Lakes Region Community College Student Handbook

2026 - 2027

LAKES REGION COMMUNITY COLLEGE

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INTRODUCTION

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

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

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

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

Inquiries regarding the status of an institution's accreditation by the New England Commission of Higher Education should be directed to the administrative staff of the College. Individuals may also contact the New England Commission of Higher Education, 209 Burlington Woods Drive, Burlington, MA 01803, (781) 425-7785.

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

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

Notice of Non-Discrimination
Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices based on race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status. This statement reflects 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 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 credential requirements through designated accrediting bodies. LRCC degree and certificate programs require students to complete the application and acceptance process through the Admissions Office. All 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.

Inquiries regarding discrimination may be directed to:

Title IX Coordinator, Laura LeMien
Lakes Region Community College
379 Belmont Road
Laconia NH, 03246
llemien@ccsnh.edu
603-366-5221

Accessibility Coordinator, Samia Stetson
Lakes Region Community College
379 Belmont Rd.
Laconia, NH 03246
sstetson@ccsnh.edu
603-366-5243

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.

DETERMINATION OF RESIDENCY

In-State Status

Each applicant for in-state status for tuition purposes shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire when applying to the college. 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 students' application and other relevant and available information.

Any student who is aggrieved by a decision of the College Admissions Office classifying them as an out-of-state student for tuition purposes may submit a written appeal to the President of the institution or their designee. The student has the right to provide any additional evidence they deem relevant to support their appeal and may also request to appear in person to 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 their 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.

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 should 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.

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 unique 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 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 students 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 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 two thirds 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/organization.

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 CLUBS AND ORGANIZATIONS

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.

Creating Student Club or Organization

- Students interested in starting a new club must submit a Student Club/Organization Proposal.
- A minimum of three interested students and at least one faculty/staff advisor are required to initiate a club.
- Proposed clubs must align with the mission and values of LRCC.
- Club must submit a copy of the club's by-laws with description of membership & duties of officers.
- Upon submission, the proposal will be reviewed by the Campus Life Manager and Associate Vice President.
- Once approved, the club will be listed as an official student organization and gain access to student activity funding and event support.
- It is the responsibility of the advisor and club/organization members to recruit students.
- A club is considered active if there are at least three active members and holds regular meetings each semester.
- If a club or organization remains inactive for two consecutive semesters (excluding summer), it must resubmit a Student Club/Organization Proposal to regain official recognition.

Clubs/Organizations agree to:

- 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 expressions, students or student organizations speak only for themselves. Activities shall be planned and conducted with the awareness that CCSNH is a public institution.
- With the approval of the 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. Requests should be submitted to the AVPASA
- Agree not to create social media accounts or publish online content. If a club would like to promote activities or events on social media can be submitted by email to the AVPASA. Approved content will be submitted to Marketing by the AVPASA for posting.

Club and Organization Advisors
Advisor Responsibilities:

- Serves as role model for the organization
- Meets with organization officers on a regular basis
- Attends clubs' meetings
- Assists in the planning and attends programs when possible
- 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
- If the club advisor is changed, the outgoing advisor must communication this with the Campus Life Manager.

Advisor Responsibilities at Student Events

- 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, the event reflects the values and mission of the college.

Planning Student Events/Activities

- All events, including tabling events, must be approved by the Associate Vice President, and Campus Life Manager.
- A Student Event Request or Field Trip Authorization must be submitted at least two weeks prior to the proposed event or trip.
- Student events should be for currently-registered CCSNH students only.
- Clubs/Organizations wishing to host public events must meet with the AVP for consideration. Additional cost may apply based on the type of event.
- Clubs/Organizations looking have third-party guest attend or speak must meet with the AVP for consideration
- Space reservations, equipment needs, and technology requests should be included in the request form to ensure availability.
- Events involving food, may require additional approval or documentation.
- All events must adhere to college policies and the Student Code of Conduct.
- Promotional materials must be approved before distribution and should clearly state that the event is sponsored by the student organization.

Decisions on Student Event Requests

- Clubs/Organizations will receive notification regarding the decision via email from the Associate Vice President of Academic and Student Affairs.
- Approved events may require additional steps, and this will be communicated by either the Campus Life Manager or the Associate Vice President depending on the type of event.
- If an event request is denied, the email will include the reason and, if applicable, guidance on how to revise and resubmit the request.
- For questions or clarification, please contact Laura LeMien, Associate Vice President at llemien@ccsnh.edu.

Club Funding and Budgeting

- Recognized student organizations may be eligible to receive funding through student activity fees or institutional support.
- Fund request must be submitted using the Student Senate Funding Request Form. All requests should be submitted at least one month in advance to allow for the Student Senate to consider the request.
- Clubs are responsible for maintaining accurate financial records and using funds in alignment with college policies.

- All spending requests must be approved by the club/organization advisor, Campus Life Manager and Associate Vice President and processed through the college's Business Office by submitting a Student Organization Expenditure Request From

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.

Liability
CCSNH carries liability insurance to cover employees and volunteers involved in college-approved activities.

If the advisor is aware of the 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 additional Collision Damage Waiver protection.

EXPENDITURES

Student Activities Expenditures
The Comprehensive Student Services Fee may have two components: 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 VPASA or the Campus Life Manager, who ascertains the appropriateness of the expenditure. The third must be the college Director of Finance, 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.

Allocations of funds, as described in number above, should complement and not supplant institutional funds. Such expenditure 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.

Ceremonies and Events Expenditures
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 Activity Expenditure Process:
Any student activity funds being spent must follow the process outlined below before any purchases are made:

1) The Student Senate submits a request for purchases or event bookings to the Student Senate Advisor/Campus Life Manager.
2) The Student Senate Advisor/Campus Life Manager submits the request (via Dynamic Form) to the Vice President of Academic and Student Affairs (VPASA) for approval.
3) The VPASA meets with the Student Senate Advisor/Campus Life Manager, if needed, to discuss the request.
4) If approved, the form is submitted to the BAO for final signature. If there are reservations regarding the expenditure, the VPASA and BAO will meet to discuss it and VPASA may change the initial decision.
5) Approval or denial of the request is sent to the is sent to the advisor of the club or organization. If the request is not approved, an explanation will be provided.
6) The Student Senate may submit an appeal if the request is not approved. A Student Activity Spending Appeals form is submitted to the President for consideration.
7) After approval, students must attach the Expenditure Request form with all signatures stating the request was approved when submitting receipt and coding to the Business Office.

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FUNDRAISERS

Policy

Students, organizations, and groups on campus that wish to engage in a fundraising activity, or solicitation must receive approval from the Associate Vice President of Academic and Student Affairs (AVPASA) prior to the proposed activity. All student fundraising projects, whether for a college-based cause or a non-LRCC effort, must have the approval of the faculty/staff advisor of the organization/club prior to submitting the request to the Associate Vice President of Academic and Student Affairs.

The AVPASA may impose additional requirements on campus clubs and organizations to coordinate student fundraising activities. If the fundraising activity or solicitation conflicts with the fundraising program and activities of the College or Foundation, the AVPASA will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict cannot be resolved, the President of the College will make a final decision. All funds received from fundraisers must follow the policy regarding expenditure for student activity funds.

Fundraising income must be processed using LRCC's Toast Point of Sale system, unless otherwise directed. Students are not permitted to accept cash and/or debit cards, or credit cards for any purchases. Organizations/clubs of advisors should provide a QR code for payment to be made for purchases. Requests for exceptions must be submitted in writing to the AVPASA.

Process

Requests for fundraising activities shall be submitted via the Fundraising Request Form. Requests should be submitted at least four weeks prior to the requested start date of the fundraiser.

All requests require the following information**:**

- Name of club of organization
- Officers of the organization
- Advisor of the club or organization
- Items being sold
- Cost
- Dates of fundraiser
- Reasons for raising money/Where proceeds will go

Upon the AVPASA's decision, organizations/clubs will receive notification via email. Additionally, the Campus Life Manager and Bursar will be notified and provided the following information

- Name of club of organization
- Items being sold
- Dates of Fundraiser
- Cost

When fundraising requests are approved, the advisor of the organization/club must work with the department chair for Culinary Arts to set up the fundraiser in the Toast Point of Sale system.

When fundraisers are completed, the organization/cub must submit a Summary of Sales form to the VPASA, Business Affairs Officer and Bursar's Office. The Summary of Sales form requires organizations/clubs to report funds raised.

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.

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 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 people 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.

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 the 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 ensure 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 are 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 space before this type of entry is made.

Students 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 and Student Affairs for grievances related to the instructional process
- The Associate Vice President of Academic and Student Affairs for grievances not related to the instructional process.

The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

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

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 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
All students who drive to campus are expected to have an LRCC parking permit. Permits are available free of charge, except for housing students and are available from Campus Safety in the CAT lobby. Requests can be submitted using the Parking Permit Request Form.

By obtaining and using a campus safety parking permit, the permit holder agrees to the following terms and conditions:

1. **Permit Use**: The parking permit is valid only for the specific vehicle it is issued for and is non-transferable. The permit must be displayed according to campus parking regulations.
2. **Parking Regulations**: The permit holder is responsible for adhering to all campus parking rules and regulations. The College is not liable for any fines, towing, or penalties incurred due to violations of parking policies.
3. **Liability**: The College is not responsible for any loss, theft, or damage to vehicles or personal property while parked on campus. Parking on campus is at the permit holder's own risk.
4. **Revocation**: The College reserves the right to revoke or suspend parking privileges and permits at any time for failure to comply with campus policies or any other reason deemed appropriate by campus safety.
5. **Availability of Parking Spaces**: Students with an Apple Ridge Student Apartments parking permit must park in the yellow spaces only at the apartments. Students parking in the white spots will be ticketed and/or towed at the owners expense. Students without an Apple Ridge Student Apartments permit must park in the yellow spaces (behind the Automotive Building) on the main campus.
6. **Changes in Regulations**: The College reserves the right to modify parking rules, fees, and permit issuance policies at any time without prior notice. All permit holders are required to comply with any changes.

By accepting and using this parking permit, you acknowledge that you have read and understood the above terms and agree to comply with all applicable campus parking rules and regulations.

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 wishes to appeal a parking ticket must submit an appeal to the Campus Safety Office.

Traffic
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 the illness occurs during 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 in out outside of class, a *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 submit a Student ID Request Form 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

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 institutions.
- 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.

C. Scope

1. The Community Standards and Student Code of Conduct prohibit 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 people 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 people committing the violation.
10. Students who attempt to conduct violations of the Code, even if unsuccessful, may be charged to the same extent as a complete violation.

D. 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.

E. Academic Misconduct

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

1. Acts of dishonesty include but not limited to the following:
   a. Cheating, which includes, but is not limited to:
      i. use of any unauthorized assistance from other people 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.

F. 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.

G. 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.

H. 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 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 an 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.

I. 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.

J. 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.

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

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.

L. 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.

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 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 (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, 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 college for a definite period, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
College Dismissal/Expulsion: Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.
Adaptable Resolution Pathway: Such as 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).

M. 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 responds 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 of 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.

N. 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. If possible, 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 is 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 group 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 made 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 a 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 officials 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 students. 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.

3. 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.

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 cannons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

G. Establishing Student Conduct Standards

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

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

school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted
pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

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

H. 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.

I. 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.

J. 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.

SEX DISCRIMMINATION, SEX-BASED HARRASSMENT, SEXUAL MISCONDUCT, AND RETALIATION POICY

Policy Applicability, Scope & Jurisdiction

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

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

This policy applies to all CCSNH education programs and activities (including locations, events, or circumstances in which CCSNH exercises substantial control over the respondent and the context of the

conduct). A complainant does not have to be a member of the CCSNH community to file a complaint at the discretion of the Title IX Coordinator.
This policy may also be applicable to off campus misconduct that deprives someone of access to CCSNH educational programs or activities. CCSNH may also extend jurisdiction to off campus and/or online conduct if the Title IX Coordinator determines the conduct effects a substantial College interest. Regardless of where the conduct occurred, the College will review complaints to determine if it occurred in the context of its programs and if there are continuing effects on/off campus during sponsored programs/activities.
Substantial College interest includes:

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

If the Respondent is unknown or not a member of the CCSNH community, the Title IX Coordinator will assist the Complainant in connecting with campus and local resources as well as discuss support options. All vendors serving CCSNH through third party contracts are subject to the policies and procedures of their employers. When a party is participating in dual enrollment or an early college program, the College will coordinate with the party's home institution to determine jurisdiction and coordinate supportive measures.
This policy is only applicable to alleged incidents that occur after August 1st, 2024. For alleged incidents prior to August 1st, 2024, the policy and procedures in place at the time of the alleged incident will apply. Applicable versions of those policies and procedures can be requested from the Title IX Coordinator.

Policy Statement and Purpose

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

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

Impartiality and Conflict of Interest
The Title IX Staff shall act with impartiality and be free from bias/conflicts of interest. The members of the Title IX team are vetted and trained to ensure they are unbiased towards all parties.
To raise any concern regarding perceived bias or conflict of interest by the College Title IX Coordinator, contact the CCSNH Title IX Coordinator or the CCSNH Director of Internal Audit.

Complaints may also be made to:
Office for Civil Rights (OCR)

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

Definitions

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

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

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

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

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

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

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

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

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

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

Respondent is an individual alleged to have violated this policy.

Sex is birth sex under Title IX. Outside of Title IX, this can include gender identity, gender expression, sexual orientation, sex characteristics, and sex stereotypes.

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

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

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

Laura LeMien
Location: 379 Belmont Road, Laconia NH 03246
Phone 603-366-5221,
Email llemien@ccsnh.edu

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

Prohibited Conduct under the purview of this policy includes the following:

Sex Discrimination: Different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

a. **Disparate Treatment Discrimination:** Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:

a. Excludes a person from participation in;
b. Denies a person benefits of; or
c. Otherwise adversely affects a term of condition of a person's participation in a College program or activity

Sex-Based Harassment: A form of sex discrimination and sexual harassment and other harassment on the basis of sex3, including sex stereotypes, sex characteristics, pregnancy, or related conditions, sexual orientation, and gender identity, sexual assault, dating violence, domestic violence, and stalking.

1. **Quid Pro Quo:** An employee agent or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. **Hostile Environment Harassment:** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity
3. **Sexual Assault:** Conduct defined as follows by the FBI NIBRS program definitions:
    a. **Rape**
        i. The carnal knowledge of a person (i.e. penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that females or males could be Complainants under this definition);
        ii. Oral or anal sexual intercourse (i.e. penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or

permanent mental or physical incapacity;

iii. To use an object or instrument (i.e. an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

b. **Fondling:** The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for the purpose of this definition, "private body parts" include breasts, buttocks, or genitals whether clothed or unclothed).

c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by New Hampshire law.

d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent (In NH, the age is 16, refer to applicable statues for further details)

4. **Dating Violence:** Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

a. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length/type of relationship and the frequency of interaction between the persons involved in the relationship.

i. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.

ii Dating violence does not include acts covered under the definition of domestic

5. **Domestic Violence:** Felony or misdemeanor crimes committed on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is or has been cohabitating with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse under the domestic or family violence laws of the state of New Hampshire, or by any other person against an adult of youth Complainant who is protected from that person's acts under domestic or family violence laws of the state of New Hampshire.

6. **Stalking:** Engaging in a course of conduct8 on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts including but not limited to acts in which the Respondent directly, indirectly, or through third parties by any action, method, device, or other means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Sexual Misconduct is defined under NH RSA 188-H as all forms of sexual harassment under Title IX, Title VII or State law and any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.

A. **Sexual Exploitation** is an individual taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited that does not constitute sex-based harassment as defined above. Examples of behavior that could constitute sexual exploitation include but are not limited to the following:

a. Recording or capturing through any means images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's knowledge and consent;

b. Distributing or sharing images (i.e. video, photography) or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent;
c. Viewing or allowing others to view another person's sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy without that persons consent;
d. Engaging in sex trafficking and/or prostituting another person;
e. Knowingly making an unwelcome disclosure or threatening to disclose an individuals sexual orientation, gender identity, or gender expression;
f. Engaging in sexual behavior with knowledge of an illness or disease (HIV or STI) that could be transmitted by the behavior without disclosing that to the other person prior to sexual relations;
g. Causing or attempting to cause the incapacitation of another person through alcohol, drugs or other means for the purpose of compromising that person's ability to give consent to sexual activity or to make that person vulnerable to non-sexual activity;
h. Misappropriation of another person's identity online or in-person situations designed for dating and/or sexual connections;
i. Creating and/or disseminating synthetic images (i.e. video, photography) or audio of an individual's sexual activity, intimate body parts, or nudity without that person's consent.

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

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

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

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

C. **Unauthorized Disclosure** is distributing or otherwise publicizing materials created or produced during an investigation or resolution process except as required by law or as expressly permitted by the College or publicly disclosing a party's personally identifiable information without authorization or consent.

Consent

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

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

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

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

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

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

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

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

Any online posting or other electronic communication by students including cyber-bullying, cyber-stalking,

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

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

Inclusion Related to Gender Identity/Expression
CCSNH strives to ensure that all individuals are safe, included, and respected in their work and learning environments regardless of their gender identity or expression. This includes intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees. Discrimination and harassment on the basis of gender identity or expression is not tolerated by CCSNH. If a member of the community believes they have been subjected to discrimination under this policy, they should follow the reporting steps outlined below. In upholding the principles of equity and inclusion, CCSNH supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender- diverse and seek to eliminate any stigma related to gender identity and expression. CCSNH is committed to fostering a climate where all identities are valued, which contributes to a more vibrant and diverse community. As our societies understanding of gender evolves, so do CCSNH processes and policies.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering can often be resolved with an apology if someone clarifies their pronouns. Intentional misgendering is inconsistent with the type of community CCSNH upholds and may constitute a policy violation if the effect is greater than de minimis harm.

Deadnaming can be harmful to a person who is transgender, transitioning, nonbinary, or gender-diverse. This is using someone's birth assigned name rather than the name they have chosen for themselves. Unintentional deadnaming can also often be resolved with an apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of harassment.

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

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

Laura LeMien
Location: 379 Belmont Road, Laconia NH 03246
Phone 603-366-5221,
Email llemien@ccsnh.edu

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

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

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

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

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

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

Contact information for immediate response resources include the following:

vi. Campus Safety: 603-933-2439
vii. Support Counselors: 603-366-5218
viii. Laura LeMien, Title IX Coordinator 603-366-5221
ix. Concord Hospital-Laconia 603-524-3211
x. New Beginnings Without Violence and Abuse 1-866-841-6247
xi. Laconia Police Department: 603-524-5252

3.EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

A. Emergency Removal in Title IX Cases

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

The CCSNH Director of Risk Management will review requests for an emergency removal from the Title IX Coordinator as well as review the completed violence risk assessment to make a determination under this policy to implement or stay an emergency removal and to determine the conditions/duration of said

emergency removal. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

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

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

At the discretion of the Title IX Coordinator and when deemed appropriate, alternative coursework options may be pursued to promote a respondent's access to College academic programs.

The Title IX Coordinator may determine emergency actions outside of removal, including but not limited to, removing a student from a residence hall, restricting student access to or use of facilities or equipment, allowing a student to withdraw or take an incomplete without financial penalty, dismissing or suspending a student from extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

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

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

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

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

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

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

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

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

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

- Support Counselors: 603-366-5218
- New Beginnings Without Violence and Abuse 1-866-841-6247
- Concord Hospital-Laconia 603-524-3211
- Crisis Center of Central New Hampshire 603-225-7376 Non-Emergency Contact 1-866-841-6229 Emergency Contact info@cccnh.org https://cccnh.org/

Campus Resource Advisors: New Hampshire State law §188-H:7 permits CCSNH to establish confidential resource advisors. These are privileged individuals designated by the College that are not required to notify the College Title IX Coordinator or a law enforcement agency when they learn about potential incidents of sexual misconduct. Confidential resource advisors receive training in the awareness and prevention of sexual misconduct and trauma-informed response. The designated confidential resource advisor for Lakes Region Community College is Melissa Ballard, Director of Student Success, mballard@ccsnh.edu, 603-366-5218.

April 2024 Title IX regulations contemplate that certain information will generally be treated as confidential except as qualified by statements in those regulations. For example, the regulations provide that colleges must maintain as confidential any supportive measure provided to complainant or respondent to the

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

B. Reporting and Non-Confidential Resources

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

1. **Utilizing the online reporting form** which can be found at https://cm.maxient.com/reportingform.php?CCSNewHampshire&layout_id=22 Reporting via this online form allows the College to reach out to the reporter and/or complainant to request further information, offer supportive measures, and provide information about resolution options. This does not oblige a complainant to participate in a resolution process. CCSNH strives to respect a complainant's wishes regarding the pursuit of formal resolution procedures unless there appears to be a compelling threat to their or the community's health and/or safety. The complainant is largely in control and should not fear loss of privacy by making a report that allows the College to discuss the matter with them and provide supportive measures. If an online reporting form is completed anonymously with no identifying information for the complainant, the College's ability to offer supportive measures, appropriately investigate the incident, and/or pursue disciplinary action against the alleged may be limited.
2. **Report, give verbal notice of formal complaint, or file a formal complaint with the Title IX Coordinator.** Such a report may be made at any time (including non-business hours) by using the telephone number, email address, or mailing address listed for the Title IX Coordinator or any other listed official. Directly contact the Title IX Coordinator at the following contact information:

   Laura LeMien, LRCC Title IX Coordinator
   llemien@ccsnh.edu
   603-366-5221
3. **Reporting to a mandatory reporter:** all CCSNH employees are deemed mandatory reporters for purposes of this policy. Mandatory reporters include any administrator, supervisor, staff, and faculty member who does not have a statutory privilege of confidentiality by law or who has not otherwise been designated as a confidential resource advisor. Mandatory reporters who learn of an incident of discrimination, sexual harassment, sexual misconduct, and retaliation. involving a student or employee are required to report that information to the Title IX Coordinator as soon as possible. Information reported to a mandatory reporter will be shared with others only to the extent necessary to respond to the situation and support the parties and in accordance with state/federal law. Mandatory reporters who themselves are a target misconduct under this policy are not required to report their own experience, though encouraged to do so. If a Mandatory reporter fails to comply/report an incident or interferes with an investigation, that employee may be subject to disciplinary action. General inquires to mandatory reporters about policies and procedures and conversations where the alleged perpetrator is not named or implied from the circumstances would not constitute reports for the purpose of this policy. These types of inquiries should nonetheless be referred to the Title IX Coordinator.

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

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

If an individual discloses an incident of discrimination, sexual harassment, sexual misconduct, or retaliation to a mandatory reporter but does not wish for their information to be shared, does not wish for an investigation, or does not wish for a formal complaint to be pursued, the Title IX Coordinator will make every effort to respect this request and will evaluate the request against the Colleges responsibility to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the complainant. The College designates its Title IX Coordinator as the individual responsible for evaluating confidentiality requests with the ability to consult as necessary with other College officials such as public safety or other threat assessment officials. As previously noted, there are times the College may not be able to honor this type of request.

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

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

i. Whether the alleged prohibited conduct was allegedly perpetrated or facilitated with a weapon; and

ii. Whether the alleged victim is a minor.

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

If the College determines that they cannot maintain an individual's request for confidentiality, they will inform the reported complainant prior to conducting an investigation (unless extenuating circumstances are present). When the Title IX Coordinator signs a formal complaint, they do not become the complainant. The complainant is the individual who is alleged to be the victim of the conduct that would constitute a violation of this policy. CCSNH will not require the reported complainant to participate in any investigation or disciplinary proceeding. The complainant may

have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy irrespective of their level of participation. The Title IX Coordinator will provide certain notices to the complainant regarding the status of the investigation as required by Title IX regulations.

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

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

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

D. Disclosure During Internal Investigations and Adjudications

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

Parties and advisors are prohibited from unauthorized disclosure of information obtained by the College through the resolution process to the extent that the information is the work product of the College (produced, compiled, or written by the College for the purposes of investigation and resolution of a complaint). It is also a violation of College policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation is subject to sanction

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

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College must issue timely warnings for incidents reported to them that pose a serious or ongoing threat to the campus community. The College will ensure that a complainant's name and

other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of any serious or ongoing threat. Additionally, the College will not include the names of complainants, respondents, or other identifying information in publicly available reports that are compiled as required by the Clery Act.

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

F. Disclosure to Law Enforcement

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

5. SUPPORTIVE MEASURES

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

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

Supportive measures may include but are not limited to:

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

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

Both parties are provided with a timely opportunity to seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. These requests must be made in writing to the Title IX Coordinator. The CCSNH Director of Internal Audit or other designee appointed by the Title IX Coordinator will assess these requests for inconsistencies with the definition of supportive measures in § 106.2 of the 2024 Title IX Regulations and determine if supportive measures need to be provided, denied, modified, or terminated. The College will also provide parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The College will typically render decisions within seven (7) business days of receiving the written request. The decision will be provided in writing and provided to the impacted parties and Title IX Coordinator.

6. PURSUING A CRIMINAL COMPLAINT

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

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

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

7. MEDICAL CARE AND EVIDENCE PRESERVATION

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

best preserve evidence.

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

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

10. AMNESTY
The College's primary goal when responding to complaints involving students is safety, addressing the misconduct, and preventing it from recurring. A student should not hesitate to report due to a concern that the investigation process may indicate they were under the influence of alcohol or drugs at the time of the incident. Amnesty for violations of College policies on the personal use of alcohol and drugs will be provided to parties and witnesses engaged in the resolution process as long as they are acting in good faith. However, the College may provide purely educational options with no official disciplinary finding. Amnesty may not apply to more serious allegations such as physical abuse or drug distribution.

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

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

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

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

7. All materials used to train employees consistent with the requirements of the 2024 Title IX regulations.
8. All records in compliance with NH:188H

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

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

12. ACCOMMODATIONS

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

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

13. PROVIDING FALSE INFORMATION

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

A. Counterclaims

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

14. RIGHT TO AN ADVISOR

All parties are entitled to an advisor of their choosing to guide and accompany them through all resolution processes. The advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them that is available[2]. The College maintains a pool of (non-attorney) advisors who are available. A list of said advisors will be provided during the intake process. College officials are not required to serve as an advisor if they choose not to do so. Outside advisors can request training by the College.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is

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

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

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

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

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

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

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

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

15. INVESTIGATION AND RESOLUTION PROCESS

When information about an incident of discrimination, sexual harassment, sexual misconduct, or retaliation is brought to the attention of Title IX staff, they will promptly contact the complainant to arrange an intake meeting. At a promptly scheduled meeting and/or through initial communications with the complainant, the Title IX Coordinator will discuss and/or communicate the availability of supportive measures and inform the complainant that supportive measures are available with or without filing a formal complaint. The Title IX Coordinator may be excused from carrying out their duties under this policy in the event of a conflict of interest or other legitimate reason. In the absence of the Title IX Coordinator,

the Deputy Title IX Coordinator, CCSNH Title IX Coordinator, or other designee will serve as acting Title IX Coordinator for the purposes of the specific case.

Standard of Proof: The College operates with the presumption that the respondent is not responsible for the reported misconduct unless and until through the applicable resolution process the respondent is determined to be responsible for a policy violation by a preponderance of the evidence (whether it is more likely than not that the respondent is in violation of the alleged policy violation).
Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with College policy.

A. Application to Employees

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

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

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

B. Initial Meetings with Title IX Staff

i. Complainant

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

a. Discuss the policy and complainant's rights under the policy;
b. Discuss local resources and on-campus resources, including but not limited to mental health services, health services, and victim advocacy;
c. Discuss confidentiality standards;
d. Discuss College policy on retaliation and the potential consequences;
e. Consider possible supportive measures and determine if any need to be put into place, with or without the filing a complaint;
f. Discuss the importance of preserving relevant evidence and/or documentation;

g. Discuss potential resolution processes including informal and formal resolutions;
h. Explain the steps in a formal grievance process;
i. Explain the right to an advisor;
j. Learn of the complainant's desire for a resolution.

ii. Respondent

If the complainant or Title IX Coordinator submit a formal complaint[3], the Title IX Coordinator will send the respondent a notice of allegations and investigation (NOAI) detailed below. Included in the email notification of the NOAI will be a meeting time with the Title IX Coordinator and the following information:

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

The complainant will also receive a copy of the NOAI. If during the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known and issue an amended NOAI.

At the initial meeting with the respondent after sending the NOAI, the Title IX Coordinator will do the following as applicable:

g. Discuss details of the complaint filed, including (if known) the name of the complainant, date, location, and nature of the alleged misconduct;
h. Discuss respondents' rights under the policy;
i. Discuss on and off campus resources;
j. Discuss the policy and College procedures for resolution of the complaint;

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

k. Explain the steps of a formal Tite IX investigation;
l. Explain the right to an advisor;
m. Discuss confidentiality standards;
n. Discuss College policy on retaliation and the potential consequences;
o. Inform the respondent of any supportive measures that have been put in place with the complainant that directly affect the respondent and determine whether the respondent desires any supportive measures; and
p. Learn of the respondent's willingness to engage in an informal resolution.

C. Violence Risk Assessment

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

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

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

D. Formal Complaints

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

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

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

If some but not all of the conduct alleged in the complaint satisfies these elements and a formal

complaint is received from a complainant or signed by the Title IX Coordinator, the College will address the entire matter through the procedures outlined in this policy, but may also, to promote efficiency, address other relevant alleged misconduct in mixed cases so that all related misconduct may be addressed through one investigation and resolution process.

E. Dismissal

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

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

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to both parties written notice (by electronic or other means) of the dismissal, the reasons for the dismissal, and notice of the parties opportunity to appeal such dismissal as outlined below. A complainant who decides to withdraw a complaint may later request to reinstate or refile their complaint. A decision maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met.

Complainants may appeal a dismissal of their complaint and respondents may also appeal if dismissal occurs after they have been made aware of the allegations. All dismissal appeals must be filed within three (3) business days of the notification of dismissal. The Title IX Coordinator will notify the parties of any filed appeals. If the complainant appeals but the respondent was not yet notified of the complaint, the Title IX Coordinator must then provide the respondent with a NOAI and then notify the respondent of the appeal with an opportunity to respond. Throughout the dismissal appeal process, the college will:

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

Grounds for dismissal appeals are limited to:

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

Upon receipt of a written dismissal appeal, the Title IX Coordinator will share the appeal with the other party and provide three (3) business days for the other party to respond. The appeal should specify at least one of the grounds above and provide reasoning/supporting evidence for why the ground is met. At the conclusion of the response period, the Title IX Coordinator will notify the parties of the appointment of the dismissal appeal decision maker, then forward the appeal and

responses to the dismissal appeal decision maker. If the request for appeal does not provide information that meets the grounds above, the request for appeal will be denied by the dismissal appeal decision maker. The parties, advisors, and Title IX Coordinator will be notified of this in writing with rationale. If the appeal grounds are met, then the dismissal appeal decision maker will notify the parties, advisors, and Title IX Coordinator in writing with rationale. The effect will be to reinstate the complaint.

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

F. Withdrawal or Resignation before Complaint Resolution

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

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

G. Resolution of Reports Without a Formal Process

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

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

a. Informal Resolution

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

process. Informal resolution is available once a formal complaint has been initiated and an NOAI has been issued.

At the Title IX Coordinators discretion, the parties may agree, as a condition of engaging in informal resolution, on what statements made or evidence shared during the informal resolution process will/will not be considered if a formal process resumes[4]. Parties do not have the authority to stipulate restrictions or obligations for individuals or groups not involved in the informal resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are needed to meet compliance obligations.

Informal resolution may involve but is not limited to:

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

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

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

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

i. The parties amenability to informal resolution;
ii. Likelihood of potential resolution taking into account any power dynamics between the parties;
iii. Party motivation to participate;
iv. Civility of the parties;
v. Any violence risk assessment and/or ongoing risk analysis;
vi. Disciplinary history;
vii. Whether an emergency removal is or was needed;

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viii. Complaint complexity;
ix. Goals of the parties; and
x. Adequate resources to invest (time, staff, etc.)

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

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

b. Respondent Accepts Responsibility

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

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

H. Formal Investigations

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

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

Notice of Allegations and Investigation: Prior to an investigation, the Title IX Coordinator will provide the parties with a detailed written NOAI. Amendments and updates may be made as more information becomes available and a new NOAI will be issued. For

climate/culture investigations that do not have an identifiable respondent, the NOAI will be sent to the department/office/program head for the area/program that is being investigated. NOAI's typically include:

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

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

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

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

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

1. The Title IX Coordinator will assign or retain an investigator. A notice of investigator appointment letter will be sent to both parties. In this letter, the full name of the investigator will be provided. Each party will have 48 hours to object to the investigator's appointment on the grounds that the investigator has a bias for or against complainants or respondents generally or a particular party or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative investigator. This process will be repeated until an investigator is selected. After this objection timeframe passes, all relevant information to the case will be transferred to the appointed investigator.

2. The investigator is authorized to access relevant records, including personnel, grievance, and student records except those deemed confidential or privileged by law. The

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

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

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

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

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

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

Recording of Interviews

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

I. Evidentiary Considerations in the Investigation

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

1. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior (unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged or if questions/evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent);
2. Information protected under a legally recognized privilege (such as privileged communications between parties and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity or privileged communications between a party and their attorney) unless the person holding such privilege waives the privilege.

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

J. Formal Resolution Procedures

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

i. Formal Hearing Resolution Procedure

a. As noted above, upon receipt of the final investigative report, the Title IX Coordinator will send both parties[5] and their advisors[6], if applicable (may be an attorney), the final investigative report and evidence in an electronic format for their review and written response if the parties so chose to submit one. Any written response a party wishes to provide must be submitted to the Title IX Coordinator within ten (10) days of receiving the final investigative report and evidence. The final report and party written responses, if any, will be provided to the decision maker in advance of the hearing. Deadlines for party review of information and submission of comments may be extended upon request for good cause and at the discretion of the Title IX Coordinator.

b. Once the final investigative report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing and appoint a decision maker as well as a hearing facilitator[7]. Each party will have 48 hours to object to the appointment on the grounds that the decision maker and/or hearing facilitator is biased against one or both parties or has a conflict of interest. Objections must be made in writing and sent to the Title IX Coordinator who will decide whether to appoint an alternative decision maker and/or hearing facilitator. This process will be repeated until a decision maker and/or hearing facilitator is selected. After the objection timeframe passes, all relevant information to the case will be transferred to the appointed decision maker.

c. The decision maker may consider arguments from the parties on evidence being relevant or impermissible in the parties written response to the final investigative report. The decision maker will rule on these arguments pre-hearing and will exchange those rulings with the parties prior to the hearing. The decision maker may consult with the Title IX Coordinator regarding questions of admissibility.
d. The decision maker, after any necessary consultation with the parties/investigator/Title IX Coordinator, will provide the names of persons who will be participating in the hearing[8], all pertinent documentary evidence, the final investigative report, and a hearing schedule/Zoom link to the parties at least seven (7) business days prior to the hearing in an email notice to all parties. Witnesses will be notified at least five (5) days before the hearing of the time they are asked to attend. Other pertinent information will be shared with the parties and witnesses in this notification. Witnesses will only be present during their portion of questioning.[9] Hearings will be scheduled into the summer as needed to avoid lengthy delays and may be scheduled over several days depending on witness schedules.
e. At least two (2) days before the hearing, the parties may submit to the decision maker any questions they plan to have their advisor ask of the other party and witnesses The decision maker will let the parties know if any questions are deemed irrelevant and/or impermissible. The decision maker may consult with the Title IX Coordinator on questions of admissibility regarding these determinations.
f. Ordinarily, but subject to the discretion of the decision maker, hearings will open with the hearing facilitator explaining the upcoming process and schedule, followed by an opening statement from the parties (but not their advisors) if they so choose. The advisors will then ask their questions of the parties. Witnesses will be questioned in this same format. Advisors will not be permitted to make opening/closing statements, but may request breaks to consult with the party. If parties and/or witnesses do not appear at the hearing, the hearing may continue without the party/witness or an attempt to reschedule may be made at the discretion of the Title IX Coordinator.
g. After the decision maker asks questions of each party and witness, the hearing facilitator will permit a short recess (most often in the format of a Zoom breakout room) so that the parties may discuss with their advisor if they would like the decision maker to ask any follow-up questions. The parties may waive this recess or choose not to participate if the other party does not waive this recess. Advisors will submit these electronically to the decision maker via email and the decision maker will briefly deliberate and make a relevance/impermissible determination20. These will be shared with the parties. The decision maker will then ask any follow-up questions they deem relevant/permissible.
h. Any party or witness may choose not to offer evidence and/or answer questions at the hearing either because they do not attend or because they attend but refuse to participate in some or all of the questioning. The decision maker can only rely on whatever relevant evidence is available through the investigation and hearing in making ultimate determination of responsibility. The decision maker may not draw any inference solely from a party or witness's absence or refusal answer questions.

i. At the end of the hearing, the parties (not their advisors) may consult with their advisors in a recess and make closing statements. The hearing facilitator will then close the hearing

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

Recorded Hearings
All hearings conducted by the Title IX office will be virtual to accommodate the many different schedules and locations of participants and will be recorded for the purpose of review in the event of an appeal. The decision maker and the parties must be able to simultaneously see and hear a party/witness while they are speaking. The parties may not record the proceedings and no other unauthorized recordings are permitted. The decision maker, parties, advisors, hearing facilitator and other administrators will be permitted upon request to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission from the Title IX Coordinator.

ii. Notice of Outcome
After the hearing, the decision maker will determine whether the respondent[10] is responsible or not responsible for policy violations in question with the preponderance of evidence standard (whether the evidence considered establishes that it is "more likely than not" that the policy was violated).
Within ten (10) business days after the conclusion of the hearing, the decision maker will prepare and deliver to the Title IX Coordinator a written notice of outcome regarding whether the respondent is or is not responsible for the policy violations in question. The notice of outcome will include:

i. Identification of the sections of the Colleges policy alleged to have been violated;
ii. A description & dates of the procedural steps taken from the receipt of the complaints through the determination;
iii. Specified findings for each alleged policy violation;
iv. A detailed rationale for the findings of each allegations including determination regarding responsibility;
v. All applicable sanctions;
vi. Identification of the College's procedures and permissible bases for the parties to appeal (as outlined below). The determination regarding responsibility becomes final if an appeal is filed on the date the College provides the parties with the written determination of an appeal. If an appeal is not filed, the determination regarding responsibility becomes final on the date on which the appeal would no longer be considered timely; and

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

vii. The determination will notify parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant but will not provide details about such remedies.

viii. In cases where the decision maker determines the respondent is responsible for a policy violation, the Title IX Coordinator will share the decision maker's determination and sanction assignments with the appropriate personnel who will implement sanctions[11].

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

x. The time periods prescribed in this procedure for actions by the Title IX Coordinator or investigator are intended not as rigid rules, but rather as guidelines to which all are expected to adhere in good faith to the extent practicable.

xi. The Title IX Coordinator may exercise reasonable discretion to extend deadlines when they consider necessary or appropriate and will provide notice to the parties if that occurs. Parties may request investigative updates at any time throughout the process.

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

K. Appeal Process

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

a. A procedural irregularity that would change the outcome.
b. New evidence that would change the outcome and that was not reasonably available at the time of determination.
c. A Title IX team member of the resolution process had a conflict of interest or bias that would change the outcome.
d. The sanctions are not appropriate for the level of the policy violation and/or cumulative disciplinary record.

i. Appeal Procedure

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

1. Upon delivery of the notice of outcome, both parties may submit an appeal to the Title IX Coordinator within five (5) business days. An appeal must articulate the specific grounds for the appeal and provide a statement and/or evidence.

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

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

L. Sanctions

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

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

Sanctions may include but are not limited to:

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

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

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

M. Remedies

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

i. Referral to counseling and health services
ii. Referral to the employee assistance program
iii. Education to the individual and/or community
iv. Permanent alteration of housing assignments (if applicable)
v. Alteration of work arrangements for employees
vi. Provision of campus safety escorts
vii. Policy modification and/or training
viii. Implementation of long-term contact limitations between the parties
ix. Implementation of adjustments to academic deadlines, course schedules, retroactive withdrawals, etc.

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

16. PREGNANCY, RELATED CONDITIONS, AND PARENTING INDIVIDUALS[12]

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

1. Relevant Definitions

- **Familial Status** is the configuration of one's family or one's role in a family.
- **Parental Status** is the status of a person who, with respect to another person who is under the age of 18[13], is a biological, adoptive, foster, stepparent, legal custodian or guardian, in loco parentis with respect to such person, or actively seeking legal custody, guardianship, visitation, or adoption of such a person.

[12] This section is unrelated to institutional Title IX compliance

[13] Or a person who is 18 or older but is incapable of self-care because of mental or physical disability.

- **Pregnancy and Related Conditions** are the full spectrum of processes and events connected to pregnancy, including pregnancy, childbirth, termination of pregnancy[14], lactation, related medical conditions, and recovery therefrom.
- **Reasonable Modifications** are individualized modifications to the policies, practices, or procedures that do not fundamentally alter the College education program or activity.

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

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

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

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

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

[14] 'Termination of pregnancy' includes miscarriage, stillbirth, or abortion.

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

Supportive documentation for reasonable modifications will only be required when it is necessary and reasonable under the circumstances to determine which reasonable modifications to offer to ensure equal access. Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the reasonable modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the ADA or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like other students with a temporary disability. The Title IX Coordinator will consult with the College ADA Coordinator to ensure the student receives reasonable accommodations for their disability as required by law.

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

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

5. Lactation Space Access
The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others. Lactation spaces are located in the following locations:
Health and Science Building, Room 255, contact Campus Safety at 603-933-2439 for access.

6. Leave of Absence

A. Students
Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least thirty (30) days prior to the initiation of the leave or as soon as practical. The Title IX Coordinator will work with the Registrar and any other necessary employees to ensure the student fills out the correct paperwork. Students may register as "on leave/inactive" to continue their eligibility for certain benefits (including health insurance or residing in College housing if applicable and subject to the payment of applicable fees).

To the extent possible, the College will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they left. Continuation of the students' scholarships, fellowships, or similar College-sponsored funding during their leave term will depend on registration status and the policies of

the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility by exercising their rights under this policy. When requested, the College will provide any necessary documentation for financial aid agencies and external scholarship providers.

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

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

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

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

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

17. EDUCATION, COMMUNCATION, AND TRAINING
All students and employees within our campus community deserve to feel safe and supported. CCSNH works year-round to provide education, tools, resources to recognize concerning or harmful behavior, strategies for intervening, and to help others get the support they need. As part of these efforts, CCSNH provides primary prevention and awareness campaigns for all incoming students and new employees as well as ongoing prevention and awareness campaigns for all students and employees in compliance with Title IX regulations, VAWA, and NH RSA 188:H. These programs are comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to combat relevant Title IX issues. CCSNH

considers each individual campus unique and designs its programs to fit each community to ensure they are culturally relevant, inclusive of diverse communities/identities, sustainable, responsive, and informed by research.

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

A. Primary Prevention and Awareness

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

B. Bystander Intervention

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

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

Safety is your top priority when intervening. Before jumping into a potentially dangerous situation, be smart and think about your own safety. Ask how can I keep myself safe? What are all options available? Who else might be able to assist me? Aside from safety in numbers, you may have more influence on the situation when you work together with someone else or even several people. Remember the 3"D"'s of bystander intervention:

DIRECT: Directly confront the inappropriate behavior
Point out threatening or inappropriate behavior in a safe, respectful manner.

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

DELEGATE: Reach out to someone else for help, like public safety or the police.
Alert a bartender or party host that someone has had too much to drink

C. Risk Reduction

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

the risk of being accused of sexual misconduct. CCSNH does not condone victim-blaming and acknowledges that only those who commit violence are responsible for their actions.

Reducing the Risk of Victimization

i. Make any limits/boundaries you have known to your partner as early as possible.
ii. Clearly and firmly articulate consent or lack of consent.
iii. Remove yourself, if possible, from an aggressor's physical presence.
iv. Reach out for help, either from a person who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
v. Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability for sexual victimization.
vi. Look out for friends and ask them to look out for you. Respect them and ask them to respect you but be willing to challenge each other about high risk choices.

Reducing the Risk of Being Accused of Sexual Misconduct

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

D. Programs Offered

Below is information for Lakes Region Community College program offerings. For more information or to request a program/training, contact the Title IX Coordinator at llemien@ccsnh.edu or 603-366-5221

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

and risk reduction.

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

i. Also completed for all new employees upon hire

Title IX Student Leaders Training – Training completed online or in person at the start of every academic year that reviews student worker mandatory reporter expectations, how to take/submit reports to the Title IX office, College policy and procedures, definitions, jurisdiction, reporting options, resolution options, and risk reduction.

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

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

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

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

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

E. Title IX Team Training

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

i. The role of the Title IX Coordinator scope of the policy;
ii. The Resolution Process and how to conduct a resolution process consistently, including issues of disparate treatment, disparate impact, sexual harassment, quid pro quo, hostile environment harassment, sexual misconduct, and retaliation;
iii. How to conduct/coordinate investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability;
iv. Implicit bias, confirmation bias, and treating parties equitably;
v. Reporting, confidentiality, and privacy requirements;
vi. Applicable laws, regulations, and federal regulatory guidance;
vii. How to implement appropriate and situation-specific remedies;
viii. How to investigate/coordinate investigations in a thorough, reliable, timely, and impartial manner;
ix. Trauma-informed practices pertaining to investigations and resolution processes
x. How to uphold fairness and due process as well as how to weigh evidence;

xi. How to conduct questioning, assess credibility, and use impartiality and objectivity;
xii. How to render findings and generate clear, concise, evidence-based rationales;
xiii. The definitions of all prohibited conduct;
xiv. How to conduct a grievance process, including administrative resolutions, hearings, appeals, and Informal Resolution Processes;
xv. How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against respondents and/or for complainants;
xvi. Technology to be used at a live hearing
xvii. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the Title IX Regulations;
xviii. Issues of relevance and creating/coordinating an investigation report that fairly summarizes relevant and not impermissible evidence;
xix. How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations;
xx. Recordkeeping, Clery Act/VAWA requirements applicable to Title IX, and obligations under Title IX;
xxi. Training for informal resolution facilitators on the rules and practices associated with the Informal Resolution process;
xxii. Supportive Measures and reasonable modifications and specific actions to prevent discrimination and ensure equal access for pregnancy or related conditions ;
xxiii. How to apply definitions with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy; and
xxiv. Any other training deemed necessary to comply with Title IX.

18. QUESTIONS, NOTICE, AND SUPERSEDING OF PRIOR POLICIES
This policy is effective August 1, 2024. Complaints or notices of alleged policy violations, inquiries, or concerns regarding this policy and procedure may be made to the Title IX Coordinator. This policy is subject to change to comply with changes in relevant laws or College operating procedures. If government laws, regulations, or court decisions change in ways that impact this document, this document will be construed to comply with the most recent government regulations or holdings. This policy supersedes all previous College policies and procedures that covered some or all of the areas addressed in this policy.

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.

Timing, Content, and Decision Criteria for a Campus Timely Warning or Emergency Notification

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 titters 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 titter.
    - 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 was 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 titter.
    - 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.

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.

HOUSING POLICIES AND PROCEDURES

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 applications and register for classes promptly to secure housing, as space is limited. The agreement covers LRCC on-campus housing located at the Apple Ridge Student Apartments.

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 students 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 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 Manager to set up these tasks to remain on campus. Students may be expected to complete at least ninety (90) minutes of additional tasks per week per credit under twelve (12) credits.

Students in programs that require less than twelve (12) credits in a semester (i.e. Nursing and Marine Technologies) are auto approved to reside in housing without approval of the Associate Vice President of Academic and Student Affairs.

No student is guaranteed on-campus housing. Students living more than fifty (50) miles away from the LRCC Campus, or students with more in person credits versus online credits will receive priority consideration for on campus housing. The Campus Life Manager and/or Associate Vice President will determine priority 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.

Students are required to move out of their apartment upon completion of their classes, even if this is prior to the end of the semester. Housing charges will be adjusted accordingly.

Term of Agreement
This agreement is for the Fall, Winter 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 Manager, AVPASA, or their designee.

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.
- 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-existent 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 August 10 for the Fall Term and January 10 for the Spring Term, will be approved with no fee, and the deposit will be returned.

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

- 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 Agreement
The agreement may be terminated by LRCC Housing, upon the giving of no less than 24 hours advance written notice to the students' 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.

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 Manager 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 Manager or designer will be final.

Eviction
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

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. Students assigned to a double occupancy room but is the only resident of the room will be charged a double occupancy rate, unless the room is converted to a single occupancy room per the request of the student.

Payment of Fees
The student shall promptly pay all tuition, housing charges 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 prior to moving into the apartment, or failure to make scheduled payments throughout the semester shall be a breach of this agreement and may result in loss of housing. 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 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 only be obtained if the contract is cancelled by writing to the Campus Life Manager by August 10 for the fall semester, and by January 10 for the spring semester. After the student has occupied the apartment, the student will be eligible for full refund of the deposit, only if the student has not incurred any housing-related charges, damages or fines throughout the academic year.

Once a deposit is paid, it will be held on the student's account until the student permanently leaves housing. This deposit will be released after the student vacates the apartment. The full deposit will be returned only if it is determined that no damage has been caused to the apartment. If damage has occurred, the cost for repairs will be deducted from the deposit. In some instances, a student may incur additional charges if the cost to repair exceeds the $200 deposit.

Housing Charges/Fees/Fines

Housing Security Deposit	$200.00/academic year
Housing Single Room	$5,887.00
Housing Double Room	$5,387.00
Housing Single Room (ASEP/T-TEN)	$4,735.00
Housing Double Room (ASEP/T-TEN)	$4,360.00
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)	$350.00
Short Term Contract-Weekly/Double (Non-Student)	$315.00
Housing Activity Fee	$75.00/semester
Housing Parking Fee	$10.00/semester
Housing Cleaning Fee	$50.00/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	$5.00
Replacement of Residential Key Fob	$10.00
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	$200.00 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	$75.00 each additional offense
No Parking Permit: 1st Offense	$10.00
No Parking Permit: 2nd Offense	$20.00
No Parking Permit: 3rd Offense	$30.00
Tampering with Fire/Life Safety Equipment: 1st Offense	$100.00
Tampering with Fire/Life Safety Equipment: 2nd Offense	$175.00
Tampering with Fire/Life Safety Equipment: 3rd Offense	$250.00
Public Safety 1st Offense	$20.00

Public Safety 2nd Offense	$50.00
Public Safety 3rd Offense	$100.00
Excessive Noise Violation: 1st Offense	$20.00
Excessive Noise Violation: 2nd Offense	$30.00
Excessive Noise Violation: 3rd Offense	$40.00
Common Area Messes: Hallways, Laundry Room, Lounge, Elevator	$50.00
Biohazard/Unnecessary Mess	$100.00
Failure to Return Furniture to Original State	$50.00
Unauthorized Removal of Furniture from Common Areas for Personal Use	$50.00
Candles/Incense/Open Flames	$25.00
Firearms/Fireworks/Weapons	$100.00
Smoking Damage Abatement	Materials & Labor plus 10%
Window or Screen Removal	$25.00
Guest Violation: 1st Offense	$10.00
Guest Violation: 2nd Offense	$20.00
Guest Violation: 3rd Offense	$30.00

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 Manger at 603-366-5287 or email lrcchousing@ccsnh.edu.

Housing Charges Appeal

To appeal LRCC Housing charges, the student must follow the guidelines below:

- Any appeal made must be made 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 students 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.

Official Means of Communication to Students

LRCC Housing will communicate with 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 LRC email address will continue to be the official method of communication.

Room Assignments

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 all charges have been made in full. Students completing all requirements will be offered space for the semester as soon as space is available. LRCC Housing will share the students' 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.

Change in Room 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.

Check In/Check 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 via the student's college email. 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.

Check-In Procedure
The student may move-in to the assigned housing space on the published move-in day provided by the Campus Life Manager. 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.

- 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).
- A student requesting to move in earlier than the published dates must request permission from the Campus Life Manager in writing. Approval is based on availability. The student who is approved to move in early may be charged a fee. Any student who moves in early 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 Friday 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.

Check Out Procedure
Students are required to move out by the published move-out date. 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. If students' complete classes prior to the last date of the full semester, students are required to move out 48 hours after the last class has met and follow the move-out procedures prescribed by LRCC Housing.

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

- Belongings/personal items left behind by a student after the move-out deadline will be considered abandoned property and will be discarded within thirty (30) days after the student vacates the apartment. LRCC is not responsible for belongings or personal items left behind.
- Apartments must be cleaned before they leave. Students who leave without cleaning their room, including common areas within the apartment, may be charged.
- Students who are not continuing residency at any time during the academic year should contact the Campus Life Manager.
- The Campus Life Manager or resident assistant (RA) 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 charge may be assessed.

- 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 and/or may lose all or part of their security deposit.
- Any student who leaves personal belongings, including furniture, in their apartment will be fined and the items left will become property of LRCC.
- A student requesting to move out later than the published date must request permission from Associate Vice President in writing. Approval is based on availability. The student who is approved to move out late may be charged a fee. Any student moving out late is obligated to fully comply with the agreement, its terms, and conditions, and all LRCC Housing procedures.
- 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 moving out for damages and other fees.

Room Charges
A student wishing to change rooms must submit their request to the Campus Life Manager. 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.

Fines and 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 parties 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 parties cannot be identified, the cost of the fines/charges are split between the residents of the apartment and/or floor.

LRCC Housing Closures
The Apple Ridge Student Apartments are closed during, Thanksgiving Break and Witner Recess and students are not permitted to stay during this period regardless of special circumstances. Students must apply for short-term housing if they wish to reside in their apartment during spring break and will have an additional charge added to their account. Students should speak to the Campus Life Manager for the short-term application process. Students not requesting approval to stay during spring break, are required to vacate the student apartments and must comply with the established move-out procedures. Failure to comply may result in the imposition of a fee for improper move-out.

Emotional Support Animals
Students requesting emotional support animals must submit a request to the accessibility coordinator for approval. Approval 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 suspends 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; [2] has not been providing appropriate care for the animal; or [3] the animal has not been removed from the premises following an ESA eviction notice from LRCC.
- The student is responsible for the cost of all the 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 cleaning 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 students 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 are responsible for documenting any violations of the ESA policy. If a violation is observed, the staff member will notify you that the incident is being documented. The Accessibility Coordinator will then contact you via email to remind you of the ESA policy expectations. Multiple violations of the ESA policy within a single academic year may result in the removal of the ESA. Depending on the nature or severity of the violation, removal may occur after the first incident

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.

To apply for an ESA, please follow the steps below:
The following documents must be submitted to the Accessibility Coordinator for your ESA application to be considered complete:

- ☐ Accessibility Intake Form
- ☐ Brady Sullivan REQUEST FOR ANIMAL APPROVAL Form
- ☐ Disability Verification Form (which includes documentation from a licensed professional that identifies the support the animal provides in the context of the student's disability/diagnosis/identity)
- ☐ Veterinarian Verification Form
- ☐ Animal Vaccination Documentation
- ☐ A signed copy of the Emotional Support Animal Policy
- ☐ **If canine**: a copy of the animal's Dog License

Please submit paperwork via:

- Email/Scan: lrccaccessibility@ccsnh.edu
- Mail: Accessibility Coordinator
  Student Success Center, Lakes Region Community College
  379 Belmont Rd.
  Laconia, NH 03246
- In person: Accessibility Coordinator
  Student Success Center

Once your paperwork has been received, the Accessibility Coordinator will reach out to schedule a meeting to discuss your application and, if approved, review the Emotional Support Animal Policy with

you. **It can take up to 3-4 weeks to process your paperwork so please plan accordingly.

You **may not** have an ESA animal in LRCC housing until your application is approved by Accessibility Services and Brady Sullivan (Rental Manager). Residence of your ESA animal within LRCC housing prior to the approval of your application could result in the immediate denial of your application and/or residential conduct proceedings. Should your application be approved, the approval is good through the duration of the academic year for which the student applied. The student **must** submit a new application for all following academic years.If you have questions or need assistance completing the application, please email the Accessibility Coordinator, lrccaccessibility@ccsnh.edu or (603) 366-5243.

Room Key and 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. 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 notify Campus Safety immediately if they believe their card is lost or stolen.

Student Apartment Parking
All students are required to have a parking permit to park at the student apartments.

Students without a permit must park at the main campus in the designated spots.
The following will be considered first when issuing student apartment permits:

- Returning housing students.
- Students registered for Firefighter I & II and Emergency Medical Technician
- Nursing Students
- Students with special accommodation approved by Campus Safety

Parking spaces are limited and may result in not all the above receiving a permit
Permit Fees and Regulations:

- The cost for a student apartment parking permit is $10 per academic year, which must be paid prior to moving in.
- All students, including second-year students, must complete the parking permit request form by the published deadline to receive a permit. Failure to complete the form will result in a loss of priority parking.
- Parking is only permitted in the yellow parking spots for students with a permit.
- Student parking in white parking spots will be towed at their expense.
- Students without a permit parking in yellow parking spots will receive a ticket and be fined.

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

Lakes Region Community College

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. Postage is the responsibility of the student.

Visitation and Guests
Residents will have card access to the main entrance and side doors of the Apple Ridge Student Apartments 24 hours per day, 7 days per week. All non-residential student guests and non-LRCC guests are required to sign into the student apartments upon arrival and must have a resident host present when signing in. The resident host must always stay with their guest. Any violations of 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 student apartments. Residents of Apple Ridge Student Apartments may not have guests stay on consecutive nights. Guests may stay overnight, but those stays cannot occur on a consecutive basis. 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.

Student Apartment Maintenance
There will also be monthly walkthroughs of each student apartment conducted by the Campus Life Manager 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.

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 and disposed in the 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.

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 they are present at the time.

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 damage and necessary repairs by promptly notifying the Resident Assistant or Campus Life Manager.

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 damage 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.

Use of 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 approved by the Associate Vice President of Academic and Student Affairs The student shall use the space only for lawful purposes.
- Smoking and vaping is not permitted in any of the student apartments. . Students who smoke may do so in personal vehicles or to the left or right sides of the building and at least ten feet 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.

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.

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.

Liability
To the extent authorized by applicable law, LRCC shall not be liable for damage to or loss to persons or personal property because 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.

Inspection 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.

Quiet/Courtesy Hours
Large numbers of students living together often create noise and general disturbances inside and outside the residence areas. All students must consider the other residents and must honor the reasonable 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. Monday through Sunday. 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 student apartments during mid-semester test week or finals week.

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, is in its sole discretion,

- intimidates, threatens, or personally abuse 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.

Sporting Activities
Sporting activities of all types are prohibited inside the student 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.

Entering Student Apartments/Search and Seizure
Authorized LRCC personnel – defined as Resident Assistants, Campus Life Manager , Maintenance Staff, and Campus Safety officers, and LRCC Administration – 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.

LRCC 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 the 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 ensure 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, VPASA or AVPASA (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 are 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.

Appendix A

Crime Statistics

Arrests	Location	2023	2024	2025
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	1	0
	Public Property	0	0	0
Larceny Theft	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	5	2	0
	Non-campus	0	0	0

	Public Property	0	0	0
Destruction/Damage/Vandalism of property	On Campus	1	3	0
	Non-campus	0	0	0
	Public Property	0	0	0

VAWA Offenses	**Location**	**2022**	**2023**	**2024**
Domestic Violence	On Campus	1	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**	**2022**	**2023**	**2024**
Weapons	On Campus	1	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Abuse	On Campus	2	2	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	4	3	3
	Non-campus	0	0	0

	Public Property	0	0	0
Disciplinary Actions	On Campus	0	0	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.