any program listed by the institution in the NERSP catalog. Financial need of an applicant is not an appropriate basis for determining eligibility.

The only programs open under the New England Regional Student Program in any academic year are those listed in the NERSP (Apple Book) catalog for that particular year.

Each participating institution determines which of its program will be available under NERSP.

Withdrawal of programs: If an institution decides to withdraw a program from the NERSP (but will continue to offer the program), two years advance notice is required in writing prior to the annual spring meeting of NERSP representatives. Students currently enrolled as NERSP students in programs subsequently withdrawn from the NERSP should be allowed to complete that program as NERSP students.

Admissions Preference/Priority: Applicants for admission under the NERSP are given the same preference as any other applicant.

Transfer students: Both internal and external transfer students are accepted in NERSP. In both cases the student is eligible for NERSP tuition charges from the first semester he/she is enrolled in the program. If a student transfers out of a NERSP program but remains in the institution, that student is charged out-of-state tuition from the first semester of enrollment in the new program.

Students applying to the NERSP are to be notified of their tuition status upon acceptance as a NERSP student to the institution/program. It is the student's own responsibility to request NERSP status from the institution when he/she applies. The institution has no obligation to inform the student of the NERSP and no obligation to give retroactive tuition reduction.

Tuition charges: Any student enrolled under the NERSP will be charged 50% more than current in-state day tuition rate.

### **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 on page 22.**

### **Admissions Policy for 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. TOEFL test results with a minimum score of 173/61.
2. Official transcript at 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.
3. Paid a \$100 non-refundable International Admissions fee.
4. Official 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 showing sufficient funds to cover the costs of tuition and living expenses, both translated into English.

Upon receipt of the documentation listed above, applicants' can be considered for admission to the College. To receive a Form, I-20 (Certificate of Eligibility), required by the U.S. Citizenship and Immigration Services (USCIS) to apply for an F-1 student visa, applicants must also submit:

1. A copy of the biographical page of a valid passport;
2. A residential address in the home country;
3. Proof of medical insurance coverage in the US.

Upon receipt of all required documents, applicant's 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 are required to take a placement exam to appropriately select college level or development (basic skills) level courses in math and English. International students are expected to enroll and maintain full time status (minimum of twelve (12) credits per semester), will be charged out-of-state tuition rates and are not eligible for federal financial aid.

### **Admissions Policy for Disabled Students**

Lakes Region Community College does not discriminate in admissions, or access, to programs based on disabling conditions in accordance with the American Disabilities Act 1990. This policy extends to persons with identified, specific learning disabilities under provision Section 504 of the Rehabilitation Act of 1973. An “otherwise qualified” individual is one who can meet all program requirements in spite of his/her disability. Students with documented disabilities are encouraged to self-disclose their disabilities to be eligible for reasonable classroom accommodations. These students should provide the Accessibilities Coordinator with the documentation of their disability, including the most recent psychological and academic testing within 3 years. The Student Success 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 the Accessibilities Coordinator (603) 366-5243.

### **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 at link provided ([Change of Major - Lakes Region Community College \(lrcc.edu\)](https://www.lrcc.edu/Change-of-Major)). 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 appropriate supplementary materials.

### **Additional Associate Degrees**

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. Students can have only two majors at one time. To declare a second major, the student must submit a dual major request form and have successfully completed one semester of coursework. The change of major form can be found on the registrar’s page at the following link [Registrar - Lakes Region Community College \(lrcc.edu\)](https://www.lrcc.edu/Registrar).

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows: Complete all requirements of each program of study, including general education requirements not in common with the additional program(s), and Earn a minimum of fifteen (15) additional credits at LRCC, 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.

## **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 President’s Office 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. Identify individual/s who will be responsible for the activity. These individuals should:
  - a. develops and manage a budget for the planned activity
  - b. identifies what is needed to conduct the activity, location, staffing, maintenance and audio-visual needs, etc.
2. Review the need for supervision 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 to supervise. On occasion, courtesy invitations may be given to administration, faculty and staff.

3. The student group responsible for the activity then meets with the club advisor and the VPASA to:
  - a. confirms activity and dates
  - b. outline schedule of activity, responsibilities, insurance, and other requirements
  - c. review alcohol policy
  - d. review needs 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. reviews the responsibilities of students
4. Prior to using the kitchen, cafeteria and/or equipment, approval of the food vendor must be obtained.
5. Make arrangements with maintenance prior to the event.
6. Submit a Room Request Form to request a room(s), time and date for the activity.
7. Make arrangements for any purchases with the club advisor of the Academic and Student Affairs office. All purchases require:
  - a. itemized receipts for all purchases
  - b. minutes from club meeting authorizing all purchases
  - c. signatures of club President and club Advisor
  - d. submits all money collected to the Business Office and obtain a receipt
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.

- College Advisory Committee
- Shared Governance - One 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 promoting 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, films, lectures, clubs, 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, staff 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 Academic and Student Affairs the President of the College or designee.

#### **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 oversee the Executive Election Committee.
- Section 4 The secretary shall keep the minutes of each meeting. The minutes shall be publicly 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.

## VETERANS

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, Lakes Region Community College will not impose the following penalties to covered individuals\* due to the delayed disbursement of funding from the Department of Veteran Affairs:

preventing nor delaying the student's enrollment,

the assessment of late fees,

the denial of access to any resources available to other students who have satisfied their tuition and fees bills to the institution, including but not limited to classes, libraries, or other institutional facilities, or require the student to secure alternative or additional funding

To qualify for this provision, such students are required to:

Produce a Certificate of Eligibility\*\*;

Provide written request to be certified;

Provide additional information needed to properly certify the enrollment as required by the Primary School Certifying Official.

This provision ends on the earlier of the following dates:

The date on which payment from the VA is made to the institution

90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

\*Covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 G.I. Bill®

\*\*Certificate of Eligibility is defined as a Certificate of Eligibility, a Statement of Benefits, or a Tungsten Network Purchase Order.

## STUDENT CODE OF CONDUCT

### Student Expression/Communication

Student publications must establish and maintain an atmosphere of free and responsible discussion.

1. Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.
2. Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution's disciplinary rules.
3. Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

### Student Hazing

#### 1. Purpose and Scope

As institutions within the Community College System of N.H., the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place 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.

#### 2. Definitions

For 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, club, or other college or college-affiliated or sanctioned organization.

#### 3. Prohibitions and Obligations

Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.

- a. It is also a Class B misdemeanor for the college or any fraternity, sorority, 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 fails 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 practicable to the Vice President of Academic and 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 Students/Campus Police and 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 Academic and Student Affairs and Campus Safety and 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 and to the police.
- g. Copies of this policy shall be made a part of the official student handbook and the college personnel policies and posted conspicuously on college bulletin boards at various locations on campus.

### **Alcohol Policy**

1. CCSNH supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State, and local laws pertaining to controlled substances, including alcohol.
2. The CCSNH recognizes alcohol abuse as a deterrent to the mission of the Colleges. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community as a whole. To address alcohol consumption at the CCSNH, all Colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service regions.
3. Alcohol is not permitted on CCSNH property, including any of the Colleges, academic centers, leased facilities except as specifically allowed by CCSNH policy and laws governing the acquisition, distribution, possession or consumption of alcohol. The sale or distribution of alcoholic beverages is regulated by the laws of the State of New Hampshire, and local or county ordinances. The acquisition, distribution, possession or consumption of alcohol by members of the CCSNH community must be in compliance with all local, state and federal laws.
4. Except as prohibited by law, and provided that all conditions of any Federal, State and/or local law, regulation or code are met, students over the age of 21 and not otherwise lawfully barred from the use of alcohol, may possess or consume beer or wine only within the privacy of their residential housing unit provided no persons under the legal drinking age are present and students conform to the Student Code of Conduct. Open containers of alcohol are prohibited in any common areas in and around residential housing. Students of legal drinking age on a College sponsored trip may consume alcohol subject to the rules regarding intoxication in the Student Code of Conduct.
5. Students should be aware that the ability to possess and consume alcohol on CCSNH property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the CCSNH Alcohol Policy and all relevant laws rests with each individual. Failure to abide by the terms of this Alcohol Policy and/or all provisions of the Student Code of Conduct, including rules regarding intoxication, may result in disciplinary action under CCSNH and College Judicial Policy. Guests of legal drinking age who consume alcohol on CCSNH property are the responsibility of the College resident inviting them and the guest's behavior or violations will become those of the resident and subject to the Student Code of Conduct. Guests may be subject to removal from campus if intoxicated or if behaving in a manner that would constitute a disruption. At any time, as determined by the amount of noise, numbers of people and traffic patterns, the CCSNH Colleges reserve the right to suspend the ability to possess or consume alcohol within any given area.

6. No person may sell, furnish, or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.
7. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. Those who grant approval for alcohol consumption must keep a written record of all such approval. 8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
8. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third-party licensed vendor be retained for serving alcohol.

### **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.

### **Barred and Expulsion**

Any person barred and/or expelled from one CCSNH college campus for violence or threats of violence shall be prohibited from attending any other CCSNH college campus and/or satellite campus. The barred and/or expelled person shall be notified in writing of this policy. Procedure: Submit names and copy of official notification letter of any student classified under this policy to the Chancellor's Office. Names will then be shared with the Vice President of Academic and Student Affairs.

## **TITLE IX POLICY AND SEXUAL HARASSMENT FORMAL GRIEVANCE PROCEDURES**

### **I. Policy Statement**

LRCC is committed to creating and maintaining a positive and productive work and learning environment. In furtherance of this objective, LRCC prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment or other forms of sexual misconduct, as described below. LRCC also prohibits retaliation against anyone who is involved in making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual misconduct/sexual harassment.

### **II. Purpose of Policy and Formal Grievance Procedures**

The purpose of this policy and the formal grievance procedures is to establish and communicate to all students and employees:

- The type of conduct, i.e., sexual harassment and retaliation, that is prohibited by this policy.
- The responsibility of Title IX coordinators to treat reports of sexual harassment seriously and to respond quickly, impartially, and appropriately to such reports.
- The responsibility of employees to notify the Title IX coordinator of any reports of sexual harassment.
- The formal grievance procedures that will apply to formal complaints of sexual harassment.

### **III. Scope of Policy and Jurisdiction**

This policy applies to and protects any person participating in or attempting to participate in the education program or activity LRCC. This policy applies to all college programs and activities including all locations within the United States, events, or circumstances over which the college exercises substantial control over both, the respondent and the context in which the sexual harassment occurs, whether such programs or activities occur on-campus or off-campus. CCSNH Human Resources Policy 323.01 also prohibits sexual harassment and retaliation and will govern investigations of reports where an employee is the complainant and/or respondent.

Please find the [full policy](#) on the CCSNH website.

# STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

## I. INTRODUCTION

### A. Policy Statement

A student's continuance at LRCC depends not only upon their academic performance but also on their conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises. The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations,
- Protect the relative rights of all students,
- Adjudicate student behavioral problems in an effective, equitable, and educational manner,
- Facilitate and encourage respect for campus governance,
- 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 LRCC's judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

### B. Definitions

**College Official**-Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities. **College Premises** – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

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

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

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

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

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

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

## II. STUDENT CODE OF CONDUCT

### A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered at LRCC including those who are not officially enrolled for a particular term but who have a continuing relationship with the college. 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,

### **C. Academic Misconduct**

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

### **D. Disruption of College Operations**

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

locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

#### **E. Health & 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 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 and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community. 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. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct.
6. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
  - a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
  - b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code 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 AND DISCIPLINARY PROCEEDINGS

### A. Sanction Definitions

**Warning** - a notice in writing to the student that the student is violating or has violated institutional regulations.

**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.

**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).

**Loss of Contact**-restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual.

**Fine**- previously established and published fines may be imposed.

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

**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.

**Residence Hall Expulsion**- permanent separation from the residence halls.

**Class/College Suspension**- separation from class(es) or the college for a definite period, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.

**College Dismissal/Expulsion**- permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.

**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).

**Interim Sanction**- 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 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 and Student Affairs Offices, 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)
- b. shall not be released to the Respondent without written permission of the person reporting the incident),
- c. date, time, and location of incident,
- d. person(s) involved in the incident,
- e. victim(s) or damages involved in the incident,
- f. complete narrative description of the incident,
- g. names of witnesses to the incident,
- h. any other information deemed appropriate.

### **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 recommend being 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.
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 alleged offense. the Respondent committed
6. If the investigator's report contains a finding that the Respondent committed the alleged offense; a time shall be set for a sanction hearing before the Judicial Body to be held not less than one (1) day or no more than ten (10) days after the investigation report is issued.

### **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. 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, 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. 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.
  4. 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.

## **V. STUDENT RIGHTS**

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

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

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

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

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

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

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

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

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

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

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

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

### **F. Student Publications**

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

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

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

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

B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to the Vice President of Academic and Student Affairs for grievances related to the instructional process or the Vice President of Academic and Student Affairs for grievances not related to the instructional process. The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

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

## **UNATTENDED CHILDREN ON CAMPUS**

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

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

return the unattended child. If the parent/guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families. The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

### **CELL PHONES**

Cell phone usage is not permitted in classrooms and labs. Please ensure your cell phone is turned off or set silent before entering any of the above. This is a courtesy to other students and patrons and your cooperation is appreciated.

**Appendix A  
Crime Statistics**

<b>Arrests</b>	<b>Location</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Motor Vehicle Theft	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Larceny Theft	On Campus	0	1	0
	Non-campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Destruction/Damage/Vandalism of property	On Campus	0	2	0
	Non-campus	0	0	1
	Public Property	0	0	0

<b>VAWA Offenses</b>	<b>Location</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Domestic Violence	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0

	Non-campus	0	0	0
	Public Property	0	0	0
<b>Arrests</b>	<b>Location</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Weapons	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Abuse	On Campus	0	0	0
	Non-campus	0	1	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	1	0	0
	Non-campus	0	1	0
	Public Property	0	0	0
Disciplinary Actions	On Campus	0	1	0
	Non-campus	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

\*VAWA offenses reported by students occurring off campus

**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. The College reserves the right to change without notice any academic or other requirements contained in the handbook. The handbook does not constitute a contract or terms of a contract between Lakes Region Community College and the student.

A full list of CCSNH policies can be located on the CCSNH [website](#).