



LAKES  
REGION  
COMMUNITY  
COLLEGE

## Student Handbook - 2023/2024



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## **INTRODUCTION**

### **Lakes Region Community College Mission**

Lakes Region Community College provides a dynamic, community-based, high-quality learning environment, delivering a personalized educational 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:

1. Titles VI and VII of the Civil Rights Act of 1964
2. The Age Discrimination Act of 1967
3. Title IX of the Education Amendment of 1972
4. Section 504 of the Rehabilitation Act of 1973
5. The Americans with Disabilities Act of 1990 (ADA)
6. Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
7. NH Law Against Discrimination (RSA 354-A)
8. NH Law RSA 188-F:3-a

## 9. Genetic Information Nondiscrimination Act of 2008

LRCC degree, certificate, and career training programs are designed to meet the educational and workforce needs of the Lakes Region. Career and Technical Education (CTE) opportunities will be offered regardless of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. LRCC reduces barriers to future career and educational opportunities for area residents by helping them upskill with general academic and technical education, as well as customized business and industry training. View the CTE program details at [LRCC.edu](http://LRCC.edu).

Entry to a specific degree, certificate, or workforce development program varies depending on the program and credentialing requirements through designated accrediting bodies. LRCC degree and certificate programs require students to complete the application and acceptance process through the Admissions Office. All of the LRCC degree programs require that students complete a math class. To ensure that students are placed in the correct math class, students are required to take a math placement exam. Please review specific program details and requirements at [lrcc.edu/programs/](http://lrcc.edu/programs/).

The individuals designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, and Title IX of the Education Amendments of 1972 are identified below. The LRCC DEIB Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX. The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

*Inquiries regarding discrimination may be directed to:*

Kristen Purrington  
Director of Financial Aid and Title IX Coordinator  
Lakes Region Community College  
379 Belmont Road  
Laconia NH, 03246  
[kpurrington@ccsnh.edu](mailto:kpurrington@ccsnh.edu)  
603-366-5265

Nancy Blais  
Accessibility Coordinator  
Lakes Region Community College  
379 Belmont Rd.  
Laconia, NH 03246  
[nblais@ccsnh.edu](mailto:nblais@ccsnh.edu)  
603-366-5243

## CAMPUS SAFETY

### Campus Crime Statistics

All current and prospective students 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](#).

## **Alcohol Policy**

1. LRCC 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. LRCC recognizes alcohol abuse as a deterrent to the mission of the College. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community. To address alcohol consumption at LRC, we shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it.
3. Alcohol is not permitted on LRCC property and the Apple Ridge Student Apartments, 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 LRCC property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the LRCC 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 LRCC Judicial Policy. Guests of legal drinking age who consume alcohol on LRCC property are the responsibility of the College resident inviting them and the guests 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, LRCC reserves 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.
9. 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 unprescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the college. Any college student trafficking in drugs shall be subject to civil action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

### **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.

### **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 at all campuses.

### **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. State law provides a penalty of \$250 for anyone parking in these spaces without a permit.
- All motor vehicles will follow one-way directional traffic flow when entering or leaving campus.
- Posted speed limits of 15 MPH must be observed at all times.
- Visitor lot (Lot A) is designated for campus visitors and 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.

### **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.

## **IMMUNIZATION POLICY**

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved. Individual colleges may include additional groups or constituencies at their discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the college.

Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
  - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
  - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
  - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR if they have:
  - a. Had the disease confirmed by an office record of a doctor.
  - b. Been born before 1957 and therefore considered immune.
  - c. Laboratory confirmation of an immune titer.
  - d. Been immunized with 2 doses of live vaccine after 12 months of age: or
  - e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
  - a. Had disease confirmed by an office record.
  - b. Been immunized with one dose of vaccine after 12 months of age: or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
  - a. Laboratory confirmation of an immune titer.
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus diphtheria booster within the last 10 years.

6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
  - a. After being given the first dose, the student shall receive a second dose no later than one month after the first and:
  - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
  - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
  - b. A positive PPD established by an x-ray with negative results within the last year; or
  - c. Been subject to modification for clinic or practicum site.
8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

#### **HIV (Human Immunodeficiency Virus) Policy**

CCSNH will offer its students diagnosed with AIDS (Acquired Immune Deficiency Syndrome) or as HIV (Human Immunodeficiency Virus) positive the same opportunities and benefits offered to other students in accordance with Center for Disease Control (CDC) guidelines and appropriate laws. These include access to educational programs, advisement and counseling services, and financial aid. Except where course work or external placement requires involvement with body fluids, no special policies, procedures, or rules will be imposed on students diagnosed with AIDS or as HIV positive that will limit or restrict the student's participation in college activities or programs. Students are advised, however, that certain allied health programs may have policies in addition to those listed below to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and as amended.

1. Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibodies to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.
2. Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.
3. Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.
4. AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided with any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.

- a. Legal liability – The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.
- b. Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
- c. Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.

## **STUDENT ACTIVITIES**

LRCC administration, at its sole discretion, may recognize student groups, clubs, and organizations if:

- a. A faculty/staff advisor is selected who will advise the group in organization and in the exercise of responsibility.
- b. The Student Governing Board has approved a statement of purpose, criteria for membership and rules of procedure and policies for the effective operation of the group. A list of officers shall be provided to the college administration.
- c. An established group shall be open to all students without regard to race, sex, color, marital status, sexual orientation, political affiliation, creed, national origin, age, handicap, or religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. (According to all State and Federal Laws).
- d. Established groups are free to examine and to discuss all questions of interest to them and to express their opinions. They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution or any other organization. At the same time, it must be made clear that in their public expression, students or student organizations in their public expressions speak only for themselves. Activities shall be planned and conducted with the awareness that CCSNH is a public institution.
- e. With the approval of the faculty/staff advisor and President of the institution, they invite and hear speakers of the students' own choice. It shall be made clear to all concerned that sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

### **Student Organizations/Advisors**

LRCC supports student life and encourages faculty/staff involvement in student clubs, organizations, functions and activities, both as participants and advisors on a voluntary basis. Student organizations and sponsored events provide a learning laboratory for leadership experience and opportunities to explore and pursue interests outside of the classroom. Advisors are available to help students reach these goals while allowing students the freedom and space to grow and develop skills.

#### **1. Advisor Responsibilities:**

- Advisors for student organizations have the following responsibilities: • Serves as role model for the organization.
- Meets with organization officers on a regular basis.
- Assists in the planning and attends programs when possible.
- Assists in goal setting.
- Assists with budget and fiscal issues, including budget requests and fiscal oversight.
- Obtains liability waivers for activities as required; • Assists in the development of by-laws.
- Keeps students informed of institutional policies, practices, and mission; • Assists in the continued

- development of the organization.
- Assists in officer transitions.
- Acts as a liaison between the organization and faculty and administration.

## 2. Advisor Responsibilities at Student Events

Advisors at student events have the following responsibilities:

- Serves as a role model during the event.
- Assists in the planning of the event and ensures that the event is planned in accordance with college policies and procedures.
- Obtains liability waivers for activities as required.
- Is present at the event and, with the event planners/sponsors, manages any problems that may arise.
- As a representative of the college, ensures that the event reflects the values and mission of the college.

## 3. Advisors as Volunteers

Organization and event advising is generally voluntary. The college/organization does not provide financial remuneration, except for those expenses reasonably incurred in the normal course of fulfilling one's responsibilities to the organization. In certain circumstances, staff may be eligible for an adjustment to work schedule (i.e., flexible schedule), with the approval of a supervisor.

## 4. Other

- Liability: The CCSNH carries liability insurance to cover employees and volunteers involved in college-approved activities.
- If the advisor is aware of student(s) engaging in activities that are in violation of college policies, the advisor is obliged to inform the students of such violations. If the student(s) continue to engage in such activities the advisor may dismiss the student(s) from the activity and/or refer the student(s) subsequently to the college's Judicial Committee. The student(s) will be responsible for any costs, including transportation, incurred as a result of the dismissal. In instances where a law has been violated the advisor may be obliged to contact local authorities.
- If renting a vehicle is part of a student activity, the organization should purchase the additional Collision Damage Waiver protection.

## **Expenditures for Student Activities**

The Comprehensive Student Services Fee may have two components: A Student Activities portion and an administrative portion. Each campus determines the portion of the Comprehensive Student Services Fee that will be allocated to each, with the approval of the Finance Committee and Board of Trustees. The Student Activities portion of the fee must be placed in a dedicated account and be used to support such college recognized activities as clubs, organizations, intramural and club sports, entertainment, and scholarships.

The Administrative portion of the fee must be placed in a dedicated account designated for the support of Student and Academic Affairs. Prohibited uses would include: professional development and/or travel/lodging/meal reimbursement for faculty or staff, marketing, and furniture purchases.

Other fees or revenue such as bookstore commissions and vending commissions are deposited into other operating accounts for use by the college administration.

1. Purchases and other expenditures from the Student Activity account must follow the purchasing policies and procedures of CCSNH.
2. Each college must have a clear approval process for the expenditure of student funds, including requests, allocations, dollar amount limits, restrictions, reimbursements, required documentation, and timelines. Each college will have appropriate forms to reflect the above requirements.
3. Expenditure of funds from student accounts must be authorized by a minimum of three signatures,

one of which must be the President or Treasurer of the Student Senate or the President or Treasurer of the club/organization. The second must be the VPSA or the Director of Student Life, who ascertains the appropriateness of the expenditure. The third must be the college CFO, or his/her designee. Signatures are responsible for assuring that expenditures are in compliance with policy. Each college will set up procedures for the authorization of expenditures in the event of emergencies or prolonged absence of one or more of the signatures (summer, e.g.).

4. With proper authorization, Student Activity account funds may be used for “gifts” to the college for items other than programs or activities—furniture, TV’s, sound systems, etc.
5. Student Activity funds may not be used to make direct donations to individuals, charitable organizations, political parties or candidates, or to support attendance at political events. However, Student Activity funds may be used to cover any initial costs associated with fundraising efforts which support charitable or political causes (purchasing raffle items, e.g.). Those funds must be repaid to the Student Activity fund upon completion of the fundraising activities, however. (Student Activity funds may be used for individual scholarships as provided in 720.03)
6. Allocations of funds, as described in number 720.03.3 above, should complement and not supplant institutional funds. Such expenditures should be shared between the Student Activities account fund and college funds.
7. Student Activity funds may not be moved into other college accounts unrelated to Student Affairs programs and activities.
8. No recognized student organization is permitted to hold an off-campus bank account.
9. Expenditure of funds from student activity accounts must be done willingly and without undue influence or coercion.

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.

#### **Expenditures for Ceremonies and Events (Also referenced in finance Section 421.09)**

1. Departments or programs may hold special ceremonies (such as the pinning ceremony for the Nursing Department) provided they are approved by the President or his/her designee. A fee determined by the students may be charged to cover the full or partial cost of such events.
2. The College may use college funds to cover the full or partial cost of departmental or program recognition events.
3. Student Activities funds may be used to support student focused college-wide social or student recognition events.
4. College funds are used to support such events as commencement, convocation, orientation and the hosting of community groups or events. Such events may include college faculty, staff and guests.

#### **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. develop and manage a budget for the planned activity.
  - b. identify 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. Plan with maintenance prior to the event.
6. Submit a Room Request Form to request a room(s), time and date for the activity.
7. Plan 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-One Student
- Shared Governance - One student
- Diversity, Inclusion, Equity and Belonging-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.

Articles I-V

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.

## STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

### INTRODUCTION

#### A. Policy Statement

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

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

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

community normally takes precedence.

## **B. Definitions**

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

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

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

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

**Judicial Advisor** – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's 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.

## **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.

### **C. Academic Misconduct**

1. Acts of dishonesty including but not limited to the following:
  - a. Cheating, which includes, but is not limited to:
    - 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;
    - dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
    - the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or
    - 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 noncollege activity; or unauthorized occupancy of any college facility;
5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
8. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or judicial committee.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - e. Attempting to influence the impartiality of a member of a judicial body or judicial committee.

through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding.

- f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- h. Aiding or abetting in the violation of the Student Code of Conduct.

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 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 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: (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.
  - f. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages.
  - g. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research.
  - h. Use of technological resources for criminal activity.
  - i. 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**

- 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. CLASS/ COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
- 10. COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
- 11. 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).

## **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 investigate 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, 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.

### **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 the 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 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 sanction 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.

## **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. 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. 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 requires 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.

#### **D. MEMBERSHIP OF THE JUDICIAL COMMITTEE**

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of four (4) voting members, elected as follows:
  - a. Two (2) faculty or staff selected by college president or other appropriate college official(s).
  - b. Two (2) students selected by the Student Senate or other appropriate student group. If the college has residence halls, one (1) of the students shall be from the residence halls.
3. A total of four (4) alternate voting members may be selected as follows:
  - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
  - b. Two (2) students selected by the Student Senate or other appropriate student group.
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Academic and Student Affairs.

## E. JUDICIAL COMMITTEE APPEAL HEARINGS

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, if available, or
  - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
2. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
3. Hearings shall be conducted by the Judicial Committee according to the following guidelines:

The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing. The Respondent may remain silent or submit only a written statement or response to the complaint.

  - a. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - b. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
  - c. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
  - d. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
  - e. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
  - 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 based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - h. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
  - i. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
  - j. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant

and the Respondent Student, and administrative offices on a need-to-know basis. The original will be maintained with the college's judicial records.

5. The Judicial Advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape, or other record) of all hearings before the Judicial Committee. The records shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The decision of the Judicial Committee is final and is not subject to further appeal.

## **V. STUDENT RIGHTS**

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

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

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

Information about the personal views, beliefs, and political associations of 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.

#### **A. 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 the 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.

#### **G. Establishing Student Conduct Standards**

##### **1. Conduct**

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

- a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
- c. Formulate and communicate disciplinary procedures, including the student's right to appeal a

d. decision.

## 2. Investigation of Student Conduct

### a. Search & Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
- Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

## 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 (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
- The Vice President of Academic 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 (VPASA) 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.

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

### **Policy Statement**

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

### **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; and
- The formal grievance procedures that will apply to formal complaints of sexual harassment.

### **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 of any CCSNH college. 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.

#### IV. Definitions

**Title IX Coordinator:** The employee designated by the college to coordinate its efforts to comply with Title IX responsibilities.

**Campus Security Authorities:** under the Clery Act include all residence directors, residence assistants, coaches, student club organization advisors and any other person who has significant responsibility for student and campus activities.

**Advisor:** A person who is available to a complainant or respondent to advise a complainant or respondent throughout the grievance process. An advisor may also provide information or referrals to on-campus and off-campus resources. An advisor may be an employee of CCSNH or another person chosen by the complainant or respondent.

**Confidential Resource:** An individual affiliated with a recognized crisis center, who is available to confidentially support or provide information to those who have experienced domestic violence, sexual assault, or sexual harassment. As explained more fully in section VII below, free and confidential support services are available across the state to anyone that has been impacted by domestic and sexual violence or stalking. Services are open and affirming to all, and a person does not need to be in crisis to call.

**Investigator:** The person(s) designated by the college to conduct investigations of formal complaints of sexual harassment as defined by this policy. The investigation shall be limited to the allegations set forth in the formal complaint. The investigator is responsible for preparing an investigation report which fairly summarizes all relevant information and the sources of such information gathered during the investigation.

**Disciplinary Officer:** The person designated by the college to determine what if any sanctions will be imposed on a respondent who has been found responsible for sexual harassment in violation of this policy.

**Hearing Officer:** The person (or persons where a college utilizes a panel of hearing officers) designated by the college to conduct live hearings on formal complaints following completion of an investigation report to determine whether it is more likely than not that the respondent is responsible for alleged conduct which constitutes a violation of this policy.

**Appeal Officer:** The person designated by the college to review and decide appeals of the determination made by the hearing officer (or panel) and/or disciplinary officer.

**Healthcare Providers:** includes any campus-based healthcare provider or tele mental health provider, or any physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity.

**Supportive Measures:** are actions taken by the college to restore or preserve equal access to education programs without unreasonably burdening any individual or the college, including measures designed to protect the safety of all parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.

**Formal Complaint:** means a written complaint filed by a complainant, or otherwise reported by a

complainant to and signed by the Title IX Coordinator, alleging sexual harassment against a respondent, in which the complainant requests that the college investigate the report of sexual harassment.

**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 formal complaint, investigation or hearing process related to sexual harassment. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation prohibited by this policy. A determination regarding responsibility alone, however, is not sufficient to conclude that any party made a materially false statement in bad faith.

**Sexual Harassment:** includes any of the three types of misconduct based on sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

1. any instance of quid pro quo harassment by an employee of CCSNH.
2. any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that  
it denies a person equal educational access; and
3. any instance of sexual violence, which includes sexual assault (as defined in the Clery Act), domestic violence, dating violence, or stalking as defined in the Violence Against Women Act (VAWA).

**Sexual Assault:** as defined in the Clery Act includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes forcible regardless of gender. There are four types of forcible sex offenses:

1. Rape is the sexual penetration, no matter how slight, of a person, forcibly and/or against that person's will; or not  
forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).  
This offense includes the forcible rape regardless of gender.
2. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
3. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. ii.

**Domestic violence, dating violence and stalking are defined by VAWA as:**

1. **Domestic Violence:** Is a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated 14 with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. **Dating Violence:** Is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
3. **Stalking:** Is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
4. **Consent:** As used in this policy is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

#### **How to Report Sexual Harassment – General Provisions**

- a. Any person may report sexual harassment without regard to whether the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment.
- b. Reports to the Title IX coordinator may be made in person or by calling:  
Lakes Region Community College  
Kristen Purrington, Director of Financial Aid, Title IX Coordinator  
379 Belmont Road, Laconia NH 03246  
[kpurrington@ccsnh.edu](mailto:kpurrington@ccsnh.edu)  
603-366-5265.
- c. Reports may also be made to any other college employee. Upon receiving a report of sexual harassment, all CCSNH employees are required to notify the Title IX Coordinator. Additionally, all individuals who are designated Campus Security Authorities under the Clery Act are required to notify the Title IX Coordinator upon receiving a report of sexual harassment.
- d. When a report of sexual harassment is received, the Title IX Coordinator will provide written information about college processes and supportive measures. Supportive measures may be implemented whether a formal complaint is filed.
- e. All reports of sexual harassment shall be maintained by the college as confidential except as may be permitted by FERPA regulations, 99 CFR part 99, or as required by law, or to carry out the purposes of Title IX, 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

#### **VI. How to Report Sexual Violence – Specific Provisions**

- a. A report of sexual harassment, which also constitutes sexual violence, may be submitted to the Title IX coordinator or police (either with state police or local law enforcement).
  - i. Reports to the Title IX Coordinator may be made in person or by calling

Lakes Region Community College  
Kristen Purrington, Director of Financial Aid, Title IX Coordinator  
379 Belmont Road, Laconia NH 03246  
[kpurrington@ccsnh.edu](mailto:kpurrington@ccsnh.edu)  
603-366-5265.

- ii. Reports to police that occur on or near the college campus may be made by calling the Laconia Police Department at 603-524-5257
- b. When a report of sexual violence is received by the Title IX coordinator, the reporting party will be given written information about college processes, supportive measures and support services and will also be informed of the right to file a formal complaint with the Title IX coordinator and a criminal complaint with the police.
- c. All college employees and Campus Security Authorities (except for healthcare providers acting in their professional capacity as a healthcare provider) who receive reports of sexual violence are expected to notify the college's Title IX coordinator of the report.

## **VII. Amnesty**

To encourage reporting of sexual violence and remove barriers to making a report, an individual who makes a good faith report of sexual violence that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual violence report or investigation, unless the college determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student clubs and organizations making reports of sexual violence.

## **VIII. How to Get Confidential Help or Support**

- a. Confidential help and support is available from New Beginnings, a New Hampshire Domestic and Sexual Violence Crisis Center. Through the crisis center free and confidential support services are available to anyone who has been impacted by domestic or sexual violence center or stalking. Services are open and affirming to all, and an individual does not need to be in crisis to call. Immediate confidential help is also available by calling:
  - i. New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
  - ii. New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
  - iii. National 24-hour Sexual Assault Hotline: 1-800-656-4673Conversations with crisis center and crisis line volunteers and advisors (confidential resources) are protected under NH confidentiality statute 173C. This means that information shared during these conversations cannot be disclosed without written consent. The only exception to confidentiality is in the case of abuse of a child or abuse of an incapacitated adult.
- b. The confidential resource will assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate such as the name and location of the nearest medical facility where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on

- transportation options and information on reimbursement of travel costs, if any.
- c. The confidential resource is not an employee of the Community College System of New Hampshire but provided through the New Hampshire Coalition Against Domestic and Sexual Violence, the primary provider of crisis intervention services for survivors of domestic violence and sexual assault.
  - d. The confidential resource is someone who can receive reports confidentially and unless asked by the person seeking assistance, the confidential resource will not report anything to the police or the Title IX coordinator.
  - e. The confidential resource can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with Title IX coordinator, investigation interviews, discipline processes, or hearings.
  - f. The college will never request access to records made or maintained by a confidential resource or records of a healthcare provider, which are made and maintained in connection with the provision of treatment to the party, unless the college obtains the patient's voluntary, written consent to do so for the grievance process under this policy.

#### **IX. How to Get Help If You Have Been Accused of Sexual Violence**

- a. A respondent accused of sexual violence may seek support by contacting campus tele-mental health provider or campus mental healthcare provider.
- b. The college will never request access to records made or maintained by a healthcare provider acting or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party, unless the college obtains that party's voluntary, written consent to do so for the grievance process under this policy.

#### **X. Formal Grievance Procedures: Formal Complaint, Notice, Investigation, Hearing, and Appeal Process**

- a. **Formal Complaint:** A report may be filed in person, by mail, or electronic mail, by using the contact information listed by the college for the Title IX Coordinator. When a report filed in writing by a complainant, it shall not be treated as a formal complaint unless the complainant also requests that the college investigate the report of sexual harassment. Similarly, when a Title IX coordinator receives an oral report of sexual harassment from a complainant, the report will not be treated as a formal complaint unless the complainant also requests that the college investigate the report of sexual harassment. Such a complaint and the request to investigate the report of sexual harassment must be reviewed and approved by the complainant prior to the Title IX Coordinator signing the written complaint. In such cases, the Title IX Coordinator is not a complainant or otherwise a party in the proceedings.
  - i. The Title IX Coordinator shall take no further action on a formal complaint under this policy if the allegations contained within the formal complaint 1) would not constitute sexual harassment as defined in this policy, 2) did not occur in the college's education program or activity, or 3) did not occur against a person within the United States
  - ii. The Title IX Coordinator may take no further action on the complaint under this policy if at any time during the investigation or hearing: 1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, 2) the respondent is no longer

- enrolled or employed by the college, or 3) specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the form complaint or allegations therein.
- iii. The Title IX Coordinator's decision to take no further action shall be communicated in writing to the complainant. A complainant may appeal such determination as set forth in section h below.
- b. **Notice:** Upon receiving or signing a formal complaint of sexual harassment, the Title IX coordinator shall issue a written notice to both parties. The notice shall include:
- i. an overview of the allegations with sufficient details including the identities of the parties, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known,
  - ii. the name, if known, of the investigator assigned to investigate the formal complaint and that the investigator will contact the complainant and respondent to schedule interviews,
  - iii. a statement that the fact that a formal complaint has been filed creates no presumption that the respondent has committed the alleged conduct and the respondent will not be held responsible for the conduct until a determination regarding responsibility is made at the conclusion of the grievance process,
  - iv. a statement that the parties have the right to an advisor of choice, who may be, but is not required to be, attorney, and who may advise each party during the investigation and throughout the grievance process,
  - v. a statement that the parties and their respective advisors may review evidence gathered during the investigation prior to the hearing, and
  - vi. the range of sanctions that may be imposed upon a respondent who is found responsible following a hearing. The written notice must also inform the parties of provisions in the student code of conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process and the prohibition against retaliation.
- c. **Emergency Removal:** In certain circumstances, a college President, or a designee, may issue an order for emergency removal of a student from campus prior to a hearing. Emergency removal may be imposed only 1) to ensure the safety and well-being of an individual related to the allegations of sexual harassment; or 2) to ensure the normal operations of the college. Notification of the imposition of emergency removal must be communicated to the respondent and the Title IX Coordinator as soon as is practical. The respondent shall have an opportunity to challenge the decision immediately by filing a request for a video hearing before a hearing officer. The respondent shall comply with the emergency removal order until the order is vacated or otherwise lifted.
- d. **Investigation:** All reports of sexual harassment prohibited by this policy will be investigated as expeditiously as possible (usually within 60 days), with reasonable thoroughness and particular care to preserve the confidentiality of all persons involved.
- i. All students and employees who are contacted by an investigator are expected to be truthful, forthcoming and cooperative in connection with the investigation.
  - ii. The investigator's report shall fairly summarize all relevant information and the sources of such information gathered during the investigation and shall be submitted to the Title IX coordinator.
  - iii. Upon receipt of the report, the Title IX coordinator shall notify both parties in

writing. Each party and their chosen advisor may review the report and submit in writing within 10 days any additional information that is relevant for inclusion in the final report. The final report will be made available prior to a hearing.

- iv. The investigation shall be limited to the allegations in the formal complaint.
- e. **Hearing Process:** Within 30 days of receiving the investigation report, the Title IX coordinator shall schedule a live hearing before the hearing officer (or panel) to take place no sooner than 10 days after the final investigation report is made available to the parties.
  - i. At the request of either party, the live hearing will be scheduled to occur via video conference. A record of the hearing will be made either by audio or audiovisual recording, or transcript.
  - ii. **Advisor** If a party does not have an advisor present at the hearing, an advisor must be assigned by the Title IX coordinator to assist the party during the hearing.
  - iii. **Questioning**
    - 1. At the live hearing, each party's advisor must be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those questions challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.
    - 2. If a party or witness does not submit to cross-examination at the hearing, the hearing officer (or panel) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The determination regarding responsibility, however, cannot be drawn based solely on a party's or witness' absence from the hearing or refusal to answer cross-examination or other questions.
    - 3. Only relevant questions shall be asked. Before a complainant, respondent, or witness answers a question, it must first be determined whether the question is relevant and explain any decision to exclude the question as not relevant.
    - 4. Questions and evidence of either party's character or character trait is not admissible to prove that on a particular occasion that party acted in accordance with the character or trait.
    - 5. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the response committed the conduct alleged by the complainant, or the questions and evidence concern specific incidents complainant's prior sexual behavior with respondent and are offered to prove consent.
    - 6. Questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege, are not allowed unless the person holding such privilege has waived the privilege.
  - iv. **Standard of Proof** The hearing officer's (or panel's) determination of the respondent's responsibility shall be made based on whether it is more likely than not that the respondent committed the alleged conduct and thereby violated this policy.
  - v. **Determination:** The hearing officer (or panel) shall issue a written determination



regarding responsibility; the written determination must include:

1. Identification of the allegations potentially constituting sexual harassment as defined in this policy.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination of responsibility, including any notification to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding application of this policy to the facts.
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
6. Prior to issuance of the decision to the parties, the determination shall be promptly forwarded to the college vice president of student affairs, or other designated disciplinary officer for a determination of sanctions.

#### f. Sanctions

i. Upon determining that the respondent committed the alleged conduct and thereby violated this policy, the

college vice president of student affairs, or other designated disciplinary officer, may impose one or more

of the following sanctions:

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations.
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations.
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual.
5. **FINES** – previously established and published fines may be imposed.
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. **RESIDENCE HALL/CAMPUS HOUSING SUSPENSION** – separation from the residence halls/campus housing 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/CAMPUS HOUSING EXPULSION** – permanent separation from the Residence halls/campus housing.
9. **CLASS/ COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **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).

- In imposing sanctions, the following goals must be considered and balanced:
  - 1) engaging students in taking responsibility for their conduct,
  - 2) repairing harm caused by the conduct, and
  - 3) rebuilding trust with the individuals directly impacted and the College community.
- i. A written statement of, and rationale for, any disciplinary sanctions the college imposes on the respondent.
- ii. A written statement of, and rationale for, any remedies designed to restore or preserve equal access to the college's education program or activity provided by the college to the complainant. The Title IX Coordinator is responsible for effective implementation of any remedies.
- g. **Notice of Decision:** The Title IX coordinator must provide the written determination to the parties simultaneously and not less than 7 business days after the determination of responsibility. The notice of decision must also include an explanation of the college's procedures and permissible bases for the complainant and the respondent to appeal and notice that the determination becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- h. **Appeal Process**
  - i. Either party may appeal the determination by filing a written appeal to the Title IX coordinator within 5 business days of being informed of the determination. Grounds for appeal shall be limited to:
    - 1. Procedural irregularity that affected the outcome of the matter.
    - 2. New evidence that was not reasonably available at the time of the determination regarding responsibility was made that could have affected the outcome of the matter.
    - 3. The Title IX officer, investigator or hearing officer had a conflict of interest or bias that affected the outcome of the matter.
    - 4. Inappropriate gravity of the sanction in relation to the conduct.
      - i. The other party shall be notified in writing when an appeal is filed.
      - ii. Both parties shall be provided a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
      - iii. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result.
      - iv. The appeals officer's decision shall be provided simultaneously to both parties.
      - v. If the appeals officer determines that the appeal falls within the limited grounds and the outcome may have been affected, the matter will be remanded within 10 days for a new hearing or other appropriate proceeding depending upon the nature of the grounds for the appeal. If the ground for the appeal is inappropriate gravity

of the sanctions in relation to the conduct, the proceeding shall be limited to a hearing before the disciplinary officer on the appropriateness of the sanction.

#### **XI. Sexual Harassment Education: Awareness, Prevention and Response**

- a. Training for Title IX Coordinators, Investigators, and Decision-makers Involved in the Grievance Process – Each employee who participates in the implementation of the college's grievance process under this policy including Vice Presidents of Student Affairs, Title IX Coordinators, investigators, hearings officers, campus safety officers, human resources officers, advisors for parties, appeals officers, and disciplinary officers, shall have training in handling sexual harassment reports and complaints and the grievance and disciplinary process. The training shall be provided annually and shall include, but not be limited to:

- i. Information on working with and interviewing persons subjected to sexual misconduct.
- ii. Information on conduct that constitutes sexual harassment including sexual violence.
- iii. Information on consent and the role drugs and alcohol may play in an individual's ability to consent.
- iv. The effects of trauma, including any neurobiological impact on a person.
- v. Cultural competence training regarding how sexual misconduct may impact individuals differently depending on factors that contribute to an individual's cultural background, including but not limited to national origin, sex, ethnicity, religion, gender identity, gender expression, and sexual orientation.
- vi. Ways to communicate sensitively and compassionately with a reporting party of sexual misconduct including but not limited to an awareness of responding to a reporting party with consideration of that party's cultural background and providing services to or assisting in locating services for the reporting party. Ways to communicate sensitively with a responding party including an awareness of the emotional impact of being wrongly accused.
- vii. Training and information regarding how dating violence, domestic violence, sexual assault, and stalking may impact students with developmental or intellectual disabilities.
- viii. Materials for all training programs must be made publicly available on the college's website.

- b. **Awareness, Prevention and Response Programming for All Students and Employees** -- The college with guidance from its Title IX Coordinator, local law enforcement, and the rape crisis center or domestic violence center, shall provide mandatory sexual misconduct primary prevention and awareness programming for all students and employees of the college, which shall include: 23 Section:

- i. An explanation of consent as it applies to sexual activity and sexual relationships.
- ii. The role drugs and alcohol play in an individual's ability to consent.
- iii. Information on options relating to the reporting of an incident of sexual harassment generally and sexual violence specifically under this policy and the effects of each option, and the methods to report an incident of sexual violence including confidential and anonymous disclosure.

- iv. Information on the college's procedures for resolving sexual harassment including sexual violence complaints, and the range of sanctions the college may impose on students and employees found responsible for a violation.
- v. The name, contact information, and role of the confidential resource.
- vi. Strategies for bystander intervention and risk reduction.
- vii. Opportunities for ongoing sexual misconduct prevention and awareness campaigns and programming.

## **STUDENT EXPRESSION/COMMUNICATION**

- 1. Student publications must establish and maintain an atmosphere of free and responsible discussion.
- 2. Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students. 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 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, club, or other college or college-affiliated or sanctioned organization.

### **2. 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 Student Affairs, Campus Security/Safety and to the police.
- 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/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 camp

## **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.

## **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

Policy Statement: Information technology resources are used by individual employees, students, and other persons affiliated with the Community College System of New Hampshire (CCSNH) and its colleges. These resources are to be used for educational and business purposes in serving the interests of CCSNH and its Colleges. Misuse of information technology resources poses legal, privacy and security risks and therefore it is important for all users to understand the appropriate and acceptable use of such resources. Effective security and protection is a team effort. It is the responsibility of every user to know this policy, the standards contained herein, and to conduct their activities accordingly.

Policy Purpose: This policy establishes the proper use of CCSNH information technology resources and makes IT Users aware of what CCSNH deems as acceptable and unacceptable use.

Scope of Policy: This policy applies to employees, students and any other person who has access to CCSNH information technology resources including computers, email, Internet, social media, the network and any other CCSNH information technology or storage system (collectively "IT Users"). All IT Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with CCSNH policy and standards. Please locate the full policy on the CCSNH [website](#).

## **Student Email and OneDrive Data Policy**

### **Assignment of student email and OneDrive**

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

### **Expectations of student use of student email and OneDrive for file storage**

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

### **Redirecting of student email**

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

### **Documents saved on OneDrive**

- Students are responsible for the files stored on the CCSNH OneDrive service including the secure sharing of files or folders when desired

### **Privacy**

- Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential.
- CCSNH seeks to preserve privacy and confidentiality in all of the IT Services, however, confidentiality of electronic mail cannot be assured.
- Confidentiality may be compromised by unintended redistribution or because of inadequacy of technologies to protect against unauthorized access.
- Any confidentiality may be subordinate to the application of law or policy, therefore, users should assume that the contents of electronic mail may be

accessible to persons other than the recipient.

- Confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

#### **Passwords**

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

#### **Email and OneDrive Quota**

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

#### **Attachments**

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

#### **Spam Filtering**

- CCSNH has implemented the Barracuda mail filter, which scans messages and attempts to block spam.
- Each incoming message is scanned for signs that it may be spam.
- If spam is encountered, the recipient will be alerted via email and can decide whether to accept or deny the message.

#### **Expiration of Student Email and OneDrive Accounts**

- Official CCSNH student email and OneDrive file accounts and all of their contents will be purged after three consecutive semesters of non-registration, not counting summer.

**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](#).