



**NASHUA**  
COMMUNITY COLLEGE



2019 - 2020  
STUDENT HANDBOOK

505 Amherst Street, Nashua, NH 03063  
(603) 578-8900, [www.nashuacc.edu](http://www.nashuacc.edu)

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# 2019 – 2020 Student Handbook

The Community College System of New Hampshire (CCSNH) is committed to providing comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses, and communities.

## MISSION

Nashua Community College provides quality, academically rigorous, higher-education programs focused on the diverse needs of students and the community.

## VISION

Nashua Community College (NCC) will continue to be the preferred provider of two-year, post-secondary education in the Nashua Region and evolve with the educational needs for lifelong learning.

## EDUCATED PERSON

Nashua Community College helps students improve their lives and become more responsible as informed citizens and educated persons. The college community has defined a set of essential skills to maximize one's role as a contributing member of society. Among those skills are communications, information literacy, scientific reasoning, quantitative analysis, ethical responsibility, critical thinking, global connectedness, and tolerance for ambiguity.

## CORE VALUES

The college community endeavors to guide and inspire a mindset of success in our students. Our core values help students to:

- Commit to the successful completion of a program at NCC;
- Communicate effectively in writing and speaking;
- Collaborate with others in group projects;
- Create new ideas and works;
- Challenge themselves to ask questions and to think critically.

The College fulfills its mission as determined by the extent to which the institution:

1. Engages in programs and activities that expand access to higher education for all members of the community
2. Provides students with a full range of student development and academic support services
3. Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
4. Prepares individuals for employment in a variety of careers in business, the health sciences, and public service

5. Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program
6. Provides economic development and continuing education activities to meet the needs of business, industry, and government
7. Collaborates with visual and performing arts organizations in the community to elevate the human spirit.

## **NON-DISCRIMINATION POLICY**

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title 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 1975, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

Inquiries regarding discrimination may be directed to the Equity/Human Rights Committee, NCC’s Title IX Coordinator or the NCC Human Resources Office at 603.578.8900 or to the CCSNH Title IX Coordinator or the CCSNH Director of Human Resources, 26 College Drive, Concord, NH 03301, 603.271.6300. Inquiries may also be directed to the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 Telephone: 617.289.0111 Facsimile: 617.289.0150 Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov); and/or the Equal Employment Commission, John F. Kennedy Federal Building, Government Center, 4th Floor, Room 475, Boston, MA 02203, 617.565.3200, TTY 617.565.3204.

To be automatically connected with the nearest Equal Employment Opportunity Commission (EEOC) field office, call 1.800.669.4000, TTY 1.800.669.6820; and/or the New Hampshire Commission for Human Rights, 2 Industrial Park Dr, Concord, NH 03301, 603.271.2767.

## **CAMPUS CONTACT PHONE NUMBERS**

Main Campus	603.578.8900
Academic Advising Center	578.8906
Academic Success Center	578.8930
Admissions Office	578.8908
Bookstore	880.7083
Business Office	578.8902
Disability Support	578.8996
Financial Aid Office	578.8903
Registrar’s Office	578.8904
Campus Safety Office	578.8942
VA Student Office	578.8915

# 2019 – 2020 STUDENT CALENDAR

## 2019 FALL SEMESTER

August 12	Tuition Due for Fall 2019 Semester
August 26	<b>Fall Semester Begins</b>
September 2	<b>Labor Day Holiday – No Classes</b>
September 3	Last Day to Add Full Semester Classes (except online) Last Day to Withdraw with a Full Refund from First-half Semester Courses
September 9	Last Day to Withdraw with a Full Refund (Full Semester Courses)
September 13	Last Day to Resolve “I” Grades from Summer Term
September 19	Walter Peterson Gala ( <b>No Evening Classes</b> )
September 27	Last Day to Withdraw with a Grade of “W” from First-half Semester Courses
October 11	Last Day to Withdraw with a Grade of “WP/WF” from First-half Semester Courses
October 15	<b>System Symposium (No Day Classes)</b>
October 21	<b>Second-Half Semester Term Begins</b>
October 28	Last Day to Withdraw with a Full Refund from Second-half Semester Courses
October 31	Last Day to Withdraw with a Grade of “W” (Full Semester Courses)
November 6	Open House
November 11	<b>Veterans’ Day Holiday Observed– No Classes</b>
November 22	Last Day to Withdraw with a Grade of “W” from Second-half Semester Courses
November 27	<b>No Evening Classes-Thanksgiving</b>
November 28-29	<b>Thanksgiving – No classes (including Saturday Classes)</b>
December 6	Last Day to Withdraw with a Grade of “WP/WF” (Full Semester Courses) Last Day to Withdraw with a Grade of “WP/WF” from Second-half Semester Courses
December 9-12	Finals
December 14	Fall Semester Ends

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## 2020 SPRING SEMESTER

January 1	<b>New Year’s Day Holiday - Offices Closed</b>
January 7	Tuition Due for Spring 2020
January 20	<b>Martin Luther King Holiday/Civil Rights – Offices Closed</b>
January 21	Spring Semester Classes Begin
January 27	Last Day to Add Full Semester Classes (except online) Last Day to Withdraw with a Full Refund from First-half Semester Courses
February 3	Last Day to Withdraw with a Full Refund (Full Semester Courses)

February 7	Last Day to Resolve "I" Grades From Fall Term
February 16	Last Day to Withdraw with Grade of "W" from First-half Semester Courses
February 17	<b>Presidents' Day Holiday – No Classes</b>
February 21	Last Day to Withdraw with a Grade of "W" from First-half Semester Courses
March 6	Last Day to Withdraw with Grade of "WP/WF" from First-half Semester Courses
March 11	Open House
March 16-20	<b>Spring Break – No Classes</b>
March 23	Second-Half 8 Week Semester Term Begins
March 30	Last Day to Withdraw with Full Refund from Second-half Semester Courses Last Day to Drop with Grade of "W" (Full Semester Courses)
April 20	Last Day to Withdraw with Grade of "W" from Second-half Semester Courses
April 29	Open House
May 1	Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses) Last Day to Withdraw with a Grade of "WP/WF" from Second-half Semester Courses
May 5-8	Finals
May 9	Spring Semester Ends
May 13	Final Grades available for viewing on Student Information System
May 15	Commencement Ceremony 1:00 P.M.

## DEFINITIONS

**Full-Time:** A student who is registered for at least 12 credits in any given semester. Only the credits as part of a student's program of study will be considered when determining financial aid eligibility.

**Part-Time:** A student who is registered for fewer than 12 credits.

**Matriculated:** A student who applies to and is officially accepted by the College in a program is said to be matriculated. The status remains until the student withdraws officially from the program or college or is dismissed for academic or disciplinary reasons or upon graduation. Matriculation defines a student's program of study and ensures that courses taken will meet program requirements.

**Non-Matriculated:** A student who is enrolled in a course or courses but who has not officially been accepted into a College program. A student who has taken individual courses and then decided to work for a degree should commit to a specific program and formally matriculate after proper counseling prior to the satisfactory completion of 9 semester hours in appropriate courses. In order to ensure that credits earned meet program of study requirements, a student should matriculate as early as possible.

**Active Status:** A matriculated student who has not officially withdrawn from a program or the College or has not registered for classes within a given semester, but returns to the College within three semesters will remain active and eligible to register for classes under the original program of study. All others must reapply to the program/college and follow the new program of

study. Matriculated students who have not registered for three consecutive semesters will be automatically withdrawn from the College.

### Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 15 or 16 weeks.

2. A semester credit hour shall be comprised of the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 weeks semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3-5	45-75
Practicum, Fieldwork	3	45
Internship	3-6	45-90
Co-op	Variable by Dept.	Variable by Dept.

a. **Internship Definition:** A capstone educational experience that allows a student to independently apply skills and knowledge acquired in major field courses in a workplace setting. While the goals and expected outcomes of the internship experience are determined by faculty, specific daily work activities are assigned by the on-site supervisor, and students are supervised and evaluated on-site by an employee of the company hosting the internship. Individual departments must approve internship sites, determine assessment requirements, and set minimum standards for eligibility. Faculty will typically visit (in person or virtually) students and supervisors at the internship site a minimum of 1-3 times per semester and will collaborate with the on-site supervisor in the assessment of student performance. Internships may be paid or unpaid, and one credit is awarded for every 3-6 hours of internship per week for a 15/16-week semester (prorated accordingly for shorter semesters).

b. **Practicum Definition:** An educational experience that allows a student to work with professional practitioners, typically in an education or social work setting, while concurrently enrolled in a course that meets regularly to help groups of students assigned to different practicum sites integrate their experiences with learned theory. Students work collaboratively with on-site professionals to observe and perform activities under the guidance of on-site staff. Faculty work with on-site professionals to determine the appropriate types of activities to ensure that students gain experience that meets specified program goals and outcomes. Individual departments must approve practicum sites, determine assessment requirements, and set minimum standards for eligibility. Faculty will typically visit (in person or virtually) students and supervisors at the practicum site a minimum of 1-2 times per semester and will collaborate with the on-site supervisor in the assessment of student performance. Practicum experiences are typically unpaid, and one credit is awarded for every 3 hours of practicum per week for a 15/16-week semester (prorated accordingly for shorter semesters).

c. **Clinical Definition:** An educational experience that allows a student to develop skills in applying theory to practice in a patient care setting. Students are supervised directly on site by college faculty, who work collaboratively with on-site staff at the facility, and are directly

assessed by college faculty in accordance with published evaluation criteria. Individual departments engage the clinical site through a legal Memorandum of Understanding, which defines criteria for student participation at the site. Clinical experiences are unpaid, and one credit is awarded for every 3-5 hours of clinical experience per week for a 15/16-week semester (prorated accordingly for shorter semesters).

d. **Co-op Definition:** A co-op is an educational program involving paid, productive work experience in a field related to the student's major or career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, up to 4 credits may be awarded.

Each college department will set standards for credit allocation and student eligibility to participate in a co-op. Individual departments must approve co-op sites and will determine requirements (papers, journals, etc.) that must be met during the co-op. The co-op will be graded using the college's grading system and credit will be awarded accordingly.

3. Awarding of credits for coursework offered in formats other than face-to-face (e.g., online, hybrid, accelerated, etc.) shall be based on documentation retained by the Academic Affairs Office that demonstrates equivalency to the above allocation chart.

## COLLEGE POLICIES AND PROCEDURES

### Get Connected

Nashua Community College is committed to using available technology to communicate among members of our learning community. We have come to rely on electronic communication due to the convenience, speed, and reliability it provides. The College, as part of the Community College System of New Hampshire, provides support to help students get and stay connected to faculty, fellow students, and the staff of the College.

#### Student Information System (SIS)

What it is: The Student Information System (SIS) is the place to go for class schedules, mid-semester warning grades, final grades, billing information, financial aid status, academic history, email account name, email default password, and your Canvas username.

#### How to access it:

- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the **MY NCC** link
- Click the **New Users** button
- Select the **Enter Secure Area** link
- Enter your User ID and PIN
- Your User ID will be your Student ID (i.e. A00001234)
- Your PIN will be your six-digit date of birth (mmddyy format).
- If you have not provided NCC with your date of birth, then your PIN for this login will be the last six-digits of your student ID number.
- You will be prompted to change your PIN and set up security questions.



## EasyLogin

What it is: EasyLogin is used to access Student Email, SIS, Canvas, and Library Online Resources. To enjoy the convenience of self-serve password change capability on a 24/7 basis follow these steps:

### How to access it:

- Log-in to the SIS to access your EasyLogin Account Information.
- At the Main Menu of the SIS:
- Select **Personal Information**
- Select **Student EasyLogin Information** link
- Activate EasyLogin Password Reset by entering:
- <http://www.ccsnh.edu/easylogin.html>
- While on the EasyLogin page, select the link Manage/Activate EasyLogin to update your password and to set up security questions for 24/7 password reset access. Remember to keep a record of your answers to these questions for future password reset access.

## Canvas

What it is: Canvas is NCC's Learning Management System used for all learning at NCC.

### How to access it:

- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the **MY NCC** link
- Click on **Canvas** link
- Enter your EasyLogin Username and Password

## Student Email

What it is: Official CCSNH email accounts are created automatically for all matriculated students or registered students and are available within 24 to 48 hours after matriculation or registration. This email account serves as the official account for all electronic communications with the College.

### How to access it:

- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the **MY NCC** link
- Click on **Student Email** link
- Enter your EasyLogin username and password

## Academic Affairs

### Vice President of Academic Affairs

The Vice President of Academic Affairs (VPAA) is the chief academic officer at the College and is responsible for all instructional and academic programs.

### Student Evaluations of Faculty

Each semester students are asked to evaluate their instructors. The entire evaluation process is designed to maintain and improve a quality educational program. The Vice President of Academic Affairs (VPAA) will distribute the official faculty evaluation form. The completed forms will be collected by a designated student and will be returned to the VPAA in an envelope. Confidentiality will be maintained.

## **Cheating**

A student found guilty of cheating will receive a grade of “F” (Failure) on the work in question and may receive an “F” in the course. The Vice President of Academic Affairs (VPAA) will be notified immediately. The student could be placed on academic probation, notified in writing to this effect, and warned if involved in a similar incident in the future, he/she will be dismissed from the College. Please see Judicial Process.

## **Plagiarism Policy**

Plagiarism is a serious violation of a student’s academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person’s work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person’s work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student’s efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person’s unique work with no acknowledgment of the original source.
5. Copying another student’s work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student’s program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student’s program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs (VPAA); loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

## **Copyright Policy**

The Copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted materials. Students are liable for any infringements of these laws. The Attorney General’s office will not defend students for copyright violations.

## **Class Cancellation Policy**

Students may sign up for NCC Alerts on our website [www.nashuacc.edu](http://www.nashuacc.edu) to receive cancellation notices due to weather issues. Students may choose to be notified by phone, college email or text message in the event of a cancellation. There will be NO delayed openings for this campus. Evening class cancellation decisions will be made separately and by 3:30 pm of the given day. The cancellation will run on WMUR.

## **Consortium Agreement Policy**

Nashua Community College (NCC) is committed to providing the necessary classes students need to complete their degrees. However, there are occasions when students choose to complete individual courses at other colleges. In these situations, the student is responsible for completing the “Transfer Course Authorization Form” and getting the appropriate signatures. Once that document is completed, a student, if she/he would like financial aid to include the requested

consortium course in the overall aid calculation, must submit an additional form--the Consortium Agreement Form (available in the Financial Aid Office).

The basic requirements for Nashua Community College's approval:

- The requested course must be required for graduation.
- A student must be enrolled in at least 50% of his or her credit hours at NCC during the semester of requested Consortium.
- The Consortium must be signed before the end of our Add Period at the start of the semester.

## **Registrar**

The Registrar is responsible for record keeping of course registration, withdrawals, and grades. The Registrar keeps all student transcripts updated and determines if a student has met graduation requirements. For specific information regarding course registration, withdrawals, grade changes, etc., see the specific sections of this handbook and/or your academic or faculty advisor.

### **Registration**

Each semester students register for courses during the designated registration period prior to each semester. All students are encouraged to contact their academic or faculty advisor before completing the course registration form. Students are responsible for registering for the appropriate course(s) according to their program profile. No credit can be given for any course unless a student is officially registered. Any changes after registration must be made by obtaining the appropriate forms in the Registrar's Office. Non-matriculated students may take courses on a space available basis.

Online registration is available at scheduled times for returning matriculated students. Matriculated students registering for classes for the first time must register with an Enrollment Specialist and meet with their academic or faculty advisor to set up an academic plan. This will ensure that students meet course prerequisites and complete course requirements in a timely manner. Online registration is not available to non-matriculated students.

### **Add/Drop Course(s)**

To add or drop a course, students must complete the Add/Drop Form. This form must be signed by the student and returned to the Registrar's Office. By signing this form, students recognize that they are financially responsible for any tuition and fees created by adding or dropping courses listed.

### **Adding a Course**

Up to and including the seventh (7th) calendar day of the semester (prorated for alternative semester lengths), students are allowed to add classes if space is available. A course may be added after the seventh (7th) calendar day of the semester (prorated for alternative semester lengths) only with the permission of the instructor.

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

## **Dropping Courses with a Refund**

Students must notify the Registrar's Office or Academic Advisor prior to the published date for "Last Day to Withdraw with Refund" (see Academic Calendar and Refunds for Tuition) in order to receive a refund. Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

## **Dropping Courses after the Refund Period**

After the "Last Day to Withdraw with Refund" period has ended, students may withdraw from courses until the "Last Day to Withdraw with a Grade of 'W'" period ends (see Academic Calendar). However, the Registrar's Office is the only official authority within the college designated to accept withdrawal notification. Officially dropping a course during this period will result in a grade of 'W' on the student's academic transcript with no effect on the cumulative GPA. Officially dropping after the "Last Day to Withdraw with a Grade of 'W'" period will require an instructor issued grade of 'WP' or 'WF' (see Auxiliary Grades and Academic Calendar).

Students should always consult with an academic advisor prior to withdrawing from course(s) to avoid adverse penalties such as loss of financial aid eligibility, VA Education Benefits, or delay in meeting graduation requirements.

## **Transcripts**

Transcripts of a student's College record will be furnished upon written request or online request through the Student Information System. Transcripts require two business days to be processed. A longer time is required at the end of each term and at graduation.

## **Grade Reports**

Students access grades using the Student Information System.

In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations, he/she will be able to view the final grades at the conclusion of the semester in question through the Student Information System (SIS). However, the student will be unable to view his/her entire transcript on SIS, but may view the entire transcript in the Registrar's Office on request. No official transcript will be released until all outstanding financial obligations are resolved.

## **Change of Address**

Students changing their living quarters, home address, telephone number or e-mail must notify the College. A change of name requires verification documents. Change of Address forms are available in the Registrar's Office and on the NCC website.

## **Academic Success Center**

The Academic Success Center located in the library provides educational support and resources to the College community. The mission of the Academic Success Center is to assist students in reaching their academic potential by developing the skills and strategies necessary to become confident, independent and active learners'

These supports include:

## **Computer Access**

Library staff can show students how to access SIS accounts, log-in to Canvas and other

basic computer programs. Students may use the computers to work on assignments and access printers. Computers are for academic purposes only and are available on a first come first serve basis.

### **The Tutoring Center**

Tutoring is available to all students, free of charge. Tutoring is led by faculty members and student tutors. Drop-in tutoring is available daily per the published schedule in Math and English.

### **The Writing Center**

Provides individual tutoring for students who would like help with writing assignments such as essays, research papers, journals and other assignments. This is not a proofreading service. An e-Writing tutor service online through Canvas.

## **Disability Services**

### **Reasonable Classroom Accommodations**

Students who have documented disabilities or suspect they have a disability that impacts learning may speak with the Disabilities Services Coordinator (DSC) to establish a Reasonable Accommodation Plan (RAP). In order to receive classroom accommodations a student must meet eligibility requirements and complete the RAP application process. Forms and instructions are available on the NCC website and in the Academic Success Center located in the library.

A student is required to update the RAP each semester and provide copies of the signed RAP to each instructor in every class in which they would like to use classroom accommodations.

No classroom accommodations will be provided until the student gives the instructor a signed RAP copy with the current semester listed on the plan. Plans are not retroactive and start the date the student provides the RAP to the instructor, not the date the student and the DSC sign the plan.

Each student is expected to attend class on his/her own; there is a one-to-one correspondence between student name on the roster, student registered and seat in the classroom. Exceptions that could be specifically authorized by a reasonable accommodation plan are: American Sign Language interpreters and personal care attendants (PCA supplied/paid by student). Service animals may also be listed in a RAP. Aides for academic support may assist outside the classroom, but cannot attend class with the student.

### **Accuplacer**

Accuplacer testing with testing accommodations is available and can be arranged through the Disabilities Services Coordinator and the library staff.

## **Academic Advising Center**

The Academic Advising Center is available to help students with registration, academic concerns, course and program changes, transfer options, and other related college practices. Hours and contact information for the Academic Advising Center are posted in the Academic Advising Center webpage. Students can find their assigned advisor on the Student Information System (SIS) and on the Academic Advising Center webpage. In some cases, students will be assigned a faculty advisor.

## **Transfer Advising**

Many students decide to continue their education after graduating from the College. Any student who wants information about four-year colleges can come to the Academic Advising Center.

Also, representatives from four-year colleges visit the College to recruit our graduates. The Academic Advising staff can answer questions from students about the transfer process.

## **Transfer Credit**

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a "C" or higher. Courses successfully completed prior to admission will be considered for transfer. It is the student's responsibility to furnish the following: (1) transfer request form, (2) official transcript, and (3) copy of the course description. The Vice President of Academic Affairs (VPAA), Department Chair, Program Coordinator, or designee, will evaluate each course and grade and determine if the credits should transfer. The student will receive a list of courses accepted for transfer. Any current students seeking to take a course at another college and wishing to apply that course to their degree must submit a transfer credit authorization form to the VPAA for approval. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the GPA or CGPA. Approved Credits earned at another institution will be added to the total credits accumulated for graduation.

## **Online Learning - Transfer of Credits**

Matriculated NCC students enrolled in 100% online courses through another college must follow the existing College policies for transfer of credits. Students must earn at least a minimum grade of "C" for the course to transfer. It is recommended that students consult with an academic advisor prior to taking an online course to be assured that the course is appropriate to meet graduation requirements.

NCC offers distance education courses and has processes in place to verify that the student who registers in a distance education course is the same student who participates in and completes the course and receives the academic credit. Verification may be accomplished through:

1. A secure login and pass code;
2. Proctored examinations;
3. Pedagogical and related practices that are effective in verifying student identity.

In carrying out these processes, NCC protects student privacy and will notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

At the conclusion of the online course, matriculated students should request that an official transcript be sent to their home campus so that a transfer of credits can be completed. Credits will not be automatically transferred unless the student initiates the transfer process. Non-matriculated students will have an official transcript at the host college campus offering the course(s). Students should follow the college policy for requesting transfer of credits to another institution. It is highly recommended that non-matriculated students interested in admission to one of the CCSNH colleges apply for admission to their program of choice as soon as possible. Students who complete courses as a non-matriculated student may find that not all of the online courses can be applied towards a specific degree, or certificate.

## **Alternate Ways to Earn Credit**

### **College Board Advanced Placement (AP) Examination Credit**

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. Matriculated students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded directly to the College Admissions Office. These grade reports should come from the College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number 609.771.7300.

Upon receipt of the student's AP grade reports, the Admissions Office will access the grade and recommend to the Vice President of Academic Affairs credits to be transferred based on the College's policies relating to the AP scores for the various exam subjects. The minimum score to receive credit varies from 3 to 5. No credit is awarded on any AP exam score of less than 3. The policy stating the specific exam scores for each subject area may be reviewed at either the Admissions or Registrar's Office.

### **College-Level Examination Program (CLEP)**

The College awards credits for some courses through the CLEP administered by the College Entrance Examination Board. Passing grades for CLEP exams are 50 and above (For students preparing for Nursing, specific passing scores for Psychology and Human Growth and Development are on the Advising Center webpage) . Students should consult with their Program Coordinator, Department Chairperson or Vice President of Academic Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores can be used to fulfill program requirements. Information about the CLEP exam is available in Academic Advising. Nashua Community College is an approved test center. Contact Academic Advising for information.

### **Credit by Examination (CBE)**

Credit by Examination may be earned by matriculated students who, by study, training or experience outside the College have acquired skills or knowledge equivalent to that acquired by students enrolled in a course at the College. Such skill, knowledge or experience shall be in the area of the course concerned and determined to be relevant by the Vice President of Academic Affairs or other authorized personnel. Students may challenge a course by requesting and completing an examination or evaluation that covers the instructional material of the course.

If successful, the appropriate credits earned are applied to the student's program. Students requesting a CBE shall pay a fee of \$25 per credit to the Business Office. This fee is non-refundable. If the student passes the exam, using criteria developed by the respective department, appropriate credit(s) shall be applied to the student's academic record and a notation entered on the student's transcript indicating successful completion. Since a traditional grade (A-F) is not entered, the Credit by Exam is not calculated into the student's GPA. If the student fails to pass the exam, no entry is made on the academic transcript but a record of the unsuccessful completion will be maintained in the student's file.

A student who does not pass the credit by exam will be ineligible for another credit by exam in that course.

Students wishing to satisfy an elective for Social Sciences or Humanities must take the CLEP. A candidate wishing to review the material for which he/she shall be held responsible in a CBE may apply to the chairperson of the department concerned for a list of areas of the subject matter covered upon which the exam will be based. The CBE shall cover the content of the course being challenged. The student must apply for and take the CBE by the end of the Add/Drop Period. Students may not CBE a course in which they are currently enrolled (registered).

## **Prior Learning Assessment**

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge toward credit in some degree/certificate programs. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at NCC to be eligible to apply for prior learning assessment credit. Not all programs provide this option; students should consult with their respective college advisor and/or program coordinator for more information and the process used for application.

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

## **Independent Study**

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent Study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study.

The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing in the Nashua Community College catalog. Independent Study Forms may be obtained from the Office of Academic Affairs.

## **Directed Study**

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum cumulative grade point average of 2.0 to be eligible for a Directed Study.

The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered. Directed Study Forms may be obtained from the Registrar's Office.

## **Audit Policy**

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

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



## **Attendance**

Class attendance is considered essential to academic success of students at this College. Since there are constant learning opportunities between faculty members and students and between students and other students within the classroom or lab, it is expected that students will attend each meeting of each course in which they are enrolled.

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies will reflect the instructor's authority to determine whether a student is permitted to make up work missed through absence or lateness and on what terms.

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade any time during the semester. An "AF" grade is calculated in the GPA as an "F". All students who stop attending class after the add/drop period and have not officially withdrawn shall receive an AF from the instructor at the end of the semester or at any point during the semester that the instructor informs the Registrar's Office that the student has been suspended from class.

## **Medical Leave Policy**

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

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

Students requesting Medical Leave of Absence must:

- Provide a letter to the Vice President of Academic Affairs (VPAA) identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
- Provide the VPAA documentation of the medical condition from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The VPAA or designee will make a determination regarding the appropriateness of the leave request

and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will be required to reapply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's particular

condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPAA and/or the student's program Department Head; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

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

## **College Withdrawal**

### **Withdrawal From the College through Official Notification by the Student**

The Registrar's Office is the official authority within the college designated to accept withdrawal notification. If a student communicates to a staff person in the Registrar's Office while that person is acting in an official capacity, that communication in whatever form (verbal or written), is considered official notification. Students are urged to submit a signed withdrawal form and/or Add/Drop form to the Registrar's Office to show their intent to withdraw. The date the form is submitted to the Registrar is the withdrawal date and the date of notification to the school. Students may also withdraw from the college by phone, fax, or mail.

### **Withdrawal From the College or a Course Through Official Notification by the Faculty**

A faculty member may process a withdrawal from the college or a course on behalf of a student who is unable to do so himself/herself because of circumstances beyond the student's control (e.g. hospitalization, military transfer, accident). The faculty member will submit the appropriate course/college withdrawal form to the Registrar's Office with all information filled out on the student's behalf. If not indicated on the form, a brief explanation must accompany the form indicating why the student is unable to complete the withdrawal him/herself. The date the form is submitted to the Registrar is the withdrawal date and the date of notification to the College.

### **Withdrawal From the College Without Notification to the College (Dropout)**

If a student ceases attendance without providing official notification, the withdrawal date will be the midpoint of the semester, unless the Registrar is notified otherwise (see below). Students who stop attending class after the add/drop period will receive an AF from the instructor at the end of the semester. An AF grade is computed into the student GPA as an F.

However, an instructor may also give an AF grade at any point during the semester for violation of the instructor's individual attendance policy, for disruptive classroom behavior, or for unsafe clinical practice (see AF grade definition). In this instance, the instructor will submit the AF grade to the Registrar on a designated form. The date the form is submitted will be the date of notification.

### **Refunds for Tuition**

Students who officially withdraw from the College or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less-non refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to withdraw for a full refund.

If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

All Federal Title IV funds (i.e. Pell, SEOG, Perkins Loans, Stafford Loans) are returned to the federal programs according to the rules and regulations mandated by the Department of Education. For more information on Return of Title IV Funds for Financial Aid Recipients, go to [http://www.nashuacc.edu/images/PDF/financial\\_aid/1516/Treatment-of-Title-IV-Aid-When-a-Student-Withdraws.pdf](http://www.nashuacc.edu/images/PDF/financial_aid/1516/Treatment-of-Title-IV-Aid-When-a-Student-Withdraws.pdf).

Students registered for non-credit workshops must withdraw in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization. All refunds require that students complete an official withdrawal form.

In accordance with Federal regulations, refunds for an amount less than \$1 (\$0.99 or less) will be forfeited.

## Grading System

### Reporting of Student Achievement

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. The College utilizes the following grades:

Grade	Quality	Points
A		4.00
A-		3.70
B+		3.30
B		3.00
B-		2.70
C+		2.30
C		2.00
C-		1.70
D+		1.30
D		1.00
D-		0.70
F		0.00

### Auxiliary Grades Used:

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

**WP:** Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Does not affect

**GPA.** Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state)

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

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

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

**I:** Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The “I” grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester, including summer, or the grade defaults to an F.

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

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

**CS:** Continuing Study. Allows student to re-register for developmental course if competencies have not been met by end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course, but need more time to meet course competencies. The CS grade does not affect GPA.

### Grade Point Average (GPA)

Semester and cumulative grade point averages are calculated for all students. The GPA is calculated by multiplying quality points by credit hours for each course, totaling these products, and dividing the sum by the total credit hours attempted in a given semester.

Example:

	Grade	Points	x	Hours	=	Credit
Course 1	A	4.00	x	4	=	16.00
Course 2	B+	3.30	x	3	=	9.90
Course 3	C+	2.30	x	3	=	6.90
Course 4	C-	1.70	x	3	=	5.10
Course 5	D	1.00	x	3	=	3.00
				16		40.90

Total point credits, 40.900, divided by total credit hours, 16, equals the Grade Point Average, 2.556.

## **Cumulative Grade Point Average (CGPA)**

The CGPA takes into account all coursework taken at NCC, including developmental or remedial courses. The CGPA is obtained in the same way as the GPA, except that the calculations are based on all courses that the student has taken at NCC. When a student repeats a course, the most recent grade earned is used in the GPA computation. The original grade, however, remains on the transcript along with the grade of the repeated course.

## **Academic Honors**

Academic Honors is based on all courses taken in a given semester. A full-time, matriculated student in good standing with a grade point average of at least 3.7 is entitled to honors on the President's List. A full-time, matriculated student earning a grade point average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

## **Incomplete Grade**

An Incomplete Grade "I" indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities.

The work must be completed by the student through formal arrangement with the instructor no later than:

- The end of the third week in the Spring semester for a grade issued in the Fall semester;
- The end of the third week in the Fall semester for a grade issued in the Summer term;
- Three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester.

Should the student fail to complete the work within the designated period, the grade will automatically become an "F". Exceptions to the above deadlines may be made by the Vice President of Academic Affairs. "I" grades will not be included in the computation of Grade Point Average. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid Office for further information.

## **Grade Appeal/Grade Change**

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

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

1. Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.
2. Meet with the Program Coordinator/Department Chair. If the issue was not resolved in Step 1, the student has three (3) workdays from the date of the faculty member's decision to file a written appeal with the faculty member's Program or Department Chair, or with the VPAA if the faculty member is also the Department Chair or Program Coordinator. Within three (3) work days the Department Chair (or VPAA) will mediate the dispute

either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to step 3.

3. File a written appeal with the VPAA. If the issue is not resolved in Step 1, the student has three (3) work days to file a written appeal with the VPAA or designee. The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative. The VPAA or designee will have ten (10) business days from receipt of the written appeal to render a decision. The decision of the VPAA or designee is final.

### **Course Repeat Policy**

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but will not be used in the calculation. Only those repeated courses completed at the College will be used in the calculation of the CGPA; repeated courses completed at another institution and transferred into the College will not be used in the calculation of the CGPA. They will, however, be counted toward degree requirements.

Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs. A failed course may not be passed via Credit by Exam.

### **Good Standing**

The status of a student maintaining grade averages above those requiring institutional academic review. Good standing for degree students is defined as follows:

- CGPA of 1.50 or higher with 0 to 13 credits attained
- CGPA of 1.70 or higher with 14 to 27 credits attained
- CGPA of 1.80 or higher with 28 to 40 credits attained
- CGPA of 2.00 or higher with 41+ credits attained
- Certificate Students (For academic purposes only):
- CGPA of 1.80 with 0-20 credits attained
- CGPA of 2.00 with 21+ credits attained

### **Academic Warning**

A student who is failing or in danger of failing a course may at any time be given an academic warning by the instructor.

### **Academic Standards**

Students falling below the following standards will be designated as not meeting satisfactory progress. Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension.

### **Academic Probation 1**

Students with a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation 1 (AP1). Students must earn a CGPA of 1.5 or greater at the end of their second semester of attendance in order to come off Academic Probation. When placed on AP1 status, students must contact the Academic Advising Center to develop a plan of action for academic success.

## Academic Probation

A warning which indicates the student may not be on track to graduate because of poor academic performance. Students must work with an Advisor to create an Academic Plan. The student may remain in the program, but his/her academic progress will be monitored.

Students meeting the criteria below will be placed on Academic Probation:

0 – 13 Credits Accumulated:	below 1.50 CGPA
14 – 27 Credits Accumulated:	below 1.70 CGPA
28 – 40 Credits Accumulated:	below 1.80 CGPA
41+ Credits Accumulated:	below 2.00 CGPA

## Academic Suspension

Academic Suspension Definition: Students placed on Academic Suspension will be removed from their program and may not reapply for admission for a minimum of one semester. Students may continue to take courses as a non-matriculated student and will not be eligible for Financial Aid. Students placed on Academic Suspension will be required to meet with an Academic Advisor to create an academic plan and to meet with the advisor on a regular basis.

Students meeting the criteria below will be put on Academic Suspension:

0 – 13 Credits Accumulated:	below 0.50 CGPA
14 – 27 Credits Accumulated:	below 1.10 CGPA
28 – 40 Credits Accumulated:	below 1.25 CGPA
41+ Credits Accumulated:	below 1.50 CGPA

OR

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

## Academic Standing Committee

The purpose of the Academic Standing Committee is to review the appeals of matriculated students. The Committee may recommend any of the following actions:

- Academic suspension
- Academic probation
- Academic warning
- Letter of encouragement
- Removal from academic suspension or academic probation
- Appeal Procedure

The student will receive written notification of his/her academic standing. The suspended student must wait one full semester before reapplying for matriculation into his/her program of study. Suspended students may continue to take courses as a non-matriculated student and are required to meet with an academic advisor to create an academic plan and meet with the advisor on a regular basis.

Students who have a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation-I for one semester.

## Appeal Procedure

Students may appeal any decision regarding their academic status by filing a written appeal with the Vice President of Academic Affairs within seven (7) business days of the date in their notification letter. The appeal must clearly state the basis for the student's request. Students will

have an opportunity to present their case in person. A written decision will be sent to the student within 48 hours (excluding weekends and holidays).

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

### **Academic Amnesty**

A student who has previously attended the College and is admitted at a later time may be eligible for Academic Amnesty, which provides for the following:

All grades taken during the student's previous time at the college will no longer be used to calculate the student's new cumulative GPA. However, grades C- and above taken during the student's previous time at the Institute/College will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic Affairs.

Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript.

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

- The student has not taken any courses at the College for a period of at least 3 years from the last semester of attendance.
- The student applies for Academic Amnesty before the start of his/her second semester after readmission.
- The student has never before received Academic Amnesty.
- The student achieved a cumulative GPA below 1.7 during previous attendance.

## **Graduation**

### **Graduation Requirements**

To graduate, a student must complete all courses and attain a cumulative grade point average (CGPA) of at least 2.0. Specific requirements for all degree, and certificate programs are available from the Registrar. Credits earned in developmental courses are not counted toward graduation requirements. Matriculated students must earn a minimum number of academic credits as follows at Nashua Community College:

- Degree students must earn 15 credits, eight of these credits must be in advanced courses in the student's major.
- Certificate students must earn 6 credits or 25% of the credits, whichever is higher.

### **Additional Associate Degrees**

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received.

The requirements for earning additional degrees are as follows:

Complete all requirements of each program of study, including general education requirements; and, earn a minimum of 15 additional credits at the College, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

### **Graduation Ceremony**

Commencement is held once a year in May. Students, who expect to complete requirements for a degree or certificate, must file an INTENT TO GRADUATE form with the Registrar by submission deadline.



## ALL COURSEWORK WILL BE COMPLETED

## SUBMISSION DEADLINE

FALL 2019 (awarded in December)  
SPRING 2020 (awarded in May)  
SUMMER 2020\*\* (awarded in August)

November 1, 2019  
December 31, 2019  
March 31, 2020

\*\*All Summer Graduates MUST meet with Registrar to discuss plans for completion of remaining credits. Summer graduates who need two or more courses during the summer semester, and/or have a CGPA below 2.5 at time of spring semester final grades, will not be eligible to participate in the graduation ceremony in May.

Failure to file an INTENT TO GRADUATE form by the deadline may mean the student cannot participate in graduation exercises.

No credentials are issued to students until they have completed all requirements for the degree or certificate.

Students with outstanding balances or overdue library materials will not receive the credentials.

Graduation Honors - College CGPA

CGPA 3.20 - 3.59 = Cum Laude  
CGPA 3.60 - 3.89 = Magna Cum Laude  
CGPA 3.90 - 4.00 = Summa Cum Laude

Graduates in associate degree programs earning a CGPA of 3.20 or higher are entitled to wear a gold tassel.

## **Tuition and Fees**

### **Tuition Deposit**

A non-refundable tuition deposit of \$100 will be required from some matriculated students depending on their program. A matriculated student is defined as one who has been formally accepted into a degree, certificate, professional certificate, or diploma program.

The President or his/her designee reserves the right to waive the deposit for any or all groups of students as may be deemed appropriate for his/her college.

If the deposit is required, it will be applied to the tuition for the semester in which the student is matriculated and is non-refundable. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee. One hundred dollars of any payment towards a student's first matriculated semester may be designated as the non-refundable tuition deposit. A change of major may also require an additional non-refundable deposit. If required, deposits are due three weeks from the date of the acceptance letter and prior to the first day of classes.

### **Advance Payment Requirement**

Payment or arrangements for payment of all semester charges are due two weeks prior to the start of the semester. Failure to make payment in full or arrangements for payment two weeks prior to the start of the semester may result in the cancellation of the student's registration. Payments can be made online through the Student Information System (SIS), in the Business

Office, or by mail. A fee of \$50 per semester will be charged to all students who fail to make arrangements to pay tuition and fees prior to the start of classes.

A student who fails to make payment as scheduled will be allowed to finish the course, but will be unable to receive an official transcript, certificate, professional certificate, or degree. Furthermore, the student may not register for future terms at the College and may be restricted from registration at other colleges in the CCSNH system. If payment is made, the student will be allowed to register for future classes. Full payment of all tuition and fees for any new classes will be required before the semester/term begins.

### Monthly Payment Plan

In an effort to assist students with tuition charges, the College offers an interest free monthly payment plan administered by Nelnet Business Solutions. The plan allows the student to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on the NCC website. If tuition is paid in installments, it must be paid in full 10 days prior to the beginning of final exams or two weeks prior to the end of the term, whichever is applicable.

### Comprehensive Fee

The mandatory \$23 per credit hour fee is charged to all students enrolled in credit courses for the fall, spring and summer semesters. The comprehensive fee supports the Wellness Center, Student Affairs and their administration. Students have access to the Wellness Center. In addition, students can attend Student Senate sponsored events for little or no cost.

### Academic Instruction Fee

A fee will be charged for all Laboratory/Practicum or other similar experiences. The fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$110 for each course. This fee will be added to the normal tuition charge for that course. The fee will be charged to all students with no exceptions. See the College Catalog for more specific information on tuition and fees.

Example:			CL	LAB	CR
	SCIN 201	A&P I	3	3	4
$4 - 3 = 1 \times 110 = \$110$					

### Nursing Clinical Surcharge

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$500 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee.

## Collection Clause

Students agree that by registering for course(s) with the Community College System of New Hampshire, they are financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, they agree that they will be responsible for all charges as noted in the College Catalog and Student Handbook. They further understand that if they do not make payment in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. They also agree to pay for the fees of any collection agency, which may be based on a

percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to their account balance.

## **Fee for Protested Checks**

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to any CCSNH College or the CCSNH Chancellor's Office as uncollectible, CCSNH shall charge a fee of \$35 in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the CCSNH, to cover the costs of collection.

## **Student Affairs**

### **Vice President of Student and Community Affairs**

The Vice President of Student and Community Affairs (VPSCA) has responsibility for much of what sets the tone for students outside the classroom at the College. Admissions, counseling, advising, placement, orientation, financial aid, intramural athletics, wellness center, student activities, corporate, community and continuing education are some of the services for which the VPSCA is responsible. As an advocate for students, the VPSCA and his/her staff are available to respond to student's questions, concerns, or problems and to help facilitate their resolution.

### **College Counseling**

Advisors are available to assist you in addressing career, financial and academic concerns. You may schedule an appointment with an advisor by contacting the Academic Advising Center. The advisors offer counseling to students who would like assistance in making the adjustment to college. The advisors are available to assist students having difficulty studying, academic concerns, and uncertainty about career choice. Also, they will be happy to offer information on other community agencies which could be of assistance in finding solutions to your problems.

### **Placement Services**

The College is sensitive to the career counseling needs of students and provides a variety of services including computerized career assessment, personal counseling, and interest inventories. Students are assisted in their search for employment through notification of employment opportunities, access to skill building seminars such as resume writing and job search strategies, as well as opportunities for on campus interviews with business representatives. NCC uses College Central Network (CCN) as its official resume and job posting service. Local employers post jobs exclusively to our school via the CCN site. Students and alumni can create an account profile to:

- Easily search and apply to local and national Full-time, Part-time, Internship/Co-op job opportunities
- Create and upload your resume and career portfolio to make available to employers
- Access event announcements, career advice documents, Podcasts, videos and articles

For more information, contact Academic Advising.

### **Health Forms**

Health forms must be completed by all matriculated students and submitted to the Admissions Office prior to the first day of enrollment. Specific proof of immunity may be required depending on the program of study. Additional immunization, laboratory work and/or written documentation may be required based on individual circumstances.

## Immunization Policy

Students, regardless of age, who are accepted into an NCC program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in athletics must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation can be approved. The College may include additional groups or constituencies at its discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the College. Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
  - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
  - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
  - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
  - a. Had the disease confirmed by an office record of a doctor;
  - b. Been born before 1957 and therefore considered immune;
  - c. Laboratory confirmation of an immune titer;
  - d. Been immunized with 2 doses of live vaccine after 12 months of age; or
  - e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
  - a. Had disease confirmed by an office record;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
  - a. Laboratory confirmation of an immune titer;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
  - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
  - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
  - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
  - b. A positive PPD established by an x-ray with negative results within the last year; or
  - c. Been subject to modification for clinic or practicum site.

8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
9. 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.
10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

### **Hepatitis B Vaccine Series**

Vaccination against Hepatitis B is required for all students in the following programs:

- Associate Degree Nursing
- Early Childhood Education
- Human Services

A student has the right to decline the above vaccine, but he/she must sign a release form. Please Note: You will not be able to attend clinicals until you have either been vaccinated, or have signed a release form.

### **Additional Immunization Recommendations**

It is recommended that all registered students will have obtained, before college entrance, all immunizations against childhood diseases, including mumps, tetanus, diphtheria and polio, in accordance with the currently accepted immunization schedules of the New Hampshire Division of Public Health Services.

### **Determination of In-state Status and Change of Status**

A student will be classified as in-state or out-of-state for tuition purposes at the time of admission. The Admissions Office will make the decision based on information furnished by the student's application and other relevant and available information. To qualify for in-state tuition, a student must have been domiciled in New Hampshire continuously for at least 12 months immediately prior to registration for the term for which in-state status is claimed. Students living within a 50-mile radius of the NCC campus also qualify for in-state tuition.

A member of the active duty U.S. Armed Forces stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as "in-state" for tuition purposes so long as said orders remain in effect and residence in this state is continued. Also, military personnel who are residents of another state but choose this state as their residence within 90 days of being discharged from the military will be considered residents and charged in-state tuition. Refer to the "Veterans' Assistance" Section on our website <http://www.nashuacc.edu/student-services/veteran-assistance> for more information.

Residents of the six New England states are eligible to pay a lower, regional tuition (instead of the out-of-state) when enrolled in associate degree programs approved under the New England Regional Student Program (NERSP). The College allows additional eligibility to include all associate degree and certificate programs.

International Students are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled at NCC.

Any student who has, on his/her first admission to the College, been classified as New England Regional or out-of-state for tuition purposes, may apply to the 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.

Any student who is aggrieved by the decision of the Admissions Office may appeal in writing to the Vice President of Student and Community Affairs. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant.

## Financial Aid

Please review your rights and responsibilities as a financial aid recipient in the 2019-2020 CCSNH Student Financial Aid Handbook at <http://www.ccsnh.edu/sites/default/files/content/documents/finaiddocuments/FINAL%20CCSNH%202019-2020%20Student%20Financial%20Aid%20Handbook%20upd%20071119.pdf>.

### What Is Financial Aid?

Financial aid consists of grants, scholarships, loans, and work study and can be from the federal government, the state government, the college, or a nonprofit or private organization. Financial aid assists students and their families in paying for college expenses. Such expenses may be direct, such as those directly charged to your college student account (ie: tuition and fees), and indirect, which include but are not limited to books, supplies, and transportation to/from college. A student's financial aid award may include a combination of various types of aid.

### Who Is Eligible for Financial Aid?

To receive federal student aid, a student must meet basic eligibility criteria described at <https://studentaid.ed.gov/eligibility#basic-criteria>. Most students are eligible to receive financial aid from the federal government to help pay for college or career school. Your age, race, or field of study won't affect your eligibility for [federal student aid](#). While your income is taken into consideration, it does not automatically prevent you from getting federal student aid.

To receive federal student aid, you'll need to...

Qualify to obtain a college or career school education, either by having a high school diploma or [General Educational Development \(GED\) certificate](#), or by completing a high school education in a [homeschool](#) setting approved under state law

AND

Be enrolled or accepted for enrollment as a [regular student](#) in an eligible degree or certificate program

AND

Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25)

AND

Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau

AND

Sign certifying statements on the *Free Application for Federal Student Aid (FAFSA®)* form stating that

- you are not in [default](#) on a [federal student loan](#) and do not owe a refund on a federal grant and
- you will use federal student aid only for educational purposes

AND

Maintain [satisfactory academic progress](#) in college or career school

In addition you must...

Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

OR

Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident

OR

Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

OR

Have BATTERED IMMIGRANT STATUS

You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

OR

Have a T-VISA

In addition:

- You must be enrolled at least six credits to qualify for Direct Student Loans (DL). Audited courses, Transfer Credits, Credit by Exam and Experiential Learning Credits do not count towards eligibility.
- Students with prior baccalaureates may be eligible for student loans but are not eligible to receive Pell or SEOG grants.
- An eligible certificate program requires 16 or more credit hours for completion. Federal loans are prorated for programs requiring 16 to 23 credits for completion. Students in certificate programs requiring less than 31 credits are only eligible to receive first year level loan limits.
- If you want to use financial aid to pay for courses at more than one CCSNH College, you must complete a Consortium Agreement available at your home college Financial Aid Office.
- To maximize Pell grant eligibility a student must be registered for all courses prior to the primary census date within that semester. Students may contact the Financial Aid office for clarification

## NCC Financial Aid Priority Deadlines

**Please submit all** requested documents by the priority deadlines below to ensure completion of your financial aid package by the Business Office payment date.

Summer 2019:	April 22, 2019
Fall 2019:	July 22, 2019
Spring 2020:	December 16, 2019
Summer 2020	April 21, 2020
Fall 2020	July 21, 2020

Please be aware that the financial aid process can take up to 4 to 6 weeks and an incomplete financial aid process can prevent some/all disbursements.

### Determining Your Eligibility

The following equation is used in determining your financial aid eligibility (an explanation of terms follows):

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

The Cost of Attendance (COA) is an estimate of the cost for you to attend NCC, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. The following is a sample COA constructed for a 9 month academic year with full time attendance (24 credit hours for the year) for a student living off campus. For more information regarding COA, contact the Financial Aid Office.



Tuition (24 credit hours)	\$ 4,800
Room and Board	\$ 13,329
Fees	\$ 624
Books and Supplies	\$ 1,400
Transportation	\$ 2,467

Personal Expenses	\$ 1,800
Total Sample Cost of Attendance	\$ 24,420

NCC uses period based budgeting. A student's COA is reviewed each semester. Full Time is (12+credits), Mixed is (6 –11 credits), and Less than half time is (less than 6 credits). However, if a student is enrolled for less than half time in a semester, their COA must be adjusted for that semester to exclude Personal Expenses and Room and Board. Additionally, when a student withdraws from a course or course(s), a review of COA is required and the COA may be modified.

Student enrollment level is defined according to the number of credits for which the student is enrolled:

- Full-time: 12 or more credits in a semester
- $\frac{3}{4}$  time: 9 - 11 credits in a semester
- $\frac{1}{2}$  time: 6 - 8 credits in a semester
- Less than  $\frac{1}{2}$  time: Less than 6 credits in a semester\*

\*However, if a student is enrolled for less than half time in a semester, the COA must be adjusted for that semester to exclude Personal Expenses and Room and Board.

Your Expected Family Contribution (EFC) reflects your (and, if you are categorized as a dependent student, your family's) ability to contribute to the Cost of Attendance. The calculations used to determine the EFC are based on the United States Department of Education's mandated formula known as the federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your Expected Family Contribution. Your Financial Need and the availability of funds determines your financial aid award.

## Awarding of Aid

Financial aid applications are processed, and financial aid is awarded, according to the US Department of Education regulations for administering the various types of available aid.

Federal student aid is awarded according to student cost of attendance (COA). The aid package may be generated using an estimated COA, or, if the student is enrolled, using the calculated COA based on current enrollment level. Changes to enrollment affect COA and may impact aid eligibility.

Pell Grant eligibility is determined by completing the FAFSA. Federal Pell Grant is available to students with significant financial need and who meet all other eligibility requirements.

The Pell Grant is prorated per semester based on a student's enrollment.

Pell Grant awards are limited to a maximum of 12 full-time semesters, or the equivalent regardless of the colleges the student attends. In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year.

The Supplemental Educational Opportunity Grant (SEOG) is available to students with significant financial need and who meet all other eligibility requirements. Availability is dependent on limited federal funding to the Colleges. SEOG is awarded to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements, until funds are Exhausted.

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with *financial need*, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. FWS Program eligibility is available to students enrolled at least half-time (6 or more credits in one or more semesters) who meet all other eligibility requirements. Funds available are based on limited annual federal funding.

All students are considered for the Federal Direct Student Loan Program. Direct Student Loans are available to students enrolled at least half-time (6 or more credits per semester) who meet all other eligibility requirements.

Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

Direct Unsubsidized Loans are loans made to eligible undergraduate students. The student does not have to demonstrate financial need to be eligible for the loan.

The maximum Direct Student Loan eligibility for first- year students (30 or fewer credits earned) is \$5,500 for dependent students and \$9,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to \$3,500 of this total may be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

The maximum Direct Student Loan eligibility for second year students (31 or more credits earned) is \$6,500 for dependent students and \$10,500 for independent students. As noted above, for students demonstrating financial need on the FAFSA, up to \$4,500 of this total may be Subsidized Direct Student Loan; the balance will be Unsubsidized Direct Student Loan.

### **Aggregate Federal Student Loan Limits**

There are aggregate federal loan limits. Students who qualify may borrow up to the following amounts to complete an undergraduate degree:

Dependent Students – up to \$31,000 of which only \$23,000 may be subsidized;

Independent Student – up to \$57,500 of which only \$23,000 may be subsidized.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Parent Loans for Undergraduate Students (PLUS) are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Additional information is available through the Financial Aid Office or at [studentloans.gov](http://studentloans.gov).

## Alternative Loans for Parents and Students

These loans are offered by various lenders to assist parents and students meet educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Information is available at [www.elmselect.com](http://www.elmselect.com).

## Lender Code of Conduct

[Information is available on the Code of Conduct for the Federal Direct Loan and Private Loan Programs at CCSNH Lender Code of Conduct](#)

## Verification

Any student completing a FAFSA may be required, by the US Department of Education, to verify the information provided on the FAFSA. Students whose FAFSAs have been selected for the Verification process are required to complete the verification process. The verification process must be complete before financial aid can be awarded or disbursed. Students will be advised of the documentation needed to meet verification requirements. This documentation may include some or all of the following:

2019 – 2020 Verification Worksheet

2017 Federal Tax Return Transcripts for the applicant

2017 Federal Tax Return Transcripts of the applicant's parents if the student is considered Dependent for financial aid purposes

2017 W2's

2019 – 2020 Verification of Identity/Statement of Educational Purpose

Verification of untaxed income from 2017

Applicants should be aware that until all required documentation has been received and reviewed by the Financial Aid Office, no Title IV money will be awarded and/or disbursed. This documentation must be submitted within fourteen days of request or by the end of the academic year, whichever comes first.

If the documentation verifies the information submitted on the original application, financial aid will be awarded and disbursed as soon as admission, registration and class attendance can be confirmed.

If the documentation indicates the need for corrections, the corrections will be submitted electronically to the Department of Education by the Financial Aid Office. The student will receive a revised Student Aid Report from the Department of Education. Financial aid will be awarded and disbursed as soon as admission, registration and class attendance can be confirmed.

## Available Aid

### **Pell Grant**

All students are first considered for the *Federal Pell Grant*. The Federal Pell Grant Program provides need-based grants to low-income students. A Federal Pell Grant does not have to be repaid. The amounts for 2019-2020 range from \$328 to \$6,195. The amount a student receives depends on the student's expected family contribution (EFC); the student's enrollment level; and whether the student attends for a full academic year or less. NCC credits the Federal Pell Grant funds to the student's school account at least once per eligible semester. Students may not receive Federal Pell Grant funds from more than one school at a time. Students can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent.

### **Pell Grant and Iraq and Afghanistan Service Grant**

If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Programs Federal Pell Grant funds, if at the time of your parent's or guardian's death, you were less than 24 years of age or enrolled in college or career school at least part-time. If you meet those requirements but aren't eligible to receive a Federal Pell Grant due to your EFC being too high, you might be able to get an Iraq and Afghanistan Service Grant. Iraq and Afghanistan Service Grants provide money to college or career school students to help pay their education expenses. However, Iraq and Afghanistan Service Grants have special eligibility criteria. You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not eligible for a Federal Pell Grant on the basis of your expected family contribution but meet the remaining Federal Pell Grant eligibility requirements, and your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed your cost of attendance for that award year. The maximum Federal Pell Grant award for 2019-2020 is \$6,195. The payment procedures are the same as those for the Federal Pell Grant.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

*FSEOG* is a grant for undergraduate students with exceptional financial need and does not need to be repaid. Students who are eligible for Federal Pell Grant and have the most financial need will be awarded FSEOG first. Each participating school receives a set amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. The amounts for 2019-2020 at NCC range from \$200 to \$600. NCC gives priority to students with a zero expected family contribution (EFC) and students must be attending at least six credits. NCC credits the Federal Supplemental Educational Opportunity Grant funds to the student's school account at least once per eligible semester.

### **Federal Work Study Program**

*Federal Work-Study* provides part-time jobs for undergraduate full-time or part-time students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students With work-study jobs will work on or off-campus while enrolled. The Federal Work-Study program award funds on a first come, first served basis. The hourly wages for 2019-2020 at NCC range from \$10.00 to \$11.00 per hour. On campus jobs are available throughout the campus. Off-campus jobs are available throughout the local Nashua area in non-profit agencies. Students must provide their own transportation. Additional information is available through the Financial Aid Office.

## Vermont and Rhode Island State Grant

The Vermont ([www.vsac.org](http://www.vsac.org)) and Rhode Island ([www.riheaa.org](http://www.riheaa.org)) State Grants provides grants for their residents attending a college in his/her state or another state. Please see the respective state's website for more specific information on the state grant program.

## State, College, and Nonprofit or Private Student Aid

Please check NCC's financial aid webpage (<http://www.nashuacc.edu/student-services/financial-aid>) for information about State, College, and Nonprofit or Private Student Aid.

## Direct Loan Program

The Direct Loan Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. Students must be enrolled in a minimum of six (6) credits to be eligible for these programs. The amount a student may borrow may not exceed the cost of attendance minus other assistance (or, for subsidized loans, other assistance plus the expected family contribution or EFC). All students borrowing must complete a Master Promissory Note at <https://studentloans.gov>. First time borrowers at the College must also complete Loan Entrance Counseling at <https://studentloans.gov>.

### 2019 - 2020 FEDERAL DIRECT STUDENT LOAN

#### INTEREST RATES AND ORIGINATION FEES

<u>FEDERAL DIRECT</u>	<u>DISBURSED</u>	<u>ORIGINATION</u>	<u>INTEREST</u>
<u>LOAN TYPE</u>	<u>ON OR AFTER</u>	<u>FEE</u>	<u>RATE</u>
SUBSIDIZED	10/1/19 AND BEFORE 10/1/20	1.059%	4.53%
DIRECT LOAN	10/1/18 AND BEFORE 10/1/19	1.062%	
UNSUBSIDIZED	10/1/19 AND BEFORE 10/1/20	1.059%	4.53%
DIRECT LOAN	10/1/17 AND BEFORE 10/1/18	1.062%	
PARENT PLUS	10/1/19 AND BEFORE 10/1/20	4.236%	7.08%
DIRECT LOAN	10/1/18 AND BEFORE 10/1/19	4.248%	

## Interest Rates for Direct Consolidation Loans

The interest rate for Direct Consolidation Loans remains the weighted average of the interest rates on the loans included in the consolidation, rounded to the next higher one-eighth of one percent. There is no maximum interest rate for Direct Consolidation Loans.

Direct Subsidized Loans are subsidized by the federal government for students who demonstrate financial need. Subsidized means the student is not responsible for payment of interest during periods of at least half time enrollment (six (6) credits or more)\*. Repayment begins six (6) months

after graduation, withdrawal, or when enrollment drops below six (6) credits. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in the school's catalog. For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). For more detailed information please see:

[www.StudentAid.gov/types/loans/subsidized-unsubsidized](http://www.StudentAid.gov/types/loans/subsidized-unsubsidized)

\*Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

Direct Unsubsidized Loans are not subsidized by the federal government and are not based on financial need. Unsubsidized means the student is responsible for payment of interest during periods of enrollment although actual payment can be deferred. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits.

### **Direct Subsidized and Unsubsidized Annual Loan Limits**

Dependent Students (except students whose parents cannot borrow a PLUS loan) who qualify may borrow the following per academic year:

- Freshmen (0-31 credits earned\*) up to \$5,500 of which only \$3,500 can be subsidized; Sophomore (32+ credits earned\*) up to \$6,500 of which only \$4,500 can be subsidized.
- Independent Students and Dependent Students whose parents cannot borrow PLUS who qualify may borrow the following per academic year:
- Freshmen (0-31 credits earned) up to \$9,500 of which only \$3,500 can be subsidized; Sophomore (32+ credits earned) up to \$10,500 of which only \$4,500 can be subsidized.

\*Grade Level. A student's grade level is determined by the number of credits successfully completed, accepted and recorded by the Registrar's office.

### **Direct Subsidized and Unsubsidized Aggregate Loan Limits**

There are aggregate loan limits. Students who qualify may borrow the following to complete an undergraduate degree:

- Dependent Students up to \$31,000 of which only \$23,000 can be subsidized
- Independent Students up to \$57,500 of which only \$23,000 can be subsidized
- If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit. For information on the aggregate loan limits for graduate or professional students, visit [https:// studentaid.ed.gov](https://studentaid.ed.gov).

Direct Parent PLUS Loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. The student must complete the

FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the parent must apply for the Direct PLUS loan at <https://studentloans.gov>. If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loans to help pay for his or her education expenses. Additional information is available through the Financial Aid Office or at <https://studentaid.ed.gov>.

Alternative/Private Loans are offered by various lenders to assist students and parents in meeting educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Some information is available on ELMSelect which can be accessed from the NCC financial aid page of the NCC website.

Lender Code of Conduct. Information is available on the Code of Conduct for the Federal Direct Loan and Private Loan Programs  
<http://www.ccsnh.edu/sites/default/files/content/documents/finaiddocuments/codeofconduct.pdf>

### **Special Circumstances**

The financial aid staff calculates each financial aid award individually, based on financial need as demonstrated by the FAFSA. The calculation is usually based on a student's and family's prior calendar-year income. Students and families who have experienced significant changes in family structure, size or income should contact the Financial Aid Office to discuss the situation. If a special review is appropriate, the student will be asked to complete a Special Circumstances application, and will be advised what additional documentation is required.

### **Consortium Agreements**

Colleges within the Community College System of NH (CCSNH) have worked out a Consortium Agreement procedure, whereby students receiving financial aid at their home college may use that aid to take courses at another host college within the CCSNH. The agreement is a formal contract between the home and host colleges. A student who wishes to receive financial aid to take a course at a CCSNH college other than the home college is required to complete a Consortium Agreement with the home college Financial Aid Office. Courses taken at a host College must be approved for transfer to the student's home college academic program.

Students participating in the Consortium Agreement program give permission for the host college transcript to be presented to the home college Registrar. Courses covered by the Consortium Agreement will be taken into account in determining Satisfactory Academic Progress for Financial Aid at the home college. Please contact the Financial Aid Office for more information.

### **Availability of Financial Aid Funds for Books and Supplies**

**The Book Advance Program** allows financial aid recipients who have financial aid funds remaining after the payment of tuition and fees to use the excess to purchase/rent books and supplies from the NCC Bookstore during the book advance period. The book advance period generally starts two (2) weeks prior to the beginning of the semester. Not all financial aid funds may be available for the Book Advance Program and not all financial aid recipients are eligible. Students must complete the NCC Title IV Authorization Form to participate in the Book Advance Program or accept the option through the SIS. The form is mailed to you with your award letter and is also available in the financial aid office.

The Book Advance Program has an electronic and a paper process. The electronic process is not available to all students. As long as you meet the eligibility requirements, your financial aid process is completed and you have authorized the use of your excess financial aid for bookstore charges via the NCC Title IV Authorization form or paper Book Advance form, a book advance will be set up for you.

Students must complete the NCC Title IV Authorization form or select the option through SIS to participate in the electronic process. This form is completed annually.

Students not eligible to participate in the electronic process must complete a paper Book Advance form in addition to the NCC Title IV Authorization form. Students in late start courses may be required to complete a paper Book Advance form. Students with financial aid holds and summer students will be required to complete a paper Book Advance form. The funds will be available in the NCC Bookstore two business days after a paper Book Advance form has been completed. The paper Book Advance form is available in the financial aid office, must be completed each semester, and cannot be faxed or emailed.

You must show your NCC ID and a copy of your schedule at the bookstore when making your purchase.

## Scholarship Programs

### NCC Scholarship Page

Please review the NCC Scholarship page at:

<http://www.nashuacc.edu/pay-for-college/scholarships-grants>

for the most current scholarship information.

### Return of Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period Title IV aid is awarded. A financial aid recipient who does not complete all of the days he/she was scheduled to attend during the payment period may be required to return all or a portion of the federal financial aid received for that semester. A recipient who has had Title IV aid returned may also be required to pay back to the College any balance originally paid by Title IV aid, such as tuition and fees or student refund of Title IV aid.

If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College and/or the student to the appropriate program.

If the amount disbursed to the student is less than the amount the student earned, and for which

the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid earned and the date the student ceases attendance.

The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance (if known) or the midpoint of the term, whichever is later in the semester. The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment period (generally the length of the semester) or period of enrollment (if enrolled in Modules – courses that run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned. CCSNH college Financial Aid Offices will track enrollment in each module (group of courses in a program that do not span the entire length of the payment period within a term, for example, summer sessions or eight week courses) to determine if a student began enrollment in all scheduled courses. If the student provided written confirmation he/she will be attending a course in a module beginning later in the same payment period or period of enrollment (for nonterm and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending) then this is not



considered a withdrawal. If the student does not return, then it is considered a withdrawal and the Return of Title IV Funds calculation requirements apply.

The Registrar's Office is the official authority within the college designated to accept withdrawal notifications. If a student communicates to a staff person in the Registrar's office while that person is acting in an official capacity, that communication in whatever form (verbal or written), is considered official notification. Students are urged to submit a signed withdrawal form and/or Add/Drop form to the Registrar's Office to show their intent to withdraw. The official date of withdrawal will be the date the form is submitted to the Registrar's Office or the student verbally notifies the Registrar's Office.

Students are considered unofficially withdrawn from college when they cease attending classes after the add/drop period and fail to provide official notification of their intent to withdraw. Instructors will enter a grade of AF for these students. Their withdrawal date for R2T4 purposes will be the midpoint of the semester unless a different date of notification is provided by an instructor prior to the end of the semester.

When a student fails to earn at least one grade in a credit course per term, the withdrawal calculation must be performed. A grade of F is considered an earned F. A grade of AF is not considered an earned F.

There are some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements.

If the student receives excess Title IV program funds, the College must return a portion of the excess equal to the lesser of:

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

The College must return this amount even if a credit balance refund has been issued to the student. If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds to be returned by the student (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an *overpayment*. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when a student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid Institutional charges. The College may also charge a student for any Title IV program funds that the school was required to return.

The school will use the federal policy to determine the amount which must be returned by the school and/or the student to Title IV programs. The procedure is:

1. Determine withdrawal date
2. Determine the period of enrollment
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be disbursed
6. Determine Title IV Aid Disbursed

7. Determine Title IV Aid to be Returned
8. Calculate the College's Responsibility
9. Determine Amount College Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

Students that fall into the Return of Title IV Funds obligation category will be notified with a letter explaining the results of the school's calculation process.

The College will return funds to the appropriate aid programs as prescribed by law and regulation in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (SEOG)
7. Other Title IV Aid Programs
8. Other Federal sources of aid
9. State/Private/College aid

The College must return funds as soon as possible but no later than 45 days from the date the College determined the student withdrew.

If a student owes federal financial aid repayments or Return of Title IV Funds, the student will be denied federal aid eligibility at any institution and will not be able to enroll until full payment arrangements are made. Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds calculation. Repayment of part of a student's federal financial aid does not release the student from the SAP requirements.

### Satisfactory Academic Progress Policy

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

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals.
Quantitative - Pace (Completion Rate) Component	Must complete at least 2/3 (66.666%) of the credits attempted.
Quantitative - Maximum Timeframe Component	May receive financial aid for up to 150% of the number of credits required for successful program completion unless it is mathematically impossible for a student to complete the program within this limit.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there

are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses,

Incompletes, Developmental/Remedial Courses, English for Speakers of Other Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals.

### **Qualitative Standard - Cumulative GPA (CGPA) Component**

A student must maintain a minimum cumulative grade point average as noted below in order to be making satisfactory academic progress. A GPA calculator is available at

<http://www.ccsnh.edu/academics/gpa-calculator>.

Total Credits Earned	Minimum Cumulative Grade Point Average Required for the Program	
	Certificate/Diploma	Associate Degree
0 – 13	1.50	1.50
14 – 27	2.00	1.70
28 – 40		1.80
41 +		2.0

### **Quantitative Standard - Pace (Completion Rate Component) and Maximum**

#### **Time Frame Component**

The Quantitative Standard of the satisfactory academic policy is comprised of two elements. The first element, maximum time frame, is the time frame by which a student must complete an academic program. The second element, pace, includes determining whether a student is on track to complete the program within the set maximum time frame. Once it has become apparent a student will be unable to complete their academic program within the maximum time frame, either by falling below the pace standard or by having attempted 150% of the credits required to complete their academic program, the student becomes ineligible for Title IV aid.

#### **Pace (Completion Rate Component)**

A student must successfully complete at least two-thirds (66.666%) of the total credits he/she attempted throughout his/her academic career at the college. All attempted credits, including transfer credits, will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his or her academic career at the college must earn credit for at least 24 credits in order to be meeting the requirements of satisfactory academic progress.

#### **Maximum Time Frame Component**

A student may receive student federal student aid for any attempted credits towards his or her program of study until it is mathematically impossible for the student to complete the program within 150% of the published length of the student's program of study. All attempted credits are included in the evaluation including transfer credits.

#### **Academic Periods Included in the Review**

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

## **Timing of the Review**

The Financial Aid Office of the CCSNH institution will evaluate a financial aid recipient's satisfactory academic progress upon completion of each semester within the standard academic year of the program the student is enrolled in.

## **Results of the Review**

Meeting Satisfactory Academic Progress (SAP) Standards. Students who meet SAP standards will be coded as making Satisfactory Academic Progress and will retain eligibility for federal student aid for their next semester.

## **Satisfactory Academic Progress (SAP) Warning**

Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for federal student aid for their next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

## **Satisfactory Academic Progress (SAP) Suspension**

If the student is still unable to meet SAP standards after his/her Warning Period, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

## **Satisfactory Academic Progress (SAP) Probation**

A student who becomes ineligible for federal student aid as a result of not meeting satisfactory academic progress standards may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. However, this period can be extended by placing the student on an academic plan if he/she will require more than one semester to reestablish financial aid eligibility with SAP standards. During Probation, the student will be eligible to receive federal student aid funding.

## **Appeal Process**

A student who becomes ineligible for federal student aid as a result of not meeting Satisfactory Academic Progress standards may appeal for a review of that determination. A student must appeal in writing.

The student appeal request and any supporting documentation or degree audit must be submitted to the Financial Aid Office. A successful appeal results in Probation and allows the student to be eligible for federal student aid for his/her probationary period.

A student choosing to submit an appeal of his/her SAP review results must submit the following information to the Financial Aid Office:

1. A written explanation of the circumstances that prevented him/her from achieving SAP standards and documentation of any extenuating circumstances. The Financial Aid Appeals Committee reserves the right to request further information from the student to support information provided in his/her explanation.
2. An academic plan which the student will use to regain satisfactory academic progress.

The decision of the appeals committee is final. A student is notified of hi/her appeal's outcome in writing via mail within 10 business days of submission of all required documentation.

## Regaining Eligibility

Unless an appeal is granted, a student can regain financial eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative components of the CCSNH institution's satisfactory academic progress policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish financial aid eligibility.

If a financial aid recipient believes he/she is meeting Satisfactory Academic Progress standards then he/she can request to have his/her SAP standing reviewed upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy and to not have exceeded maximum time frame, then his/her status will be updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.

Satisfactory Academic Progress (SAP) Review FAQs:	
Question	Answer
When is my academic progress reviewed?	At the end of each semester
What academic periods are included?	All periods, even those in which the student did not receive financial aid, was in a different major, and those for which the student was granted academic amnesty
What are the results of the review?	Satisfactory Academic Standing, Warning, or Suspension
What does Warning mean for me?	Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.
What happens at the end of the Warning Period?	At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain his/her federal student aid eligibility for his/her next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
What does suspension mean for me?	The student will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
Is there an appeal process if my aid is suspended?	Yes, please see the section on the Appeal process.
Can you regain Financial Aid eligibility once it has been suspended?	Yes, please see the section on Regaining Eligibility.
What does Probation mean?	A student who becomes ineligible for federal student aid may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. During Probation, the student will be eligible to receive federal student aid funding.

## Academic Amnesty

Students who are granted academic amnesty should be aware that previous grades will be used to evaluate Satisfactory Academic Progress (Quantitative and Qualitative) for financial aid purposes even though they are not included in the new academic grade point average.

## Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Non-punitive grades, Pass/Fail Grades, Withdrawals

Please refer to the specific section for each course/credit below. The following table is a breakdown of how each type of course or credit is treated in the review.

	<i>Cumulative GPA Component</i>	<i>Completion Rate Component</i>	<i>Maximum Time Frame Component</i>
Repeat Courses	Y	Y	Y
Transfer Credits	N	Y	Y
Consortium Credits	N	Y	Y
Developmental/ Remedial/ESOL	Y	Y	Y
Incompletes	Y	Y	Y
Audit Courses	N	N	N
Nonpunitive Grades	N	Y	Y
Pass/Fail Grades	N	Y	Y
Withdrawals	N	Y	Y

## Repeat Course

For one time only, financial aid will cover a repeated course that has been previously passed. For this purpose, passed means any grade higher than an "F," regardless of any school or program requiring a higher qualitative grade or measure to have been considered to have passed the course. A student may be repeatedly paid for failing/withdrawing from a course. However, if a student passed a course once, then is repaid for taking it, and fails or withdraws the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time. Only the most recent attempt of the repeated course is counted in the Cumulative GPA. Credit for a course can only be earned one time.

## Transfer Credits

Credits that are transferred in from another institution and apply to the most current major will be excluded from the student's cumulative GPA. However, they will be included in the calculation for the maximum time frame and completion rate components.

## Consortium Credits

All courses taken at an institution other than the home institution through an official consortium are included in the calculation for completion rate and maximum time frame components, but are excluded from the student's cumulative GPA component.

## **Developmental/Remedial/ESOL Credits**

Credits from these courses may be included in the calculations for all three components of the satisfactory academic progress review. A student is eligible for up to 24 credit hours of federal Student aid in this category. ESOL credits are not counted against the 24 credit hour limitation.

## **Incompletes**

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

## **Audit Courses**

Financial Aid does not cover any courses a student audits. Furthermore, audit courses are not included for any of the calculated components.

## **Credit By Examination**

Financial Aid does not pay for credit by examination. Credit by Examination is included in the maximum timeframe and completion rate components of Satisfactory Academic Progress but is not included in the cumulative GPA component.

## **Non-punitive Grades**

Non-punitive grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## **Pass/Non-Pass Grades**

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## **Withdrawals**

Withdrawals will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components. For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

## **Is Financial Aid Taxable?**

Scholarships and grants (but not loans) which exceed the cost of tuition, fees, required books and equipment are considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service. <http://www.irs.gov/publications/p970/index.html>

Many taxpayers are eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. In addition to the credits, taxpayers may be eligible to claim a student loan interest deduction and/or a tuition and fees deduction. By the end of each January, 1098-T forms are made available to eligible students typically via standard mail. These forms show eligible charges billed, and grants and /or scholarships processed in the applicable year.

Please note, the college does not provide personal tax advice. We suggest you contact a qualified tax professional for additional information.

# Veterans Assistance

## How do I receive VA Education Benefits at NCC?

1. Apply for admission to an eligible degree or certificate program with our Admissions Office.
2. Apply for VA Education Benefits through the VA. Students who haven't received VA benefits before must file an original application (Veterans VA Form 22-1990; dependents VA Form 22-5490; Transfer of Eligibility students VA-Form 22-1990e). Students who have received VA benefits before must file a Request for Change of Program or Place of Training (Veterans and ToE students VA Form 22-1995; dependents VA Form 22-5495). Students applying for CH 33 in lieu of (or relinquishing) another benefit should complete a VA Form 22-1990.
3. Complete the Prior Credit Acknowledgement Form, available in the VA Student Office.
4. Submit a copy of your Joint Service or Community College of the Air Force transcript, and transcripts from all previously attended institutions.
5. Sign the Statement of Understanding Form, available in the VA Student Office.
6. Submit the appropriate documentation for the benefit you wish to utilize:
  - a. Chapter 31 (VA Vocational Rehabilitation) - Submit a copy of form 28-1905 which you received from your VA Counselor in Manchester.
  - b. Chapter 33 (Post 9/11 GI Bill )- Submit your Certificate of Eligibility that you received in the mail or your eBenefits Education Enrollment Status Page.
  - c. Chapter 30 (Montgomery GI Bill), Chapter 1606 (Montgomery GI Bill Selected Reserve), or Chapter 35 (Dependents) - Submit your Certificate of Eligibility that you received in the mail.
7. Enroll only in courses required for your academic program.
8. Notify the VA Student Counselor any time you have a change in enrollment (add/drop/switch).

## Changing your major

1. **College:** Fill out 'Change/Add a Major' form and return to the Registrar's Office with appropriate signatures.
2. **VA:** Notify the VA Student Counselor immediately of the change.

## Adding a major

1. **College:** Fill out 'Change/Add a Major' form and return to the Registrar's Office with appropriate signatures.
2. **VA:** Write a letter explaining the purpose of the dual major and submit it to the VA Student Counselor, Room 100A or email it to [cjordan@ccsnh.edu](mailto:cjordan@ccsnh.edu)

The dual major must be approved by the NH Postsecondary Commission. When the approval is



given, courses will be certified to the VA.

## **Students called to Active Duty**

Nashua Community College students called to active military duty have two (2) options. Your final decision on the option you wish to pursue depends on your individual situation, the time remaining in the academic semester, and the course completion agreements.

Please contact Corrina Jordan, VA Student Counselor, to discuss your military call up status, and to answer any questions regarding the options listed below.

This office will need documentation of the call up in order to process a withdrawal for the VA.

### **1. Withdraw**

The student officially withdraws for the term from all classes with a non-punitive grade of W, regardless of official withdrawal date as stated in this Student Handbook. A grade of 'W' is a non-punitive grade. If a student is called up, VA will restore entitlement if the individual does not receive credit for the course(s). They will not charge an overpayment for tuition and fees, the book stipend or housing for Chapter 33 students.

OR

### **2. Receive grades of 'I' (Incomplete) for all courses**

If all concerned parties feel that the student will be able to complete the requirements of the courses (see Incomplete section), the student may receive grade of 'I'(Incomplete). Student understands that any grade of 'I' (Incomplete) becomes an 'F' if the class is not completed in the time stated on the Incomplete Contract Form. The instructors must be willing and available to work with the student to accomplish the incomplete requirements as stated in the Incomplete contract form.

The VA will count the semester as part of the entitlement and any punitive grades will be reported to the VA.

## **Checklist in the event of a call to Active Duty:**

1. Contact each instructor in order to find out if each is willing to work with you on completing the course.
2. Contact the VA Student Office to communicate your military call up and future plans. Indicate if you will be withdrawing, or if you feel you can complete the courses in an extended time frame.
3. Contact the Financial Aid Office if you received federal student loans. You will need to complete exit counseling.
4. The Registrar's Office will need a completed Withdrawal form. You may pick up a form in that office. Clearly state the reason for withdrawal as "Called to Active Military Duty".
5. In the event that your military obligation does not permit adequate time to finalize grades or withdrawal, please contact the VA Student Counselor. She will work with you to get the appropriate paperwork in order.

## Student ID's

Matriculated students are issued a student ID at the beginning of their first term free-of-charge. Non-matriculated students may purchase an ID for \$10. Students requesting a replacement ID card will be assessed a fee of \$10. A valid NCC ID is required when using the facilities in the Wellness Center or when checking out materials from the College library. To obtain your ID card, please contact Campus Safety 8:00am-11:00 p.m. (Saturdays 8:00-4:00 p.m.)

## Parking

Students must park in designated areas only. All student vehicles must have an NCC parking tag displayed. Parking tags can be obtained from the Campus Safety Office. Violators will be fined as follow:

First Offense \$5.00

Second Offense \$10.00

Third Offense \$20.00

When necessary, towing at the student's expense may be authorized by the President or his/her designee. Any offenses in excess of three shall be charged a fine of \$50 and may result in permanent car restriction from campus. Transcripts, diplomas, and grade reports will not be issued until all parking fines are paid.

Unless specific permission is given, vehicles are not to be left on the premises overnight. Any vehicle on campus should have a parking tag in an area where it can be easily seen.

## Wireless Access Policy

The wireless network is available on campus. Access to the system is controlled solely by the IT staff. Computers accessing the system must have up to date virus protection software and have current virus definition updates in place. If you are a registered student, access the wireless network by logging on using your EasyLogin username and password.

Use of the wireless network must conform to the Student Computer Conduct Code.

For more information on how to connect to campus wireless network, visit [www.nashuacc.edu](http://www.nashuacc.edu) at the [Wi-Fi login help page](#).

## Information Technology Acceptable Use Policy

### 1. Purpose:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not

covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail.

In addition to this policy, information on how to use CCSNH technology, resources and services can be found at [www.ccsnh.edu](http://www.ccsnh.edu)

Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

## **2. Responsibilities**

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

- a. Comply with posted policies governing the use of computing and printing facilities.
- b. Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c. Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, FERPA, codes of professional conduct and responsibility, etc.).
- d. Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to back up your files and data as appropriate.
- e. Exercise due diligence in protecting any computer you use to connect to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of untrusted programs on your computer.
- f. Take precautions to keep your technology accounts (EasyLogin, email, Canvas) secure.
- g. Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to [ITSupport@ccsnh.edu](mailto:ITSupport@ccsnh.edu)
- h. Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
- i. Report violations or suspected violations of this policy. Please report violations to your College Vice-President of Academic Affairs or President.

## **3. Enforcement of this Policy**

CCSNH reserves the right to monitor school networks and systems attached to them, and to take actions to protect the security of the CCSNH systems, information, and users.

- a. Reporting Violations or Suspected Violations: Reports of violations or suspected violations to your College Vice-President of Academic Affairs or President.

- b. Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.
- c. Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.
- d. Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy.

### **Addendum A: Example Violations of Acceptable Use Policy**

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable 31 Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

### **Examples which Apply to Students: Authorized Access/Accounts**

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Canvas, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

### **Services**

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs,

listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.

7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

### **Software, Data & Information**

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

### **Email/Internet Messaging/Voice Mail/Voice Services**

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.
5. Forging of e-mail header or voicemail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voicemail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

### **CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites**

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU, NASHUACC.EDU or any variation thereof, without authorization.

4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

### **Listservs, Bulletin & Discussion Boards**

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.
2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion boards.

### **Printing & Copying**

Nashua Community College uses a print management solution called PaperCut for network printing from college computers. Every student is given a \$25 initial credit per semester for printing and/or copying. It is every student's responsibility to monitor their own print account and ration their quota appropriately. If a student runs out of their initial \$25 credit they can purchase more credits by visiting the Business Office. All credits expire at the end of every semester and another \$25 credit will be reloaded for the new semester. No refunds will be issued for any unused credits (including purchased credits) per semester. *Note: There are three semesters in an academic year, Fall, Spring, and Summer. Quotas will start the first day of each semester.*

*Quotas end the Friday following the last day of term as defined in the official academic calendar.*

#### **Printing/Copying Costs:**

	Single Sided B/W	Double Sided B/W
Letter 8.5" x 11"	.10	.20
Legal 8.5" x 14"	.10	.20
Tabloid 11" x 17"	.20	.40

*Nashua Community College reserves the right to change print/copying quantities and pricing at any time.*

Credits can be purchased in \$5 increments and can take up to three business days to appear in the students print balance, please plan accordingly. No refunds will be issued for any unused credits or purchased credits per semester.

#### **Printing, Copying & Scanning Guidelines**

1. Respect the rights of other students, faculty and staff while printing or copying.
2. During peak times avoid large print/copying jobs.
3. Stored printed jobs expire after 24 hours.
4. **Do not open the printer for jams**, please contact the IT Dept.
5. **Do not remove toner**, please contact the IT Dept.
6. Do not remove or load paper, please contact the IT Dept.
7. Do not adjust, unplug, or remove any of the printer's components or reconfigure any permanent settings.
8. Please be sure you have logged out of your session when making copies or scanning.  
**IMPORTANT:** Leaving an open session could allow another user to print on your credits,

- Nashua Community College is not responsible for left open sessions.
9. When copying documents, **you are responsible for following copyright laws.**
  10. Do not wait until you are down to a zero balance before purchasing more credits, it can take up to three business days after purchasing to see your new balance.

## **Timely Warning & Emergency Notification Policy**

### **I. Policy Statement**

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

### **II. 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 College 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.

### **III. 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), and 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 College. 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.

### **IV. 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 particular 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.

#### **V. 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 voicemail 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.

#### **VI. Timing, Content, and Decision Criteria for a Campus Timely Warning or Emergency Notification**

##### **A. 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.

##### **B. 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.

### **Unattended Children on Campus Policy: Students/Guests/Visitors**

It is the policy of the College 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 NCC; 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 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 may contact local law



enforcement. The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

## **Animals on Campus Policy**

This policy is intended to control the nuisance and potential health and safety hazard created by domestic animals (e.g. dogs, cats, livestock) and wild animals (e.g. raccoons, skunks, opossums) on campus. Animals and pets are not permitted in campus buildings, with two exceptions: any guide dog, signal dog or other animal individually trained (or undergoing training) to assist an individual with a disability, and dogs registered by Faculty and Staff with Campus Safety. Service dogs must be identified while on campus wearing the appropriate service dog attire. Service animals in training must receive prior approval of the President's Office before coming onto campus. This request should be initiated in writing to the attention of the college President. This policy applies to all students, faculty and staff.

Students in violation of this policy will go through the judicial process. In the case of faculty or staff, violations shall be reported to the appropriate supervisor to initiate corrective action.

### **Service Animal Policy**

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes

of this definition. (Federal Regulation [Title 28](#) → [Chapter I](#) → [Part 36](#) → [Subpart A](#) → §36.104)

### **Some Examples of Types of Service Animals**

**Guide dog:** A dog that is trained to serve as a travel tool for individuals who are blind or have low vision.

**Hearing dog:** A dog trained to alert deaf persons or those with significant hearing loss, to sounds such as knocks on doors, fire alarms, phone ringing, etc.

**Service dog (assistance dog):** A dog trained to assist a person with a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, 18 opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.

**Sig (signal) dog:** A dog trained to assist a person with autism. The dog makes a person aware of movements, which may appear distracting to others and are common to those with autism. A person with autism may also have deficits in sensory input and may need service animals to provide similar assistance as is provided to a person who is blind or deaf.

**Seizure response dog:** A dog trained to assist persons with seizure disorders. The method by which the dog serves varies depending on the individual's needs. Some dogs are able to predict seizures and provide advanced warning.

### **Requirements of Service Animals and Their Handlers**

The following generally apply to all approved service animals:

- The service animal must be registered through the Disability Services Office and the Security Office.
  - The service animal must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations must be provided in advance.
  - The service animal must be licensed and have tags in accordance with applicable state and local laws. Documentation of animal licensing must be provided in advance to NCC. NCC also reserves the right to request proof of licensing anytime during the animal's residency.
  - The service animal must be on a leash, harness or tether at all times. Exceptions may occur when the animal is performing a specific duty that requires it to be unleashed or where the Nature of the documented disability of the handler precludes adherence to this requirement.
  - The handler must be in full control of the animal at all times.
  - The care and supervision of a service animal is solely the responsibility of its handler. The handler must (1) always carry equipment sufficient to clean up the service animal's feces whenever the animal and handler are on NCC campus; and (2) be responsible for the proper disposal of the animal's feces and for any damage caused by the waste or its removal.
  - The service animal must be well-behaved. The handler must ensure that the animal refrains from behavior that threatens the health and safety of others.
  - The service animal whose behavior poses a direct threat to the health or safety of others or is disruptive to the NCC community may be excluded, regardless of training or certification.
- Service Animals in Training: All the above statements apply to service animals in-training.

## **Messages**

A personal message cannot be delivered to a student in class except in the case of extreme emergency.

## **Cell Phone Usage**

The College requests that students carrying cell phones have an inaudible signal on calls during class time. If it is necessary to respond to a call, please leave the classroom environment. The faculty members have the right to require all cell phones to be turned off in their classroom except in extreme cases of emergency.

## **Posters, Signs and Notices**

All posters, signs and notices should be legible and receive prior approval from the Student Services Office or club/organization advisor before posting on appropriate bulletin boards.

## **Use of College Name**

No student, group of students, club, or any organization may use the name of the College in any form of printing, including letterheads, or any form of publicity without obtaining written permission from the President. All publicity should be cleared through the President or his/her designee.

## **Yellow Emergency Boxes & Red Phones**

Located throughout the college are bright yellow 911 emergency notification boxes and red phones. These devices are connected directly to the statewide 911 system and are to be used whenever normal emergency reporting opportunities are not available; for example, after hours at the College when there is no access to a regular telephone. Phones located in classrooms and labs can be used by dialing 9-911 in an emergency. Individuals who make a 911 call should also notify Campus Safety.

## **Emergency Blue Phones**

Available outside throughout the campus. It will dial 911 only. Note that calls made from these boxes are NOT directed to Campus Safety, therefore, students should also notify Campus Safety. State the problem, location and if an ambulance is needed.

## **Safety and Fire Regulations**

In all science and mechanics laboratories where eye injuries may occur, proper safety glasses must be worn at all times. Safety must be kept in mind. In the event of an accident, please contact Campus Safety. If accidents do occur, an accident form must be completed.

Fire drills will be held periodically, and students should become familiar with procedures for evacuating the building. Fire alarm pull boxes are located near each exit and other locations throughout the college buildings.

When discovering a fire:

- Immediately pull a fire alarm box
- Notify the Director of Facilities or his designee as to the location of the fire

When the fire alarm sounds:

- Students should secure all machinery, turn off power and gas.
- Leave the room and proceed promptly but calmly out of the building via the nearest exit.
- The instructor will be the last person to leave the room.

Fire and safety rules are posted in each shop and laboratory. Please become familiar with them.

## **Campus Safety**

The Campus Safety Office is located in room 124 on the first floor of the main building. The office is open during the normal operating hours of the college. Officers conduct foot patrols on campus and are charged with the enforcement of federal, state and local laws, as well as Nashua Community College (NCC) policies and regulations. The Campus Safety Office maintains a strong working relationship with the Nashua Police Department, who provide law enforcement services for NCC.

Students need to report emergencies, crimes or acts of violation of rules, regulations or laws to the Campus Safety Office. An incident report must be completed by the student regarding any emergency, crime or violation of law occurring on campus. Anonymous reporting is an option.

Students will have access to campus buildings during regularly scheduled hours while classes are in session. Maintenance staff and campus security routinely inspect campus grounds and facilities for possible security concerns. Students and employees of the College are encouraged to be responsible for their security and the security of others. Students may report any campus maintenance/security concerns to the Campus Safety Office. College grounds are monitored by surveillance cameras.

The Campus Safety Office distributes information regarding crime prevention tips and existing counseling, mental health, and other services to students, both on campus and within the local community annually through a Campus Safety brochure, the Student Handbook, and other College publications and resources.

## **Annual Crime Statistics**

The Campus Safety Office compiles crime statistics on a yearly basis in Compliance with Clery Act / 34 CFR 668.46 s.s. b.

The report is available by visiting the web page information [here](#).

## **Student Property - Lost and Found**

The College is not responsible for property left by students who have graduated or left the College. Lost and found items should be brought to the Campus Safety Office. After 30 days, property will be removed from the College.

## **Tool Box Storage**

Nashua Community College and the Automotive Department require that students purchase a basic set of tools when taking any one of the automotive courses. This list can be found on the College's website. Students are responsible for having the complete tool kit by the first week of October. The toolbox and its contents will be inspected to ensure every student has the mandatory tool kit.

Storage of student toolboxes is a privilege and as such, NCC will allow you to store your toolbox in our building for as long as you are enrolled and in good standing in automotive classes at the College. You must remove your toolbox within 30 days of your last date of attendance of an automotive course. After 30 days, your toolbox will be considered abandoned; the box and its contents will become the property of NCC. NCC is not responsible for theft or damage to your toolbox or any of its contents while being stored at the College.

Toolboxes may be left at the college during break so long as the student is registered for classes the following semester. If students choose to leave their tools here, they will not be able to access them until classes begin after the break.

Students must have the key to their toolbox when they come to remove the box from the college. Every toolbox and its contents must be inspected by one of the Automotive Department Faculty before the student can remove the toolbox.

## **Insurance**

Proof of health insurance is required for students enrolled in the Nursing Program and those who participate in athletic activities. Students working in laboratories or shops that require the operation of machinery or equipment that could cause injury in case of malfunction or student error should be covered by medical insurance. Some additional College related activities may require proof of health insurance, which will be requested as needed.

We encourage students needing health insurance to review the Companies licensed to sell health insurance in NH at <http://www.nh.gov/insurance/consumers/healthinscos.htm> to identify a provider that best meets their needs. The list includes companies that could provide either individual health insurance or short term (six months) health insurance. Please note that NCC is providing this link as a resource to our students and it should not be viewed as an endorsement of any of the companies or their plans. Government information on health insurance can be found at [www.healthcare.gov](http://www.healthcare.gov).

Personal professional liability insurance is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship. The rate is approximately \$20 per year. If you already have your own professional liability insurance, you will need to show valid proof of such coverage before you go on affiliation.

## **Food on Campus**

Light snacks (such as candy bars, fresh fruit) and covered drinks are permitted in the classrooms and the library. Covered drinks are permitted in the second floor of the Wellness Center. Room 150 is the only room where food may be served during a meeting. Food and drink are not allowed near the computers at any time.

## **Solicitations**

No outside solicitations are permitted on the Nashua Community College campus.

## **Drug and Alcohol Policy**

The College supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State and local laws pertaining to controlled substances, including alcohol.

NCC recognizes alcohol abuse as a deterrent to the mission of the College. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community as a whole. NCC is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life at NCC. NCC encourages a commitment from

students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community. Any student in need of assistance with a personal problem with substance abuse may obtain assistance through the Office of Student Services.

The following policy is intended to provide the Nashua Community College community with information about alcohol and other drug use on the Nashua Community College Campus:

## **Alcohol**

Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, is prohibited. Under unusual circumstances, such as when the college is hosting community-sponsored events or dinners for visiting dignitaries, the President may give permission to serve limited amounts of alcohol.

Students will observe the following:

1. All students and guest must follow the Alcohol Policy at Nashua Community College. To support the policy and to minimize confusion in enforcement, no one under the age of 21 may consume alcoholic beverages or possess manufactured containers that hold or transport alcoholic beverages on the public areas of campus, at Nashua Community College sponsored events or activities off-campus.
2. Sale of alcoholic beverages on campus is prohibited.
3. Drinking of alcoholic beverages is prohibited in the public areas of the campus at any time; this includes all facilities, functions open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.
4. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. However, a waiver may be granted by the President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations. Those who grant approval for alcohol consumption must keep a written record of all such approval.
5. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third party licensed vendor be retained or serving alcohol.
6. Violation of the rules concerning use of possession of intoxicating beverages will result in referral to a judicial hearing which may result in suspension or dismissal from the College.
7. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
9. Excessive or irresponsible drinking and drunkenness will not be tolerated.
10. No person may sell, furnish or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.

## **Drugs and Narcotics**

The use, possession or distribution of non-prescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the College. Any college student trafficking in drugs shall be subject to civil and college action. The policy of the College will be to cooperate fully with law enforcement officials in the proper exercise of their duty.

This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs. The physical and mental dangers associated with the use and abuse of drugs and alcohol are numerous. Heavy drinking over a period of time can cause physiological damage, physical

problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships.

The College is concerned about abusers using tools and equipment, which can be harmful to the individuals as well as to others nearby. Once again, the use of alcohol and/or drugs is strictly forbidden on campus. The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol.

Recognizing its responsibility to be concerned with the total well being of its students, faculty and staff, NCC partners with area agencies to provide information on Drug and Alcohol Prevention and provides referral services to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need.

For information about legal sanctions imposed under local, state or federal law, please refer to the Annual Clery Security Report on the Campus Safety [webpage](#).

Referrals for Alcohol and Drug Abuse Treatment;

Alcohol Treatment Center (24 Hour Help Line) 1-800-711-6402

Drug and Alcohol Abuse Help Lines 1-888-852-7453 or 1-866-395-1680

Keystone Hall  
615 Amherst Street  
Nashua NH 03063  
Phone: (603) 881-4848  
Email: [hope@keystonehall.org](mailto:hope@keystonehall.org)  
Web Site: [www.keystonehall.org](http://www.keystonehall.org)

Greater Nashua Mental Health Center  
440 Amherst Street  
Nashua, NH 03063  
603-943-8335  
<http://www.gnmhc.org>

USNODRUGS 1-888-852-7453  
[www.usnodrugs.com/New\\_Hampshire/Nashua-drug-rehab-treatment-centers-directory](http://www.usnodrugs.com/New_Hampshire/Nashua-drug-rehab-treatment-centers-directory)

Violations of the rules concerning the use of alcohol and other drugs, as set forth in the Nashua Community College Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NASHUA COMMUNITY COLLEGE judicial process. Individuals not enrolled at NASHUA COMMUNITY COLLEGE who are found to be in violation of the college's policy will be placed on the Persona Non Grata list.

# Sexual Misconduct

## I. Policy Statement

CCSNH and its Colleges are committed to maintaining an environment that reduces the threat of sexual misconduct, and prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual harassment, sexual exploitation, relationship violence, stalking, and all forms of discrimination relating to one's sex, sexual orientation, or gender identity or expression (hereinafter referred to in this Policy as "prohibited conduct" or "sexual misconduct"). These behaviors undermine CCSNH's commitment to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. Accordingly, acts of sexual misconduct, as defined in section IV of this Policy, will not be tolerated at CCSNH or any of its Colleges.

## II. Scope of Policy

This policy applies equally to all CCSNH community members, regardless of the sex, sexual orientation, gender identity or expression. CCSNH community members include students, employees, independent contractors, visitors to CCSNH property, or 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. CCSNH property includes all campuses of the seven community Colleges in the system: Great Bay Community College, Lakes Region Community College, Manchester Community College, Nashua Community College, NHTI – Concord's Community College, River Valley Community College, and White Mountains Community College.

CCSNH and its Colleges will address reports received from any individual, whether or not affiliated with CCSNH or one of its Colleges, that a College community member has violated this policy. CCSNH and its Colleges will provide resource options and respond promptly and equitably to all reports of prohibited conduct involving a CCSNH community member. In addressing reports, CCSNH and its Colleges are committed to maintaining fairness for all parties and balancing the needs and interests of individuals with the safety of the community.

This policy applies to on-campus conduct and may also apply to off-campus conduct where such conduct adversely affects the College community and/or the pursuit of its objectives. This policy may also apply to behavior conducted online, including via e-mail, blogs, web page entries, social media sites, and other similar online postings.

## III. Definitions

- A. Sexual Misconduct encompasses a range of violating behaviors, including sexual assault, sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person at whom such conduct is directed. All of these behaviors are prohibited conduct.
- B. "Complainant" is the term used to refer to the person bringing forward a complaint of sexual misconduct against another individual.
- C. "Respondent" is the term used to refer to the person who has a sexual misconduct complaint brought against them.

Sexual misconduct can be perpetrated by:

- Current or former intimate partners
- Family members



- Persons in a position of power or trust
- Friends/acquaintances
- Non-strangers
- Strangers
- Anyone of any sex

D. Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions may be reasonably understood to give permission regarding sexual activity.

Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

Individuals are not giving consent if they are:

- saying “no” or “stop”
- crying
- moving away
- pushing the other(s) away
- completely still/unengaged
- incapacitated by drugs or alcohol
- asleep
- passed out
- physically or psychologically pressured or forced
- intimidated
- coerced
- manipulated
- mentally or physically impaired
- beaten
- threatened
- confined

Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Past consent does not imply future consent. Coercion, force, or threat of force invalidates consent. Being intoxicated does not diminish one’s responsibility to obtain consent, although it impairs the ability to provide it. Consent to sexual activity may be withdrawn at any time. If consent is withdrawn, all sexual activity must cease.

E. **Incapacitation** means that a person lacks the capacity to give consent to sexual activity because the person is using alcohol or drugs, asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. **Intentional Incapacitation** means providing alcohol or other drugs to a person with the intent to render the person incapacitated.

F. **Coercion** involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. Persons should

engage in sexual activity because they want to do so, and not because someone has pressured them into it. Threatening, cajoling, and pressuring someone until they finally agree does not mean an individual has given consent.

- G. **Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the other person. Falling under the definition of sexual assault are sexual activities such as forced sexual penetration (rape), forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault can occur even when the victim knows their perpetrator, when the victim and perpetrator are married or in an intimate relationship, or when the victim and perpetrator are the same gender.

Sexual assault includes, but is not limited to the following acts:

a. **Sexual Offense** is any sexual act that is committed without the consent of the victim. A sexual offense shall include but not be limited to situations where the victim is unable to provide consent because he or she is less than 16, physically helpless, mentally incapacitated, mentally impaired or unconscious due to alcohol or drug consumption, whether or not the consumption was with the victim's consent.

b. **Rape** is nonconsensual sexual penetration perpetrated by coercion, intimidation, threat or physical force, either threatened or actual. Rape also occurs when the victim is incapable of giving legal consent because the victim is less than 16 years of age, mentally incapacitated or incompetent, physically helpless, including when unconscious due to drug or alcohol consumption or asleep.

c. **Acquaintance Rape**, also known as "date rape," is defined as sexual penetration undertaken by a person known to the victim without consent. Acquaintance/Date Rape includes sexual penetration that occurs through force, as a result of threats, physical restraint or physical violence with or without consent.

- H. **Relationship Violence**, also known as dating violence, domestic violence or intimate partner violence, is any act committed by a person in an intimate relationship against the other member of the intimate relationship to exert power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Relationship violence can happen to anyone regardless of race, sexual orientation, socioeconomic status, education, age, religion, etc. Relationship violence can occur between current or former intimate partners who have dated, lived together, have a child together, currently reside together on or off campus, or who are otherwise connected through a past or existing relationship.

- I. **Stalking** is when one person engages in a course of conduct which is directed at a specific person and that course of conduct causes that person to be in fear of harm to themselves, their safety, their property, a member of their immediate family, or an acquaintance. Cyberstalking, also known as tech-facilitated stalking, is a form of stalking which can include, but is not limited to, phone, text, or social media platforms. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.

- J. **Sexual Exploitation** occurs when an individual takes nonconsensual, unjust or abusive sexual advantage of another; for their own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not

otherwise constitute nonconsensual sexual contact, non-consensual sexual intercourse or sexual harassment.

- K. **Sexual Harassment** is sex-based verbal or physical conduct that is severe pervasive and objectively offensive such that it unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

Sexual harassment falls into two categories of behaviors or conditions:

a. **Hostile Environment Sexual Harassment** includes any situation in which there is harassing conduct that is severe, pervasive, and objectively offensive such that it alters the conditions of education or employment, from both a subjective (the alleged survivor's) and an objective (reasonable person's) viewpoint.

b. **Quid Pro Quo Sexual Harassment** exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

- L. **Retaliation** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Retaliation against anyone who is involved in the making of a complaint and reporting or investigation of discrimination or sexual misconduct is prohibited.

- M. **Intimidation** is an implied threat that menaces or causes reasonable fear in another person.

#### IV. Privacy and Confidentiality

CCSNH and its Colleges are committed to protecting the privacy of all involved in the response to a report of sexual misconduct in accordance with applicable law, and will take steps to limit disclosure of related information only to those individuals who have a need to know in order to assess the report and to take steps to eliminate conduct that violates this policy, prevent its recurrence, and remedy its effects. All proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, and state and federal law. No information shall be released from the proceedings except as required by law or permitted by law and CCSNH policy.

To ensure all members of the community understand how CCSNH protects the privacy of individuals, please be aware that privacy and confidentiality as used in this policy have distinct meanings:

**Privacy** means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality** means that information shared with designated professionals cannot be revealed to any other individual without the express permission of the individual. These designated professionals include mental health providers, ordained clergy, and trained rape crisis center advocates, all of whom have legally protected confidentiality.

**Limits on Confidentiality** Unless a CCSNH employee is deemed a “confidential professional,” as described above, all other employees at CCSNH and its Colleges are considered responsible employees/mandatory reporters, and are required to disclose to the Title IX Coordinator any information concerning sexual misconduct of which they become aware of, including identifying information about the parties involved. A report to a responsible employee is a report to CCSNH, which may result in CCSNH initiating an investigation of the reported incident and taking appropriate steps to address the situation, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of sexual misconduct will be considered in determining an appropriate response. Such requests, however, will be evaluated in the dual contexts of CCSNH’s interest in promoting a working and learning environment free from sexual misconduct and protecting the due process rights of the accused to be informed of the allegations and their source, including the name of the person filing the complaint. Some level of disclosure may be necessary to ensure a complete and fair investigation, although CCSNH will respect requests to treat information as confidential to the extent possible. The Title IX Coordinator at each CCSNH affiliated school will be responsible for evaluating requests for confidentiality.

## **V. Victim Resources**

Each CCSNH College will maintain a list of resources available to victims of sexual assault, relationship violence, stalking, or another form of sexual misconduct, including contact information for designated professionals whose communications are entitled to legally protected confidentiality.

**Remedies and Accommodations for Survivors** To ensure the safety and well-being of a complainant pending investigation of sexual misconduct and the survivor in the aftermath of founded sexual misconduct, CCSNH and its Colleges will consider appropriate accommodations, such as moving to another residence halls (if living on campus), changing work schedules (if working on campus), altering academic schedules, withdrawing from/retaking a class without penalty, and accessing academic support (e.g., tutoring). If the survivor chooses to file an institutional complaint prompting an investigation, interim accommodations can be put in place while an investigation is pending, including issuing no contact orders and changing the complainant’s or respondent’s living arrangements or course schedule.

**Interim measures and accommodations may be available regardless of whether an individual chooses to report an incident to campus security or local law enforcement or pursue a complaint with the College.** The CCSNH Title IX Coordinator or College Title IX Coordinator will determine whether interim measures and accommodations are reasonable and should be implemented, and, if so, will work to ensure that these measures and accommodations are implemented as soon as possible. To seek an interim measure or accommodation, students should contact their College Title IX Coordinator.

If an outside agency or court of law has put in place an order of protection, the order should be provided to the College Title IX Coordinator so that CCSNH may take appropriate measures consistent with the order.

## **VI. Reporting Sexual Misconduct**

After an incident of sexual misconduct, the first priority for any individual should be personal safety and well-being. CCSNH encourages all individuals who have experienced sexual misconduct to seek appropriate assistance by contacting CCSNH or College Title IX Coordinator, campus security, calling 911, contacting local law enforcement, and/or visiting a medical facility immediately after an incident of sexual misconduct. The following information is provided to help CCSNH community members make informed choices about where to turn if they or someone else experiences sexual misconduct. CCSNH encourages survivors to talk about what happened so they can receive the care

and support they may need, and so the College can take prompt action to respond to the issue. Reporting an incident of sexual misconduct to a CCSNH College does not obligate the individual to pursue campus judicial proceedings or criminal prosecution.

An individual who has experienced sexual misconduct at CCSNH is not required, but is encouraged, to report the incident to campus authorities. To file a complaint of sexual misconduct, the individual should contact the College or system Title IX Coordinator, or other designated administrator. CCSNH encourages timely reporting of sexual misconduct, however there is no time limit for reporting, and the College will respond to a report regardless of when or where the incident occurred. A third party or witness to sexual misconduct can also report. Students who know or suspect sexual misconduct has occurred against another student are not required to report these incidents unless they have positions/jobs on campus that make them mandatory reporters.

### **Criminal Complaint**

Sexual misconduct that may be criminal in nature can be reported to local law enforcement. If an individual reports sexual misconduct at their College, the College will inform the individual about the option to pursue criminal action for incidents of sexual misconduct that may also be crimes under New Hampshire law. If requested, the College will assist the individual in making a criminal report and cooperate with law enforcement agencies to the extent permitted by law.

### **Anonymous Reporting**

Any individual may make an anonymous report concerning an act of sexual misconduct, without disclosing their name, identifying the perpetrator, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, CCSNH's ability to respond to an anonymous report may be limited. To anonymously report an incident of sexual misconduct, please send a written statement to the College or system Title IX Coordinator. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate.

### **Drug and Alcohol Amnesty Policy**

CCSNH encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. CCSNH recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless CCSNH determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student groups making a report of sexual misconduct.

## **VII. College Procedures for Responding to Sexual Misconduct**

When an incident is reported to any CCSNH employee, the person to whom the report is made shall communicate the report to campus security and/or the Title IX Coordinator or designee who will then inform the individual of their option to notify local law enforcement authorities. The individual shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the College personnel to assist the student in notifying the authorities of the incident, upon the student's request. The student shall also be informed of the existing on- and off-campus counseling, mental health, and other student services.

If the student is willing to report the incident to the campus security, she or he is informed that physical evidence can be collected at the same time as medical care is provided. The survivor should be informed about where and how to access evidence collection kit and a medical/forensic

examination by a Sexual Assault Nurse Examiner (SANE) and the option to do so anonymously where the student is 18 years old or older.

Although the student is not required to notify any law enforcement authority regarding the incident, the person to whom the report is made shall contact the CCSNH and/or College Title IX Coordinator, who are responsible for coordinating the College's response to the incident.

The student may request changes in her or his academic or campus living situation, after the student has made a report of an assault, and the College shall grant any reasonable request for such change.

## **VIII. Disciplinary Procedures and Resolution Process for Complaints of Sexual Misconduct**

### **Filing a Written Complaint**

Any individual ("Complainant") who believes that they have been subjected to sexual misconduct may file a written complaint describing the particular details of the alleged behavior. If the complaint is not submitted in writing, the Title IX Coordinator may document the Complainant's statements. Where the Respondent is a CCSNH employee or student, the Respondent will be notified of the complaint in writing prior to initiation of an investigation.

If a student has questions about the adjudication or grievance process, they may contact the CCSNH and/or College Title IX Coordinator.

### **Institutional Investigation**

When a student reports being a victim of sexual misconduct by another student, the College will conduct an investigation and determine if CCSNH policies were violated. The sexual misconduct complaint is forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator, who will identify an appropriate person to complete an investigation ("Investigator"). Depending on the circumstances, the College may impose interim protections and remedies (e.g. interim suspension, no contact order) during the College's investigation of the sexual misconduct complaint.

At the conclusion of its investigation, the Investigator will forward findings to the CCSNH Title IX Coordinator and College Title IX Coordinator and the Judicial Body. After receiving the results of the investigation, the Judicial Body will determine whether or not the findings implicate a violation of the Student Code of Conduct or Sexual Misconduct Policy, and communicate that decision in writing. If the Judicial Body determines that the facts as found by the investigator demonstrate that the student committed a violation of the Student Code of Conduct or the Sexual Misconduct Policy, the Judicial Body will schedule a sanctions hearing as set forth in the Student Judicial Process Investigation and Resolution. **It is important to note that mediation is never appropriate in sexual misconduct cases.**

### **Acceptance of Responsibility**

At any point in the Investigation or Resolution process, the Respondent may accept responsibility for the conduct alleged in the complaint. In such cases, the process will immediately move to the Judicial Body for a decision regarding sanctioning.

# Student Hazing

## I. Purpose and Scope

The College hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

## II. Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them below:

Hazing means any act directed toward any student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued attendance in the College, or any club, or other college or college-affiliated or sanctioned organization.

## III. Prohibitions and Obligations

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

- a. It is also a Class B misdemeanor for the college or any club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- b. No college student, official, or employee shall participate in hazing.
- c. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student and Community Affairs, Campus Safety and to the police.
- d. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Student and Community Affairs, Campus Safety and to the police.
- e. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice President of Student and Community Affairs, Campus Safety and to the police, without delay.
- f. Anyone in the College community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.

## Barred and Expulsion

Any person barred and/or expelled from the College campus for violence or threats of violence shall be prohibited from attending any other CCSNH college campus and/or satellite campus. The barred and/or expelled person shall be notified in writing of this policy.

## Computer Conduct Code

Any student using any College owned computer, printer, scanner, network or related equipment must follow the following Computer Conduct Code. A Student, who violates any of the following policies or is deemed to be misusing computer equipment or lab, will be referred to the Student Judicial System and/or Vice President of Academic Affairs (VPAA) for disciplinary action.

- No student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without written approval from their instructor or the Network Administrator.
- No student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without written approval from their Instructor or the Network Administrator.
- No student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.
- No student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an illegal act, make threats or harass individuals or misrepresent themselves to others.
- No student will access or display any pornographic materials on any College computer or network equipment.
- No student will bring any food or drink into a College computer lab including classrooms or libraries where computers are located.
- No student will use any College computer or network equipment to run his/her own business.

## College Email System

Nashua Community College (NCC) has established a college electronic mail (“email”) system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication:

1. Sent to the students from their instructors and from all College personnel; and,
2. Sent by the students to their instructors and to all College personnel.

In addition, students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.

Students should also check their college email account to be sure that they are current with all email communication from their faculty.



The student email account/address should be the only email address students use to send email to faculty and College personnel so that student email is recognized and opened.

This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.

## **Health and Safety Standards**

Shoes, shirts, and appropriate clothing must be worn at all times. Rollerblading, skateboarding, hoverboarding and flying drones are prohibited in the building.

## **Firearms and Dangerous Weapons**

For the purpose of this policy, firearms and dangerous weapons shall include, but are not limited to, shotguns, rifles, pistols, BB guns, dart guns, starter pistols, blow guns, bows and arrows, martial arts weapons, including but not limited to nunchakus, throwing stars, knives over three inches in length, and any other device that could be or appear to be of danger to other persons. (Starter pistols may be utilized for specific events by qualified persons with prior approval). Students, staff and faculty are not allowed to have a weapon on campus. Any student found to be in violation of this policy will be subject to possible dismissal from the college.

## **Smoking Policy**

To promote the health and well-being of students, faculty, staff and general public, the campus of NCC is SMOKE AND TOBACCO FREE. The Policy follows recommendations made by the American College Health Association and the Tobacco-Free College Campus Initiative.

1. Smoking, the use of smokeless tobacco or tobacco alternative, e-cigarettes, and vaping are not allowed in or on all college owned or leased properties or grounds.
2. Smoking, the use of smokeless tobacco or tobacco alternative, e-cigarettes, and vaping are prohibited, and in campus-owned, leased, or rented vehicles.
3. The only exception is that smoking is allowed in personal vehicles on campus.
4. Disposing of tobacco products on College grounds is also considered a violation of the smoking policy.
5. Sale of tobacco or tobacco alternatives products on campus is prohibited.
6. Distribution of free tobacco or tobacco alternatives products on campus is prohibited.
7. Students violating the SMOKE AND TOBACCO FREE policy may be fined as per Board policy; 1st offense \$25.00, 2nd offense \$50.00.
8. When a fine is given, the individual has thirty days to pay the fined amount or their NCC account will be frozen until resolved. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

## **Operations of Motor Vehicles on Campus**

Any student found to have a motor vehicle violation on campus is subject to the disciplinary sanctions outlined in this document.

## **Reckless Driving**

Operating a vehicle on campus property in a reckless manner causing the lives or safety of the campus community to be placed in danger.

## **Speeding**

Operating a vehicle on campus property at a speed greater than is reasonable and having no regard to potential existing hazards. The speed limit established for campus travel is 15 mph.

## **Failure to Yield to Pedestrians**

Vehicle must yield to pedestrians in crosswalk. Stop or slow down while person is crossing in marked lane.

# **CAMPUS SERVICES**

## **Bookstore**

The store is a contract service with Follett Higher Education Group, Inc. The Bookstore is operated by Follett Higher Education Group (FHEG). We sell the textbooks that professors order for their classes. We also sell pens, pencils, notebooks, supplies, study guides as well as an assortment of NCC clothing and gift items.

### **Store Hours**

Monday, Tuesday, Wednesday 8:30 a.m. - 5:00 p.m.

Thursday 8:30 a.m. - 6:00 p.m.

Friday 8:30 a.m. - 2:00 p.m.

During the first week of classes, the bookstore extends its hours. Please contact the bookstore for information on extended hours.

## **Textbooks**

The bookstore works hard to provide textbooks for the students. We sell new textbooks, along with used textbooks in good condition at 25% less than the new book price. Many textbooks are available to rent. We strongly advise that you purchase your textbooks one-to-two weeks before classes begin, especially if you wish to purchase used textbooks. You can also purchase or rent your textbooks online through <http://www.bkstr.com/nashuaccstore/home>.

## **Paying for Your Books**

We accept cash, Visa, MasterCard, Discover, and American Express. We now accept debit cards. We also accept checks written for the exact amount of purchase. At the time of payment, the person whose name appears on the check must be present or the family member making the purchase must have the same last name and a valid driver's license or state issued non-driver ID (no starter checks, please). Be sure to ask about the Price Match program available to cash, check and credit card users. For students whose books are being paid for by a third party, such as Nashua Soup Kitchen or NH Vocational Rehabilitation, or by financial aid, we must receive and process authorization prior to releasing the textbooks. Please see the bookstore for return policies regarding textbooks and non-text items.

## **Buyback Program**

At the end of the fall and spring semesters, the bookstore runs a buyback program. During the buyback, the bookstore pays up to 50% of the book price for textbooks in good condition that are being used in the upcoming semester. This means the bookstore can offer up to 50% for books only if they have been ordered by the professor or department chairperson. Books that we do not have an order for are subject to wholesale prices. 50% buyback begins the Monday of finals. We can only buy back limited quantities of books, so be sure to get in early to sell back your books.

## **Contact Information**

If you have any questions, please call the bookstore at (603) 880-7083 or email them at [0971mgr@follett.com](mailto:0971mgr@follett.com). Their website is <http://www.bkstr.com/nashuaccstore/home>.

## **Walter R. Peterson Library & Student Resource Center**

The library has a unified approach to information management at the College. To support the curriculum, the library incorporates traditional library services along with searchable databases, software, and audiovisual equipment.

All borrowed materials must be returned by the due date. When the materials are not returned or are returned in damaged condition, the borrower will be billed for the replacement costs. Until the student's library liability is cleared, a hold will be placed on the student account that will prohibit registration for future courses and/or receipt of transcripts. A claim will be sent to the State collection agency if materials are not returned or payment made for the loss.

Any material taken out through interlibrary loan is considered to be an extension of the NCC library and therefore is bound by the same return policies. Personal computers are available on a scheduled basis for general student use.

## **Computer Labs**

The College expects responsible use of the computer facilities and that students adhere to the Computer Conduct Code found in this handbook. Food and drink are not allowed near the computers at any time. No student is allowed to install any software on college computers.

## **Internet Access**

The College and the Community College System of New Hampshire reserves the right to monitor and restrict user activity on the network. Failure to comply with policies will result in a loss of account privileges. Students must comply with all computer policies and the Computer Conduct Code.

## **Food Service**

The College hosts a dining facility in the Wellness Center that offers a variety of made to order and grab and go meals and snacks. From hot breakfasts, grilled sandwiches, pizza, and salads, our fresh made choices offer something for everyone. We also have vending machines in the cafeteria area available with drinks and snacks. Hours of operation are posted [online](#).

## **Housing**

The College has a Memorandum of Understanding with the University of New Hampshire at Manchester (UNHM) to provide the opportunity for full time students at the College to utilize dormitory housing and a meal plan at the University of New Hampshire at Manchester (UNHM) Downtown Commons, 1000 Elm Street, Manchester, NH 03101.

Students will have access to UNHM residence hall rooms consistent with UNHM's policies on a space available basis and at the currently prevailing rate for residence hall room and board. Students are allowed to participate in events that other UNHM residential students engage in except for those that require additional student fees. Students are required to obtain and be covered by health insurance while a resident at UNHM residence hall facilities. Students choosing to reside at the UNHM residence halls will accept and agree to the UNHM Room and Board Agreement and shall be subject to the UNH Student Rights, Rules, and Responsibilities as well as to the CCSNH/College rules, regulations and the Student Handbook. The College reserves the right to sanction students for disciplinary issues. Those coming under such scrutiny do so under the Student Code of Conduct and Judicial Process. UNHM Student Code of Conduct is part of the Student Rights, Rules, and Responsibilities handbook of Student Life.

Students are responsible for charges assessed for violations of University Housing Community Standards. A hold will be placed on students accounts with outstanding balances. Students residing in the UNHM residence halls are subject to fines incurred for damage to university property. All other personal expenses, such as bedding, linens, supplies, etc., shall be the responsibility of the students.

## **Health Services**

Health Services are not provided on the campus, however, there are many health service resources in the vicinity that we refer students to. Costs and eligibility requirements vary. Please contact area agencies for this information in advance whenever possible. Students are responsible for any costs incurred for medical transportation and medical/surgical services. The college is not liable for these expenses.

## **Lockers**

Nashua does not assign lockers. There are a few lockers available to students who provide their own locks on a first come, first serve basis.

The lockers in the locker rooms are designated for use by all current students and faculty. In the event articles are left in the lockers overnight or a lock is left on a locker, the items will be removed and thrown away.

The College cannot guarantee the safety of personal items. All lockers will be cleaned out at the end of the summer semester. The College will not be responsible for any items left after summer semester.

# **STUDENT ACTIVITIES/ORGANIZATIONS**

## **Student Senate**

The Student Senate is the student government at the College. It exists to promote student unity through creating and supporting student interest in extracurricular activities and to exercise general policy-making authority over student activities and affairs.

The Nashua Student Senate consists of an Executive Board made up of senators from the student body. The Student Senate promotes student activities, allocates and disburses Student Activity Funds, and represents the student voice to the Administration.

Each student at the College has the right and responsibility to participate in student government. There are many options including: running for elective office; sharing your concerns with Senators; and, participating in Senate sponsored activities. Students must be matriculated and in good standing to hold an office. (See Senate Bylaws.) The Senate usually meets bi-monthly at noon and all students are welcome to attend and voice their opinions. Your Senators want to hear from you!

## **Activities**

Activities are promoted by the Student Senate. They are open to all students and interest levels. The activities are offered at low cost or no cost to current students. Students interested in helping to plan or participate in activities should consider joining. For more information, contact a Student Senate member or Student Senate Advisor.

## **Establishing New Organizations**

Student organizations are reflective of student interests. Any student or group of students can establish a new club or organization. To do so, consult the Student Senate Bylaws for starting new clubs on campus. The Senate will vote to officially recognize the organization. Organizations must be open to all students and should not discriminate based on race, national origin, gender, sexual orientation, age or disability. A club's request for recognition by the Senate will indicate its willingness to comply with the Senate's guidelines for the expenditure of club funds.

## **Student Functions**

Any recognized organization can sponsor a function with Senate approval. Facilities Request forms are available from the Student Life Office. The group's faculty advisor must sign the form and can answer questions a group might have. The approval form must be returned to the Student Senate Advisor for approval by the Vice President of Student and Community Affairs. Students should consult the Student Senate Bylaws and Operating Rules for specific guidelines on all Senate activities.

## **Phi Theta Kappa - Alpha Chi Kappa Chapter**

Phi Theta Kappa is an international fraternity devoted to recognizing and encouraging scholarship, leadership, and service in two-year colleges. Invitations for membership are extended to associate degree students who have met all of the requirements of the chapter of their home campus, have

demonstrated leadership and service, and who are entitled to the full rights of citizenship of his/her native country. The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and occasions for fellowship with other members in community-based service projects.

## **Intramural Athletics**

The intramural athletics program is for all Nashua Community College students, faculty, and staff who would like to participate in competition against each other. Intramural competitors will only compete against other NCC students, faculty, and staff, not against other collegiate institutions. Competition is offered in men's, women's and co-ed leagues, depending on sport. Competition is provided in the form of league tournaments and special events each semester. The programs offered are based upon student interest, and the availability of resources and facilities.

## **Wellness Center**

The 40,000 square foot Wellness Center houses a full-size gymnasium, suspended walking track, multi-purpose exercise room, fitness center, fully equipped locker rooms, dining hall, conference room, and lounge space. This facility is open to all NCC students, faculty, and staff. A valid Nashua Community College ID and completion of the Wellness Center Registration form is required for admittance into any athletic facilities (gymnasium, fitness center, multipurpose room, locker room, walking track).

The fitness center is equipped with state of the art cardio and strength equipment, including two Cybex Arc Trainers, two Espresso Fitness virtual reality bikes, three Star Trac treadmills with iPod capabilities, a nine piece Cybex VR3 strength circuit, Cybex smith machine, and free weights and dumbbells. The fitness center staff is trained to assist with strength and cardio equipment and is made up of a welcoming and helpful group of individuals who are committed to meeting the workout needs of NCC students, faculty, and staff.

The staff kindly asks that all users adhere to the following rules in the fitness center, walking track, multi-purpose exercise room, and gymnasium areas:

1. Please wear clean, non-marking athletic shoes when using the facilities. No boots, dress shoes, or open toed shoes/sandals are allowed.
2. Do not bring any food or beverages into the facilities (water is permitted).
3. A valid Nashua Community College ID is required for entrance into any of the facilities.
4. Please sign in and out when entering and exiting the fitness center.
5. Do not leave personal belongings in the lockers overnight.
6. Students, faculty, and staff are allowed to bring their own locks for use in the locker room. The fitness center staff will not provide locks.
7. All personal belongings must be kept in the lockers and should not be kept on the floor in the locker room or any other fitness center facility.
8. Do not leave trash in any of the facilities.
9. Use appropriate language at all times.
10. Please respect the fitness center staff at all times, and remember that staff members have the final decision on all fitness center matters.

The multi-purpose exercise room is a 30'x25' space designed for group exercise classes, including yoga and Zumba. These programs may be fee-based for students, faculty, and staff. These classes will be offered based on demand and resources.

The fitness center, gymnasium, and walking track are open Monday through Friday. The hours will be posted online and on site at the beginning of each term.

The lounge area located on the second floor of the Wellness Center is for student and faculty enjoyment. The furniture is to be used in a proper manner. As numerous people use this facility, laying and sleeping on the couches is not considered acceptable behavior.

The fitness area, basketball court and locker rooms require that all students have a current and active ID to enter. The doors are equipped with an ID reader which will admit only current students who have completed the Wellness Center Registration form.

The Student Code of Conduct applies to students using the Wellness Center's facilities. Students found in violation of the Student Code of Conduct or doing anything which could cause injury to themselves or others will be subject to disciplinary action including, but not limited to access to the Wellness Center (Please refer to the Student Code of Conduct section in this Handbook).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools must notify parents and eligible students annually of their rights under FERPA.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the College within 45 days after the date Nashua Community College receives a request for access. Parents or eligible students should submit to the Registrar's Office a written request that identifies the record(s) the parents or eligible student wishes to inspect. The Registrar's Office will make arrangements for access and notify the parents or eligible student of the date, time and place where the records may be inspected. The College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The College may charge a fee for copies.
2. Parents or eligible students have the right to request that the College correct records which they believe to be inaccurate or misleading. Parents or eligible students who wish to request that the College correct records should submit to the Registrar's Office a written request that clearly identifies the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the parent or eligible student will be notified in writing of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. After the hearing, if the College still decides not to

amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Parents or eligible students have the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without prior parents or eligible students written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Community College System of NH/Nashua Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Community College System of NH/Nashua Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Community College System of NH/Nashua Community College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The Community College System of NH/Nashua Community College will make a reasonable attempt to notify each student of these disclosures.

See the list under Notification of Directory Information Opt-out below for additional disclosures that the College may make without consent.

4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Community College System of NH/Nashua Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Notification of Disclosure of Directory Information**

The federal law includes provisions for disclosure of directory information by educational institutions. Nashua Community College hereby designates the following information as Directory Information:

- Name
- Address
- Email Address (CCSNH)
- Telephone Number
- Major Field(s) of Study
- Dates of Attendance
- Enrollment Status
- Degrees, Honors and/or Awards
- Most recent educational institution attended



## Notification of Directory Information Opt-out

Currently enrolled students have the opportunity to withhold disclosure of information under the Family Educational Rights and Privacy Act. As such, the College is not obligated to honor requests for non-disclosure of Directory Information from former students. To withhold disclosure, complete the FERPA Directory Information Opt-out form available at <http://www.nashuacc.edu/images/PDF/directory-info-opt-out.pdf> as written notification must be received by the Registrar's Office.

The effects of your decision to request confidential status are:

- If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a Loan Company, Prospective Employer, etc., inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting its removal.

See the list below of the disclosures that the College may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the Community College System of NH/Nashua Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Community College System of NH/Nashua Community College State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Solomon Amendment**

The Solomon Amendment requires institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes. The information to provide includes; names, addresses, telephone listings, date and place of birth, levels of education, academic majors, degrees received and the most recent educational institution enrolled in by the students. For more information, please see the Registrar.

# STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

## I. Introduction

### A. Policy Statement

A student's continuance at any college in the Community College System of New Hampshire (CCSNH) depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises.

The goals of the colleges' judicial systems are to:

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

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

### B. Definitions

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

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

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

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

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

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

**Judicial Committee** – Refers to the appellate body appointed by a CCSNH college that is

authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

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

## II. Student Code of Conduct

### A. Scope

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

### B. General Infractions

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

### C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
  - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**);

b. **Plagiarism**, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.

2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

## D. Disruption of College Operations

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

## E. Health & Safety Offenses

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-

sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

## **F. Offenses Involving Others**

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
3. Acts of intimidation or coercion, whether stated or implied;
4. Offenses of domestic violence, dating violence and sexual assault;
5. Acts of harassment, including sexual and discriminatory harassment, directed toward any member or guest of the CCSNH community. Sexual harassment refers to persistent and unwanted sexual advances. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and

sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process;

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

## **G. Offenses Involving Property**

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

### III. Violation of Civil/Criminal Law and College Code of Conduct

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

### IV. Sanctions

#### A. Sanction Definitions

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;
9. **CLASS/COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim Sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college.

Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

## **B. STUDENT DISCIPLINARY PROCEEDINGS**

### **Training**

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

### **Filing a Complaint**

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

### **Preliminary Process for Sex-Related Offenses**

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.
2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

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

### **Investigation and Resolution of Complaint by Judicial Body**

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by



an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.

4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the Complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

## **C. STUDENT DISCIPLINARY APPEALS**

### **Filing an Appeal and Preliminary Appellate Process**

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
  - a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
  - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
  - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:
  - a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
  - b. Immediately forward the appeal to the Judicial Committee for consideration;

3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.
4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

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

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of eight (8) voting members, elected as follows:
  - a. Four (4) faculty or staff selected by college president or other appropriate college official(s).
  - b. Four (4) students selected by the Student Senate or other appropriate student group. If the college has residence halls, two of the students shall be from the residence halls.
3. A total of five (5) alternate voting members to be selected as follows:
  - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
  - b. Three (3) students selected by the Student Senate or other appropriate student group, one (1) from the residence halls (if applicable) and two (2) commuter students.
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.

#### **E. JUDICIAL COMMITTEE APPEAL HEARINGS**

1. A minimum of five (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, if available, or
  - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. 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.
  - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
  - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - d. 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.

- e. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
  - f. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
  - g. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
  - h. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
  - i. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - j. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
  - k. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
  - l. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be with the college's judicial records.
5. The Judicial Advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The decision of the Judicial Committee is final and is not subject to further appeal.

## **V. Student Rights**

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

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

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

for which they are enrolled. Information about the personal views, beliefs, and political associations of 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 presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

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

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

## **F. Student Publications**

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

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

### **1. Conduct**

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

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

### **2. Investigation of Student Conduct**

#### **a. Search & Seizure**

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

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

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.

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

## **VI. Student Rights – Grievance Procedures**

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

- A. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.
- B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:
  - The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
  - The Vice President of Student and Community Affairs for grievances not related to the instructional process

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

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

## Unresolved Grievance

If you have a grievance you feel has not been properly resolved by NCC you can access the NH Department of Education, Higher Education Division complaint process through the following link:

<https://www.education.nh.gov/highered/compliance-allegation.htm>

or by contacting them at NH

Department of Education, Higher Education Division:

New Hampshire Department of Education

101 Pleasant Street | Concord, NH | 033013852

Telephone: (603) 2713494

TDD Access: Relay NH 711

**DISCLAIMER:** The information contained in this handbook is to be used as a guide to Nashua Community College for the students, faculty, and staff members. All information including but not limited to: costs, rules, regulations is subject to change at any time. The College reserves the right to modify aspects of operations as well as to change fees and other charges without notice.

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