



LAKES
REGION
COMMUNITY
COLLEGE



STUDENT HANDBOOK
2024/2025

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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.

LRCC Community Values

Inclusion: We base our opinions on character, not by race, gender, age, religion, or sexual orientation. We support a system and culture that is fair, just, and reasonable to all people.

Integrity: We have high standards of academic and personal integrity. We hold ourselves accountable for our actions and do our best to produce quality work.

Respect: We respect each other regardless of our differences. We condemn acts of hate and bigotry as antithetical to the college's core values. We expect civility in language and in action.

Kindness: We strive to be kind and sincere with our words, thoughts, and actions.

Success: We affirm LRCC's commitment to student success with a diverse and supportive campus culture. Our objectives are to embrace innovation, encourage collaboration, and offer flexibility.

Membership

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

Affirmative Action

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

Notice of Non-Discrimination

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

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

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/.

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:

Adriana Komst
Title IX Coordinator
Lakes Region Community College
379 Belmont Road
Laconia NH, 03246
akomst@ccsnh.edu
603-366-5265

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

DETERMINATION OF RESIDENCY

In-State Status

Each applicant for in-state status for tuition purposes shall submit an application on forms to be prescribed by the college Admissions Office which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the Admissions Office may require in support of the affidavit of domicile. At its discretion, the Admissions Office may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the College.

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

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

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

Change in Status

Any student who has, on his/her first admission to the system, been classified as out of state for tuition purposes, may apply to the college Admissions Office for a change of status on or before September 1 for the subsequent Fall semester, on or before January 1 for the subsequent Spring semester, and on or before June 1 for the subsequent summer term. (amended 6/17/08)

In the event the college Admissions Office possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the college Admissions Office as hereinabove set forth. No such change made by the Admissions Office after the commencement of any semester shall be effective until the beginning of the next semester.

No changes approved during a semester shall be effective until the beginning of the following semester. However, if a change of status from out-of-state to in-state has been denied by the Admissions Office prior to the commencement of a semester, and the decision is reversed through appeal during the semester, the student's status shall be effective as of the commencement of the semester in which the appeal was made.

Waiver

Nothing contained in 740.01 – 740.03 shall preclude the college Admissions Office from waiving any requirement hereof under special circumstances in individual cases.

New England Regional Student Program

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

- The uniqueness rule: When a study program is not offered at an in-state institution, a qualified student may apply for enrollment at an out-of-state institution offering that program under the Regional Student Program.
- The Proximity Rule: When a study program is offered under the Regional Student Program at both an in-state and an out-of-state institution and the mileage from the students' legal residence to the out-of-state institution is less than the mileage to the home state institution, or if the out-of-state institution is more accessible via major highways, the student is eligible for Regional Student Program status in any program listed by the institution in the NERSP catalog. The financial need of an applicant is not an appropriate basis for determining eligibility.
- The only programs open under the New England Regional Student Program in any academic year are those listed in the NERSP (Apple Book) catalog for that particular year.
- Each participating institution determines which of its programs will be available under NERSP.
- Withdrawal of programs: If an institution decides to withdraw a program from the NERSP (but will continue to offer the program), two years advance notice is required in writing prior to the annual spring meeting of NERSP representatives. Students currently enrolled as NERSP students in programs subsequently withdrawn from the NERSP should be allowed to complete that program as NERSP students.
- Admissions Preference/Priority: Applicants for admission under the NERSP shall be given preference among out-of-state applicants.
- Transfer students: Both internal and external transfer students are accepted in NERSP. In both cases the student is eligible for NERSP tuition charges from the first semester he/she is enrolled in the program. If a student transfers out of a NERSP program but remains in the institution, that student is charged out-of-state tuition from the first semester of enrollment in the new program.
- Students applying to the NERSP are to be notified of their tuition status upon acceptance as a NERSP student to the institution/program. It is the student's own responsibility to request NERSP status from the institution when he/she applies. The institution has no obligation to inform the student of the NERSP and no obligation to give retroactive tuition reduction.
- Tuition charges: Any student enrolled under the NERSP will be charged 50% more than current in-state day tuition rate.

STUDENT SENATE

Purpose

The experience of attending Lakes Region Community College is not limited to the academic life of the student. Our college philosophy is to educate the entire person so he or she adapts to the ever-changing world.

The Student Senate serves as the governing group for the student body, with representatives elected from across the College. These representatives accept the challenges of leadership, authority, and responsibility in dealing with their peers, faculty and administration. The Student Senate provides experiences promoting the general welfare of every student, plans social and cultural activities, and manages the expenditure of student funds. Activities may include field day, films, concerts, bus trips, lectures, clubs, athletics, and social events.

Student Senate Constitution Preamble

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

Article I – Name

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

Article II – Purpose

The Student Senate is responsible for promoting and coordinating student affairs, recommending the establishment of clubs and activities, promoting high standards for personal conduct, promoting student welfare and assisting in the allocation and disbursement of student activity funds which support activities. Final decisions regarding Student Senate actions and recommendations are the responsibility of the Vice President of Academic and Student Affairs the President of the College or designee.

Article III – Membership

Section 1: There shall be no more than two voting senators representing each curriculum and club/organization. Senators shall attend all Student Senate meetings.

Section 2: Curriculums and clubs/organizations shall set their own processes for selecting and replacing Senators. Representative Senators shall be in place by the first week of October.

Section 3: The duties of the senators will be to inform the students in their curriculum and clubs/orgs of the Student Senate business at hand and to get the students' opinions on upcoming business.

Section 4: Attendance will be taken at every meeting and senators must be present unless excused by the Student Senate President or designee.

Section 5: If a senator has two consecutive unexcused absences from the Student Senate meetings per term, he/she may be required to forfeit their position.

Article IV – Election and Duties of Officers

Section 1: The president, vice president, secretary, treasurer, and historian shall be known as the Executive Board. Nominations and election of the president, secretary, and treasurer will be done by the student body during the 2nd week of April, prior to the year in office. Nominations and election of the vice president and historian will be done by the student body by the first week in November. If a senator is elected president, a replacement senator for that curriculum or club/org shall be appointed within two weeks.

Section 2: The duties of the president shall be to preside at the meetings, set agendas, appoint, and discharge committees, call special meetings, and to cast the deciding vote in case of a tie. The president shall also be the voice of the Senate in the Community.

Section 3: The vice president shall act as parliamentarian and assume the duties of the president in their 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 3: 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 ACTIVITIES

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

- A faculty/staff advisor is selected who will advise the group in organization and in the exercise of responsibility.
- 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.
- 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).
- 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 expression speak only for themselves. Activities shall be planned and conducted with the awareness that CCSNH is a public institution.

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

The CCSNH System colleges support student life and encourage 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.

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

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 the event reflects the values and mission of the college.

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 the work schedule (i.e., flexible schedule), with the approval of a supervisor.

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 because 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.

Purchases and other expenditures from the Student Activity account must follow the purchasing policies and procedures of CCSNH.

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.

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 their designee. Signatories are responsible for assuring that expenditures follow 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 signatories (summer, e.g.).

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.

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)

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.

Student Activity funds may not be moved into other college accounts unrelated to Student Affairs programs and activities.

No recognized student organization is permitted to hold an off-campus bank account.

Expenditure of funds from student activity accounts must be done willingly and without undue influence or coercion.

Expenditures for Ceremonies and Events

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.

The College may use college funds to cover the full or partial cost of departmental or program recognition events.

Student Activities funds may be used to support student focused college-wide social or student recognition events.

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.

STUDENT EXPRESSION/COMMUNICATION

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

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 are 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 ONE DRIVE 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 can 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 because 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 requires using at least fourteen (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 their contents will be purged after three consecutive semesters of non-registration, not counting summer.

STUDENT RIGHTS

Students in the Classroom

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

Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled. Information about the personal views, beliefs, and political associations of student's which instructors, advisors and counselors learn in their course of work should be considered confidential.

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:

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

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.

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.

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.

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.

Establishing Student Conduct Standards

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

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

INVESTIGATION OF STUDENT CONDUCT

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 may have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- 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.

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.

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.

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

- The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal).
- The Vice President of 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.

The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA 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 VPAA/VPSA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

EMOTIONAL SUPPORT ANIMALS-APPLE RIDGE STUDENT APARTMENTS

Students requesting to have an emotional support animal must submit a request to the accessibility's coordinator for approval. Approvals will be based on the following:

- Dangerous, poisonous, exotic, and/or illegal animals, including reptiles, are not permitted. Mammals only.
- The animal must have received and be up to date on all vaccinations recommended by the veterinarian, including the rabies vaccine.
- The animal must always wear a collar with an identification tag and rabies vaccination tag.

- Cats and dogs must be spayed/neutered prior to being brought to campus.
- The student is responsible for the cost of all ESA healthcare, regardless of whether the animal becomes ill or injured while residing in LRCC housing. All animals must be certified by a veterinarian to be in good health. An animal in poor health is not allowed to reside in LRCC housing until its health is remedied and a new Veterinarian Verification Form has been submitted. LRCC retains the right to assert that an ESA requires medical attention and suspend its residency until that attention has been received and a new Veterinarian Verification Form has been received.
- The student is to provide emergency contact information for an individual who can take custody of the animal should the student be unable to care for the animal at any time. The contact may not be a current LRCC student or any LRCC personnel.
- LRCC retains the right to contact the ESA Emergency Contact provided by the student owner if the animal appears to be unwell and the student owner cannot be contacted.
- LRCC retains the right to contact Animal Control if the ESA is [1] physically harming or acting in a threatening way towards other students, building residents, staff, or any other individuals who may be within the building or [2] has not been removed from the premises following an ESA eviction notice from LRCC.
- The student is responsible for the cost of all damage the ESA may cause, including damage to the housing facilities, other residents' belongings, or bodily harm.
- An approved ESA is allowed only within the bedroom of the student for whom the animal is approved unless the animal is actively being escorted off-campus or outside to relieve itself. ESA's may not be brought into shared common spaces, including (but not limited to): bathrooms, laundry facilities, lounges, hallways, computer labs, study areas, or LRCC vehicles. ESA's may not be brought to the main LRCC campus, or to any academic classes, regardless of location.
- The ESA must be kept clean and well-groomed. LRCC housing facilities are not to be used for bathing/grooming. This must happen within the bedroom or off-campus.
- The student is responsible for all clean up and waste disposal. The ESA must be housebroken, or litterbox trained. Animal waste must be immediately picked up by the student owner, placed in a plastic bag, securely tied, and disposed of in the outside dumpster. Regular cleaning of floors, cages, and litterboxes is required.
- All food and supplies pertaining to the care of the ESA must be kept within the student owner's bedroom. Food for (or other perishables pertaining to) the ESA must be kept in a sealed container.
- The student owner must ensure that the ESA does not interfere with the activities/wellbeing of other students. The noise and odor of the ESA must not emanate from the student owner's bedroom. The following behaviors will be considered violations of this policy:
 - Barking/meowing/howling/crying heard from beyond the student owner's bedroom.
 - Foul odors due to the ESA were detected beyond the student owner's bedroom.
 - Damage or destruction of property belonging to LRCC, Brady Sullivan (the apartment owners), other students, or other building residents.
 - Presence in common spaces.
- If an ESA enacts physical harm or threatening behavior (growling, scratching, charging, etc.) toward building residents, that animal is subject to permanent removal from LRCC housing within 24 hours.
- The ESA may not be left alone overnight or be left in the care of another student or roommate. If the student is to be absent overnight, the ESA must accompany the student.
- The student must ensure that the ESA is properly contained when they are not present.

- The Residential Life staff will inspect residential facilities on a regular basis as a part of routine health and safety checks of all residential spaces. If fleas, ticks, or other pests are detected, residence halls will be treated using LRCC approved pest control services. **The costs associated with this service will be billed to the student.**

Residential life staff will document any violations of the ESA policy. Upon determining a violation, a staff member will inform the student that a violation has occurred. **Three violations of the ESA policy within a single academic year will result in removal of the ESA from housing within 7 days of the third violation.**

Violation of the ESA policy may result in:

- Charging the student for damages, pest-control, or deodorizing.
- Removal of the animal within 24 hours for threatening or aggressive behavior.
- Contacting Animal Control Officers to exercise the authority granted by their agency.
- Pursuing Code of Conduct Violations for noncompliance for failure to remove the animal within eviction notification period.

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, for the purposes of reporting, "non-campus" refers to the location. See the Appendix for all reportable offenses for the past three (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. 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 Academic and Student 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](#).

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 to initiate appropriate action.

Parking/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. Visitor lot (Lot A) is designated for campus visitors and handicapped permits only. Non-visitors parking in those spaces will be ticketed.

Anyone who wished to appeal a parking ticket must submit an appeal to

All motor vehicles will follow one-way directional traffic flow when entering or leaving campus. Posted speed limits of 15 MPH must always be observed. 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 may be denied the privilege of operating a vehicle on campus and/or subject to fines.

Automated External Defibrillators (AEDs)

There are seven AEDs on campus. One located outside Bennett Library, one located in Turner building outside the fitness center, one in cafeteria, one in the lobby of the CAT building, one on first floor of the Health Science building, one in auto building main lobby and one in automotive garage.

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, contact Campus Safety at 603-545-4392. In cases of injuries occurring on campus, an [Incident Report](#) form should be completed as soon as possible.

Class & Lab Safety

Proper safety equipment must always be worn 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 participation by faculty. Check with your faculty member for specific dress code instructions. Any injury or accident should be immediately reported to your faculty member.

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 603-545-4392 to arrange to receive an ID. There is a replacement fee of \$25 if the ID is lost or stolen.

CCSNH COMMUNITY STANDARDS and STUDENT CODE OF CONDUCT

I. Introduction

A. Community Standards Policy Statement

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

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

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

B. Definitions

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).

College Official – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The College Official's role will include but not be limited to monitoring the judicial decision makers/committees and proceedings; advising judicial decision makers/committees and students on the applicable judicial process; reviewing requests for appeals; and maintaining judicial proceedings records.

Judicial Decision Maker/Committee – Refers to any college official or committee authorized to determine whether a student has violated the Community Standards and Student Code of Conduct and to impose outcomes or sanctions.

Appeals Committee – Refers to the person or persons appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial decision maker/committee determination that a student has violated the Community Standards and Student Code of Conduct and/or the outcomes or sanctions imposed by such judicial decision maker/committee.

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.

Respondent – Refers to a student against whom a report or complaint alleging violation of the Community Standards and Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

1. The Community Standards and Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges'
 - a. educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or
 - b. responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Community Standards and Student Code of Conduct.
3. The Community Standards and Student Code of Conduct (herein referred to as "the Code") applies to any person registered, accepted, or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. The Code applies to student organizations including athletic teams.
5. The Code applies to students participating in off-campus college activities such as trips, co-ops, or internships.
6. Students are expected to familiarize themselves with College and CCSNH policies and the Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
7. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
8. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
9. Students who assist others in violating any provision of the Code may be charged with a Code violation to the same extent as those persons committing the violation.
10. Students who attempt conduct in violation of the Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

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

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

C. Academic Misconduct

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

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

D. Disruption of College Operations

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

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so.
3. Furnishing false information to any college official, faculty or staff member.
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
5. Tampering with the election process or financial management of any college recognized student organization.
6. Disruption or obstruction of any authorized college activity or of any authorized noncollege activity; or unauthorized occupancy of any college facility.
7. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so.
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

9. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
10. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial decision maker/committee.
 - b. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - e. Attempting to influence the impartiality of a member of the judicial decision maker/committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding.
 - f. Failure to comply with the outcomes or sanctions imposed under the Code.
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - h. Aiding or abetting in the violation of the Code.
11. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health and Safety Offenses

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

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

F. Offenses Involving Others

Students may not engage in any behavior that limits the rights of others in the school community.

Examples of violations of the Code involving others include, but are not limited to:

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs.
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium to leave no doubt as to the intended target.
4. Acts of intimidation or coercion, whether stated or implied.
5. Offenses of domestic violence, dating violence and sexual assault, which would be referred to the campus Title IX officer.

6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community.
 - a. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation, or because of opposition to discrimination or participation in the discrimination complaint process.
 - b. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct.
7. Hazing, which is defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
 - a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
 - b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and under this Code includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation,
 - c. admission into, affiliation with, or as a condition for continued membership in, a group or organization.

G. Offenses Involving Property

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

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

H. Abuse of Judicial System

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

1. Failure to obey the summons of a campus Official, Investigator, Judicial Decision Maker/Committee or Appeals Committee.
2. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee or appeals committee.
3. Disruption or interference with the orderly conduct of a judicial proceeding.

4. Attempting to discourage an individual's proper participation in or use of the judicial system.
5. Attempting to influence the impartiality of a member of the judicial decision maker/committee or appeals committee through threat, intimidation, or bribery prior to and/or during the judicial proceeding.
6. Failure to comply with the outcomes or sanctions imposed under the Code, including No-Contact Orders.
7. Influencing or attempting to influence another person to commit an abuse of the judicial system.

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

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

IV. Violation of Community Standards and Code of Conduct Process

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

A. Outcomes & Sanction Definitions

Warning: A notice in writing or verbally to the student that they are violating or have violated community standards.

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

Loss of Privileges: Denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *persona non grata*)

Loss of Contact: Restriction prohibiting an individual from harassing, threatening, accosting, approaching, or contacting a specified individual

Fines: Previously established and published fines may be imposed.

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

Residence Hall Suspension: Separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.

Residence Hall Expulsion: Permanent separation from the residence halls.

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

College Dismissal/Expulsion: Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.

Adaptable Resolution Pathway: Such as an educational or service sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

Informal Resolution: The Vice President of Student Affairs (or designee, including senior administrator at another college) may meet with individuals involved in an incident to determine if the alleged violation(s) have merit and/or if they can be resolved through an informal resolution. Informal resolution could include mediation, restorative conference, mutual agreement, negotiated resolution or another form of conflict resolution. During the informal resolution process, parties agree to the violations of the community standards and come to an agreement about the actions necessary due to the violation. Informal resolution outcomes are final and there are no appeals or other proceedings.

Interim Sanctions: In certain circumstances, the President or Vice Presidents of the college, or a designee, including senior administrator at another college, may impose a sanction prior to the hearing before the judicial decision maker/committee. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of interim sanctions must be communicated to the college official as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. Responding to Reports of Violations of Community Standards

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

2. Filing a Report

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

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

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

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

C. Judicial or Appeals Committee Process

1. Judicial/Appeals Committee Membership

- a. A designated College Official will be appointed as the Chair of the Judicial or Appeals Committee by the college president, vice president or designee, including senior administrator at another college.
- b. When possible, a committee membership will be made up of the suggested members below:
 - i. Two (2) faculty or staff selected based on the specifics of the case being heard
 - ii. Student representation based on the college's practice of appointing or electing student judiciary members.
 - iii. When a case involves residential life there should be a representative from that population on the committee
- c. During the summer or vacations, a meeting may be called and members will be selected as follows:
 - i. Regular members (as determined above) will serve, if available
 - ii. In the event sufficient regular members are not available, the designated College Official will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

- d. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary or appeals committee as required to meet the needs of the campus, schedule availability, or the complaint at hand.
- e. If the complaint has been brought by a member of the Judicial or Appeals Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.

2. Judicial/Appeals Committee Hearings

- a. The VPSA or designee, including senior administrator at another college may determine if a grievance or appeal should be heard by a Judiciary Decision Maker or a Judiciary Committee.
- b. In the case of a Judiciary Committee, a minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the designated College Official pursuant to the methodology set forth in section c below.
- c. The Vice President of Student Affairs has the right to change the number and makeup of the appeals committee as required to meet the needs of the campus, or the complaint at hand.
- d. Hearings shall be conducted by the Judiciary or Appeals Committee according to the following guidelines:
 - i. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
 - ii. The Respondent may remain silent or submit only a written statement or response to the complaint.
 - iii. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judiciary or Appeals Committee.
 - iv. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
 - v. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting their own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judiciary or Appeals Committee.
 - vi. The Complainant, the Respondent and the Judiciary or Appeals Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the judiciary or appeals committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the judiciary or appeals committee.
 - vii. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a College Official or the impartial investigator will consult with the Judiciary or Appeals Committee to determine the appropriateness of serving in this role.
 - viii. All procedural questions are subject to final decision by the chairperson of the Judiciary or Appeals committee.
 - ix. After the hearing, the Judiciary or Appeals Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Code. The chairperson will vote only in the event of a tie.

- x. The Judiciary or Appeals Committee determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Code.
 - xi. The Judiciary or Appeals Committee will issue a report of its findings and sanctions to be imposed to the appropriate College Official within three (3) business days of the completion of its hearings on the matter.
 - xii. The College Official will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need-to know basis. The original will be maintained with the college's judicial records.
- e. The Chair of the Judicial or Appeals Committee shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judiciary or Appeals Committee. The records shall be the property of the college and may only be reviewed by the parties or college official upon providing a written request to the appropriate College Official.
 - f. Except in the case of a student charged with failing to obey the summons of the Appeals Committee, Judicial Decision Maker/Committee or College Official, no student may be found to have violated the Community Standards and Student Code of Conduct solely because the student failed to appear before the Judicial Decision Maker/Committee or Appeals Committee. In all cases, the evidence in support of the charges shall be presented and considered.
 - g. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction, or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

D. Student Violation Appeals Process

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

4. The College Official/Appeals Committee will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the respondent and, as applicable, the Complainant, and any administrative offices involved.
5. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

V. Student Rights

A. Students in the Classroom

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

B. Student Freedom Off-Campus

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that 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 decision.
2. Search and Seizure within the Student Conduct Process: CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials may have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:
 - a. Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
 - b. Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
 - c. Entries authorized in advance by the President or Vice President of Student Affairs (or designee, including senior administrator at another college) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
 - d. Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
 - e. Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.

- f. Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. Student Rights—Grievance Procedures

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

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

1. If the individual elects not to resolve the matter informally a formal grievance in writing must be submitted to:
 - a. The Vice President of Student Affairs for grievances not related to the instructional process or grade dispute.
 - b. Or through the chosen reporting structure set forth at the college.
2. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.
3. The Vice President of Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the College Official who convene the Judicial Committee within two weeks of the receipt of the formal grievance.
4. If the VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPSA or designee, including senior administrator at another college will provide a written explanation to the student and the matter will be considered resolved at that point.

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

1. Students are encouraged to discuss complaints regarding faculty, teaching instruction, or staff interactions with the specific employee involved, e.g., instructor, staff member, or student, to resolve the issue informally.
2. If the issue cannot be resolved by pursuing the process in step 1, or the individual is concerned regarding the outcome of the discussion in step 1, a formal grievance in writing must be submitted to:
 - a. The Vice President of Academic Affairs for grievances related to the instructional process (Refer to CCSNH Academic Affairs Policy 670.04. for separate process for Grade Change/Appeal process), or:
 - b. The Vice President of Student Affairs for grievances not related to the instructional process.
3. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.
4. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the appropriate College Official who will start the process of investigation if necessary. If the VPAA/VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

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.

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.

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 health provider, or any physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity.

Supportive Measures: 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: 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 on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

- any instance of quid pro quo harassment by an employee of CCSNH.
- any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access.
- 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: 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:

- **Rape:** 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.
- **Fondling:** 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 13 will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Defined by VAWA as 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 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.

Dating Violence: Defined by VAWA as 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.

Stalking: Defined by VAWA as 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.

Consent: 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.

How to Report Sexual Harassment-General Provisions

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.

Reports to the Title IX coordinator, Adriana Komst may be made in person to Tuner 10, by calling 603-366-5206, email akomst@ccsnh.edu or in writing by mail to 379 Belmont Road, Laconia NH 03246.

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.

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.

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.

How to Report Sexual Violence-Specific Provisions

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).

Reports to the Title IX Coordinator may be made in person or by Adriana Komst may be made in person to Tuner 10, by calling 603-366-5206, email akomst@ccsnh.edu or in writing by mail to 379 Belmont Road, Laconia NH 03246.

Reports to police that occur on or near the college campus may be made by calling Laconia Police Department at 603-524-5252. 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.

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.

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 15 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.

How to Receive Confidential Help of Support

Confidential help and support is available from New Beginnings, 603-528-6511 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:

- New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
- New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
- National 24-hour Sexual Assault Hotline: 1-800-656-4673

Conversations 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.

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.

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.

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.

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.

How to Receive Help if you Have Been Accused of Sexual Violence

A respondent accused of sexual violence may seek support by contacting campus telehealth provider or campus mental healthcare provider.

The college will never request access 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.

FORMAL GRIEVANCE PROCEDURES

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.

The Title IX Coordinator shall take no further action on a formal complaint under this policy if the allegations contained within the formal complaint

- would not constitute sexual harassment as defined in this policy.
- did not occur in the college's education program or activity.
- did not occur against a person within the United States

The Title IX Coordinator may take no further action on the complaint under this policy if at any time during the investigation or hearing:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.
- the respondent is no longer enrolled or employed by the college.
- specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the form complaint or allegations therein.

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.

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:

- 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.
- 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.
- 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.
- 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.
- a statement that the parties and their respective advisors may review evidence gathered during

- the investigation prior to the hearing.
- 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.

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:

- to ensure the safety and well-being of an individual related to the allegations of sexual harassment.
- 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.

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.

- All students and employees who are contacted by an investigator are expected to be truthful, forthcoming, and cooperative in connection with the investigation.
- 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.
- 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 18 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.
- The investigation shall be limited to the allegations in the formal complaint.

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.

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.

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.

Questioning:

- 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.
- 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.

- 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.
- 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.
- 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.
- 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.

Standard of Proof

The hearing officer's (or panel's) determination of the respondent's responsibility shall be made on the basis of whether it is more likely than not that the respondent committed the alleged conduct and thereby violated this policy.

Determination

The hearing officer (or panel) shall issue a written determination regarding responsibility, the written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined in this policy.
- 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.
- Findings of fact supporting the determination.
- Conclusions regarding application of this policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- 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.

Sanctions

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:

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

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

Loss of Privileges: denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata).

Loss of Contact: restriction prohibiting an individual from harassing, threatening, accosting, or even

approaching or contacting a specified individual.

Fines: previously established and published fines may be imposed.

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

Residence Hall/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.

Residence Hall/Campus Housing Expulsion: permanent separation from the residence halls/campus housing.

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.

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

Educational or Service Sanction: 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:

- engaging students in taking responsibility for their conduct.
- repairing harm caused by the conduct.
- rebuilding trust with the individuals directly impacted and the college community.
- A written statement of, and rationale for, any disciplinary sanctions the college imposes on the respondent.
- 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.

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.

Appeal Process: 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:

- Procedural irregularity that affected the outcome of the matter.
- 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.
- The Title IX officer, investigator or hearing officer had a conflict of interest or bias that affected the
- outcome of the matter.
- Inappropriate gravity of the sanction in relation to the conduct.

- The other party shall be notified in writing when an appeal is filed.
- Both parties shall be provided a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- The appeals officer shall issue a written decision describing the result of the appeal and rationale for
 - the result.
- The appeals officer's decision shall be provided simultaneously to both parties.
- 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.

Sexual Harassment Education

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:

- Information on working with and interviewing persons subjected to sexual misconduct.
- Information on conduct that constitutes sexual harassment including sexual violence.
- Information on consent and the role drugs and alcohol may play in an individual's ability to consent.
- The effects of trauma, including any neurobiological impact on a person.
- 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.
- 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.
- Training and information regarding how dating violence, domestic violence, sexual assault, and stalking may impact students with developmental or intellectual disabilities.
- Materials for all training programs must be made publicly available on the college's website.
- 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:
 - An explanation of consent as it applies to sexual activity and sexual relationships.
 - The role drugs and alcohol play in an individual's ability to consent.
 - 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.
 - 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.
- The name, contact information, and role of the confidential resource. vi. Strategies for bystander intervention and risk reduction.
- Opportunities for ongoing sexual misconduct prevention and awareness campaigns and programming.

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.

TIMELY WARNING & EMERGENCY NOTIFICATION POLICY

Policy Statement

Timely Warnings and Emergency Notifications will notify members of the College community of potential threats against which they can take preventive measures.

Policy Purpose

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the CCSNH will provide emergency notification or timely warning to the College community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the College community; or a crime or incident is reported that poses a threat to members of the College community.

Scope of Policy

Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute a serious or continuing threat to members of the College community. Timely Warnings are disseminated for the following FBI Uniform Crime Report/National Incident Based Reporting System Classifications: arson, criminal homicide, sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape), robbery, aggravated assault, burglary, and hate crimes. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, and the information known to the CCSNH. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other members of the College community; therefore, a Timely Warning would not be disseminated. Emergency notifications will be issued in response to a significant emergency or a dangerous situation, either on campus or, in some cases, off campus that, in the judgment of the College, constitute an immediate, imminent, or impending threat to the health or safety of members of the College community.

Timely Warning Protocol

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose a threat to members of the College community, an email Timely Warning is sent to all students, faculty and staff. Updates to the College community about any case resulting in a Timely Warning may be distributed via email, may be posted on the College website, or may be shared with local news media. The College may not provide Timely Warnings about those crimes reported to a pastoral or professional counselor. All crime reports requiring a decision to issue a Timely Warning shall be documented on a Timely Notice Determination Form detailing why the College did or did not issue a Timely Warning. The College must maintain a record of each Timely Notice Determination Form for seven (7) years from the date the form was completed.

Emergency Notification Protocol

Emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

- Alert System- Email, text messages and voice mail messages (where appropriate) are automatically generated.
- Website Updates- information will be posted to the College's website.

The Emergency Management Group or select members of management are responsible for determining the deployment of the Alert system for use in disseminating emergency notification/information. The College President or designee will issue all Emergency Alerts.

Timely Warning

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The warning should include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect.

Emergency Notification:

A statement as to what the emergency or dangerous situation is, in specific terms.

A statement providing direction as to what actions the receiver of the message should take to ensure their own safety.

A statement as to where or when additional information may be obtained.

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:

- Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
 - Documentation of immunization with 2 doses of live vaccine after 12 months of age.
 - Laboratory confirmation of immune titers for measles, mumps and rubella.
 - Had one rubella, provided the student was born prior to 1957.
- Students shall be considered immune to measles or rubella, instead of MMR if they have:

- Had the disease confirmed by an office record of a doctor.
- Been born before 1957 and therefore considered immune.
- Laboratory confirmation of an immune titer.
- Been immunized with 2 doses of live vaccine after 12 months of age.
- Been subject to the more stringent requirements of a clinic or practicum site.
- Students shall be considered immune to mumps instead of MMR only if they have:
 - Had disease confirmed by an office record.
 - Been immunized with one dose of vaccine after 12 months of age.
 - Been subject to the more stringent requirements of a clinic or practicum site.
- Students shall be considered immune to rubella instead of MMR only if they have:
 - Laboratory confirmation of an immune titer.
 - Been immunized with one dose of vaccine after 12 months of age.
 - Been subject to the more stringent requirements of a clinic or practicum site.
- Students shall be considered immune to tetanus only if they have received tetanus diphtheria booster within the last 10 years.
- 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:
 - After being given the first dose, the student shall receive a second dose no later than one month after the first; and
 - After being given the second dose, the student shall receive a third dose no later than six months after the second.
- Students shall be considered immune to tuberculin skin infection only if they have:
 - Proof of a negative Purified Protein Derivative (PPD) within the last year.
 - A positive PPD was established by an x-ray with negative results within the last year.
 - Been subject to modification for clinic or practicum site.
- 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.
- Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
- 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

The 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 in order to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

- 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.
- Students with AIDS or a positive HIV antibody test will not be restricted from access to college

facilities and common areas.

- Students diagnosed with AIDS/HIV may seek reasonable accommodation to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.
- 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.
 - 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.
 - Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
 - 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.

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.

CHILDREN IN THE WORKPLACE

It is the policy of the CCSNH to provide a friendly, safe and disruption-free workplace for employees. Therefore, employees are prohibited from bringing children under the age of 16 into the workplace, except as part of a formal educational program (job shadowing, e.g.).

In addition, employees are prohibited from leaving children who are family members unattended in any other area of the facility (cafeteria, library, etc., e.g.). (See also: Unattended Children on Campus Policy). If a child is left unattended an attempt will be made 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.

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.

ATHLETICS

Athletics is a desirable student activity in that it can fulfill the student need for physical fitness, the use of leisure time, and other objectives stated in the Board's Student Activity Policy. Individual and collective intramural, club, and intercollegiate athletic activities for both men and women are therefore highly encouraged. Providing athletic opportunities for all students should be considered a key component in fulfilling the college's mission to support and maintain extracurricular activities that complement a student's classroom education.

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.

Guidelines for Living on Campus at Lakes Region Community College

LRCC's residence life program provides a safe, comfortable environment where our students may live, grow, and study in a community of peers. As a resident, you're responsible for what takes place in your room and consequently may live the way you choose as long as you abide by state and federal laws and LRCC's policy and philosophy, and do not interfere with the rights of others.

As a member of the student apartments community, you have a responsibility to live with respect for the other members of the community. The residential life staff is responsible for insuring that the rights of LRCC students and property are not abused. By signing the housing agreement, you agree to abide by the rules that have been or may be established by LRCC. Policies and procedures are available below, and any subsequent changes will be posted. Violation of any residence hall policies or LRCC policy may result in termination of the housing agreement and visitation privileges to the residence halls.

Housing Policies

This covers all policies related to the college's regulations on residential living:

- Behavior that infringes on the rights of an individual or group or jeopardizes the safety of individuals and property will not be tolerated.
- Residents must maintain the cleanliness of their assigned apartment and common areas to reasonable sanitation and safety standards;
- Possession or use of the resident assigned residence hall key should only be for the assigned resident and not used by another resident.
- Tampering with fire safety equipment or causing a false activation of a fire alarm is strictly prohibited.
- The use of laundry machines should only be used for the manner intended.
- Possession and/or use of open flame, candle, incense, etc. is prohibited.
- Resident should not remove furniture or window screens from public area or assigned apartments.
- Unauthorized use of window, window ledge, or balcony, including entering or exiting a building through the window/balcony or dropping or throwing items from a window/balcony is prohibited.
- Pets of any kind are prohibited in the residence halls except appropriately approved ESAs. Aquariums may not exceed 10 gallons and must be on a stand or base to reduce the danger of breakage.
- Excessive noise is prohibited.
- Failure to maintain quiet hours (10pm-10am, Sunday-Thursday; 12am-10am, Friday-Saturday), may result in fines.
- Possession or use of unauthorized items (amplifiers, halogen lamps, etc.) is prohibited.
- Possession of traffic and street signs is prohibited.

- Sporting activities of all types inside the residence halls is prohibited.

Visitation & Guests in Student Housing

- Residents will have card access to the main entrance and side doors of the Apple Ridge Student Apartments 24 hours per day.
- All nonresidential student guests and non-LRCC guests need to sign into the residence hall upon arrival and must have a resident host present when they sign in. The resident host must always stay with their guest. Any violations of residence hall or college policy committed by the guest will be attributed to their host. Any violations by a guest will result in the immediate removal of the guest from the residence halls.
- If a guest is not an overnight guest, they must sign out of the residence hall by 12am.
- No guests under the age of 16 may stay overnight, unless officially approved.

Residence Hall Maintenance

There will also be monthly walkthroughs of each student apartment conducted by the Campus Life Director and LRCC Maintenance to ensure the student apartments are in good condition throughout the year. Damage to the student apartments will result in an assessment of the individual or group responsible based on the actual cost to repair or replace the item or structure affected. Windows should not be forced open, and window ledges should not be used as storage areas. Any excessive mess and/or damages in common areas and student apartments may result in a fine to the individual(s) responsible.

Fines & Damages

Damages to the student apartment(s) may result in an assessment of the individual(s) responsible, based on the actual cost to repair or replace the item or structure affected. Any maintenance or safety violation found in any room may result in a fine. Any excessive mess or malicious damage in the common areas may result in a fine for the individual(s) responsible.

Fines and/or damage charges are assessed after an incident investigation. Residential life staff and/or Campus Safety investigate to find the individual(s) responsible for damages. After the individual(s) are identified, fines/charges will be assessed to the student(s) accounts. However, when individual(s) cannot be identified, the cost of the fines/charged are split between the residents of the apartment and or floor.

Behavior

Residents are accountable for any behavior that is inconsiderate, infringes on individual or group rights, and/or jeopardizes the safety of individuals and property. All residents must abide by the regulations found on the LRCC website, individual student apartment rules and regulations, LRCC regulations found elsewhere in the Student Handbook, and state and federal laws. Violations of these rules may result in a meeting with the Campus Life Director or Judicial Hearing Board where appropriate action will be taken.

Personal Property

Resident students are responsible for their personal belongings. LRCC does not assume responsibility for loss of or damage to personal articles from any cause whatsoever. Students will not be allowed to store belongings in the student apartments at any time. LRCC suggests that students consider purchasing renter's insurance to cover loss or to extend families' insurance for this purpose.

Check-Out Procedure

The Residential Life staff expects the following guidelines to be followed when resident students are checking out of their apartment:

- Apartments must be cleaned before they leave. Students who leave without cleaning their room, including common areas within the apartment, may be charged.
- Students not continuing residency at any time during the academic year should contact the Campus Life Director.
- The Campus Life Director or resident assistant (RA) for the student's area should be contacted so the student may sign the room inventory form. All keys must be turned in at the time of departure or a lock change may be assessed.
- Residents are required to vacate their rooms no later than 5 p.m. the day of their last class or exam at the end of the semester. No resident may stay past the scheduled closing date without prior approval from the Campus Life Director or Associate Vice President of Academic and Student Affairs.
- Any student who fails to officially check out with residential life staff when moving out of their apartment will not have the right to dispute damages.
- Any student who leaves personal belongings, including furniture, in their apartment will be fined and the items left will become property of LRCC.

Cleanliness

Residents are responsible for the cleanliness of their rooms and common areas within the apartment and must maintain reasonable sanitation and safety standards. Waste materials must be properly removed to outside dumpsters regularly. Apartments must be left clean and in sanitary condition at the time the students vacate them. Residents will be charged for any cleaning necessary to restore the room to proper order.

Mail

There will be one mail delivery every day, Monday through Friday. The Campus Life Director will distribute mail to student mailboxes. The address for receiving mail for residential students is:

Student's Name
Student's Mailbox Number
 379 Belmont Rd.
 Laconia, NH 03246

LRCC will not accept COD mail unless arrangements for payment are made with the Business Office prior to the arrival of the package. Outgoing U.S. mail may be deposited in the USPS mail receptacle in the Apple Ridge Student Apartments.

Moving In/Checking Out

Residents will be notified as to the appropriate move in dates for the beginning of the academic year and after semester break and vacation periods. Notification will be in writing each semester. The dates and times are inflexible because the apartments close and there is no staff coverage during these times. Residents may not arrive earlier or leave later than the designated times. See also Check-Out Procedures.

Quiet/Courtesy Hours

Large numbers of students living together often create noise and general disturbances inside and outside the residence areas. All must consider the other residents and must honor the request of any resident or staff member when asked that loud noises (radios, TVs, etc.) be turned down.

Courtesy hours should be respected 24 hours a day. Courtesy hours are designed to allow those who wish to study or sleep to do so without undue interruption. Courtesy hours are in effect whenever quiet hours are not.

Quiet hours are from 10 p.m. to 10 a.m. Sunday through Thursday and midnight to 10 a.m. Friday and Saturday. Quiet hours are designed to be a time when the residence hall is extremely quiet to allow for

studying and sleeping. There should be no excessive noise at other times. Students who violate the quiet hours policy may face disciplinary action. Continued violations emanating from excessive volume may result in confiscation of equipment. No parties, socials, or gatherings that would be disturbing to other residents of the hall will be allowed in the residence halls during mid-semester test week or finals week.

Room Changes

A student wishing to change rooms must submit their request to the Campus Life Director. A room change must be approved before a student moves. LRCC reserves the right to consolidate roommates. For example, if a resident vacates a room, the remaining resident must be willing to accept another roommate or move to another room when requested by LRCC to do so. There is a room change block at the beginning of each semester in which no switches can be made unless there are extenuating circumstances.

Room Key & Key Cards

All doors to the apartments will always be locked. To ensure the safety and welfare of residents and the protection of personal property, security must be maintained regarding the use of all entrances by nonresidents. Each resident will be issued a room key. Residents are required to always carry their keys. Residents who have excessive lockouts may be referred to the Associate Vice President for disciplinary action. Any resident losing their key will be charged labor and replacement costs for its replacement. Residents will be issued a mailbox key. Loss of a mailbox key will result in a \$5 replacement fee. All residents are required to have a valid student photo ID card. The ID will permit access to the apartments. All residents are responsible to advise Campus Safety immediately if they believe their card is lost or stolen.

Smoking

Smoking is not allowed in the apartments or on the balconies. Smoking is restricted to the smoking gazebos located on campus or in a personal vehicle.

Sporting Activities

Sporting activities of all types are prohibited inside the apartments. This includes but is not limited to golf, basketball, hockey, football, soccer, and lacrosse. Because of the danger of personal injury and/or damage to property, water fights, shaving cream fights, powder fights, etc., within the apartments are prohibited.

Use and Treatment of Premises

No objects may be dropped or thrown from windows or balconies. Tampering with locks and altering or duplicating LRCC keys is prohibited. Lounge furniture may not be moved from the lounge in which it is located. Removing window screens and/or sitting on windowsills is prohibited. Entering or exiting a building through a window/balcony is prohibited. All residents are expected to have consideration and respect for fellow residents and the physical property of the apartments. Residents are held accountable for any incidents that occur in their assigned rooms, whether or not they are present at the time.

Policy of Entering Student Rooms

Authorized LRCC personnel – defined as Resident Assistants, Campus Life Director, Maintenance Staff, and Campus Safety officers – have the right of entry into resident rooms for the purposes of maintenance, assessment of damages, inventory of LRCC property, determination of suspected violations of law, public health and sanitary regulations, LRCC rules, regulations and policies, or in emergencies when danger to life, safety, health, or property is reasonably suspected.

Search and Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is

conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- Residence 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 (e.g., 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 VPSA (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 that 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.

Renters Insurance

LRCC assumes no responsibility for the loss of or damage to a resident's personal property. LRCC suggests that students consider purchasing renter's insurance for this purpose.

LRCC Housing Agreement

LRCC Housing is not required nor guaranteed for Lakes Region Community College students. Therefore, it is important for students to submit their housing agreements promptly to secure housing, as space is limited.

It is the student's responsibility to review their housing needs and financial resources before signing the agreement. These terms and conditions are incorporated in and made a part of the agreement. All references to the agreement herein shall include these terms and conditions. The agreement, inclusive of these terms and conditions, obligates the student to pay all tuition and housing charges. By signing the agreement, the student acknowledges they have read the terms and conditions and agrees to abide and be legally bound by them.

The agreement covers LRCC on-campus housing located at the Apple Ridge Student Apartments. The student should print a copy of the agreement and its terms and conditions for their records. The student shall not be released from the agreement due to lack of financial resources, dietary needs, non-emergency medical needs, or dissatisfaction with the room and/or roommate assignment.

This agreement does not guarantee assignment to a specific type of accommodation (community, room or apartment) or assignment to any preference indicated by the student. Student preferences are requests only – community, room, apartment, occupancy, and LRCC's granting of roommate requests are not guaranteed. LRCC reserves the right to reassign the student at any time during the term of this agreement for any reason, including but not limited to space availability.

ELIGIBILITY

Degree and certificate seeking students must be enrolled in at least twelve (12) credits to be eligible for LRCC housing. Students are required to take at least nine (9) credits of in-person courses each semester to remain eligible for housing. Students who drop below twelve (12) credit must request approval in writing to remain in on campus housing from the Associate Vice President of Academic and Student Affairs. Students taking less than twelve (12) credits in each semester may be assigned additional tasks. These tasks may include community service, working on campus, setting up study hours, etc.. A student approved to live on campus with less than twelve (12) credits will work with the AVPASA and Campus Life Director to set up these tasks to remain on campus. Students will be expected to complete at least ninety (90) minutes of additional tasks per week per credit under twelve (12) credits.

No student is guaranteed on-campus housing. Students living more than fifty (50) miles away from the LRCC Campus will receive priority consideration for on campus housing. Students who have or previously had delinquent payment accounts may not be offered on-campus housing, as determined by LRCC Housing in its sole and absolute discretion.

TERM OF AGREEMENT

This agreement is for the Fall and Spring semesters or any portion of the fall and/or spring semester(s) remaining when this agreement is signed. The academic year is based on the LRCC academic calendar. The student will be assessed all housing charges for the entire semester if the student enrolls but does not occupy the assigned space and has not canceled this agreement pursuant to and subject to the terms hereof. As provided above, the student shall not be released from this agreement due to lack of financial resources, dietary needs, non-emergency medical needs, or dissatisfaction with the room and/or roommate(s) assignment. Any release of a student from the agreement shall be at the sole and absolute discretion of the Campus Life Director, AVPASA or their designee.

OFFICIAL MEANS OF COMMUNICATION TO STUDENT

LRCC Housing will communicate with the students at the email provided by the college. Emails will be sent to the LRCC student email address. It is the student's responsibility to check their LRCC account for official communication. To provide additional outreach to the student, other methods of communication may be used, such as text messaging and private email addresses. These outreach efforts will use the student's telephone number and personal email address provided by the student. LRCC Housing is not responsible for any additional charges incurred from the communication service provider. Notwithstanding the foregoing, the student's LRCC email address will continue to be the official method of communication.

HOUSING CHARGES

The student will be responsible for housing charges once notified of being assigned a space via the student's LRCC email account. Housing charges and other fees for the academic year displayed are estimates and therefore subject to change. Housing charges are based on the assigned space and will be adjusted if the student is transferred to another space with a higher or lower charge. Each resident is also responsible for an activity fee and cleaning fee which will be charged to the student's account each semester they reside in the student apartments.

PAYMENT OF FEES

The student shall promptly pay all tuition and fees to be eligible to move into their assigned apartment. It is the student's responsibility to routinely check their balances on their SIS student account to determine outstanding balances. Housing charges will be assessed per semester. LRCC Housing payments are processed by the Bursar's Office. Accepted methods of payment are checks, certified checks, money orders, or cash. Credit cards or electronic checks can only be used to make payment on the student's SIS account. Payment due dates can be located on the academic calendar. Failure to make payment when due shall be considered a breach of this agreement and may result in loss of housing. In consideration of an assignment to Lakes Region Community College's Student Apartments for the full indicated academic year, the student agrees to pay an amount set by the college for a resident room and shared apartment,

including activity, cleaning and parking fees if applicable, according to the schedule for payment.

The student agrees to take said resident room and shared apartment for his/her own use in accordance with this contract and with the established rules and regulations of Lakes Region Community College. All residents must vacate their rooms and apartments by 5:00 p.m., the day of their last class or examination at the end of each semester. Deferment of fees may be granted, provided the student is eligible for financial aid and presents the official notification of financial aid award reflecting one or more of the following in an amount sufficient to pay for tuition, fees, and housing:

- Pell Grant.
- Supplemental Educational Opportunity Grant.
- LRCC Grant/Scholarship.
- Stafford Loan; and/or
- Proof of funds (i.e. private loan, etc...)

Deferment requests are subject to approval by the Bursar or designee. Deferment amounts are estimated based on the financial information provided by the student. Changes in tuition cost and funding will affect deferral status and/or amounts owed. The student is ultimately responsible for providing the most accurate and up-to-date financial information and for any fees owed.

Payment Plans are available, and students can sign up for a payment plan through SIS. If a student fails to pay by the due date, any or all of the actions referenced above may be taken by LRCC notwithstanding the fact that the student shall remain financially obligated for all housing charges. If LRCC is forced to turn the account to collections, the student shall be responsible for all additional costs of collections, including, but not limited to, all attorneys' fees and costs, if applicable.

SECURITY DEPOSIT

Your completed application form and your \$200 security deposit must be received to be considered for housing. The \$200 deposit can be submitted through the SIS as a tuition payment for the next upcoming term. Please email LRCCHousing@ccsnh.edu to notify a member from LRCC Housing to move the funds to the housing budget. The security deposit is non-refundable if the applicant breaches the terms of this contract. Full refund of deposit can be obtained if the contract is cancelled in writing by July 1 for the fall semester, and by December 1 for the spring semester. After occupancy of the room, students will be eligible for \$200 of the deposit if the student does not incur any housing-related charges, damages or fines throughout the academic year. Students will not be assigned housing or issued room assignments if the student does not submit a deposit.

REFUNDS/CONTRACT CANCELLATION

A student must be in the residence no later than the first day of class unless the student gives prior notice of late arrival. Failure to give such notice or failure to remain in residence during the academic year may result in the loss of space originally reserved for the student. In case of loss of space or termination of contract by Lakes Region Community College, the student shall be held responsible for the housing charge based on the refund housing policy. If by Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or the housing contract is cancelled by Lakes Region Community College for a qualifying reason, the student will receive an 80% refund of the semester's housing charges after fees. If you have questions regarding LRCC housing or about any requirements, contact our Campus Life Director at 603-366-5287 or email lrcchousing@ccsnh.edu.

ROOM ASSIGNMENTS

Room assignments are made without regard to race, creed, color, sex, religion, national origin, age,

disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. LRCC Housing makes the following provisions with regards to room assignments: students are assigned to spaces by gender unless they have selected gender inclusive housing; accommodations are made for students with disabilities; and married couples and families are not permitted to live together in the LRCC Student Apartments. Housing assignments will be made in the order in which applications and deposits are received and are not guaranteed until payment arrangements for housing and tuition charges have been made in full. Students completing all requirements will be offered a space for the semester as soon as space is available. LRCC Housing will share the student's LRCC email address and cell phone number with the student's roommates so contact can be made before moving in. If a student does not wish for their email address or phone number to be shared, indicate so when filling out the agreement.

MOVE-IN/MOVE-OUT

The student may move-in to the assigned housing space on the published move-in day and must be moved out by the published move-out date. All dates are listed on the academic calendar. Students enrolled in courses with a start date later than the full semester are not permitted to move in until two (2) days prior to the start of their first class. If the agreement is terminated by LRCC Housing, the student must vacate the assigned space within the time provided in the notice of termination and follow all move-out procedures prescribed by LRCC Housing.

LRCC Housing is open during the semester break between the fall and spring semesters. Students must apply for short-term housing and shall be charged for their on-campus housing during this semester break. Services on campus and in housing during this semester break may be limited in operation. Note: LRCC Housing will be closed to all students during Thanksgiving Break and Winter Recess. No student is permitted to reside in the Student Apartments at these times.

Students are required to vacate the residential facilities during these break periods. Notwithstanding the foregoing, LRCC Housing reserves the right to grant occupancy during these semester breaks to a student under certain conditions determined and required by LRCC Housing, including, but not limited to, requiring the student to live in a space different than the one assigned under the agreement. LRCC Housing may charge at its sole and absolute discretion, additional fees to students occupying on-campus housing during the semester break periods.

- Students must comply with the established move-out procedures. Failure to comply may result in the imposition of a fee for improper move-out.
- Students are expected to provide personal items to outfit each apartment beyond furnishings provided by Lakes Region Community College (see LRCC Housing Student Apartments Essentials).
- Belongings/personal items left behind by a student after the move-out deadline will be considered abandoned property and will be discarded. LRCC is not responsible for belongings or personal items left behind.
- A student requesting to move-in early or move-out later than the published dates must request permission from the Campus Life Director in writing. Approval is based on availability. The student who is approved to move-in early or move-out late may be charged an early move-in or late move-out fee. Any student who moves in early or moves out late is obligated to fully comply with the agreement, its terms, and conditions, and all LRCC Housing procedures.
- Students are permitted to move-in to the Apple Ridge Student Apartments on the Saturday before the start of their classes. (i.e.. If all classes are late start courses, students will not be permitted to move-in until two days prior to the start date).

- The student planning to move-in after the designated move-in period is required to notify LRCC Housing of their late arrival.
- If the student occupies their assigned space during a semester break period immediately preceding the semester applicable to the agreement, the agreement, LRCC Housing reserves the right, in its sole and absolute discretion, to require students under these circumstances to execute a separate agreement or any additional documentation.
- It is the student's responsibility to check their LRCC email account at least six (6) weeks after their move-out date to ensure all posted housing fees have been paid.
- If a student fails to follow any move-out and/or cancellation procedures, the student remains contractually obligated for all assessed fees. The student may be charged after move-out for damages and other fees.

CHANGES IN ASSIGNMENTS

A student may not change room assignments without following established procedures and obtaining prior written approval from LRCC Housing.

- No changes in assignments will be made based on race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status, except as needed to provide a reasonable accommodation for a student with a disability.
- Failure to follow established room transfer procedures may result in a charge for improper transfer and the requirement to move back to the originally assigned space.
- LRCC Housing reserves the right to require changes in room assignments for a variety of reasons, including, but not limited to, consolidation, to ensure maximum utilization of space and resources, to address roommate conflicts, because of unforeseen events, enrollment fluctuations, physical facility concerns, staff changes, emergency evacuation, for shelter purposes, and for other reasons determined by LRCC Housing in its sole discretion.

USE OF THE ASSIGNED SPACE

The student is not permitted to assign, sublease, or allow the use of the assigned space by another person and/or guest.

- Guests/visitors must observe all published rules and abide by the registration policies. Specifically, guests/visitors must be always signed in and out. The student is responsible for the conduct and actions of their guest. No overnight guests are permitted without prior consent of roommate(s).
- The assigned space may not be used as a place of business, nor may a student conduct any business within the housing facility.
- No animals or pets are permitted at any time, except as otherwise authorized by LRCC Housing in writing.
- The student shall use the space only for lawful purposes.
- No smoking is permitted in LRCC Housing in accordance with LRCC regulations. Students who smoke may do so away from the building.
- The student may not personally use or allow guests to use empty bedrooms within their unit or another unit on campus. Students who occupy a bedroom that is not their assigned unit may be charged a use fee for improper room use.
- The student is prohibited from possessing, storing, or using items that would be considered a safety risk, such as firearms, explosives, ammunition or other weapons or dangerous articles or substances, including, but not limited to, tasers, switchblade knives, guns, non-lethal weapons, fireworks, paintball guns, air guns, archery equipment, BB guns, toy guns, any dangerous

chemical or biological agents, corrosive agents, compressed gas, sling shots, Chinese stars or any other item used as a weapon. The student is also prohibited from possessing, storing or using candles, incense, halogen lamps, extension cords and any other items that may cause any type of health or safety concerns as determined by LRCC Housing.

BEHAVIOR AND CONDUCT

The student agrees to abide by all LRCC policies and LRCC Housing regulations, policies, and procedures published online, in the current Student Handbook, the New Hampshire Statutes, and the agreement and its terms and conditions. The students agree to conduct themselves in such a manner as to allow others the quiet enjoyment of the facilities. Any behavior or conduct which, as determined by LRCC Housing, in its sole discretion,

- intimidates, threatens, or personally abuses another resident/staff;
- is disruptive to the residential community;
- compromises the safety and security of the student and/or community;
- is intended to cause a roommate to move out, is a violation of the Agreement and is grounds for immediate removal from on-campus housing and/or interim suspension by the Associate Vice President for Academic and Student Affairs or designee, pursuant to the Student Code of Conduct or Housing and Residential Life policies and procedures.

CARE OF FACILITIES AND FURNISHINGS

The student is responsible for maintaining the assigned space in a clean and sanitary manner and free from damage. Housekeeping is not provided. Trash must be disposed of in the dumpster by the resident. The student is expected to report damages and necessary repairs by promptly notifying the Resident Assistant or Campus Life Director.

The student agrees to cooperate with roommates in the common protection of property, to refrain from modifying the space in any way, except as expressly permitted in writing by LRCC Housing, and to promptly pay all assessed charges for damages, special cleaning or maintenance resulting from misuse or modification of the facility. The student is jointly and severally liable with their roommates for charges assessed due to a violation of this section, including damages occurring in the room or in the common areas.

The student shall be required to inspect and inventory the contents of their assigned space at the time of move-in and move-out. Each student shall be always responsible for the condition of the assigned space's furnishings. All furnishings shall remain unaltered and in their designated space. Only LRCC furnished mattresses are allowed within LRCC Housing. The destruction of personal or college property is forbidden. All damages inflicted intentionally or because of negligence will be paid for by the individual(s) responsible.

INSPECTIONS AND ACCESS TO THE ROOM

All rooms are subject to monthly and/or periodic health and safety inspections. Additionally, employees and agents of LRCC shall have the right to enter a student's room at any time:

- Without notice when an emergency exists.
- When the student or LRCC Residential Life staff have requested service for the room for maintenance or custodial purposes.
- To check the condition of the room prior to a student(s) moving in or after moving out; or
- With 24 hours' notice.

KEYS/ACCESS ID CARDS

The student agrees not to duplicate any keys/access ID cards assigned or give their keys/access ID

cards to another person. If keys/access ID cards are not returned at move-out or are lost, the student agrees to pay the cost for all lock changes and keys/access ID cards replacements. The student is responsible for always securing the assigned space and taking such precautions as are necessary to guard their safety and property. A fee may be assessed for each time a student is locked out.

STUDENT CANCELLATION OF AGREEMENT

To request the cancellation of this agreement, the student must submit a cancellation request in writing to LRCC Housing indicating which of the conditions set forth in this section applies and provide the required documentation. If the cancellation request is based on non-enrollment for a given semester and the student thereafter enrolls for that semester, the cancellation will be null and void and the agreement shall be reinstated, obligating the student to pay all assessed housing fees.

The agreement may be cancelled by the student if any one of the following conditions is met regardless of assignment status (documentation is required):

- The student withdraws from LRCC or is not enrolled/registered for at least twelve (12) credits, eight (8) of which are in-person.
- The student graduates during the term of the agreement.
- The student gets married after signing the agreement.
- The student has an emergency medical condition that was not pre-existing when the agreement was signed; or
- The student receives military orders for active duty.
- The student has an extenuating circumstance that is approved by the AVPASA.

Any cancellation requests received on or before July 1 for the Fall Term and December 1 for the Spring Term, will be approved with no fee.

LRCC Housing will assess a fee for all approved cancellations of the agreement in accordance with the foregoing:

- If cancelled after July 1 (Fall) or December 1 (Spring) the student will not receive their \$200 deposit.
- If cancelled by the Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or the housing contract is cancelled by Lakes Region Community College for a qualifying reason, the student will receive an 80% refund of the semester's housing charges less fees.
- Cancellations made after Friday of the second week of classes will result in no refund of the semester's housing charges and fees.
- There are no refunds if a student is dismissed or suspended for student conduct violations or academic reasons.
- Request for early termination and refunds of the contract for unforeseen circumstances or reasons outside of the student's control will be reviewed by the Financial Appeals Committee. The Financial Appeals form should be submitted to the Financial Appeals Committee.

LRCC TERMINATION OF THE AGREEMENT

The agreement may be terminated by LRCC Housing, upon the giving of no less than 24 hours advance written notice to the student's CCSNH account, for any cause deemed reasonable to LRCC Housing, as determined by LRCC Housing in its sole and absolute discretion, including, but not limited to, the following:

- The student violates any provision of the agreement, its terms and conditions or LRCC's policies, rules, or regulations.
- The student withdraws from LRCC or is not enrolled/registered for at least twelve (12) credit hours during a semester applicable to the Agreement term.
- The student fails to pay the required housing fees; or
- The student is dismissed or suspended for academic reasons or disciplinary reasons, including, but not limited to, behavioral misconduct as set forth in the Student Handbook.

In the event of such termination, the student shall move out of their room within the time provided in the notice. The student whose housing agreement is terminated by LRCC Housing for cause, as provided above, shall

- be responsible for the payment of any applicable cancellation fees.
- at LRCC Housing's sole discretion, may forfeit a refund or credit of any previously paid housing fees.
- to the extent such housing fees have not been paid, at LRCC Housing's sole discretion, may remain financially obligated for such fees.

HOUSING CHARGES APPEAL

In order to appeal an LRCC Housing charges, the student must follow the guidelines below:

- Any appeal made must be done in writing, accompanied by supporting documentation and submitted to the Financial Appeals Committee or designee no later than 30 days after the fee was assessed. If a student fails to file an appeal within this deadline, the student's right to an appeal is deemed waived. Appeals not in this format and/or that do not include supporting documentation will be rejected and will not be considered. The student will be notified through their CCSNH account of the outcome of the appeal within fourteen (14) business days upon the Financial Appeals Committee's receipt of the appeal.
- The decision of the Appeals Committee or designee regarding the appeal is final. No further appeals shall be considered thereafter.

BREACH OF AGREEMENT

Violation of any term, covenant or condition of this Agreement shall be considered a breach of the Agreement. In the event of such a breach, the student shall be notified in writing by the Campus Life Director or designer. Remedies for breach of the Agreement include, but are not limited to, denial of housing services, LRCC disciplinary action, reassignment to another space, and/or the imposition of reasonable restrictions on the student that would ensure the student is qualified for communal living or termination of the Agreement. The decision of the Campus Life Director or designer will be final.

LIABILITY

To the extent authorized by applicable law, LRCC shall not be liable for damage to or loss to persons or personal property as a result of fire, theft, damage (inclusive of damage to personal property caused by an LRCC employee) or any other cause whatsoever, or failure or interruption of utilities. LRCC does not provide any insurance coverage for a student's personal property. The student is strongly encouraged to secure their own health and personal property loss insurance.

EVICITION

A housing eviction requires a resident to move out of the Apple Ridge Student Apartments within 48 hours after the College judicial conduct process is completed. Residents evicted or suspended for reasons of conduct are financially responsible for that semester's rent. It is important to understand the eviction can occur for a first offense. Incidents that may result in eviction from the Apple Ridge Student Apartments include, but are not limited to:

- Possession, use or distribution of illegal drugs or potential drug paraphernalia
- Hosting a gathering in the student apartments that involved illegal alcohol possession or use
- Acts of violence, including physical assault, sexual misconduct, and destruction or vandalism of property
- Responsibility for a false fire alarm or bomb threat
- Possession of a weapon or simulated weapon
- Theft of personal or college property
- Endangerment to self or others in the community
- Repeated violations of community standards or college policies listed in the Student Code of Conduct

ENTIRE AGREEMENT; NO ORAL MODIFICATIONS; CONFLICT; SEVERABILITY

This agreement sets forth the understanding between the student and LRCC Housing and supersedes and renders null and void any and all prior or contemporaneous oral or written understandings, statements, representations or promises. The agreement may not be modified or amended, and no provisions of the agreement may be waived, unless such modification, amendment or waiver is contained in a written document executed by both parties hereto. Where the agreement is expressly in conflict with the student handbook, the agreement shall prevail. Where the agreement is silent, the student handbook shall prevail. The provisions of this agreement are severable and, if any clause or provision shall be held invalid or unenforceable in whole or in part, then such invalidity or unenforceability shall affect only such clause or provision or part thereof and shall not in any manner affect any other clause or provision of this agreement.

The student understands that this contract is binding for the term/s for which housing is assigned. The student agrees to pay the announced housing rate and fees including all fall, spring and summer terms for housing. The student further agrees to abide by the terms and conditions of this contract, all housing policies and/or rules as may be published or posted.

CCSNH COLLECTION DISCLOSURE CLAUSE

The student understands that they are financially obligated for ALL costs related to housing. Upon dropping below twelve (12) credits, suspension, or withdrawal, I understand that I will be responsible for all charges as noted in the student handbook. The student further understands that if they do not make payment in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. The student also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney’s fees, which will add significant costs to my account balance.

HOUSING PAYMENTS

In consideration of an assignment to a room in LRCC Housing for the full indicated academic year, from the first day of occupancy to the last day of the student’s final exams when the residence halls are open, the student agrees to pay an amount set by the college when this figure is available for a resident room and the residence hall activity fee, according to the LRCC schedule for payment. The student agrees to take said resident room for their own use in accordance with this contract and with the established rules and regulations of LRCC.

All residents of the student apartments must vacate their rooms by 5 p.m. the day of their last class or exam at the end of each semester. Students must remove all personal possessions at the time of checkout.

HOUSING CHARGES/FEES

Housing Security Deposit	\$200.00/academic year
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Housing Double Room	\$4,110.00
Housing Double Room (ASEP/Toyota/Lexus T-TEN)	\$3,083.00
Housing Single Room	\$4,610.00
Housing Single Room (ASEP/Toyota/Lexus T-TEN)	\$3,458.00
Housing Standard Cleaning	\$100.00
Short Term Contract-Weekly/Double (Student)	\$140.00
Short Term Contract-Weekly/Single (Student)	\$200.00
Short Term Contract-Weekly/Single (Non-Student)	\$265
Short Term Contract-Weekly/Double (Non-Student)	\$235
Short Term Contract-Daily/Single and Double (Non-Student)	\$100
Housing Activity Fee	\$75/semester
Housing Parking Fee	\$10/semester
Housing Cleaning Fee	\$50/semester
Housing Deep Cleaning	Materials & labor plus 10%
Housing Repairs	Materials & Labor plus 10%
Replacement Fees	
Key Replacement	Materials & Labor plus 10%
Mailbox Replacement Key	\$5
Proximity Badge Replacement	\$25.00
Replacement Student ID	\$10.00
Fines	
Alcohol/Smoking Violation 1st Offense	\$50.00
Alcohol/Smoking Violation 2nd Offense	\$100.00
Alcohol/Smoking Violation 3rd Offense	\$200 each additional offense
Acts of Vandalism	Materials & Labor plus 10%
Damage to Common Areas	\$25.00
False Fire Alarm Fee	\$350.00
Parking Violation 1st Offense	\$10.00
Parking Violation 2nd Offense	\$20.00
Parking Violation 3rd Offense	\$50.00
Parking Violation 4th Offense	\$75 each additional offense
Tampering with Fire/Life Safety Equipment First Offense	\$100.00
Tampering with Fire/Life Safety Equipment Second Offense	\$175.00
Tampering with Fire/Life Safety Equipment Third Offense	\$250
Public Safety 1st Offense	\$20.00
Public Safety 2nd Offense	\$50.00

Public Safety 3rd Offense	\$100.00
Common Area Messes: Hallways, Laundry Room, Lounge, Elevator	\$50
Biohazard/Unnecessary Mess	\$100
Failure to Return Furniture to Original State	\$50
Unauthorized Removal of Furniture from Common Areas for Personal Use	\$50
Candles/Incense/Open Flames	\$25
Firearms/Fireworks/Weapons	\$100
Smoking Damage Abatement	Materials & Labor plus 10%
Window or Screen Removal	\$25

Appendix A

Crime Statistics

Arrests	Location	2019	2020	2021
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

VAWA Offenses	Location	2019	2020	2021
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
Arrests	Location	2019	2020	2021
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](#).