



# Student HANDBOOK

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Fall, Spring, and Summer 2023-2024

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Disclaimer: The information contained in this handbook is to be used as a guide to NHTI – Concord's Community College for the students, staff members, prospective students, and other educational institutions. Information provided in the publication is reflective of that which is in effect at the time of preparation. Program information, program requirements as well as information on policies, courses and fees are subject to change at any time. The college reserves the right to modify aspects of college operations, as well as to change tuition and other charges without notice.

# ACADEMIC CALENDAR

[For the most current and comprehensive academic calendars, click here.](#)

<b>SUMMER SEMESTER 2023</b>	<b>May</b>	
	8	Full semester session evening, hybrid, and online classes begin (end Aug. 26)
	8	First 1/2 semester evening, hybrid, online, and Dental Assisting classes begin (end July 1)
	8	Last day to add a first ½ summer session class without instructor permission
	8	Orthopaedic Technology courses begin
	10	Paramedic courses begin
	15	Last day to add a full summer session class without instructor permission
	15	Last day to drop a first ½ summer session class with a refund
	15	Nursing Completion options, Dental Hygiene, Dental Assisting (part-time), Radiation Therapy, Radiologic Technology, and Diagnostic Medical Sonography courses begin
	22	Last day to drop a full summer session evening, hybrid, or online class with a full refund
	26	Last day to resolve I grades from spring semester classes
	29	Memorial Day holiday – NHTI closed
	30	Summer 10-week classes begin (end Aug. 5)
	30	Summer session I 5-week begins (end July 1)
	<b>June</b>	
	5	Last day to drop a summer 5-week or 10-week class with a full refund
	16	Nursing and Dental New Student Orientation
	19	Juneteenth holiday – NHTI closed
	<b>July</b>	
	1	Summer Session I 5-week, first ½ evening, hybrid, and online classes end
	3	Second ½ semester evening and online classes begin (end Aug. 26)
	3	Summer Session II 5-week begins (ends Aug. 5)
	3	Last day to add a second ½ summer session evening, online, or Session II 5-week class without permission
	3	Final course grades for first ½ summer session and Session I day classes available on SIS
	4	Independence Day holiday - NHTI closed
	10	Last day to drop a summer Session II 5-week class or second ½ summer session evening or online class with refund
	12	New Student Orientation
	26	Express Admissions Day
	<b>August</b>	
	5	Summer 10-week and Session II 5-week classes end
	7	Final course grades for summer day 10-week and Session II day classes available on SIS
	9	Express Admissions Day
	16	New Student Orientation
	23	Express Admissions Day
	26	Full summer session evening, online, and second ½ summer session evening and online classes end
	29	Final course grades for summer courses available on SIS

August	
9	Express Admissions Day
14	Tuition due for Fall 2023 semester
16	New Student orientation
23	Express Admissions Day
25	Residence halls open at 12 p.m.
28	Full semester day, evening, online, and hybrid classes begin
28	First ½ semester classes begin (end Oct. 21)
28	Last day to add a first ½ semester class without instructor permission
September	
4	Labor Day – NHTI closed
5	Last day to add a full semester class without instructor permission
5	Last day to drop a first ½ semester class with a refund
11	Last day to drop a full semester class with a refund
12	Convocation, Activities Fair, and Campus Barbecue
15	Last day to resolve I grades for summer classes
25	Mid-semester warning grades available on SIS for first ½ semester classes
29	Last day to drop a first ½ semester course with W
October	
21	First ½ semester classes end
23	Mid-semester warning grades available on SIS for full semester classes
23	Final course grades available on SIS for first ½ semester classes
23	Second ½ semester classes begin (end Dec. 16)
23	Last day to add a second ½ semester class without instructor permission
30	Last day to drop a second ½ semester class with a refund
November	
1	Spring 2024 Housing Application opens
1	Open House (4-6 p.m.)
2	Last day to drop a full semester course with W
2	60% completion for financial aid requirements
10	Veterans' Day holiday – NHTI closed
20	Mid-semester warning grades available on SIS for second ½ semester classes
22	Residence halls close at 5 p.m.
23-25	Thanksgiving holiday – NHTI closed
26	Residence halls open at 12 p.m.
27	Last day to drop a second ½ semester class with W
December	
8	Last day of full-semester day classes
11-14	Final exams for full-semester day classes
14	Residence halls close at 5 p.m.
15	Snow day for final exams
16	Last day of evening and online classes for Fall semester
19	Final grades available for students on SIS
25-31	Winter Recess – NHTI closed

January	
1	New Year's Day holiday—NHTI closed
2	Tuition due for Spring 2024 semester
4	Open House (4-6 p.m.)
9	Express Admissions Day
10	New Student Orientation (snow date: Jan. 11)
14	Residence halls open at 12 p.m.
15	Martin Luter King, Jr. Day/Civil Rights Day holiday—NHTI closed
16	Full semester day, evening, online, and hybrid classes begin
16	First ½ semester classes begin (end March 9)
16	Last day to add a first ½ semester class without instructor permission
22	Last day to add a full semester class without instructor permission
22	Last day to drop a first ½ semester class with a refund
29	Last day to drop a full semester class with a refund
February	
2	Last day to resolve I grades for fall semester classes
12	Mid-semester warning grades for first ½ semester classes available on SIS
19	Presidents' Day holiday – NHTI closed
20	Last day to drop a first ½ semester class with W grade
March	
1	Fall 2024 Housing Application opens
6	Express Admissions Day
8	Residence halls close at 5 p.m.
9	First ½ semester classes end
11	Mid-semester warning grades for full semester classes available on SIS
11-17	Spring break; no classes
12	Final course grades for first ½ semester classes available on SIS
17	Residence halls open at 12 p.m.
18	Second ½ semester classes begin (end May 4)
18	Last day to add a second ½ semester class without instructor permission
18	Registration for Summer 2024, Fall 2024, and Spring 2025 semesters begins
25	Last day to drop a second ½ semester day/evening class with a refund
25	Last day to drop a full semester course with W grade
25	60% completion for financial aid requirements
April	
8	Mid-semester warning grades available on SIS for second ½ semester classes
15	Last day to drop a second ½ semester online or day/evening class with W grade
29	Last day for full-semester day classes
30	Final exams for full-semester day classes begin
May	
1-3	Final exams for full-semester day classes
3	Residence halls close at 5 p.m.
4	Last day of evening and online classes for Spring semester
7	Final course grades available on SIS

# ABOUT NHTI

## Community College System of New Hampshire

NHTI is a member of the Community College System of New Hampshire (CCSNH) and since 1969 has been accredited by the New England Commission of Higher Education, a nongovernmental, nationally recognized accrediting agency. This Student Handbook is meant to provide specific information related to NHTI. NHTI upholds all CCSNH policies and procedures. To learn more about specific CCSNH policies and procedures please visit the CCSNH [Student Handbook](#).

## Mission, Purpose, Values Statement

### Mission

NHTI creates a caring culture and fosters innovative teaching and learning, supports economic mobility, and meets the needs of a diverse community by growing and strengthening partnerships with businesses and education.

### Purpose

We serve students, businesses, and the community by building academically excellent pathways towards sustainable careers, community engagement, and social responsibility.

### Values

<b>Learning</b>	We foster intellectual curiosity and the application of knowledge to promote critical, creative thinking.
<b>Mutual respect</b>	We cultivate an environment in which acceptance, kindness, and collegiality create a valuable exchange of ideas cultivating diversity, equity, and inclusion.
<b>Engagement</b>	We collaborate with each other, businesses, and community organizations to develop principled, ethical citizens.
<b>Accountability</b>	We commit to individual and institutional responsibility in the stewardship of our human, intellectual, physical, and fiscal resources.
<b>Innovation</b>	We support the development and pursuit of new ideas to thrive in an ever-changing world.
<b>Integrity</b>	We uphold fairness, honesty, and ethical behavior.

## Educated Person Statement of Philosophy

Acknowledging that students will not only be workers but also citizens, family members, consumers, and life-long learners in a democratic society, NHTI – Concord’s Community College integrates academic, technical, experiential, and work-based learning. These are grounded in a general education core to prepare graduates with the knowledge and skills for successful engagement in their communities, the workplace, and all of their life roles and educational and career endeavors. Therefore, we commit ourselves to educating graduates to be:

- *Knowledgeable of human cultures and the physical and natural world.* Graduates evaluate the effects of historical trends and events on institutions and social systems and demonstrate respect for and understanding of diverse ideas and modes of expression as conveyed through the humanities.
- *Thinkers, problem solvers, and innovators.* Graduates evaluate and apply information rationally and consistently to guide decision-making. They apply critical and creative thinking skills to the analysis of problems; demonstrate scientific thought, both quantitatively and qualitatively, by evaluating human and technical problems; generate ideas by consolidating knowledge; and reflect critically on their learning.
- *Collaborators.* Graduates demonstrate cultural competence, work effectively in teams, and can negotiate and manage conflict; they demonstrate constructive engagement with diverse populations and viewpoints; and they exhibit empathy in their work with others and demonstrate the ability to motivate and/or follow others.
- *Communicators.* Graduates are active listeners and respond constructively; they read, write, speak, listen, and present on a level that facilitates engagement with others.
- *Principled and ethical citizens.* Graduates make reasoned, ethical decisions and learn from mistakes; they demonstrate the values of integrity, responsibility, perseverance, and tolerance of ambiguity.
- *Career-ready professionals.* Graduates organize and prioritize their work; they translate acquired knowledge and skills to real-world applications, are competent in the use of technology and mathematical/numerical operations, and actively develop strategies for continuous improvement in the areas of time management, documentation, self-evaluation, self-determination, and personal and professional growth. These outcomes are given in numerical reference for improved tracking; these values do not establish hierarchal emphasis. Each outcome is of equal importance.

## NHTI Diversity Statement

Diversity is a core value at NHTI. Our commitment enriches us by exposing us to a range of ways to understand and engage with the



world, develop respect, identify challenges, and to discover, define and deliver solutions. NHTI actively works to eliminate barriers created by systemic discrimination. Diversity includes race, ethnicity, culture, religion, language, socioeconomic status, citizenship, national origin, gender, sexual orientation, age, and disability.

## Statement of Non-Discrimination

CCSNH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of CCSNH and refers to, but is not limited to, the provisions of the following laws:

Inquiries regarding discrimination may be directed to:

Sara A. Sawyer  
Director of Human Resources, CCSNH

- Title VI and VII of the Civil Rights Act of 1964,
- Age Discrimination in Employment Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a
- Genetic Information Nondiscrimination Act of 2008

26 College Drive  
Concord, NH 03301  
603-230-3503

Inquiries may also be directed to:

The NH Commission for Human Rights  
2 Industrial Park Drive  
Concord, NH 03301  
603-271-2767, fax: 603-271-6339

The Equal Employment Opportunity Commission  
JFK Federal Building  
475 Government Center  
Boston, MA 02203  
617-565-3200, 1-800-669-4000, fax: 617-565-3196  
TTY: 617-565-3204 or 1-800-669-6820

## Motto and Emblem

- Motto: Scientia Cum Manu; Knowledge with Skills
- Hand and Torch symbolizes the skills needed to understand and control man's environment to his best interests.
- Abstract Symbol represents the energy and structure of the universe.
- Open Book emphasizes education and theoretical knowledge as factors without which there would be no skills.
- Laurel comes from the state seal/symbol.



# INSTITUTIONAL ACCREDITATION

NHTI is accredited by the New England Commission of Higher Education (NECHE), which indicates the college meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one that has necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the commission applies to the institution as a whole. It is not a guarantee of every course or program offered, or the competence of individual graduates. It provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of NHTI's accreditation by the NECHE should be directed to NHTI's Office of Academic Affairs. A hard copy of the most recent Accreditation Self-Study Report may be viewed at the NHTI Library or Office of Academic Affairs. Individuals may also contact:

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514  
781-425-7785  
[cihe@neche.org](mailto:cihe@neche.org)

NHTI has been accredited since 1969. Initial accreditation was through the Commission on Technical and Career Institutions. In 2001, NHTI earned accreditation from the New England Association of Schools and Colleges (NEASC) Inc.'s Commission on Institutions of Higher Education. In 2018, NEASC became NECHE. [Click here to view NHTI's accreditation history with NECHE.](#)

## Specialized Accreditations

- *Accounting, Business Administration, Hospitality and Tourism Management, Sports Management:* Accredited by the Accreditation Council for Business Schools and Programs
- *Architectural, Computer, Electronic, Mechanical Engineering Technologies:* Accredited by the ETAC Commission of ABET, [www.abet.org](http://www.abet.org)
- *Dental Assisting, Dental Hygiene:* Accredited by the Accreditation Commission on Dental Accreditation and granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611 and at [www.ada.org/en/coda](http://www.ada.org/en/coda)
- *Diagnostic Medical Sonography:* Accredited by the Commission on Accreditation of Allied Health Education Programs
- *Early Childhood Education:* Accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, [www.naeyc.org](http://www.naeyc.org). The accreditation term runs from July 2019 through September 2026.
- *Legal Nurse Consultant:* Approved by the American Bar Association
- *Nursing:* Approved by the New Hampshire Board of Nursing, 7 Eagle Square, Concord, NH 03301; 603-271-2152; <https://www.oplc.nh.gov/new-hampshire-board-nursing>. The program is also accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; 404-975-5000; [www.acenursing.org](http://www.acenursing.org)
- *Orthopaedic Technology:* Recognized by National Board for Certification of Orthopaedic Technologists
- *Paralegal Studies:* Approved by American Bar Association as a legal assistant education program
- *Paramedic Emergency Medicine:* Accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
- *Radiation Therapy, Radiologic Technology:* Accredited by the Joint Review Committee on Education in Radiologic Technology, [www.jcert.org](http://www.jcert.org)
- *Teacher Education Conversion Programs:* Accredited by the New Hampshire State Board of Education

## Affiliations and Memberships

NHTI is a full institutional member of the [American Association of Community Colleges](#) and the [League of Innovation](#). NHTI also has [National League for Nursing](#) agency membership in the Council of Associate Degree Programs. Memberships are also held in the [New England Association for College Admission Counseling](#), [National Association for College Admission Counseling](#), [New England Board of Higher Education](#), [Institute of Electrical and Electronics Engineers](#), [National Association of Colleges](#), and [American Society for Engineering Education](#). The college is a member of [Campus Compact for New Hampshire](#). NHTI is affiliated with the New Hampshire Forum on Higher Education with the [New Hampshire College and University Council](#) (the membership of the Community College System of NH). NHTI is a member of the [National Collegiate Honors Council](#). NHTI's intercollegiate athletics program is a member of, and its teams compete in, the [Yankee Small College Conference](#) and the [United States Collegiate Athletic Association](#).



# GENERAL INFORMATION

## College Administration

Dr. Patrick Tompkins, *President*

Dr. Hector Iweka, *Associate Vice President of Academic Affairs*

## Faculty Listing

Debra Albrecht, CDA, RDH, CPHDH, Med, *Keene State College*

Shaunna Babcock, MEd, *Southern N.H. University*

Jeffery Beltramo, BS, *California State University*

Aleta Billadeau, MSN, RN, *St. Joseph's College—Maine*

Jennifer Brace, MSN, RN, *Sacred Heart University*

Lisa Centrella, MSDH, *Massachusetts College of Pharmacy*

Aaron Conn, BS, *Southern N.H. University*

Kerry Cook, MS, *University of New Hampshire*

Paula DelBonis-Platt, PhD, *City University of New York*

Susan Diener, MA, *University of New Hampshire*

Kelly Moore Dunn, EdD, *Nova Southeastern University*

B. David Edwards, MA, *University of New Hampshire*

Jennifer Eggers, MD, MPH, *Dartmouth College*

Kerri Goupil, MS, RN, *University of New Hampshire*

Susan Haas, MFA, *University of Arkansas*

Adam Hopper, MS, *Yale University*

Daniel Huston, MS, *University of New Hampshire*

Sandra Inzer, RDH, MS, RDN, LDN, CPH, *University of New Hampshire*

Anthony Jenney, PhD, *University of Vermont*

Chad Johnson, AS, *NHTI – Concord's Community College*

Anni Jones, EdD, *Nova Southeastern University*

Liaquat Khan, DA, *Franklin Pierce University*

Candace Knowlton, MSN, RN, *Southern N.H. University*

Margaret Lambert, MS, MBA, RN, CCRN-K, *Rivier University*

Valerie LaVoice, MBA, *Northeastern University*

Rachel Leo Flagg, MA, *Connecticut College*

Tracey Lesser, MS, *University of New Hampshire*

Alan Lindsay, PhD, *Notre Dame College*

Cynthia Lucero, CAGS, *Northeastern University*

Kelly Luedtke, MEd, CAGS, MLADC, *University of New Hampshire*

Billie Lunt, MSDH, *University of Bridgeport*

Katrina Magee, RDH, MSDH, *Old Dominion University*

Kate Marcouillier, MA, *St. Joseph's College—Maine*

Melanie Martel, MEd, *Notre Dame College*

Rae Mello-Andrews, MS, RN, RP, *Phoenix College*

Dr. Rebecca Dean, Ed.D., *Interim Regional Vice President of Student Success and Enrollment Management*

Marsha Bourdon, *Business Officer*

Diana Menard, MEd, *Southern N.H. University*

Craig Meserve, MS, *University of New Hampshire*

Mehrdad Meskoob, PhD, *Northeastern University*

Nancy Moffett, BS, *Plymouth State University*

Kelly O'Brien, CDA, RDH, Med, *University of Bridgeport*

Michael O'Bryant, MS, *Springfield College*

Jessana Palm, MSc, *Antioch University New England*

Stacey Peters, BA, *Alfred University*

Deborah Remillard, MEd, *Plymouth State University*

Khatereh Sawal, MS, *Georgia Institute of Technology*

Lisa Scott, CDA, RDH, CPFDA, MEd, *Plymouth State University*

William Seagroves, MEd, *University of New England*

Naomi Simard, BS, *Granite State College*

Daniel Shagena, MS, *University of New Hampshire*

Kimberly Stewart, BS, RN, *Rivier University*

Barbara Stowers, RDH, MSDH, *Massachusetts College of Pharmacy*

Dennis Tappin, MBA, *University of New Hampshire*

Kelley Taylor, MSN, RN, *University of New Hampshire*

Veronica Thibodeau Carter, MS, PE, *University of New Hampshire*

Amy Vonkadich, MEd, *University of Central Florida*

Michelle Wade, MSED, RDMS, RTR, *St. Joseph's College—Maine*

R. Stuart Wallace, PhD, *University of New Hampshire*

Keith Wilding, MAT, NRP, *Boston University*

Beth Wilkes, MS, *University of South Carolina—Sumter*

Lucyann Zeller, MEd., *Plymouth State University*

## Staff Listing

Stephen Adams, *Maintenance*  
Jessica Arzu, *Maintenance*  
Lee Ann Baillargeon, *Maintenance*  
Jennifer Bartlett, *Maintenance*  
Todd Bedell, *Technology Services*  
Matthew Blanchette, *Maintenance*  
Mark Bograd, *Admissions Office*  
Kristine Boland, *Bursar's Office*  
Marsha Bourdon, *Business Operations*  
Kristine Bouchard, *Maintenance*  
Sharon Bowden, *Academic Center for Excellence*  
Robert Bowen, *Maintenance*  
Tiffany Campbell, *Workforce Development*  
Tammy Caruso, *Maintenance*  
Christie Cho, *Learning Commons Library*  
Adam Clark, *Maintenance*  
Troy Colby, *Business Office*  
Shane Davis, *Maintenance*  
Rebecca Dean, *Student Affairs*  
Jeffrey Desharnais, *Technology Services*  
Trisha Dionne, *Academic Affairs*  
Jonathan Dylun, *Technology Services*  
Michael Edgecomb, *Technology Services*  
Janet Ercolini, *Health Services*  
Penny Fish, *Student Affairs*  
Dale Ford, *Financial Aid Office*  
Denine Garnett, *Admissions Office*  
Amber Gavriluk, *Marketing and Communications*  
Gary Gonthier, *Academic Affairs*  
Sheri Gonthier, *Financial Aid Office*  
Eric Hewson, *Maintenance*  
Dawn Higgins, *Academic Advising Center*  
Wilder Joseph, *Maintenance*  
Heidi Karajcic, *Academic Affairs*  
Michele Karwocki, *Registrar's Office*  
Abbie Kemmerer, *Residence Life*  
Susan Krenzien, *Athletics Office*  
Jelena Lambert, *Bursar's Office*  
Deborah Landry, *Bursar's Office*  
Elaine MacDonald, *Allied Dental Education*  
Joseph Martin, *Campus Safety*  
Lorrie Matott, *Financial Aid Office*  
Lisa Meisel, *Dental Clinic*  
Kaitlin Moody, *Student Life*  
Craig Nelson, *Campus Safety*  
Lisa Nicol, *Health Sciences*  
Karel Pluhar, *Health Sciences*  
Elizabeth Pontacoloni, *Registrar's Office*  
Alison Richardson, *Academic Advising*  
Christine Roz, *Financial Aid Office*  
Karen Schaefer, *Maintenance*  
Cory Schofield, *Admissions Office*  
Andrew Seibert, *Maintenance*  
Francis Sliva, *Maintenance*  
Brianna Sorenson, *Residence Life*  
Debra Smith, *Wellness Center*  
Kathy Taylor, *Workforce Development*  
Pamela Vesey, *Registrar's Office*  
Lori Warner, *Registrar's Office*  
Ed Winters, *Athletics Office*  
Jason Wovkanech, *Campus Safety*

# Campus Map

## NHTI Campus Directory

1. South Hall (residence)
2. Strout Hall (residence)
3. Mary Stuart Gile Early Learning Center
4. Little Hall
 

Academic Affairs	Human Resources
Business Operations	Lynx Food Pantry
Capital Commons Cafeteria	Machine Shop
Classrooms/labs	President's Office
Faculty offices	Public Information Office
5. Grappone Hall
 

Concord Orthopaedics	Faculty offices
Auditorium	Lecture halls
Classrooms/labs	Study lounge
6. Community College System of New Hampshire Offices
7. Farnum Hall
 

Classrooms/studios/student lounge	
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8. MacRury Hall
 

Classrooms/labs	Dental Clinic
Computer labs	Faculty offices
9. Learning Commons Library
 

Academic Center for Excellence	ESOL Office
Academic Advising	Marketing Office
Accessibility Services	Staff offices
Bookstore	Student study areas
Computer labs	Tutoring
	Zoom Room
10. Dr. Goldie Crocker Wellness Center
 

Athletics/Wellness Office	Multipurpose Room
Gymnasium	Fitness Center
11. Student Center
 

ATM	Rotunda/games area
Community Service Office	Student Affairs Office
Conference rooms	Student Life Office
Counseling Services	Student club/org. offices
Health Services	Study lounges
Residence Life Office	Veterans Lounge
12. Sweeney Hall
 

Admissions Office	Faculty offices
Sweeney Auditorium	Financial Aid Office
Bistro Café	Lactation Room
Bursar's Office	Reception area
Business Training Center	Registrar's Office
Classrooms	Tech/Media Services
13. Maintenance Buildings
14. Business Office/Campus Safety
15. Langley Hall (residence)

- Athletic Fields
- |                    |                    |
|--------------------|--------------------|
| A. Soccer Field #3 | E. Soccer Field #1 |
| B. Softball Field  | F. Soccer Field #6 |
| C. Soccer Field #4 | G. Soccer Field #5 |
| D. Baseball Field  | H. Soccer Field #2 |
- I. McAuliffe-Shepard Discovery Center (off campus)  
 II. Police Standards and Training Center (off campus)



## 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. The status remains until the student withdraws officially from the program/college or is dismissed for academic/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 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. To ensure that credits earned meet program of study requirements, a student should matriculate as early as possible.

**Active:** 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 3 semesters. They are 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. Non-matriculated students who are registered for the semester are considered active for that semester.

# TECHNOLOGY AND SOFTWARE

NHTI uses technology to support students as they navigate their academic career at the college. The college, as part of CCSNH, provides support to help students get and stay connected to faculty, fellow students, and staff.

## EasyLogin

EasyLogin is used to access student email, SIS, Canvas, Navigate, and the Learning Commons Library's online resources. Your EasyLogin username and student email address is emailed to your personal account from CCSNH upon acceptance to NHTI or upon registration for classes. If you did not receive your EasyLogin information, email [NHTIhelpdesk@ccsnh.edu](mailto:NHTIhelpdesk@ccsnh.edu). To enjoy the convenience of self-serve password change capability on a 24/7 basis, go to <https://passwordstu.ccsnh.edu/showlogin.cc> and click the Reset Password link.

## Student Information System (SIS)

The Student Information System (SIS) is the place to go for class schedules, midsemester warning grades, final grades, billing information, financial aid status, academic history, and student email address.

### First-Time Access to SIS:

- Go to [www.NHTI.edu](http://www.NHTI.edu). Click the Resources link, then select Current Students.
- Go to Resources and select the Student Portal link
- Enter your EasyLogin username and password and locate the SIS app.

## Canvas

Canvas is NHTI's learning management system and is used for all learning at NHTI.

### First-Time Access to Canvas:

- Go to [www.NHTI.edu](http://www.NHTI.edu). Click the Resources link, then select Current Students.
- Go to Resources and select the Student Portal link
- Enter your EasyLogin username and password and locate the Canvas app.

## Student Email

Official CCSNH email accounts are created automatically for all matriculated students or registered students and are available within 24-48 hours after matriculation or registration. Students CCSNH email accounts serve as the official account for all electronic communications with the college. Students are expected to check their email frequently and to safeguard their password and access.

### First-Time Access to Email:

- Go to [www.NHTI.edu](http://www.NHTI.edu). Click the Resources link, then select Current Students.
- Go to Resources and select the Student Portal link
- Enter your EasyLogin username and password and locate the Student Email app.

# COLLEGE SERVICES

## Bursar

### Fees

NHTI has one of the lowest tuition costs per year in N.H. – and we make it easy to pay with our flexible options and detailed cost breakdowns.

Tuition Costs				
	NH Resident	Veterans <sup>1</sup>	NERSP <sup>2</sup>	Out of State/International
Per Credit Cost	\$215	\$215	\$323	\$490

Below are the fees established for the 2023–2024 academic year. Tuition and fees are due 2 weeks before the first class day of each semester. Some programs require uniforms and/or equipment, and all require textbooks. Students are responsible for the purchase of these materials. All charges are subject to change without notice.

- **Tuition Deposit:** A non-refundable \$100 tuition deposit is required for the follow programs: Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Nursing (RN and LPN-RN option), Orthopaedic Technology (degree/ certificate), Paramedic Emergency Medicine, Radiation Therapy (degree /certificate), and Radiologic Technology. They are applied toward tuition in the first semester.
- **Comprehensive Fee:** \$25 per credit hour (supports Student Center, student activities and organizations, Wellness Center, Athletics, Health Services, and Campus Safety)
- **Academic Instruction Fee:** This fee is charged to all students taking lab, clinical, field experience, and/or practicum courses. It is calculated by subtracting the number of lecture hours from credit hours and multiplying the remainder by \$110 for each course. This fee is added to the normal tuition charge for that course. No academic instruction fees are charged for co-ops and internships.
- **Clinical Documentation Fee:** All students taking the following courses are charged a \$150 clinical documentation fee per class: DGMS 296C, ORTH 150C, RADT 159C, and RDTH 190C.
- **Clinical Surcharge:** All students enrolled in the following clinical Dental, Diagnostic Medical Imaging, Nursing, Orthopaedic Technology, and Paramedic Emergency Medicine courses are charged \$500/per semester: ADED 113C, ADED 114C, ADED 191C, ADED 196C, ADED 212C, ADED 221C, CAT 204C, CAT 206C, DGMS 291C, DGMS 296C, DGMS 297C, DGMS 298C, NURS 115C, NURS 116C, NURS 117C, NURS 178C, NURS 215C, ORTH 150C, ORTH 220C, PEM 194C, RADT 159C, RADT 164C, RADT 165C, RADT 294C, RADT 295C, RDTH 190C, RDTH 195C, RDTH 290C, RDTH 293C, RDTH 295C, and RDTH 296C.
- **Course Fee:** All students taking the following courses will be charged a \$50 course fee for each class: INDS 150C, INDS 250C, MCET 105C, MCET 205C, MCET 250C, MCET 260C MFET 111C, MFET 202, MFET 220C, MFET 241C, RAET 205C, RAET 210C, and RAET 220C.
- **Nursing NCLEX-RN Licensure Exam Preparation Fees:** All students taking these courses are charged the following fees to help cover the costs associated with ATI online practice and proctored assessments and tutorials, individualized remediation plans, and end-of-program testing to prepare students for the NCLEX-RN licensure exam: Summer 2021- NURS 178C, \$285; Fall 2021- NURS 115C, \$615; Fall 2021- NURS 116C/117C, \$285; Spring 2022- NURS 116C/117C, \$615; and Spring 2022- NURS 215C, \$285 plus \$385 NCLEX Live Review Course (\$670 total).
- **Orthopaedic Technology Specialty Supplies Fee:** All students enrolled in these courses are charged a \$750 per semester clinical surcharge: ORTH 108C, ORTH 109C, and ORTH 208C.
- **Paralegal Studies Fee:** A \$125 fee will be assessed for all students taking PLGL 104C and PLGL 225C to cover costs associated with ABA dues, Lexis/Nexis, and UNH Franklin Pierce School of Law Library.
- **Radiation Badge Fee:** A \$89 fee will be assessed for all student taking ORTH 150C, RADT 159C, and RDTH 195C for the cost of the radiation badge, which is required per state/national law and accreditation to monitor student radiation dose. A \$25 fee will be assessed to replace any lost radiation badge.
- **Teacher Education Conversion Program Fee:** A \$25 fee is assessed for all students taking TECP 50C, TECP 51C, TECP 60C, TECP 62C, TECP 66C, TECP 87C, and TECP 88C to cover the cost of clinical practice.
- **Theater Materials Fee:** A \$25 fee will be assessed for all students taking THTR 185C and THTR 250C.
- **Travel Fee:** A \$75 fee is assessed for all students taking HSTM 101C to defray costs associated with student travel experiences. Additional costs are associated with some of the more extensive trips.

Other mandatory fees below must be added to tuition.

Tuition rates are based on per credit hour cost.

<sup>1</sup> Military Students Tuition Rates

<sup>2</sup>The [New England Regional Student Program \(NERSP\)](#) enables a resident of a New England state to enroll in a public college or university in the 6-state region at 50% above in-state tuition for all of NHTI's degree and certificate programs. All applicants will automatically be reviewed for New England Regional Student Program eligibility upon application. NHTI considers New England Regional status to be a form of financial aid. For further information, contact a high school guidance counselor or the NHTI Admissions Office.



- *Visual Arts Ceramic Studio Fee:* A \$65 fee is assessed for all students taking VRTS 135C and VRTS 235C.
- *Visual Arts Chemical Fee:* A \$20 fee is assessed for all students taking VRTS 130C and VRTS 230C to cover the cost and disposal of chemicals used in this class.
- *Visual Arts Model Fee:* A \$20 fee is for all students taking VRTS 133C and VRTS 210C for cost of live modeling.
- *Liability Insurance:* Personal professional liability insurance is mandatory for all students in health and human service-related programs that have clinical requirements. The cost is approximately \$25 per year. Liability insurance may be required for students in other programs who participate in an off-campus practicum or internship.

### Residence Costs

Assignment to an NHTI residence hall is open to any student registered for a minimum of 9 credits for the academic year, any Allied Health student who has clinicals, any student who only has 1-2 classes left to graduate, any ESOL student as recommended by the ESOL advisor, and any student with learning disabilities as recommended by Accessibility Services.

Occupancy				
Double/Triple	Room	Board	Resident Activity Fee	Total
Fall Semester	\$3515	\$1925	\$75	\$5515
Spring Semester	\$3515	\$1925	\$75	\$5515
Both	\$7030	\$3650	\$150	\$10830
Single				
Fall Semester	\$4220	\$1925	\$75	\$6220
Spring Semester	\$4220	\$1925	\$75	\$6220
Both	\$8440	\$3650	\$150	\$12240
Super Single				
Fall Semester	\$4618	\$1925	\$75	\$6618
Spring Semester	\$4918	\$1925	\$75	\$6618
Both	\$9236	\$3650	\$150	\$13026
Fall, Spring, and Summer				
Double	\$8900		\$150	\$9050
Super Single	\$11692		\$150	\$11842

### Payment and Refund Policies

#### Payment of Tuition and Fees

Each semester, tuition and fees are due 2 weeks prior to the first class day. It is the student's responsibility to view their tuition, fees, and housing charges online through the Student Information System (SIS). Accounts should be monitored routinely throughout the semester. NHTI does not send paper bills. Students can make payment through their SIS account using a bank account (e-check) or credit/debit card and at the Bursar's Office using cash, check, MasterCard/VISA, Discover, and debit cards. Checks can be mailed to NHTI, Attn: Bursar Office, 31 College Drive, Concord, NH 03301. NHTI also offers an online installment payment plan.

#### Unpaid Balances

If payment arrangements have not been made for the entire balance by the tuition due date, a late fee of \$50 may be applied. Students with outstanding balances at the end of the semester will be sent to an outside collection agency, which will result in additional fees being added to the student's balance.

### Financial Aid Recipients

All financial aid requirements must be completed to have financial aid applied to the tuition bill. To verify that financial aid requirements are completed, students should:

- Be sure all financial aid requirements are met: Go to SIS and click on the Financial Aid tab. Choose Overall Financial Aid Status. Select Campus. Select 2023-2024 Aid Year. If requirements need to be completed, the message, "You have unsatisfied student requirements for this aid year," will be displayed. Click on the link to view requirements.
- Verify financial aid will cover tuition charges: Go to SIS and click on the Financial Aid tab. Choose Award, then Award for Aid Year. Select Campus; select 2023-2024 Aid Year. Click on Award Overview Tab. Scroll to Financial Aid Award by Term. If financial aid has been awarded, the amount of estimated aid for the term will be displayed. Deduct the estimated total amount of the award for the term from tuition charges.



Students that do not have financial aid in place by the tuition due date or have a remaining balance due after the estimated financial aid award may have a \$50 late fee assessed. Students with questions about financial aid should contact the Financial Aid office at [NHTIFinAid@ccsnh.edu](mailto:NHTIFinAid@ccsnh.edu) or 603-230-4013.

### **Military Benefit Recipients**

Students eligible to receive military education benefits should complete the following steps:

- Complete all paperwork required through military service and/or the VA at least 8 weeks prior to the start of the term (the VA may take 8 weeks to process paperwork).
- Submit VA eligibility paperwork (COE, NOBE), [Military Semester Worksheet](#), Guard and Reservist tuition assistance/tuition waiver authorizations to NHTI's school certifying official (SCO) in the Registrar's Office.
- Make payment arrangements for semester charges not covered by military benefits by the semester due date. Tuition is due 2 weeks prior to the start of the semester.

In accordance with the Veterans Benefits and Transition Act of 2018, students receiving GI Bill® and VR&E (Chapter 33 and Chapter 31 beneficiaries) are considered in good financial standing once the student provides a certificate of eligibility (COE) or valid VAF 28-1905 to the SCO and establishes an approved payment arrangement for any tuition and fees (not covered by their GI Bill® and VR&E benefit) by the tuition due date each semester. If a student's eligibility for GI Bill® and VR&E should change during the semester, the student is responsible for making payment arrangements for any balance that may be due as a result of the change.

The college will not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The college allows up to 90 days from the date the beneficiary provides a COE or valid VAF 28-1905 form to receive payment from the military. During this time, the beneficiary should not experience interruption in educational services, such as being withdrawn from their course for non-payment.

### **Third-Party Payments**

For NHTI to invoice an employer, company, or agency for courses, the following conditions are required:

- If the employer, company, or agency (insurance company, VOC rehab, CAP, etc.) is paying for tuition, students need an official letter or Tuition Authorization Form from the company authorizing NHTI to bill them. This should be submitted at the time of registration for day, evening, online, or business training courses prior to the first class. The company must be willing to pay upon receipt of invoice.
- If the third-party states there are contingencies, (i.e. grade of C or better upon completion, etc.), NHTI cannot bill the third party. The student must pay the semester charges by the tuition due date and receive reimbursement directly from the third party.
- For NHTI to send an invoice to a company, the letter must be on official letterhead and include student name, company contact name, company billing address and email address, company telephone, the course and/or maximum amount of tuition allowable.
- It is the student's responsibility to make sure the company pays the invoice. If the company fails to pay the invoice, the student is responsible for the bill and will not be eligible to register for future courses until the bill is paid in full.
- A separate letter is needed for each semester.
- If the company offers a reimbursement program, the student is responsible for tuition. NHTI does not offer deferments.
- NHTI reserves the right to not accept payment authorization from companies not in good standing with NHTI.
- Students with questions should contact the third-party payables representative in the Bursar's Office at 603-230-4000 x4112.

### **Delinquent Accounts Collections Policy**

Any account balance 90 days past due may be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by NHTI and the debt will be reported to the credit bureau. The cost of the outside collection agency (up to 35% of the amount due) and any legal/bounced check fees will be added to the total amount owed. Students who owe a past-due balance will not be eligible to receive official transcripts or register for courses at NHTI and/or other CCSNH colleges until the balance is paid in full.

### **NHTI Refund Policies**

For refunds due to overpayment (including but not limited to Title IV Stafford sub/unsib loans, scholarships, grants, and Parent Plus loans), students can choose to receive a refund through SIS. Students may check SIS to find out when a credit has been issued or when an NHTI refund has been posted. Once the NHTI refund is processed, students can expect to receive it as follows:

- ACH direct deposit and/or reloadable debit card 3 business days from the date the refund is viewable on the Student Choice Refund page of SIS
- Check refunds up to 14 business days from the date the refund is viewable on the Student Choice Refund page of SIS

All Federal Title IV funds (i.e. PELL, SEOG, Perkins Loan) are refunded according to the rules and regulations mandated by the U.S. Department of Education. Students are responsible for making sure their most current mailing address is on file with our college; any address changes should be made through the Registrar's Office.

## Refunds from Cancelled/Dropped Courses or Withdrawing

Students need to contact the Registrar's Office or the Academic Advising Center by phone, fax, or email or in person prior to the published date for last day to withdraw with refund. Students that do not formally withdraw from a course by this deadline will be responsible to pay for the course.

## Refunds from BTC Courses and Workshops

Participants registered for workshops through the BTC must notify the BTC at least 5 business days prior to the first session to receive a full refund. There may be exceptions because of enrollment restrictions. Consult the web site or contact the BTC at 603-230-4022 or [NHTIbtc@ccsnh.edu](mailto:NHTIbtc@ccsnh.edu) with questions.

## Career Services

NHTI career counseling services support students deciding on a college major or career direction, exploring interests, and seeking employment. Students are encouraged to use our online resources as one strategy for maximizing career success.

## Financial Aid

The Financial Aid Office recognizes education is an investment to last a lifetime and is committed to working with students to secure eligible funding so they can achieve their goals. Whether students are enrolled full time or part time, they may qualify for financial aid to bring down their college costs or cover them entirely.

Things to know:

- Students need to apply for financial aid each academic year.
- Students need to be matriculated (formally accepted) into a financial aid-eligible program (16 credits or more).
- Every matriculated student could be eligible for federal aid.

### Federal Financial Aid

Students that complete the FAFSA will have their FAFSA sent to the Financial Aid Office automatically. The Financial Aid Office will review it to determine a student's eligibility for funding. Some students may be randomly selected for verification. If a student is selected, they will receive an email from the Financial Aid Office.

### Additional Sources of Financial Aid

Financial aid can come from a variety of sources. Students should also consider:

- Scholarships and grants
- Work-study opportunities
  - Students may be eligible for work-study opportunities at NHTI if there is a documented financial need and checked the box on the FAFSA form for work study. Students can request and/or apply for work-study funds any time during the academic year.
  - Work-study jobs
    - Clerical/office positions on campus in various departments
    - Community service positions on campus, at college extension sites, and in community agencies
    - America Reads/America Counts
    - Non-profit community agencies
  - Interested students should contact Financial Aid at 603-230-4013 for eligibility and a list of work-study job openings. In-state students may be eligible for state-funded Community College Work-Study funding.
- Loans
  - Federal Direct Stafford Loan: These fixed-rate student loans do not require students to make any payments until 6 months after they leave college or reduce their course load below 6 credit hours.
  - Parent Loan for Undergraduate Students (PLUS): This program allows parents of dependent students to borrow in their own name through the Federal Direct Loan Program to help meet educational expenses. For more information: [www.studentaid.gov](http://www.studentaid.gov)
  - Private educational loans may be available for those who have exhausted federal and state aid options.

## Learning Commons

The NHTI Learning Commons is the learning and information hub of the college. The Learning Commons Library, housed in the Learning Commons building, accommodates different learning styles through a variety of study spaces, including reservable study rooms, a

state-of-the-art instructional lab outfitted with hyflex technology, abundant natural lighting, soft seating, standing desks, data ports, scanning capabilities, and wireless printing. The Learning Commons Library provides community members an inclusive, comfortable, and dynamic environment for research and study.

As an academic teaching library staffed by knowledgeable information professionals, the NHTI Learning Commons Library offers the services and collections of a traditional library while embracing and forward-thinking technology and collection development practices. The library offers complete research services to NHTI's learning community, including robust reference and instructional services and on-site and remote access to over 50 databases. The Learning Commons Library boasts a robust collection of 50,000+ print books, 600,000+ ebooks, numerous print and electronic journals, digital magazines, film and audio collections, and a streaming video database.

The Learning Commons Library's comprehensive services, in support of the college's initiatives on information literacy and the educated person, include online integrated searching of 50+ carefully selected databases, information literacy instruction and resources, social awareness toolkits, and collaboration with many other academic, public, and special library networks. The Learning Commons Library is the designated home library for the New Hampshire Chapter of the American Institute of Architects and Structural Engineers of New Hampshire. The library's archives contain records, documents, photographs, and other ephemera of NHTI's history. The library is also the host venue for NHTI's Wings of Knowledge lecture series, as well as other campus events and exhibits.

# STUDENT SUPPORT

## Academic Assistance

### Academic Center for Excellence

The Academic Center for Excellence (ACE), located in the Learning Commons, supports students by promoting independent self-directed learning. We offer free tutoring programs for students in need of extra help or looking to further their educational goals. Our tutoring programs include open labs and tutorials for A&P and Biological Sciences, Math Lab, Writing Center, Study Skills, peer tutoring, and group study sessions. During tutoring sessions, students can ask questions, learn at their own pace, and receive immediate feedback.

Students who want to discuss academic support offerings can meet with an ACE tutor to talk about their learning strengths and challenges. ACE can help refresh essential study skills such as organizing time and materials, taking lecture notes, reading and studying textbooks, and preparing for tests. ACE offers help in the following areas:

- Placement Testing
- Writing Center and Resources
- Math Lab and Resources
- Study Solutions Lab
- The SQR<sup>3</sup> Method of Textbook Study

### Academic Advising

NHTI academic advisors help define students' academic, career, and life goals. Whether students need guidance selecting classes, transferring to a 4-year school, or clarifying long-term goals, an academic advisor is here to help. NHTI's advising program provides the knowledge to identify personal, academic, and career goals; develop an educational and career plan; and monitor progress toward achieving these goals. Academic advisors can help:

- Empower students to be active participants in their decision-making processes.
- Connect students to the community using school resources, student clubs and organizations, athletic teams, work-study programs, and student activities.
- Help students understand themselves, develop critical thinking and reasoning skills, and clarify values.
- Provide advising services that are visible and available to everyone.

The Academic Advising Center is located in the Learning Commons.

## Accessibility Services

Accessibility Services supports students according to individual needs. Information regarding student disabilities is confidential. In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, NHTI does not discriminate against students with disabilities in terms of program admissions and/or opportunities for academic success. Students are encouraged to report their disabilities prior to their first semester of classes. Accessibility Services supports student goals and program of study through:

- Letter of accommodation
- Academic coaching
- Assistive technology and equipment loans
- Referral for diagnostic testing
- Request for reduced course load
- Verification for health insurance and athletic participation

Students can qualify for assistance if they have:

- A diagnosed disability
- A history of a disability, but have not previously received service
- A history of school difficulties
- An undiagnosed learning disability, ADD, or other disability

Documentation is required; some restrictions apply. Students needing housing accommodations for medical needs should contact Accessibility Services. Eligibility is determined by the Accessibility Services coordinator.

## Behavioral Intervention Team

The Behavioral Intervention Team (BIT) serves as a central network focused on preventive and timely intervention before a crisis arises. BIT is a resource for faculty, staff, and students by which they can report behaviors that may evoke alarm or concern among in-

volved persons. These can include but are not limited to:

- Suspected violations of college policies
- Concerns about a student's well-being
- Self-injurious behavior/suicidal ideation or attempt
- Erratic behavior (including on-line activities) that disrupts the mission and/or normal proceedings of college students, faculty, staff, or community
- Threats of a weapon on campus
- Hospital transport for alcohol and drug use/abuse
- Behaviors that appear to be dangerous or threatening to others
- Other behavior that is inappropriate or disruptive

The BIT process does not replace faculty classroom management, disciplinary processes, and/or public safety responses to incidents. Students with questions about BIT or the need to report a concern can contact one of the current team members or submit an incident report. Those who need immediate assistance with a threat or concern should contact Campus Safety at 603-224-3287.

## Counseling Services

NHTI offers individual short-term counseling and prevention services to all NHTI students. Counseling services are provided by licensed, eligible-in-the-state-of-N.H. mental health professionals sensitive to issues of race, gender, ethnicity, sexual orientation, ability, culture, and learning differences. Counseling sessions are confidential and not part of the academic record. For longer-term services, referrals are made to local mental health professionals. Crisis intervention services are offered during open hours. After-hours crisis coverage is coordinated with community mental health services.

NHTI Counseling provides the following services:

- Short-term student counseling based on the Wellness Model
- Consultation to students, staff, and faculty
- Crisis intervention
- Resource and referral services
- Sexual and relationship violence prevention

NHTI also provides access to online counseling resources through Kepro SAP, free confidential student counseling services by licensed mental health professionals in the local area and other supports 24 hours a day, 7 days a week, 365 days a year. Students get up to 6 counseling sessions per incident per year at no cost.

## Cross-Cultural Opportunities

Cross-cultural education and English for Speakers of Other Languages (ESOL) initiates, develops, and coordinates programs and services to meet the educational needs of our diverse campus population and in the community.

- *ESOL*: NHTI offers credit courses leveled to meet ESOL students' needs. Students are guided to take 1-2 ESOL courses with courses in their desired academic program.
- *ESOL tutoring and support services*: ESOL students receive free assistance with academic work including help writing English essays, preparing oral presentations, and other communicative support, and completing other assignments and projects. Tutoring sessions are designed to improve reading comprehension, vocabulary, writing, and conversational skills.
- *Programs and projects*: The ESOL office coordinates programs and projects including the Conversation Partners Program, which brings together native English-speaking and multilingual students on campus.

## NAMI Suicide Prevention

In partnership with NAMI New Hampshire, NHTI provides education to the college community on recognizing the signs of a person at risk for suicide, and how to connect the person to help. The grant focuses on increasing protective factors and building relationships and a network of support. A key component is to ensure the college has an effective "postvention" plan in place, if the need should arise. All of these efforts are accomplished by partnering with faculty, counseling staff, residence life staff, and all stakeholders and student groups.

## LGBTQ Resources

NHTI is committed to supporting LGBTQ students as they develop academically, professionally, and personally. NHTI fosters a campus of inclusion, respect, and equality. In partnership with Campus Safety, Civil Rights/Equity, and the NHTI Alliance, the campus provides advocacy and support to LGBTQ students who experience harassment, discrimination, or hate crimes.

## NHTI Cares

NHTI Cares helps students with immediate, emergency, and one-time expenses that you may need assistance in paying. This covers situations such as loss of employment, unanticipated medical issues, changes in family dynamics, and unanticipated expenses associated with NHTI course work. NHTI Cares was created in fall 2018 in response to an increase in students experiencing short-term financial stress due to specific, unanticipated circumstances. Examples of what NHTI Cares can pay for include, but are not limited to:

- Medical expenses
- Weather- and work-appropriate clothing
- Groceries, car repairs
- Professional licenses

These funds are not intended to be used for textbooks, tuition, or room and board associated with NHTI. Each request has a \$100 cap. Two financial awards can be given per semester, including summer, for a total of \$600 per year. To access this assistance, you must be currently enrolled as a student at NHTI when the request is made.

## Book Support

NHTI Cares has been asked to review requests from students needing assistance in paying for books and other classroom supplies. The funds to support these requests come from the amount allocated in the annual bookstore contract and The President's Fund for Excellence since NHTI Cares was not intended for this purpose. There is no cap on the amount of assistance available for books and the books must be obtained from the on-campus bookstore.

## NHTI Lynx Pantry and Closet

Located in Little Hall, our Lynx Pantry provides free food and personal hygiene items and our Lynx Closet provides free professional-style work attire. Whether you need breakfast, lunch, or a snack – or a new outfit to wear to a career interview or internship – we are here to help. And it's all free. Our mission is to ensure you have the nutrition and other tools needed to be successful and focus on your education. If you have questions, please contact us at 603-230-4000. You can also email [NHTIlynxpantry@ccsnh.edu](mailto:NHTIlynxpantry@ccsnh.edu) or [NHTIlynxCloset@ccsnh.edu](mailto:NHTIlynxCloset@ccsnh.edu) for more information.

## Laptop Loan Program

The NHTI Laptop Loan Program is a no-cost program that lends out laptops and webcams to students for the semester. Laptops and webcams are issued based on availability and eligibility and on a first-come, first-served basis. To participate, students need to complete an application. Students with questions or who would like to apply should contact Office of Student Affairs.

### Loan Program Details

Laptops will be loaned out to NHTI students for the semester based on eligibility and availability. Students must:

- Be enrolled at NHTI in a degree, certificate, or microcredential program
- Have registered for at least one class
- Have a completed FAFSA on file
- Have no financial or collections holds without a repayment plan in place

Laptops or webcams are loaned for the semester and are expected to be returned in the same working condition at the end of the semester. Students must reapply every semester.

## Student Care and Action Network

The NHTI Student Care and Action Network (SCAN) helps students who need additional support. We collaborate with campus departments, faculty, and staff to develop beneficial strategies for you. Students should contact this network if they have issues relating to their academic, personal, physical, and emotional well-being. SCAN does not take the place of services provided by the Counseling Center, ACE, Student Health, Academic Advising, Campus Safety, or other established student services. SCAN referrals can be made online or by contacting one of the SCAN members.

## Student Concerns and Complaints

Students who have a complaint or concern should discuss the situation directly with the person(s) involved. In the event this does not resolve the issue, the matter should be taken directly to the Student Affairs Office, located in the Student Center. The director of Residence Life should be notified of any unresolved issues pertaining to the residence halls and dining services. The Student Senate Concerns Committee should be notified of any unresolved concerns which do not directly involve the residence halls. Information on how to file a complaint about NHTI to the N.H. Department of Education Division of Higher Education may be found at <http://www.education.nh.gov/highered/compliance-allegation.htm>.



# CAMPUS RESOURCES

## Bookstore

The NHTI Bookstore, located in the Learning Commons, is the one-stop shop for all things NHTI. It's the place to get textbooks, books, course materials, and supplies. Students can get t-shirts, sweatshirts, hats, and hoodies, plus gift items like mugs, decals, cups, and NHTI Lynx Fan Gear. We take all forms of payment including financial aid.

Buying textbooks and other course materials can be expensive. Follett, the college's bookstore provider, works to help students get course materials at the lowest possible cost. Follett provides a variety of affordable solutions to our campus. Whether it's digital, used, or rental, these course material options give students the tools to be successful in the classroom with cost savings and ease of accessibility. PayPal and PayPal Credit are accepted.

- The NHTI Bookstore has access to the industry's largest selection of used textbooks at lower costs.
- Renting books costs, on average, less than half the new textbook price.
- The NHTI Bookstore has partnerships to provide digital content for ebooks and study guides.
- Find a lower price somewhere else and the NHTI Bookstore will match it.

## Health Services

NHTI Health Services provides a range of services to matriculated NHTI students free of charge or for a minimal fee; a small fee may be assessed for immunizations and lab testing. The Health Services Office is a resource center where students can learn healthy behaviors. For more information, call 603-230-4043, email [NHTIhealthservices@ccsnh.edu](mailto:NHTIhealthservices@ccsnh.edu) or stop in to the Health and Counseling office located in the Student Center. Our services include:

- Nurse/nurse practitioner appointments
- Physical exams
- CPR classes
- Feminine hygiene supplies
- First aid supplies
- Immunizations
- Over-the-counter medications
- Safer sex supplies
- TB testing
- Testing: antibody titers, strep, UTI, pregnancy

## Health Insurance

NHTI requires proof of current health insurance for students enrolled in an Allied Health program or playing on an NHTI athletic team. NHTI does not provide access to health insurance; it is up to the student to obtain health insurance. A copy of a student's current insurance card must be provided to Health Services prior to the start of any Allied Health or athletic team program. Active military can submit a copy of a military ID.

Health insurance must meet the following criteria:

- Be a U.S.-based insurance plan
- Provide the 10 essential health benefits specified in the [Affordable Care Act \(ACA\)](#)
- Include access to hospital and physician providers local to NHTI
- Remain in effect for the entire semester

The following plans do not meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet ACA requirements
- A ministry sharing plan
- Any other health benefits program not recognized by the state of N.H. as being health insurance

## NHTI Health Requirements

NHTI requires students enrolled in an Allied Health program, living on campus, or playing on an NHTI athletic team to provide health record documentation. All health records should be submitted directly to NHTI Health Services. Health record requirements must be completed prior to the start of any of these programs. Health records will be reviewed and the program(s) will receive notification of clearance once a student has completed all requirements. See below for specific health record requirements.

### Allied Health Program Health Record Requirements

- *Color blind testing:* Paramedics only. May be done for free at Health Services.
- *COVID-19:* COVID-19 vaccination is required at all clinical rotation sites.
- *CPR:* We only accept BLS for Healthcare Provider, or Professional Rescuer CPR from the American Red Cross, American Heart

Association, or the National Safety Council. CPR is renewed every 2 years and must remain current during a student's enrollment. CPR that is not acceptable includes but not limited to Heartsaver, Friends and Family, and Adult and Pediatric CPR. Students can call Health Services prior to taking a class with questions or to verify it will be accepted. Classes on campus are held and taught by Health Services.

- *Diphtheria/Tetanus*: Immunization within the past 10 years is required. The student must remain current throughout their enrollment. They must have evidence of having had one TDAP.
- *Flu*: Annual flu shots are mandatory at many facilities. It is highly advised to get yearly flu shots while they are easily available as it is uncertain into which facility the student may be placed.
- *Health Insurance*: Current health insurance requirements as of 2019: <https://www.nhti.edu/services/campus-resources/health-services/> (under the "Insurance" tab)
- *Hepatitis B*: Evidence of 3 immunizations and a positive surface antibody titer are required. If a student has not received the series of 3 immunizations or their titer is non-reactive or negative, they must begin the series. The series generally must be completed within a 6-month period. After one month from the third shot, a student can draw a titer. If they remain negative after 2 series, they will be considered non-reactive and further counseling will be done by Health Services.
- *Measles, Mumps, and Rubella (MMR)*: Evidence of 2 MMR shots after 1980 or positive MMR titers are required. If any of the titers are equivocal or negative, the student must receive the vaccine.
- *Physical exam*: Must be signed by a physician or nurse practitioner and have occurred within the past 12 months. Needed upon entrance into the program.
- *Two-step Tuberculosis Skin Test (TST)*: All allied health students must have an initial 2-step test within the past year, then one annually or have TB blood work done. The initial test should be planted and then read within 48-72 hours. The second test should be done 1-3 weeks after the initial test. One TST is required annually after an initial two-step. Repeat bloodwork needs to meet the annual requirement. If you have a history of a positive test, you must submit the results and either a clear x-ray (within 5 years) or negative bloodwork. An annual symptom review must be signed for those with a positive history.
- *Varicella*: Evidence of 2 shots or a positive titer is required. If a titer is equivocal or negative, the student must receive the vaccine. Confirmation by a doctor is not acceptable; the student must have a titer.

Maintaining and updating immunizations, insurance, and CPR is the student's responsibility. All changes should be reported to Health Services. Health Services requires 2 business days to process information for clinical clearances.

### **Residential Life/Athletics Health Record Requirements**

Students living on campus/playing sports are required to submit health information prior to moving in/the first practice.

- Physical exam within the past 12 months
- Two MMR vaccinations
- Updated TDAP/TD (tetanus)
- Health History Form from Health Services
- COVID-19 vaccination is required to play sports at many locations.

# COMMUNITY ASSETS

## Community Service

NHTI encourages students to get involved in community service by working with non-profit organizations in Concord and in their local communities. NHTI is committed to promoting service-learning opportunities that infuse a community service experience into the course curriculum to enrich the educational experience and provide meaningful service to the community. Service-learning opportunities link theory with direct experience, giving students greater responsibility for their learning and developing a richer context by making the academic subject relevant to real-world experience. Each year, 500+ students participate in service learning at NHTI, totaling 4,000+ hours of service. The courses incorporating service learning grows across the many academic departments in response to community needs.

## Dental Hygiene Clinic

The NHTI Dental Hygiene program provides comprehensive patient-centered care through our Dental Clinic. The clinic's primary purpose is to educate dental hygiene students to become competent professionals and increase public awareness of oral health. Quality dental hygiene care is critical to the well-being of every patient treated. NHTI's dental hygiene clinic is a classroom/learning environment where student hygienists provide services at a minimal cost. NHTI Dental Hygiene students have been evaluated for lab and clinical competency prior to treating patients in the clinic and are closely supervised during treatment to provide optimal care. The Dental Hygiene Clinic is located in MacRury Hall and is open to all NHTI students, faculty, and staff, as well as the public.

## The New Hampshire Police Standards and Training Council

The New Hampshire Police Standards and Training Council, responsible for state certification and training of all police and State correctional and probation/parole officers in the State of New Hampshire, is located in a facility across the street from the Sweeney Hall.

Among the programs conducted by Police Standards and Training is the New Hampshire Police Academy, a residential, 12-week paramilitary training program that uses some of the facilities of NHTI at specific times, including the Capital Commons and the Dr. Goldie Crocker Wellness Center. The recruits who attend this program have been hired as police officers by a state agency or municipality, and attend this program to achieve certification and the right to serve as an officer. The recruits attending this program will be seen from time to time traversing the campus in formation, especially to and from meals at the Capital Commons. The recruits are always in the direct control of the Academy staff and would not normally have direct contact with the students or faculty and NHTI.

# ADMISSIONS

Admission to NHTI and its academic programs is based on a number of considerations. Waiver of any portion of NHTI admission requirements because of special situations may be achieved only through consultation with department chairs and the director of Admissions. To apply to NHTI, visit [www.NHTI.edu](http://www.NHTI.edu), call the Admissions Office at 603-230-4011 or 800-247-0179, or email [NHTIadmissions@ccsnh.edu](mailto:NHTIadmissions@ccsnh.edu).

## General Admissions Requirements

Many NHTI programs have prerequisites, are competitive, or have other specific admissions requirements. For admission to these programs, students need official transcripts forwarded to NHTI by secondary and postsecondary institutions. Application materials should be sent to:

NHTI – Concord’s Community College  
ATTN: Admissions Office  
31 College Drive  
Concord, NH 03301-7412

You can also request that your school email your official transcripts to [NHTIadmissions@ccsnh.edu](mailto:NHTIadmissions@ccsnh.edu).

Students are encouraged to submit an official high school transcript, diploma, or equivalent (GED/HiSET) documentation, as these may be used for advising or to waive placement testing. Students will complete a High School Self-Certification as part of the application; documentation of high school (or an equivalent) completion may be required to receive federal financial aid.

## Application Deadlines

While NHTI offers rolling admissions for most programs, Allied Health have application deadlines, which are available online.

## Specific Admission Requirements

Many associate degree and certificate programs have additional requirements listed on their academic program pages. Students are responsible for the requirements, deadlines, and documentation for admissions. These may include:

- Prerequisite courses with a C or better
- Entrance exams
- A personal interview and reference

If a student does not meet the program requirements, they may still be offered admission to either the Liberal Arts Associate in Arts program or the General Studies Associate in Science program. This allows the student to enroll at NHTI and work with an academic advisor to complete the prerequisite courses needed to pursue their goal.

## Additional Admissions Requirements and Recommendations

### SAT/ACT/Placement Testing

Though not required, it is recommended students submit scores for standardized national college admission tests taken within the last 5 years. These scores may be used to waive the placement testing requirements.

### Mathematics Requirement

All of our degree programs require the successful completion of at least one semester of college-level mathematics. It is recommended students complete high school Algebra I with a C or better prior to NHTI admission. Many STEM programs require additional math for admissions. If a student’s placement testing does not demonstrate readiness for college-level mathematics, it may take more than 2 years to complete their degree.

## Transferring to NHTI

Students requesting transfer to NHTI should submit all documents listed for general admission and must meet the specific admission requirements for their desired program. In addition, official transcripts from postsecondary institutions attended are needed to evaluate transfer credit.

- Only those courses required in the desired program will be considered.
- Courses must be equivalent in content and credit hours to those required in the desired program.
- Grades must be a C or higher, based on NHTI standards.

- Science and other technical courses, including but not limited to Anatomy and Physiology I and II and Microbiology, taken more than 5 years prior to the desired date of entry must be repeated or challenged to be applied toward most Allied Health programs. Time limits may apply to computer or major field courses; final decisions rest with the department chair.
- Most general education courses do not have time limits; final decisions rest with the department chair.
- College credit will be granted to students with military training, experience, or coursework recognized by the American Council on Education. Students seeking credit for their military experience will submit a hard copy of their military transcript to the Admissions Office for the review/evaluation process.
- International Baccalaureate (IB) exams are considered for transfer credit if scores from the International Baccalaureate Organization are submitted. Of the 2 IB exam levels, only the higher-level exams where a score of 5, 6, or 7 has been achieved will be considered for transfer credit. Credit will not be given for standard-level exams.
- CLEP and AP exams are considered for transfer credit if scores from the College Entrance Examination Board are submitted. Students who have taken AP and IB exams do not receive credit for both.
- Challenge exams, credit by exam, and pass/fail courses taken at other institutions will not be considered for transfer credit.
- Course descriptions, syllabi, and course outlines may be requested.
- The director of Admissions, in consultation with the VPAA and department chair, if necessary, is responsible for determining the appropriateness and acceptance of transfer credits.
- Students seeking transfer credit for prior completed college coursework at an institution outside the U.S. need to provide an official foreign credential evaluation to the Admissions Office for review; a list of accredited credential evaluation services can be viewed at [www.naces.org/members.html](http://www.naces.org/members.html).

Transfer credits may be used to satisfy degree course requirements. Grades associated with such credits will not be included in the determination of GPA, which reflects only achievement in courses completed at NHTI.

Transferring into an Allied Health program for advanced standing (i.e., transferring a clinical course from another institution to begin the program in an upper-level course at NHTI) is based on clinical site availability and the transfer policy of the individual department.

In the event a student fails an NHTI course, subsequently and satisfactorily completes a comparable course at another institution, and requests transfer, those credits may be used to satisfy NHTI program requirements at the discretion of the department chair. The grade received at NHTI will remain a part of the student's transcript, and it will be used in determining the student's GPA. Only by successfully repeating the failed course at NHTI will the failing grade be discounted from the student's GPA calculation.

## Testing and Experiential Credits

- *Placement Testing:* Academic advisors will use multiple measures, including placement testing, to determine appropriate placement in first semester college coursework. Placement testing may be waived based on high school GPA, transfer credits, and standardized test scores such as SAT, ACT, or ATI TEAS exam scores. The student is may be required to complete their placement testing before registering for classes. Contact the Academic Center for Excellence at 603-230-4027 to make an appointment.
- *Advanced Placement Testing:* AP exams are considered for transfer credit with a minimum score of a 3. Official exam scores from the College Board have to be submitted to the Admissions Office for review.
- *SAT Scores:* If a student submits SAT scores that are <5 years old, they may be waived from taking certain placement tests. An SAT Math score of 530+ places them directly into college-level math and waives them from taking the math placement test. An SAT Evidence-Based Reading and Writing score of 480+ waives the reading comprehension test, and an Essay writing score of 6+ waives them from taking the writing placement test. All SAT scores should be submitted to Admissions prior to or at the point of acceptance to best facilitate registering for first semester courses.
- *Criminal Justice Program:* Students who have previous training through Police Standards and Training, County Corrections, the state Corrections Academy, or in-service training may be eligible to receive credit for courses in the NHTI Criminal Justice program. For more information, contact the Admissions Office or the Criminal Justice department.
- *Advanced Standing Credit:* Evaluation of credit received from a college or hospital-based program in a health-related field may result in advanced-standing credit toward the General Studies associate degree. Students need current certification to be eligible. Credentials include licensed nurse assistant, dental assistant (national certification), and paramedic (New England EMS Institute). For more information, contact the Admissions Office.

## NHTI/USNH Dual Admission

The NH Dual Admissions and the NH Transfer Programs provides a seamless academic pathway from NHTI (or any CCSNH college) to one of the institutions of the University System of New Hampshire: University of New Hampshire, Keene State, Plymouth State, and UNH College of Professional Studies in a broad range of programs. Students enrolling in this program will receive academic advising to chart a seamless transfer pathway.

## Home-Schooled Students

NHTI encourages applications from students who are home-schooled. While the nature of home schooling is unique to each student, the college requires appropriate documentation to determine admission. Applicants are expected to meet the same general and specific

admission requirements (or their equivalent) as other applicants and to document the academic work they have accomplished. Documents to be submitted may include:

- A letter or other documentation from the student's local school district stating they have completed a home school program at the high school level
- A list of courses taken and grades earned and/or portfolio of work accomplished
- High school equivalency or other testing, if applicable

Contact the director of Admissions with any questions regarding documentation and/or admission to NHTI programs at 603-230-4011.

## International Students

NHTI is authorized by the U.S Student Exchange and Visitor Program (SEVP) to issue I-20 (Application for Student Visa) forms for students accepted into associate degree programs only. In addition to the general admission requirements and specific admission requirements for their desired program, international students must submit:

- Official transcripts of all secondary school and university academic records; if transcripts are not in English, they must be accompanied by an official English translation.
- Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a score of 500 or higher on the paper-based test; 173 or higher on the computer-based test, or 61 or higher on the internet-based test.
  - Inquiries regarding the test should be addressed to: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540, USA or [www.ets.org](http://www.ets.org). Official TOEFL scores must be sent from the testing site to the Admissions office.
  - Students earning a TOEFL score lower than those listed above may be evaluated for language study. Applicants who score between 380-499 on the paper-based exam, 83-172 computer-based, or 26-61 internet-based may be accepted into the General Studies program and take preparatory ESOL coursework for their first 2 semesters. Students scoring below a 380 on the TOEFL will not be admitted to the college or a program at NHTI.
  - NHTI accepts the International English Language Testing System (IELTS) test in place of the TOEFL exam. Students must receive an overall score of 6 or higher for admission into a major. Students who score between 4.5-6 may begin in the General Studies program and take ESOL coursework.
- Letter of support from the person(s) who will be financially responsible for the student; the letter should include the student's name, the intent to attend NHTI, and the amount of money available. It must be in English and funds must be stated in U.S. dollars.
- Letter from the financial institution that holds the funds of the person(s) financially responsible for the student on official letterhead in English and indicating the sponsor's and student's names and the amount of money available for the student in U.S. dollars.
- Copies of current passport and immigration documents including visa, Duration of Status (D/S) card, and I-20.
- A one-time International Student Admissions fee of \$100 at the time of application
- Proof of health insurance to the Health Services Department prior to registration

International students currently in the U.S. with an F-1 visa at another college must forward official transcripts from that college and submit an International Student Transfer Form to the Admissions Office. Dollar amounts promised by the sponsor and available in the sponsor's bank account should be sufficient to cover a minimum of one year of expenses (out-of-state tuition, fees, room, board, books, and miscellaneous expenses). Before an I-20 can be issued, applicants must have submitted all documents required to be considered for admission, be accepted into a program, and have submitted the required TOEFL score and financial documents.

Any international student planning to request an F-2 visa for dependents must submit copies of the dependents' current passport and immigration documents and plan to include the cost for the dependents' expenses in their financial support documents (an additional \$9,900 for the first dependent, \$3,500 for each additional dependent). A letter must accompany the dependents' documents, specifying name, date of birth, country of birth, country of citizenship, and relationship to the international student.

## Readmission

When applying for readmission, students must meet current entrance requirements for the desired program. Upon readmission, students will follow the curriculum published in the current catalog. Any common courses will be carried forward and every attempt will be made to make appropriate substitutions when previous courses have been replaced with updated ones. To approve a substitution, the department chair will make a recommendation to the VPAA, who will make the final decision.

Students who have been absent for more than 3 semesters will be declared inactive; an inactive student wishing to return to NHTI must apply for readmission and meet current entrance requirements. Readmission to the Allied Health programs is based on clinical site availability and recommendation of the department. Contact the program department chair regarding the specific departmental readmission policy.



## Change of Program

Enrolled, matriculated students may request a change in their major program of study by using the Change of Program/Dual Major Request Form. Signatures must be received from the current major and new major department chairs. Signatures do not guarantee or imply acceptance into the new program.

## Individual Course Enrollment

Students may wish to register for individual courses without applying to degree or certificate programs. Most general education and some program-specific courses are open to all, assuming course prerequisites are met and space is available after matriculated students have registered.

Non-matriculated students must meet the same course prerequisites, complete the same course requirements, and follow the same college and course rules, policies, and procedures as other students. Individuals who are considering registering as non-matriculated students are asked to consult with an academic advisor at NHTI prior to enrolling. The academic advisor will assist individuals in evaluating their readiness for any course(s) in which they are interested. In some cases, the advisor may recommend that the individual work with the Academic Center for Excellence to take one or more of NHTI's assessment tests in reading, writing, and/or mathematics. The advisor may also recommend that the individual consult with the department chair responsible for the course in question, especially in situations involving the evaluation of relevant work experience.

Non-matriculated students are not eligible to apply for financial aid. To be considered for admission to an academic program, contact the Admissions Office at 603-230-4011 or [NHTIadmissions@ccsnh.edu](mailto:NHTIadmissions@ccsnh.edu).

# ACADEMIC POLICIES

## Registrar

The Registrar's Office is available to assist students with questions about records including but not limited to:

### Ordering Transcripts

If you attended after 1991: Electronic and paper transcripts are available when ordered online through [the National Student Clearinghouse \(NSC\)](#).

Transcripts will not be processed if you have an outstanding financial obligation to NHTI or any CCSNH college. Transcripts are typically processed within 48 hours of receipt, but during peak periods (such as the start or end of semesters), processing may be delayed. Effective March 2022 a \$5.00 transcript fee will be charged for each transcript.

### Confidentiality of Student Records

NHTI maintains the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The law protects the privacy of educational records, the right of students to inspect and review their educational records, and to provide for the correction of inaccurate or misleading data through informal and formal hearings. Students may authorize the release of their records to individuals or institutions by completing the "Authorization to Release Information" form, available online or in the Registrar's Office. Student information maintained by Residence Life, Health Services and Counseling offices require a separate signed release of information form available from each office.

### Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 was passed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of directory information by educational institutions.

NHTI considers the following to be directory information: student's name, address, telephone number, email address, date of birth, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, honors, and recent educational institution attended.

If a student does not wish disclosure of any of the categories of identifiable directory information, they must submit the Nondisclosure of Directory Information Form.

Students should carefully consider the consequences of any decision to withhold general directory information. Should the student decide to inform NHTI not to release general directory information, future requests for such information from noninstitutional persons or organizations will be refused, except as provided by law. NHTI does not assume responsibility to contact students for subsequent permission to release directory information. NHTI assumes no liability for honoring a student's instructions that such information be withheld.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students, may be obtained from the VPSA or the office of the VPAA.

### Student Records

Students have the right to review the contents of their NHTI records. Students will be given access to their records within a reasonable period of time, but in no case shall access be withheld for more than 45 days after the request has been made. The Registrar is authorized to release this information. Students wishing access to their records must contact the Registrar and complete a Student Request for Record Review form. In cases involving the possibility of data misinterpretation, the VPAA or their qualified designee shall interpret the data to the student.

Students shall have the opportunity for a hearing to challenge the contents of their college records to ensure they are not inaccurate, misleading, or in violation of their privacy or rights. This challenge must be made in writing to the VPAA. Students may authorize the release of their records to intended persons or institutions by completing the Authorization to Release Information form. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency or organization without prior written consent of the student, except as follows:

- The president, VPAA, VPSA, NHTI counselor, coordinator of Admissions, and the registrar shall have unlimited access, without permission, to all student records (with the exception that letters of recommendation submitted on the basis of a pledge of confidentiality prior to Jan. 1, 1975, will not be shown to students and financial records of the parents of the students will not be made available to students). They cannot, however, release information without prior written authorization from the student, except as follows:
  - To officials (faculty, staff, student workers/interns) and department chairs within NHTI who are directly involved in a legitimate educational concern for the student

- To authorized federal/state officers as identified in Section 438 (b) 3) of Public Law 93-380
- To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any persons; NHTI maintains records on students, although some students may not have all these items in their records: academic transcript of all work completed at NHTI; student financial accounts.
- Academic folder containing military education information for students eligible for military education benefits or medical records (in a separate file)
- Financial aid folder containing:
  - Application for admission
  - All correspondence to and from NHTI
  - Transcripts of previous academic records
  - Financial Aid applications
  - Recommendations
  - Standardized test results
  - Semester grade reports
  - Copy of parent's Confidential Statement or student's Confidential Statement
  - Financial aid correspondence
  - Financial aid awards and award acceptance forms
  - Records of money disbursed and/or hours worked
  - Affidavits
  - Promissory notes
  - Documents from any outside agencies awarding money to students
- Judicial proceedings (in a separate file) non-disclosure

## Medical Leave

A matriculated student who, because of a serious medical condition that requires extended inpatient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete the academic requirements and/or unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence (MLA) for up to 2 consecutive semesters.

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

Students requesting MLA must:

- Provide a letter to the 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
- Provide the VPAA documentation of the medical condition from a licensed healthcare professional directly involved in the student's treatment sufficiently comprehensive to facilitate the decision-making process.

The VPAA (or designee) will decide the appropriateness of the leave request and notify the student in writing whether the request for MLA was granted and what conditions for readmission may apply. Students whose MLA requests are granted will not be required to reapply for admission at the end of the leave period provided all conditions for readmission have been met. These may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college academic, technical, and behavioral requirements; an in-person meeting with the VPAA and/or the student's program department chair; 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 the absence.

Students wishing to return to a residence hall may be required to meet additional, separate criteria. Students should directly negotiate any return to residence life with the college's Student Affairs Office.

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

## Academic Amnesty

A student who has previously attended NHTI and is admitted may be eligible for Academic Amnesty, which provides for the following:

- All grades taken during the student's previous time at NHTI will not be used to calculate the student's new cumulative GPA.

However, grades C- and above taken during the student's previous time at NHTI will be used to meet course requirements (where appropriate).

- All previous grades will remain on the student's transcript.
- To be eligible for Academic Amnesty, a student must meet all of the following conditions:
  - The student has not taken courses at NHTI for at least 3 years from the last semester of attendance.
  - The student applies for Academic Amnesty before the start of their second semester after readmission.
  - The student has never before received Academic Amnesty.

Academic Amnesty is designed for students who exhibited poor academic performance during previous attendance. It is not designed for students who achieved a cumulative GPA above 1.7 during previous attendance. Students granted academic amnesty should be aware that previous grades will be used to evaluate "satisfactory academic progress" for financial aid purposes in accordance with Federal Financial Aid Regulations. Download the Application for Academic Amnesty Form.

## Academic Credits

Each course is assigned a number of credits based on the time obligated for formal enrollment in that course: One credit represents (on a per-week basis) 1 hour of classroom work, 2-3 hours of lab, 3-5 hours of clinical experience, 3 hours of practicum experience, or 3-6 internship hours plus 2 or more hours of student work outside of class each week for 15-16 weeks. For complete information, see the Academic Policies of CCSNH.

## Credit by Exam

In certain instances, a matriculated student may present evidence suggesting they may be eligible to receive credit for a course or courses either through aggregate educational experience or occupational experiences. In such cases, an application for a Credit by Exam must be made within the first 2 weeks of a semester and be approved by the student's department chair. The department chair will assign a faculty member to discuss the subject area to be tested with the student and administer the test. A fee of \$25 per credit hour is required for each exam administered under this policy. The Credit by Exam is comprehensive; grades are either "pass" (E grade) or "no pass," with full course credit granted for an E.

If a student passes the exam, appropriate credit(s) will be applied to their academic record and a notation entered on their transcript indicating successful completion. Since a traditional grade is not entered, the Credit by Exam is not calculated into the student's GPA. If the student does not 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 gets "no pass" on a Credit by Exam will be ineligible for another Credit by Exam in that course and must successfully complete the course as needed to fulfill program requirements. A student who has previously received a failing grade in a course (or less than C for transfer) may not request Credit by Exam in that course. Financial aid does not cover courses for which a student earns credit in this way.

## College-Level Examination Program

College-Level Examination Program (CLEP) exams are available in 34 college-level introductory subjects and are administered at NHTI. Through CLEP testing, students can demonstrate their knowledge and competency in a subject area and earn college credit. NHTI recognizes competency demonstrated through CLEP exams in such areas as English, Humanities, Social Science, History, and Calculus.

## Experiential Learning

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this toward credit in a degree/professional certificate/certificate program. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated in an NHTI program to be eligible to apply for experiential credit. Not all programs provide this credit option; students should consult with their advisors for eligible programs and the application process.

- 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.
- Financial aid does not cover courses for which a student earns credit through experiential learning.

## Academic Excellence

### Academic Research

Students wishing to broaden their learning experiences may participate in academic research by using the independent study option. This format allows students to study a topic in greater depth or a topic not currently offered at NHTI. Please refer to the Independent Study Policy. Financial aid does not cover credits earned via academic research or independent study.

### Dean's List/Scholastic Honors

A Dean's List is published at the end of each semester. It includes the names of all matriculated, full-time students whose GPA for that

semester is 3.3 or higher (while enrolled in 12 credits). Students who achieve a cumulative GPA of 3.7 or higher graduate with high honors, and those who achieve a cumulative GPA of 3.3–3.69 graduate with honors. Cumulative GPA is calculated using all courses completed at NHTI.

### Honors Courses

Honors courses offer academically strong, highly motivated students the opportunity to learn in smaller classes with a stimulating, creative environment that promotes active engagement with subject matter. They allow for a rigorous and individualized approach to learning. Each course that offers an honors section is identified in the Course Description section of the Course Catalog. Student qualification for honors courses is based on criteria that may include prerequisite grades, NHTI assessment test scores, and/or scores on standardized tests.

Students who successfully complete honors courses receive an honors designation on their transcript, which may strengthen transfer to other colleges or candidacy for competitive programs at NHTI, such as Nursing, Dental, and Radiologic Technology. If a student registers themselves on SIS, they should ensure the class carries the honors designation. Check the schedule of course offerings on SIS, as not all courses are offered every semester.

### Phi Theta Kappa – International Honor Society

Phi Theta Kappa (PTK) is the largest international honor society in American higher education with 2 million+ members and 1,200+ chapters internationally. NHTI's Alpha Upsilon Omicron Chapter of PTK provides opportunities for scholarship, leadership, service, and fellowship for PTK students at NHTI while offering an intellectual climate for continued academic excellence. To be eligible for membership consideration, a student must complete a minimum of 12 credit hours of associate degree coursework and earn a cumulative GPA of 3.5 or higher. Eligible students are invited to join PTK each semester, and induction ceremonies are held each Fall and Spring semester. Once inducted, students must maintain a high academic standing of 3.3 cumulative GPA throughout their enrollment; this allows them to retain a lifetime membership in PTK.

### Vice President's Award for Academic Excellence

The Vice President's Award for Academic Excellence is presented at the Spring Awards Ceremony to the student(s) achieving the highest overall cumulative GPA in the graduating class. The following criteria apply:

- A minimum of 48 credit hours must be used in the calculation of the cumulative GPA.
- All students are eligible for the award, including those who have exercised Academic Amnesty, changed programs, or have previously graduated from an NHTI program.
  - For the purposes of this award, students who have previously graduated from an NHTI program will have their GPA calculated using courses taken in the new program and any prior courses that may be applicable to the new program.
  - Students who have exercised the Academic Amnesty option will have their GPA based only on courses taken after the option has been exercised. No previous courses will be used.
  - Students who have changed majors will have their GPA calculated on the basis of all courses taken at NHTI and not just those in the new program.

### Academic Honesty

Faculty will gather all material evidence (e.g., papers, crib notes, copied materials and the source[s] from which it came, et al.). If the charges have arisen from an inconsistency in quality, prior work samples along with the work in question should be presented to the student. Names of those who have knowledge of the situation will also be presented.

Once the information is gathered, a meeting between the individual faculty member and the accused should be held within 5 class days (or within 5 business days of a final exam) to discuss the matter. All parties shall maintain confidentiality. The faculty member may seek advice/counsel from their department chair. The student may seek advice/counsel from an individual of their choice.

Following the meeting, the faculty member shall have these options available if disciplinary action is warranted:

- Have the student redo the assignment or do a different assignment.
- Reduce the student's grade a specified amount.
- Give the student an F for the assignment.
- Give the student an AF or F for the course.
- Issue the student a letter of sanction (copies to registrar and student's department chair).
- Other options as appropriate.
- Available options that require department chair and VPAA approval include:
  - Suspend the student from the program or college for one semester.
  - Suspend the student from the program or college for more than one semester.
  - Dismiss the student from the program or college.

The faculty member's decision will be sent in writing to the student within 2 class days of the meeting. If another student was complicit in the cheating/plagiarism, the faculty member will pursue disciplinary action against that student. Appeals are handled using the grade appeal/grade change process and/or the student judicial process.

### Academic Progress

Any student whose academic progress is deemed less than acceptable by their department chair may be referred to the Academic Standards Committee, which considers each case and recommends action to be taken by the VPAA. That action may involve, but is not limited to, a warning, academic probation, program suspension, NHTI suspension for a specified period of time, conditional probation, or dismissal. Dismissal is permanent.

All credit courses are used for this calculation. Students entering with advanced standing should add their transfer credits to those credits earned at NHTI to determine their positions in the guidelines. Any matriculated student registered for 2 or more courses during any semester will be subject to review by the Academic Standards Committee. Academic progress may affect financial aid. Check with the Financial Aid Office for more information.

### Academic Warnings

At mid-semester, academic warnings are formally issued by faculty to students with grades of C- or below, NP, or PP. Warnings are submitted to the Registrar's Office, which then emails the letters to students. Warnings may also be issued at any time during a semester when deemed appropriate by faculty.

### Academic Probation

Academic probation usually will last for one semester only. The student's department chair will recommend to the committee if a student can take courses in their major field during academic probation. Students placed on academic probation may be eligible to continue receiving financial aid if they meet the minimum GPA requirements. To ensure that adequate academic progress toward a degree is being made, the college uses the guides above in determining which students are automatically brought to the attention of the Academic Standards Committee.

### Suspension

Suspension may be for any period of time established by the Academic Standards Committee but must be for a minimum of one semester excluding the Summer (unless it is required by the student's program). A matriculated student suspended from a program may not take major field courses during the suspension; non-major courses may be taken.

Students under academic suspension may seek course selection and academic planning help from Academic Advising. Students who are under academic suspension from NHTI and wish to return must, prior to the completion of the suspension, submit a new application with an explanatory letter, to the NHTI Admissions Office.

### Guidelines for Suspension

- NP or F in clinic
- Probation status for third consecutive semester
- Violations of the Student Code of Conduct
- Failure to meet published technical standards

### Conditional Probation Partnership

The conditional probation partnership assists students whose cumulative GPA would be placed on program suspension. This involves a contractual arrangement with the student that incorporates mentoring/counseling elements. A department chair designates students for this program by making a recommendation to the Academic Standards Committee based on the department's judgment they could reasonably be expected to achieve academic success with guided assistance and realistic academic goals. A contract is then forwarded to the student with a letter from the VPAA explaining that the student is being given the opportunity to continue in the program if they agree to the contract conditions.

The student must sign the contract and return it to the Academic Affairs office by a predetermined date. If the student chooses not to sign the contract, status will be determined by the guidelines for suspension. A student who accepts the contract but fails to abide by its provisions will be returned to suspension immediately and not be eligible to apply for readmission until the end of the subsequent semester.

Total Credits Accumulated (GPA Hours)	Minimum Acceptable Grade Point Average
0-13	1.5
14-27	1.7
28-40	1.8
41 or more	2.0

Total Credits Accumulated (GPA Hours)	Minimum Acceptable Grade Point Average
0-13	0.50
14-27	1.10
28-40	1.25
41 or more	1.50



## Appeal of Suspension or Dismissal

A student who wishes to appeal an academic suspension or dismissal may do so by writing a letter of appeal to the VPAA in accordance with procedures and deadlines outlined in the letter sent to each suspended and dismissed student informing them of their status. Appeal letters received by the required deadline are reviewed by the Academic Standards Committee. In some cases, students may be asked to appear before the committee, which will render a decision on the appeal based on the information provided by the student and department chair. Decisions of the Academic Standards Committee are final.

## Adding a Class

### Adding a Full Semester Class

Students may add a full semester course up to and including the 7<sup>th</sup> calendar day of the semester, as long as space is available. Classes may only be added after the 7<sup>th</sup> day with the permission of the instructor.

### Adding a Half Semester (8 Week) Class

Students may add a half semester course up to and including the first day of the semester or part of term, as long as space is available. Classes may only be added after the first day with the permission of the instructor.

## Attendance

Registration for any course presupposes the student will participate in all scheduled activities. In addition to academic issues relative to attendance, veterans and students receiving financial aid are expected to be in regular attendance as a condition of receiving such aid. While occasional circumstances over which the student has no control may necessitate absence, the content presented in the activities missed by the student is a segment of information being taught.

For any course offered in any format, there is a limit to the amount of time and content a student can miss without compromising the integrity of the learning experience and the credit award. If illness, accident, emergency, or an NHTI-sponsored activity prevents a student from meeting attendance obligations, it is the responsibility of the student to inform faculty in a timely manner to discuss either the requirements for continued enrollment in the course or the options for course withdrawal.

Instructors may include an assessment of attendance behaviors into their overall grading structure for the course. Such assessment strategies are published in the course syllabus distributed at the start of the course. A faculty member may issue a grade of AF at any point in the semester at which they feel a student's absence record precludes the reasonable possibility of meeting course objectives based on published attendance expectations.

Any student who has been suspended or dropped from a course for failure to meet published course attendance requirements may appeal following the procedures outlined in the Grade Appeal/Grade Change Policy.

## Audits

Under the Audit Policy, students may enroll in courses that provide an opportunity to learn 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 credit towards graduation (the academic transcript will reflect an AU for the 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; a student registered for credit may not change to audit status after the designated add period. Exceptions may be made by the VPAA. Students must pay the full tuition for the course. Financial aid does not cover costs for an audited course.

## Change of Program/Dual Major

Enrolled, matriculated students may request a change of their major program by using the [Change of Program/ Dual Major Request Form](#). Signatures must be received from the department chairs of the current and new major. Signatures do not guarantee or imply acceptance into the new program. The request must be made within the "add" period at the beginning of a semester for the same semester. Requests for the subsequent semester made after the "add" period will not take effect until after final grades for the semester have been reviewed. The student will be informed of the decision by the Admissions Office. Students will follow the curriculum for the semester to which they are accepted.

When calculating the GPA of a student who has changed programs, all courses taken at NHTI and courses taken in the new program will be used. For purposes of academic review, the Academic Standards Committee will consider the student's semester-by-semester performance in the new program rather than the overall GPA.

## Classroom Etiquette

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect.

Inappropriate behavior may compromise the learning and performance of all students. Such inappropriate behaviors include but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones; computers (other than for legitimate academic use); iPods (or similar devices); and use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct and are subject to sanctions as described therein for any violations.

## Plagiarism/Cheating Policy

Honesty is expected of all NHTI students. In academic matters, this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating includes, but is not limited to:

- Use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or exams or in the preparation and completion of class assignments
- Dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- The acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students
- 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

Plagiarism includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It 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.

Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

## Classroom Recording Policy

As per CCSNH policy: "Students are not permitted to record any class lectures, activities or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld." To view the entire policy please go to: <https://www.ccsnh.edu/about-ccsnh/policies/> and select the System Policies for Academic Affairs (section 600).

## Clinical/Practicum/Internship

Evaluations are conducted on students who enroll in any course designated as a clinical, practicum, or internship experience. It is the student's responsibility to understand the goals, objectives, and evaluation criteria of each clinical/practicum/internship and adhere to all policies, rules, and procedures outlined by the department and/or clinical/practicum/internship site. Students enrolled in these experiences are evaluated on their technical skills, knowledge, behavior, attitude, attendance, and adherence to policies, rules, and procedures set forth by NHTI, the academic department, and the participating agency.

A student will be removed from a clinical/practicum/internship site and issued a grade of AF if performance or behavior is deemed unsatisfactory or unsafe as a result of a formal evaluation conducted by a faculty member/ agency supervisor in accordance with published department criteria and procedures. In such situations, students are prohibited from receiving a W grade. In the event that a Withdrawal Form submitted by a student is processed prior to submission of the AF grade, the student-initiated W grade will be replaced in the student record by the faculty-assigned AF grade.

## Course Repeat

A student may repeat a course for credit one time. Registration for further repetitions will require permission from the matriculated student's department chair or, for a non-matriculated student, an academic advisor. When calculating the cumulative GPA, when a student repeats a course the grade achieved in the most recent course will be the grade used in the GPA calculation. All previous grades will remain on the transcript but will not be used in the calculation. Though credits for courses repeated at a college other than NHTI may be applied as transfer credit as appropriate, grades for those courses will not be used in the calculation of the GPA; the grade received at NHTI will remain a part of the transcript and continue to be used in determining the student's cumulative GPA.

## Course Substitution/Waiver

A student may be eligible to substitute a higher-level course for the one prescribed in the curriculum if indicated by an evaluation of the student's competencies. The substitution can be made only with the joint approval of the student's department chair and the department chair of the area offering the course. The Approval Form is available in the Registrar's Office. A student may substitute a comparable course from another program to meet degree requirements with the common agreement of the department chairs and the approval of the VPAA.

A course may be waived by the director of Admissions in consultation with the department chair only if a higher-level course has been completed at another accredited college or university with a grade of C or higher. Waivers apply only to transfer of credits from accredited colleges or universities and not prerequisites for a given program. A waiver is for the course only; credit will not be awarded for the waived course. All students must complete a minimum of 60 credits to be awarded an Associate in Science or Associate in Arts degree. Students with fewer than 64 credits as a result of a waiver must make up the credits. Any make-up credits must have the approval of the student's department chair.

## Directed Study

Under certain circumstances, a matriculated student with a cumulative GPA of 2.0 or higher may take a course via directed study in a semester when the course is not offered at NHTI. A directed study allows them to pursue the learning objectives/outcomes for a course independently under the guidance of a faculty member. The student must explain why the course was not taken in a previous semester and demonstrate why the course could not be taken in a subsequent semester. Barring exceptional circumstances, a directed study will not be granted for a course currently being offered at NHTI. Non-matriculated students are not eligible for a directed study.

A department chair who requests that a student take a course via directed study must present a proposal to the VPAA detailing the rationale for the request, the specific learning activities that will be required of the student, and the specific assessment and evaluation tools that will be used to evaluate the student's learning. The proposal should identify the faculty member who will supervise the directed study.

A student may not take a directed study for a course they have taken at NHTI and failed or for a course taken at another institution and received a grade that will not transfer to NHTI. The VPAA must give final approval to all directed study proposals. Grading of directed study projects will follow standard NHTI policies and procedures.

## Dropping Classes/Withdrawing

### Dropping Classes with a Refund

We understand that students may face adverse consequences such as loss of financial aid eligibility, loss of athletic eligibility, loss of residence life eligibility, loss of VA Education Benefits, or inability to meet program completion expectations. Students should consult with their academic advisor before making any moves to drop a course.

- Students who drop a full-semester class by the end of the fourteenth calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees.
- Students can drop an 8-week course within 7 days from the start of the alternative semester for a full refund.
- To drop a course that is 2 weeks or fewer in length, students must drop it by the end of the first day of the class to receive a refund.
- If the last day to drop with a refund falls on a weekend or holiday, the drop refund date is the first business day following the weekend or holiday.

Students are urged not to just stop attending a course and should contact the [Registrar's Office](#) or [Academic Advising Center](#) or drop a class online via SIS (during open registration periods). Students must notify the Registrar's Office or the Academic Advising Center before the above date to receive a refund.

### Dropping Classes after the Refund Period

If a student decides to drop a class after the refund period, the Registrar's Office is the only official authority that can accept the withdrawal notification. Officially dropping a course prior to the completion of 60% of the scheduled duration of the course will result in a grade of W (withdrawn) on the student's transcript, with no effect on their cumulative GPA. A withdrawal after the 60% completion mark requires the instructor to issue a grade of WP (withdraw passing) or WF (withdraw failing) on the drop form. A grade of WP will not affect cumulative GPA; a WF will be calculated into the student's cumulative GPA.

If the student stops going to class without providing official notification, the default withdrawal date for financial aid purposes will be the midpoint of the semester. Those students who stop attending class may be dropped by their instructor with an AF grade, or they will receive an AF from the instructor at the end of the semester. The AF will affect the student's cumulative GPA and financial aid.

## Withdrawing from NHTI

- Do courses seem overwhelming? Our [Academic Center for Excellence](#) offers free tutoring to all NHTI students.
- Are finances problematic? Contact our [Financial Aid office](#) for help , and [apply for scholarships and grants](#) to help offset costs.
- Need to speed things up? Consider our [8-week online programs](#).
- Need to slow things down? Students can take only a few courses rather than a full workload. [Academic Advising](#) can help answer questions and help devise individual solutions.
- Does it feel like college isn't the right path? It's our [Academic Advising Center's](#) job to help you figure out what you really want.

If the student is certain they want to withdraw from NHTI, the Registrar's Office is the official authority to accept their withdrawal notification. Students must submit a signed [Withdrawal Form](#) to the Registrar's Office to show their intent to withdraw. The date the form is submitted to the registrar with the withdrawal date and the date of notification to the school. Students can also withdraw by phone, fax, or mail. The Registrar's Office will fill out the appropriate form and date stamp it with the submission method.

If a student's withdrawal occurs at the 60% or later period, the student will be subject to the same academic assessments and actions as students completing the semester. If they are in good standing, they may apply for readmission by submitting a new application, with an explanatory letter, to the NHTI Admissions Office.

## Enrollment Status

A matriculated student is one who has been formally accepted to and is actively enrolled in a program. Students who are enrolled in courses but have not been formally accepted into an academic program are referred to as non-matriculated students. To be formally accepted to a program, students must provide all the documentation required for admission to that program (degree, professional certificate, or certificate) and be officially notified by the Admissions Office of acceptance. Only matriculated students are eligible to graduate from a program and to receive an official completion credential from the college. Students wishing to apply for financial aid must be matriculated. Matriculation may be required for enrollment in discipline-specific courses.

For military education benefits purposes, the VA defines student enrollment status specifically. The VA reviews the start and end date of each enrolled course to determine the enrollment status and calculate the monthly BAH/stipend.

Student enrollment at NHTI is defined according to the number of credits for which a student is enrolled in a particular semester as follows: Full-time is 12 or more credits per semester; part-time = fewer than 12 credits per semester. For financial aid purposes, NHTI defines student enrollment more specifically: Full time is 12 or more credits per semester;  $\frac{3}{4}$  time is 9-11 credits per semester; and part time is 6-8 credits per semester.

## Grading System

NHTI has implemented a letter grade system that reflects a level of achievement measured against specific course objectives.

### Grade Appeal/Grade Change

Any appeal of a grade must be initiated by the student with the instructor before the next semester is done. Students should be advised that in most instances a grade may be changed only by the instructor. The 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.<sup>1</sup> Students who believe they have valid ground for a grade appeal should use the following process to resolve the issue:

- Contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student will meet within the next 5 work days.
- If the issue is not resolved, the student has 3 work days 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 the department chair.<sup>2</sup> Within 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 the issue is still not resolved, the student will file a written appeal with the VPAA within 3 work days. 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 evidence of obvious computational error and/or blatant abuse of the grading prerogative. The VPAA (or designee) will have 10 work days from receipt of the written appeal to render a decision. The decision of the VPAA (or designee) is final.

## Grade Point Average

The GPA is indicative of the overall quality of a student's performance. It is used by academic institutions and prospective employers as

<sup>1</sup>"Blatant abuse of the grading prerogative" refers to situations in which an instructor has willfully ignored published grading and assessment criteria and/ or has exhibited bad faith by acting in violation of published professional/ethical standards for faculty.

Grade	Points	Definition
A	4.0	An honor grade representing achievement of understanding and ability that is excellent and distinctive
A-	3.7	
B+	3.3	Represents achievement of a level of understanding and ability of consistently high quality
B	3.0	
B-	2.7	
C+	2.3	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field
C	2.0	
C-	1.7	
D+	1.3	Represents some evidence of achievement but substantially below the level required for successful entry into the student's chosen career field
D	1.0	
D-	0.7	
F	0.0	Represents negligible academic achievement. A student who receives an "F" grade in a course that's a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
P	Pass (not calculated into GPA )	
E	Pass grade issued for Credit by Exams (not calculated into GPA)	
PP	Provisional pass; warning (not calculated into GPA)	
NP	No pass; unsatisfactory (not calculated into GPA)	
I	Incomplete grade. Indicates the student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension for a student delinquent in meeting course responsibilities. Not calculated into the GPA. All work must be completed by the end of the third week of the subsequent semester or the grade defaults to 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, violation of the Student Code of Conduct, disruptive behavior, etc. May 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 in accordance with department criteria and procedure. Calculated in GPA as an "F."	
W	Student-initiated withdrawal from a course at any time prior to drop deadline (60%). Does not affect GPA. Can be initiated by the instructor if the student is unable to initiate the process (e.g., catastrophic illness or injury, job transfer).	
WP	Student-initiated withdrawal from a course after the drop deadline (60%); 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).	
WF	Student-initiated withdrawal from a course after the drop deadline (60%); student has a failing grade at time of drop, as determined by the instructor. Calculates 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.	

a means of describing academic achievement. Three factors are used in computing the GPA: credit hours, point value, and letter grade earned. Letters have point values; if a student is enrolled in 5 courses carrying 4, 4, 6, 3, and 5 credits and earns grades of B+, C-, A, D, and C respectively, their GPA for the semester is calculated in the following manner: Multiplying the number of credits times the point value, then dividing the sum of the grade points (57.0 in the example) by the sum of the credits (22). Their GPA is 2.59. The cumulative GPA for all semesters in which the student has been enrolled at NHTI may be calculated by using total credits and total grade points.

### Incomplete Grades

An Incomplete grade indicates a student has not completed a major course assignment because of extraordinary circumstances. 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 VPAA. I grades will not be included in the computation of GPA. An I may affect a student's financial aid. Students should contact the Financial Aid Office for information.



## Graduation

NHTI confers degrees and certificates in accordance with the policies set forth in the current edition of the CCSNH Board of Trustees Manual.

Although degrees and certificates are awarded following each semester (August, December, and May), NHTI only holds one commencement ceremony in May of each year. Potential graduates must file a Petition to Graduate form with the Registrar's Office according to the following schedule:

- April 1st for students completing in the Summer semester
- October 1st for students completing in the Fall semester
- December 1st for students completing in the Spring semester

Summer completers with 2 courses (or fewer) remaining to complete graduation requirements will be invited to participate in the current May commencement. Degrees/certificates will be awarded at the end of August after degree verification. A \$20 fee will be charged for replacement of a diploma/certificate. All financial and other obligations to NHTI must be met for degree, certificates and transcripts to be released.

### Graduation from an Associate Degree Program

Students who are matriculated in associate degree programs must complete a Petition to Graduate form to receive their diploma. All forms must be completed and returned to the Registrar's Office. Students must meet the following requirements to earn an associate degree from NHTI:

- Completion of a minimum of 60 credits and all program requirements
- Achievement of a passing grade for all courses required by the specific program
- Achievement of a minimum cumulative GPA of 2.0
- At least 15 credits in NHTI courses, with at least 8 of those in advanced-level major field courses
- Meet all course distribution requirements for an Associate in Science degree or Associate in Arts degree as described below:

**Associate in Science:** In addition to meeting the requirements listed in above, a student must meet the following course distribution requirements to earn an Associate in Science Degree:

- Earn at least 30 credits in program-specific courses in a defined major field
- Earn at least 20 credits in general education courses, including one course of 3 credits or more in each of the following categories: English Composition; Humanities/Fine Arts/Language; Quantitative Reasoning/Mathematics; Science; and Social Science. The remaining general education credits to reach the required total of 20 general education credits may be taken in Humanities/Fine Arts/Language, Quantitative Reasoning, Science, or Social Sciences.
- The remaining 10 credits to reach the required total of 60 credits may be assigned in any subject area, as deemed by the faculty to be appropriate to the curriculum.

**Associate in Science in General Studies:** Students wishing to earn an Associate in Science in General Studies degree must meet all of the requirements listed above, as well as the general education distribution requirements listed above. The 30 credits of major field coursework may be taken in any subject area.

**Associate in Arts:** In addition to meeting the requirements listed above, a student must meet the following course distribution requirements to earn an Associate in Arts degree. Each category below must include at least one course worth at least 3 credits:

### Professional Certificate Program Completion

NHTI awards professional certificates in accordance with the policies set forth in the current edition of the CCSNH Board of Trustees Manual. Students who are matriculated in professional certificate programs must complete a Petition to Graduate form to receive their professional certificate. All forms must be completed and returned to the Registrar's Office. Students must meet the following requirements to earn a professional certificate from NHTI:

- Completion of all program requirements
- Achievement of a passing grade for all courses required by the specific program
- Achievement of a minimum GPA of 2.0 in those courses required for the specific program
- Completion of 8 credits or 25%, whichever is larger, in NHTI-controlled courses

### Certificate Program Completion

NHTI awards certificates in accordance with the policies set forth in the current edition of the CCSNH Board of Trustees Manual. Students who are matriculated in a certificate program must complete a Petition to Graduate form to receive their certificate of completion. All forms must be completed and returned to the Registrar's Office. Students must meet the following requirements to earn a certificate from NHTI:

- Completion of all program requirements



- Achievement of a passing grade for all courses required by the specific program
- Achievement of a minimum GPA of 2.0 in those courses required for the specific program
- Completion of 6 credits or 25%, whichever is larger, in NHTI-controlled courses

### Additional Associate Degrees

Students may earn additional associate degrees by concurrent completion of the requirements of several degrees or by subsequent study of the first degree received. The requirements for additional degrees are as follows:

- Complete all requirements of each program of study, including general education requirements.
- Earn a minimum of 15 additional credits, 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.

### Completion/Graduation Rate

As required by the U.S. Department of Education, 34 CFR Part 668, Student Assistance General Provisions, “An institution shall make readily available to all enrolled students and prospective students, through appropriate publications and mailings, the Institution’s completion and graduation rate (or a projected completion or graduation rate) of its full-time degree-seeking undergraduate students who enroll for the first time” at NHTI “and have not previously enrolled at any other institution of higher education.”

Of the 547 full-time, first-time degree/certificate-seeking students entering NHTI in Fall 2018, 146 completed their programs within 150% of the normal time, resulting in a graduation rate of 27%.

### Inactive Status

Matriculated Allied Health students in good standing who interrupt their education by not enrolling in the subsequent semester will be declared inactive and no longer considered a student in the program. The student must file a request for readmission through the Admissions Office. Students will be admitted pending available space. In all other programs, students in good standing who interrupt their education by not enrolling for 3 consecutive semesters (including summers) will be declared inactive and no longer considered a student in the program. The student must file a request for readmission through the Admissions Office.

### Independent Study

Opportunities for credit-bearing independent study are available to matriculated students with a cumulative GPA of 2.0 or higher who wish to explore areas of a discipline not covered in the normal curriculum. The intention of independent study is to expand a student’s learning experience beyond the normal program curriculum. An independent study cannot be taken in place of any course existing in any of NHTI’s catalog. Students wishing to pursue existing NHTI courses on an independent basis should consult the NHTI policy on directed study.

Students wishing to take an independent study opportunity must consult with a supervising faculty member to prepare a proposal detailing the learning outcome to be pursued, the learning activities that will occur, and the assessment and evaluation that will be used to determine the final grade. The proposal should indicate the number of credits requested for the independent study (usually 1-2). Grading of independent study projects will follow the standard NHTI policies and procedures. Requests are made to Academic Affairs by the students’ academic advisor or department chair.

Exceptions to the above policy require approval from the department chair and VPAA. Financial aid does not cover courses for which a student earns credit through independent study.

### Prerequisite and Corequisite Courses

Many courses at NHTI are dependent on knowledge learned in preceding courses. NHTI requires students to pass all listed prerequisite courses to proceed with courses for which there are prerequisites. Prerequisite courses may be waived only with the prior approval of the department chair in which they are taught. Such a waiver does not suggest these prerequisite courses need not be taken, only that credit for them may be gained at a subsequent time. Corequisite courses are those that must be taken concurrently (at the same time) with another course, as listed in a particular course description. With departmental permission, a corequisite course may sometimes be taken in advance of the course for which it is a corequisite.

### Prior Learning Assessment

NHTI offers avenues for students with prior learning to gain college credit. Students must be matriculated into a program of study and may request that prior credits or experience be evaluated and applied toward graduation requirements within their programs of study. Options for prior learning assessment available to students include:

<sup>2</sup>There are times when the schedules of the faculty member, department chair, and/or VPAA are not compatible with the timeframes specified above. Students unsuccessful in their attempts to reach the faculty member may contact the Academic Affairs Office. A representative will then make every attempt to arrange the required meetings within the 5 days indicated in Step 1. Students are advised, however, that it may not be possible in all cases.

## American Council on Education

College credit will be granted to students with military training, experience, or coursework recognized by the American Council on Education. Students seeking credit for their military experience will need to submit a military transcript to the Admissions Office for the review/evaluation process.

## College-Level Examination Programs®

CLEP is a nationwide Credit by Exam program that offers students the opportunity to obtain recognition for college-level achievement through a program of exams in undergraduate college courses. NHTI is a CLEP testing center. CLEP is the most widely accepted Credit by Exam program in the U.S., helping students earn credit for what they already know. CLEP exams are available in 34 college-level subjects. With satisfactory exam scores, students may earn credits toward their college degree, depending on the exam subjects and the students' major.

## Credit by Exam

Credit by Exam allows matriculated students to receive credit by passing a comprehensive exam of course material. Seekers have to be matriculated into an NHTI program and provide evidence that the course content has been mastered. Students should first consult with their academic advisors to determine eligibility.

## Application for Credit by Exam

The fee for Credit by Exam is \$25 per credit hour. Grades will be either "pass" or "no pass," with full course credit granted for a grade of E (pass). 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 receives a grade of "no pass" will be ineligible for another Credit by Exam in that course and must successfully complete the course as needed to fulfill program requirements. A student who has previously received a failing grade in a course (or less than C for transfer) may not request Credit by Exam in that course. Financial Aid does not cover course credits earned through Credit by Exam, nor are the credits transferable.

## Process for Credit By Exam

- Verify the student is matriculated (accepted into a program).
- Work with department chair/advisor to schedule exam with appropriate faculty.
- If taking the exam in graduating semester, obtain approval from the VPAA.
- Complete parts I, II, and III of the Application for Credit by Exam.
- Acquire necessary signatures in the order listed.
- Identify on the application the date exam will be administered.
- Identify on the application the minimum passing grade needed.
- Take the form to the Bursar's Office for payment (\$25 per course credit).
- Obtain Bursar's Office signature in Part IV.
- Complete exam.
- Have administering faculty complete Part VI including the grade of pass or no pass.
- Have administering faculty submit exam with answer sheet to VPAA.

## Experiential Learning

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge towards credit in a degree/professional certificate/certificate program. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated in an NHTI program to be eligible to apply for experiential credit. Not all programs provide the experiential credit option; students should consult with their department chairs, advisors, or program coordinators to determine if experiential credit is appropriate.

- 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.
- Financial aid does not cover courses for which a student earns credit through experiential learning.

## Criminal Justice Program

Criminal Justice students who have previous training through Police Standards and Training, County Corrections, the state Corrections Academy, or in-service training may receive credit for courses required in the NHTI Criminal Justice program. For more information, contact the Admissions Office or the Criminal Justice department.

## Advanced Standing Credit

Evaluation of credit received from a college or hospital-based program of study in a health-related field may result in

advanced-standing credit toward the General Studies associate degree. Students must have current certification. Eligible credentials include licensed nurse assistant, dental assistant (national certification), and paramedic (New England EMS Institute). For more information, contact the Admissions office.

### **Other Forms of Earning College Credit**

- International Baccalaureate
- Advanced placement exams
- Running Start, eStart, and Early College

### **Process to Address a Classroom Concern**

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or through the CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate department chair. Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the VPAA.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information, or veteran status, as defined under applicable law, the student should also report the conduct to the college's Title IX and Equity coordinator and follow the process set for in Student Affairs Policy 730.06. Where the concern involves a grade appeal, the student must follow the process and timeline outlined in the Academic Affairs policy.

### **Program Residency Requirements**

To be eligible to receive an NHTI associate degree, a student must satisfactorily complete a minimum of 15 credits of course work in NHTI-controlled courses with at least half of these credits numbered at the 200 level in the student's major. To be eligible to receive an NHTI professional certificate, 9 credits or 25% of the required program credits, whichever is larger, must be taken in NHTI-controlled courses. To be eligible to receive an NHTI certificate, 6 credits or 25% of the required program credits, whichever is larger, must be taken in NHTI-controlled courses. Exceptions to this policy require approval of the VPAA and Academic Standards Committee.

### **Under-Enrolled Day Classes**

NHTI reserves the right to cancel a class that it deems under-enrolled. Occasionally, a day class may be cancelled for insufficient enrollment, and students will be asked to attend that same class, if it is also available, in the evening. NHTI recognizes its obligation to run courses in the semesters indicated in the program curriculum and will not cancel a day class unless the same or a comparable course is available in the same semester in the evening.

# STUDENT AFFAIRS

## Campus Safety

The Campus Safety department operates 24/7 and offers a variety of services, such as walking escorts, unlocking/jumpstarting motor vehicles, parking permits, lost and found, investigations, lockers, event coverage, issuing student IDs, and response to complaints and emergencies. Campus Safety encourages the reporting of potential or actual criminal activity and other emergencies by calling the emergency line at 603-224-3287 or using one of the Code Blue Phones on campus to contact Campus Safety directly.

To meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 the NHTI Annual Security Report has been prepared by the NHTI Campus Safety Department using statistical and other information supplied by NHTI, the Concord Police Department, and the N.H. State Police. To view the Annual Security Report, visit <https://www.nhti.edu/services/campus-resources/campus-safety/>.

## Dining

### For Residents

All students living in a residence hall on campus are required to purchase a meal plan. Resident Life recommends incoming first year students to purchase The Ultimate Plan for their first semester. Students can add additional Flex Dollars to their account at any time in increments of \$25.

- *19 Meals per Week and \$100 Flex Dollars:* This plan offers students the greatest value. Students can enjoy all 19 meals offered in Capital Commons each week. This plan is also supplemented with \$100 in Flex Dollars per semester to be used for snacks, beverages, and more in the Capital Commons and The Bistro.
- *15 Meals per Week and \$100 Flex Dollars:* This plan is designed for students who are not on campus on the weekends. Students can enjoy up to 15 meals per week at Capital Commons. This plan is also supplemented with \$100 in Flex Dollars per semester to be used for snacks, beverages, and more at Capital Commons and The Bistro.

### For Commuters

NHTI commuter meal plan options are specifically designed for students who want to enjoy the same privileges that resident students enjoy but do not want to commit to a meal plan.

### Block Meal Plans

Block Meal Plans offer students the most flexibility as the amount of meals can be used throughout the semester in any manner. Students can use their block meals at our all-you-care-to-eat dining hall. Unlike the traditional meals per week plans available to resident students, meals on our block plans carry over from week to week. Students do not have to worry about losing their meals each week if they do not use them. With a Block Meal Plan, there are no restrictions and plenty of flexibility. Block Meal Plans come in these options:

- *Block 50:* 50 meal visits for Capital Commons Dining Hall and \$100.00 in Flex Dollars that can be used either at the Bistro or Capital Commons Dining Hall. \$450.00
- *Block 25:* 25 meal visits to Capital Commons Dining Hall and \$75.00 in Flex that can be used either at The Bistro or Capital Commons Dining Hall. \$257.00
- *Block 10:* 10 meal visits to Capital Commons Dining Hall and \$50.00 in Flex that can be used either at the Bistro or Capital Commons Dining Hall. \$125.00

### Flex Dollars

Flex Dollars are accepted like cash in all our dining locations. Flex Dollars is a “declining balance account” that works like a debit card. Students can use their Flex to purchase beverages or snacks at The Bistro, or a full meal in the Capital Commons Dining Hall. Each time a purchase is made, the purchase amount is subtracted from the Flex Dollars balance. Flex Dollars carry over from semester to semester but not from year to year. Additional Flex Dollars can be added to student accounts at any time in increments of \$25. The more money put on the card, the more spending money that is added.

- \$500: Receive \$550 in Flex Spend
- \$400: Receive \$435 in Flex Spend
- \$300: Receive \$320 in Flex Spend
- \$200: Receive \$210 in Flex Spend

Credit or debit cards are accepted at both campus dining locations.

### Unused Flex Dollars

Unused Flex Dollars carry over from Fall to Spring semester; however, unused block meals will not carry over. At the end of the Spring semester, all unused Flex Dollars are nonrefundable and will not carry over to the following school year. Students should select a meal plan according to their expected spending habits. Students can purchase additional meals and Flex Dollars at any time by contacting

Aladdin Dining Services in Little Hall.

## Intercollegiate Athletics

NHTI offers an intercollegiate athletic program to eligible students. Athletics teams include esports, men's and women's basketball, men's and women's soccer, cross country, golf, men's baseball, women's softball, and women's volleyball. NHTI teams compete for New England and national championships as members of the Yankee Small College Conference (YSCC) and the U.S. College Athletic Association (USCAA). NHTI student athletes are consistently named All-Americans, Academic All-Americans, and YSCC League All-Stars for their outstanding athletic and academic accomplishments.

### Intercollegiate Athletics Eligibility

NHTI students interested in playing intercollegiate athletics must do the following to participate:

- Provide proof of insurance with the NHTI Health Services Office.
- Have documentation of a physical exam and immunizations from their personal physician or with the nurse practitioner in the NHTI Health Services Office in the Student Center.
- Pay the required student activity fee.
- Meet all eligibility requirements of the [USCAA](#).
- Meet NHTI academic standards including status as a full-time student in a matriculated academic program allowing for no more than one academic failure from the preceding semester.
- Maintain the minimum standards of NHTI internal academic progress listed below.

Students lose their eligibility to participate in NHTI athletics if any criteria listed above it not met. Students interested in NHTI athletics should contact 603-230-4041 or visit the Athletics Office in the Wellness Center.

## Intramural Sports and Wellness Center

The NHTI Fitness and Recreation Department provides wellness opportunities through activities, events, classes, and on-campus fitness facilities to get and stay healthy and happy in a friendly, comfortable environment. NHTI's Fitness and Recreation Department strives to enhance mental, physical, and emotional well-being while giving students the opportunity to explore their preferences and activities.

The Dr. Goldie Crocker Wellness Center has a weight room and cardiovascular exercise multi-purpose room in addition to our gymnasium, which has a full-length basketball court with 6 baskets and bleachers. An athletic training area and locker rooms are also available for [intercollegiate athletics program](#), as well as for recreational and special events. The Wellness Center is open to NHTI students, staff, faculty, and employees of CCSNH. Group fitness classes are also available to students at no cost.

## Lost and Found

Campus Safety takes possession of lost items that are found on campus. Once these items are turned in they are inventoried, logged, and held for 30 days, after which they will be discarded. To retrieve your property, go to Campus Safety, provide valid identification, and sign the lost and found inventory log indicating you have received the property. Contact Campus Safety for claims and inquiries regarding lost property at 603-224-3287 or [NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu).

## Residence Life

NHTI offers on-campus housing to students in 3 residence halls. Housing is available to registered and eligible NHTI students. Students must be enrolled for a minimum of 9 credit hours to live on campus. Full-time professional staff members, along with student leaders (resident assistants) support students living on campus and provide opportunities for engagement within the residence halls.

Residence Life provides students with:

- *Experience:* Living on campus makes it easier for students to get involved in projects/clubs that influence the community. Students develop new leadership experiences, share ideas, and achieve outcomes that bolster resumes.
- *Supportive relationships:* Social and academic support fuse together in student housing. Students have ongoing access to study partners and informal peer tutors.
- *Amenities:* Our residence halls are equipped with TV lounges, vending machines, laundry facilities, and game spaces where residents can play pool, ping pong, or video games.
- *Diversity:* Our housing hosts a dynamic segment of the campus population. Students live with people from all over the country and overseas, building relationships with students of various cultures, ethnic traditions, and gender identities.
- *Convenience:* Living in student housing enables students to focus on what's really important: the future.

### **12-Month Housing**

We offer students the option of living on campus year-round! South Hall offers a large, open kitchen space that allows residents to cook their own meals during academic breaks when dining services are limited. Students who need to remain on campus during breaks should request 12-month housing when they apply, as only students who select this option will be guaranteed to stay.

### **Mixed-Gender Community**

Students may request to live in a mixed-gender community and will only be placed in this community if they specifically request it. Space is limited.



# STUDENT LIFE

## Student Leadership

NHTI provides leadership development opportunities throughout the year. These opportunities build and develop leadership and valuable life skills through workshops, seminars, and structured retreats. There are many different types of leaders in different roles on campus. This program is open to all NHTI students; participation in portions of the program may have a GPA requirement. Students interested in NHTI leadership programs can contact the Office of Student Life at 603-230-4040 or [NHTIstudentlife@ccsnh.edu](mailto:NHTIstudentlife@ccsnh.edu).

- *Lynx to Leadership*: Lynx to Leadership is a dynamic two-day leadership program held at NHTI to engage incoming students in positive relationships, servant leadership, and community service. The goal of the Lynx to Leadership program is to strengthen the NHTI community while helping new students make life-long connections. Open to new students, the program is held mid-August every year and fills up quickly.
- *Leadership Lecture Series*: Throughout the academic year, the Student Leadership Program offers multiple lecture and/or workshops focusing on leadership skills.
- *Student Leadership Retreat*: Each year, NHTI coordinates a retreat for current students, advisors, and members of the Student Engagement Team to gather for a day of leadership development. Typically, the day is spent at an off-campus location where students can network with one another and learn new skills while mastering existing skills. The retreat focuses on leadership skills including communication, collaboration, and teambuilding.

## Orientation Program

NHTI has a unique orientation program to facilitate a smooth transition to college life. Students and their guests have the opportunity to tour campus; ask questions; meet current students, alumni, faculty, and staff; and become familiar with college organizations, activities, and services.

## Student Activities

NHTI offers a broad range of programs and services to engage students in academic and campus life and enhance their educational experience. The Student Center is the hub for social, cultural, entertainment, and recreational activities. The 16,000 sq. ft. space includes a great room with fireplace, lounge, games area, and conference rooms. It houses a variety of student service offices including campus clubs and organizations, Health and Counseling Services, Campus Activities, Community Service, Residence Life, Student Life, and Student Affairs.

## Student Organizations

The Office of Student Life's mission is to enhance the student experience through the development of, exposure to, and participation in programs and activities. Student Life creates a welcoming physical and social environment as part of the educational setting and is grounded in student development through involvement. The Student Life department offers student organization opportunities for students to build connections and develop lifelong skills. A full list of active and dormant student organizations and clubs can be [found on our website](#).

## Student Senate and Campus Activities Board

NHTI encourages a democratic form of student government to develop individual initiative and a sense of group responsibility. The Student Senate is responsible for representing the student body in campus affairs and the allocation of funding support for student events and programs. The Senate comprises elected representatives and is responsible for the promotion and coordination of student activities. The Student Senate president and other members represent the student body on various college committees.

# COMMUNITY STANDARDS

## Federal and State Laws

NHTI upholds all state and federal laws. Students are not immune from state and local law while on campus and in some cases may be subject to proceedings in civil or criminal court as well as college disciplinary proceedings and sanctioning. In situations where students are arrested and charged with criminal felony, the college reserves the right to suspend a student, pending the outcome of the court appearance and/or resolution of the matter.

## Student Code of Conduct Process and Procedures

### I. Introduction

#### A. Policy Statement

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

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

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

#### B. Definitions

- College Official – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities
- College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).
- Complainant – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.
- Faculty – Refers to any person hired by CCSNH colleges to conduct educational activities.
- Judicial Advisor – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's role will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.
- Judicial Body – Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.
- Judicial Committee – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.
- Respondent – Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed

## II. Student Code of Conduct

### A. Scope

1. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) 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. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.
3. 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.

4. This Code applies to student organizations, including but not limited to athletic teams.
5. Students are expected to familiarize themselves with College and CCSNH policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
6. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
7. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
8. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.
9. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

## **B. Prohibited Conduct**

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

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

## **C. Academic Misconduct**

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

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**

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

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

7. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
9. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
10. Abuse of the Judicial System, including but not limited to: a. Failure to obey the summons of a judicial 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.
11. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

### **E. Health and Safety Offenses**

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

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

### **F. Offenses Involving Others**

Students may not engage in any behavior that limits the rights of others in the school community. Examples of violations of the Code of Conduct involving others include, but are not limited to:

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault;
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct;
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**

Access to campus facilities is a privilege. Students who engage in conduct that damages campus property, personal property of another,

or other public property will be subject to sanctions under the Student Code of Conduct. Offenses that shall constitute violations of the Student Code of Conduct include, but are not limited to:

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

## H. Abuse of Judicial System

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

1. Failure to obey the summons of a campus Investigator, Hearing Officer or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee; Disruption or interference with the orderly conduct of a judicial proceeding;
3. Attempting to discourage an individual's proper participation in or use of the judicial system;
4. 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;
5. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
6. Influencing or attempting to influence another person to commit an abuse of the judicial system;

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

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

## IV. Sanctions and Disciplinary Proceedings

### A. Sanction Definitions

- **Warning:** A notice in writing to the student that they are violating or have violated institutional regulations
- **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations
- **Loss of Privileges:** Denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *persona non grata*)
- **Loss of Contact:** Restriction prohibiting an individual from harassing, threatening, accosting, approaching, or contacting a specified individual
- **Fines:** Previously established and published fines may be imposed.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Residence Hall Suspension:** Separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
- **Residence Hall Expulsion:** Permanent separation from the residence halls.
- **Class/College Suspension:** Separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
- **College Dismissal/Expulsion:** Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.
- **Educational or Service Sanctions:** Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include



but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

- **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***

All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations, and the hearing process; this shall include training on how to conduct an 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, as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:
3. 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);
4. Date, time, and location of incident;
5. Person(s) involved in the incident;
6. Victim(s) or damages involved in the incident;
7. Complete narrative description of the incident;
8. Names of witnesses to the incident;
9. Any other information deemed appropriate.

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

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

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV above.
2. 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.
3. 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.
4. 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.
5. 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 day nor more than ten days after the investigation report is issued.

## **C. Student Disciplinary Appeals**

NHTIstudentconduct@ccsnh.edu

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

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. The imposed sanction remains in effect during the appeal process. The writ-



ten appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:

2. The original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
3. 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;
4. Inappropriate gravity of the sanction in relation to the offense.
5. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If, the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal, the Judicial Advisor may:
  6. 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
  7. Immediately forward the appeal to the Judicial Committee for consideration.
  8. 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.
  9. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the respondent and, as applicable, the Complainant, and any administrative offices involved.

#### **D. Membership of the Judicial Committee**

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of four (4) voting members, elected as follows:
  - Two (2) faculty or staff selected by college president or other appropriate college official(s).
  - Two (2) students selected by the Student Senate or other appropriate student group. If the college has residence halls, one (1) of the students shall be from the residence halls.
3. A total of four (4) alternate voting members may be selected as follows:
4. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
5. Two (2) students selected by the Student Senate or other appropriate student group.
6. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.
7. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary committee as required to meet the needs of the campus, or the complaint at hand.

#### **E. Judicial Committee Appeal Hearings**

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
3. Regular members will serve, if available
4. 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.
5. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary committee as required to meet the needs of the campus, or the complaint at hand.
6. 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.
7. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
8. 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.
9. The Respondent may remain silent or submit only a written statement or response to the complaint.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

16. 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.
17. 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.
18. 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.
19. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need-to-know basis. The original will be maintained with the college's judicial records.
20. 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.
21. 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.

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:
  - Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
  - Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
  - Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.
2. Investigation of Student Conduct
  - Search and Seizure – CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials may have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:
    - Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
    - Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
    - Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
    - Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
    - Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
    - Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

## 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.

1. 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.
2. 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 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.
3. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally at this stage. If

resolution is not possible and the VPAA/VPSA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

*Date of Last Amendment: August 2023*

# TITLE IX/RSA 188-H SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURE (STUDENTS)

## I. Policy Statement

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

## II. Scope of Policy and Jurisdiction

CCSNH and its colleges prohibit sexual misconduct/sexual harassment against any person participating in or attempting to participate in education programs and activities of CCSNH/colleges. The scope and definitions of sexual misconduct and sexual harassment under federal and state laws differ, as described below. Sexual misconduct by employees is addressed under CCS Policies 323.01 and 323.02.

### A. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex that takes place within the context of a CCSNH/college education program and activity (on campus or any other location within the United States):

1. “Quid pro quo” sexual harassment by a CCSNH/college employee: Conditioning a CCSNH/college aid, benefit, or service (such as a promotion, favorable evaluation, or better grade) on an individual’s participation in unwelcome sexual conduct
2. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies an individual’s equal access to CCSNH/college education programs and activities
3. Sexual assault, dating violence, domestic violence, and stalking, as defined in the Clery Act and Violence Against Women Act, as follows:
  - a. Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI. Those offenses are:
    - i. Non-forcible sex offenses: Incest and statutory rape. In N.H., only children aged 16 and older can give consent to sexual contact with adults unless the two parties are legally married. A teenager under 13 cannot consent to any sexual contact. Children who are between 13 and 16 may consent to a sexual act when their partner is less than 4 years older than they are.
    - ii. Forcible sex offenses: Any sexual act directed against another person without the consent of the victim including instances where the victim is in a state of incapacitation. Such sexual acts include:
      - Forcible rape: Sexual intercourse with a person forcibly, without that person’s consent, and/or in instances where the victim is in a state of incapacitation.
      - Forcible oral or anal sexual intercourse with another person forcibly, without that person’s consent, and/or in instances where the victim is in a state of incapacitation.
      - Sexual assault with an object: Use of an object or instrument to unlawfully penetrate the genital or anal opening of the body of another person forcibly, without that person’s consent, and/or in instances where the victim is in a state of incapacitation.
      - Forcible fondling: The touching of the private body parts (genitals, buttocks, or breasts) of another person for the purpose of sexual gratification forcibly, without that person’s consent, and/or in instances where the victim is in a state of incapacitation.
    - iii. Consent, for purposes of this policy, means an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.
  - b. Dating Violence: Physical or sexual abuse, threats of physical or sexual abuse, or emotional abuse committed by a person:
    - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim
    - ii. Where the existence of such a relationship is determined based on consideration of: a) the length of relationship; b) the type of relationship; and c) the frequency of interaction between persons in the relationship
  - c. Domestic violence: Physical or sexual abuse, threats of physical or sexual abuse, or emotional abuse among current or former spouses or cohabitants or people who share a child in common.
  - d. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - i. Fear for their safety or the safety of others

- ii. Suffer severe emotional distress

Sexual harassment that does not meet one of the specific definitions above, or which occurs outside a CCSNH/college education program and activity, may be covered under subsections B or C below.

### **B. Sexual Harassment Under the New Hampshire Law Against Discrimination**

Sexual harassment is defined differently under N.H.'s discrimination law and regulations. These laws define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits or employment
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions regarding educational benefits or employment affecting such individual
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or an individual's work performance, or creating an intimidating, hostile, or offensive environment

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations in this section.

### **C. Sexual Misconduct Under NH RSA 188-H**

Sexual misconduct under RSA 188-H is a broadly defined term that includes: (1) all forms of sexual harassment under Title IX, Title VII, or state law under subsections A and B above; and (2) any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations of sexual harassment under this section.

### **D. Retaliation**

CCSNH prohibits retaliation against anyone who is involved in the making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual harassment. Incidents of retaliation will be addressed under Policy 730.06 (Student Code of Conduct) for alleged retaliation by students.

## **III. Reporting Sexual Misconduct**

All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment. All CCSNH/college employees with supervisory or management responsibilities and individuals designated as campus security authorities under the Clery Act who receive info about possible sexual misconduct/harassment of students are required to make a report. Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX coordinator and can may be made in person or by calling:

Ed Winters  
NHTI – Concord's Community College  
31 College Drive  
Concord, NH 03301  
[ewinters@ccsnh.edu](mailto:ewinters@ccsnh.edu)  
603-271-6484

A report of sexual misconduct/sexual harassment may also be made to Campus Safety or local or state police (see section V.B below for further information).

## **IV. Amnesty**

To encourage reporting of sexual misconduct/sexual harassment and to remove barriers in making a report, an individual who makes a good faith report of sexual misconduct/harassment 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/sexual harassment report or investigation, unless CCSNH/college determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This provision shall also apply to student clubs and organizations making a report of sexual misconduct/sexual harassment.

## **V. Outside Support, Additional Reporting Avenues for Victims of Sexual or Gender-Based Violence**

### **A. Confidential Resources**

1. Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a N.H.



domestic and sexual violence crisis center.  
Crisis Center of Central New Hampshire  
603-225-7376 Non-emergency contact  
1-866-841-6229 Emergency contact  
info@cccnh.org  
<https://cccnh.org/>

Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call. Immediate, confidential help is also available by calling:

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

Conversations with crisis center and crisis line volunteers and advisors (confidential resources) are protected under N.H.'s confidentiality statute (NH RSA 173-C).

3. Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
4. The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the Title IX coordinator, investigation interviews, discipline meetings, or hearings. Confidential resources are not employees of CCSNH.

## B. Emergency Medical Services

1. Emergency medical services may also be accessed directly at:

Concord Hospital  
250 Pleasant St.  
Concord, NH  
603-225-2711

2. Transportation to available medical services may be accessed via:

Concord Area Transit  
Students with Valid NHTI ID ride for Free  
<http://concordareatransit.com/>

Uber  
<https://www.uber.com/global/en/cities/manchester-nh/>  
Cost estimate from NHTI to Concord Hospital is approximately \$12.00

Lyft  
<https://www.lyft.com/rider>  
Cost estimate from NHTI to Concord Hospital is approximately \$12.00

3. Assistance with the costs of emergency medical assistance can be accessed via:

New Hampshire Victims' Compensation Program  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397  
Phone: 603-271-1284  
Toll Free: 1-800-300-4500 (in N.H. only)  
TDD Access Relay N.H.: 1-800-735-2964  
email: [victimcomp@doj.nh.gov](mailto:victimcomp@doj.nh.gov)

Crisis Center of Central New Hampshire  
603-225-7376 Non-emergency contact  
1-866-841-6229 Emergency contact  
[info@cccnh.org](mailto:info@cccnh.org)  
<https://cccnh.org/>

## C. Other Supports

1. Additional information concerning counseling, health, safety, academic, and other support services can be obtained by contacting the CCSNH/college Title IX coordinator, or by contacting the following organizations:

NHTI Counseling Office  
Student Center or South Hall  
31 College Drive  
Concord, NH 03301  
603-230-4043 or 603-271-6484 x4158

NHTI Health Services  
Student Center  
31 College Drive  
Concord, NH 03301  
603-230-4043

Campus Safety  
31 College Drive  
Concord, NH 03301  
[NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu)  
603-230-4042 (Daytime)  
603-224-3287 (Nights/weekends/emergencies)

Legal Resources  
<https://www.nhcadsv.org/legal-resources.html>

2. Individuals accused of sexual misconduct/sexual harassment may seek assistance from a confidential advisor, which may include an advocate or attorney, by contacting the CCSNH/college Title IX coordinator or the following organizations:

NHTI Counseling Office  
Student Center or South Hall  
31 College Drive  
Concord, NH 03301  
603-230-4043 or 603-271-6484 x4158

Legal Resources  
<https://www.nhcadsv.org/legal-resources.html>

#### **D. Reports to Law Enforcement**

Victims of sexual misconduct may choose, or decline, to report incidents of sexual misconduct to NHTI Campus Safety or local or state police at the numbers/locations below. Individuals may request assistance from the CCSNH/college Title IX coordinator with contacting law enforcement.

Campus Safety  
31 College Drive  
Concord, NH 03301  
[NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu)  
603-230-4042 (Daytime)  
603-224-3287 (Nights/weekends/emergencies)

#### ***Anonymous Reports***

Anonymous/online reporting is also available at NHTI; however, this may limit the college's ability to investigate and address the report. Online reporting is available or through the NHTI Campus Safety webpage.

#### State of New Hampshire Police Headquarters

33 Hazen Drive  
Concord, NH 03301  
603-271-3636 or 603-273-4381

United States Attorney's Office (federal law enforcement)  
53 Pleasant Street, 4th Floor  
Concord, NH 03301  
603-225-1552

#### **E. Protection Orders**

1. Victims of sexual misconduct/sexual harassment may obtain a protection (no contact) order, as well as other supportive measures, from the Title IX coordinator following a report of sexual misconduct/sexual harassment (see Section VI

below).

2. Victims of sexual misconduct involving domestic violence or stalking may pursue a court-ordered protection order by contacting or appearing at the local court:  
N.H. CIRCUIT COURT  
6th Circuit – District Division – Concord  
32 Clinton Street  
Concord, NH 03301  
Phone: 1-855-212-1234  
Hours: Monday – Friday, 8 a.m. – 4 p.m.  
Jurisdiction: City of Concord, and the towns of Loudon, Canterbury, Dunbarton, Bow, Hopkinton, Pittsfield, Chichester, and Epsom  
For contact information for the Circuit Courts in other towns or locations, visit <https://www.courts.state.nh.us/courtlocations/atol.htm>.
3. Individuals who obtain a protection order issued by a court are asked to contact and provide a copy of the order to the CCSNH/college Title IX coordinator. Upon receipt, CCSNH/college can assist in enforcement of the order as it pertains to the alleged victim's or respondent's participation in the CCSNH/college programs or activities to the extent applicable.

## VI. Response to Reports of Sexual Misconduct or Sexual Harassment

### A. After A Report Is Made

After a report of sexual misconduct/sexual harassment is made, the Title IX coordinator will meet with the complainant (alleged victim), if they are identified in the report, to discuss and implement any needed supportive measures. Such measures will remain confidential to the extent possible in the particular circumstances.

Supportive measures are services offered to a complainant following a report of sexual misconduct/sexual harassment. Supportive measures may also be provided as appropriate to respondents after a formal complaint is filed. Supportive measures are designed to facilitate a party's ability to access education programs and activities, without overly burdening the other party (prior to a finding of responsibility). Examples of supportive measures include but are not limited to no-contact orders, referrals for services, and changes in schedules.

The Title IX coordinator will explain the process(es) that apply to the allegations raised, including the process for filing a formal Title IX complaint if the conduct constitutes sexual harassment under Title IX.

### B. Investigation and Resolution

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible. Formal complaints of allegations involving Title IX sexual misconduct/sexual harassment will be addressed in accordance with Section VII below. Reports of sexual misconduct that do not constitute sexual harassment under Title IX will be addressed under CCS Policy 730.06 (Student Code of Conduct).

## VII. The Title IX Grievance Procedure

The following grievance process shall be followed when there is a formal report of alleged conduct by students that meets the definition of sexual harassment under the Title IX regulations (as defined in Section II.A above).

### A. How to Make a Formal Complaint

No investigation will occur unless a formal complaint is filed with the Title IX coordinator, or the Title IX coordinator decides to file a formal complaint. The formal complaint must be in writing and include the following:

1. Basic information about the possible violation(s) of sexual harassment (such as date, time, location, type of incident, name[s] of individuals involved).
2. A request that the CCSNH/college investigate the allegation(s).

The Title IX coordinator may determine that specific circumstances warrant pursuing a formal complaint (such as when the alleged respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the CCSNH/college community), even when the complainant does not file a formal complaint. The complainant will receive advance notice as well as notices of activities at various points in the procedure but is not a party to the case. Likewise, the Title IX coordinator is not a party, for purposes of this procedure, if they file a formal complaint on behalf of the CCSNH/college. The Title IX coordinator may consolidate formal complaints where circumstances warrant.

### B. Dismissal of Formal Complaints

Under the Title IX regulations, the Title IX coordinator must dismiss a formal complaint:

1. If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as

defined in Section II.A of this policy)

2. If the conduct alleged did not occur within the scope of the college's education programs and activities, or did not occur in the U.S.

However, if the conduct alleged is otherwise covered by another CCSNH/college policy, the conduct may be addressed under the applicable policy, depending on the circumstances.

The Title IX coordinator may also dismiss a formal complaint if a complainant withdraws the formal complaint or withdraws particular allegations within the complaint; if the respondent is no longer enrolled in the CCSNH/college; or if there are specific circumstances that prevent the CCSNH/college from gathering evidence sufficient to reach a determination regarding the formal complaint.

If a formal complaint is dismissed for any reason, the Title IX coordinator will promptly and simultaneously send written notice to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with Section VII.C.9 of this procedure.

### C. Steps in the Process

A formal complaint initiates the Title IX Grievance Procedure. The Title IX coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form.

1. General Obligations of the CCSNH/College and Timeline

The CCSNH/college will:

- a. Treat complainants and respondents equitably.
- b. Not presume a respondent is responsible until and unless such a determination is made following a hearing as provided in this policy.
- c. Objectively evaluate all relevant evidence.
- d. Ensure that any individuals involved in the procedure have appropriate training and do not have conflicts of interest or bias.
- e. Follow reasonably prompt timelines for conclusion of the procedure and provide reasons for delay.
- f. Provide all required notices of meetings and hearings.
- g. Provide opportunities for parties to review and respond to evidence, favorable and unfavorable.
- h. Provide parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice.
- i. Provide parties with the opportunity to present witnesses, as well as other relevant evidence.
- j. Not restrict the parties from speaking about the case for their own emotional support and to prepare their case.
- k. Assume the burden of gathering evidence and proof (rather than such burdens resting with the parties).
- l. Comply with all applicable confidentiality and privacy laws and regulations during the procedure.

In general, the CCSNH/college will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer because of the absence of individuals important to the process, difficulties in obtaining evidence, and other reasonable considerations. Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be made to the Title IX coordinator in writing and must explain the reason an extension is requested. The Title IX coordinator shall treat requests from parties for extensions equitably and shall notify the parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

- a. The Title IX coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:
  - i. Notice regarding the procedure and the availability of an informal resolution process
  - ii. Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than 5 calendar days)
  - iii. As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process
  - iv. Notice that the parties may have an advisor of their choice, who may be an attorney
  - v. Notice that the parties may inspect and review evidence
  - vi. Notice of provisions in the conduct processes applicable to students, faculty, or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process
  - vii. Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory, that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation or that may impair the integrity of the investigation or procedure.
  - viii. Notice that the CCSNH/college, not either party, has the burden of proof.
  - ix. Notice of the name of the investigator, with sufficient time (no less than 5 calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX coordinator
  - x. Notice that the parties can raise reasonable concerns regarding the Title IX coordinator to:

Megan Conn  
Vice President of Student and Community Development  
Title IX Coordinator  
Manchester Community College  
[mconn@ccsnh.edu](mailto:mconn@ccsnh.edu)  
603-206-8005

- b. If additional allegations become known, the original notice to the parties will be supplemented. Misconduct that subsequently becomes known but is not covered by this policy may be addressed pursuant to other applicable CCSNH/college policies, as appropriate.
  - c. The Title IX coordinator will discuss supportive measures with each party and implement such measures as appropriate.
  - d. Prior to a hearing, claims of conflicts of interest, bias, or other concerns regarding CCSNH/college officials involved in the procedure will be resolved by the Title IX coordinator. At the hearing, such claims may be raised with the decision maker.
3. Informal Resolution Process
- a. After a formal complaint has been filed, and if the Title IX coordinator believes the circumstances are appropriate, the Title IX coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.
  - b. Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.
  - c. Any terms in an informal resolution that include involvement by the CCSNH/college must be approved by the Title IX coordinator. If an informal resolution agreement is reached, it must be signed by the parties and the CCSNH/college. Once signed, the agreement is final and binding according to its terms.
  - d. If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.
4. Emergency Leave
- The CCSNH/college, in consultation with the Title IX coordinator, may place a student respondent on emergency leave at any point after a formal complaint is filed:
- a. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.
  - b. The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.
  - c. Any such decision to place a student on emergency leave shall be made in compliance with any disability laws, including the Americans with Disabilities Act and the N.H. Law Against Discrimination.
5. Investigation Process
- The Title IX coordinator will appoint an investigator to investigate the formal complaint. They will:
- a. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
  - b. Allow parties to have their advisor at all meetings (advisors may not speak for the party).
  - c. Allow parties to identify witnesses and submit favorable and unfavorable evidence.
  - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
  - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
  - f. Prior to completing the report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint. This includes all directly-related evidence, whether the investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties. The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
  - g. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.
- In turn, the Title IX coordinator shall:
- a. Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX coordinator with-

in 5 days of receipt of the report. The Title IX coordinator shall provide each party with all responses. In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX coordinator, in consultation with other CCSNH/college officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.

- b. Appoint a decision maker, notify the parties of the identity of the decision maker, and provide not less than 5 calendar days for a written response from the parties raising any concerns regarding a conflict of interest or bias on the part of the decision maker.
- c. Forward the investigation report and the parties' responses to the decision maker in advance of the hearing.

#### 6. Live Hearing

The CCSNH/college shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions. The Title IX coordinator shall be responsible for scheduling the live hearing (no less than 10 calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Features of hearings include:

- a. Under Title IX, the CCSNH/college has no authority to compel parties, witnesses, or advisors to be present for a hearing.
- b. At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.
- c. The decision maker, not the investigator, makes the final determination of responsibility and imposes remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX coordinator or the investigator.
- d. The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- e. The decision maker may ask questions of the parties, their advisors, and any witnesses.
- f. The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- g. The decision maker may request input from the CCSNH/college officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- h. CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- i. Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, the CCSNH/college will appoint one for the party at no cost to the party.
- j. The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- k. A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

#### 7. Standard of Proof and Determination of Responsibility

The CCSNH/college uses a preponderance of the evidence standard in making determinations of responsibility. The decision maker shall issue a written determination, which shall include the following:

- a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy
- b. Description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- c. Findings of fact supporting the determination
- d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and any disciplinary sanctions the CCSNH/college imposes on the respondent
- e. A statement as to whether remedies designed to restore or preserve equal access to the CCSNH/college education programs and activities will be provided to the complainant; however, the decision maker shall not identify such remedies. The Title IX coordinator shall work with the complainant to design remedies consistent with the decision maker's findings.
- f. The procedure and permissible bases for the complainant and respondent to appeal the determination (or dismissal)

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the CCSNH/college provides the parties with the written determination of the results of the appeal, if an appeal is filed (see subsection 9 below), or, if an appeal is not filed, the date on which the appeal period expires. A complaint filed with an external agency is not an appeal for purposes of determining when a finding of responsibility becomes final.

#### 8. Remedies, Supportive Measures, and Sanctions

- a. Remedies: Measures used to ensure that the complainant has equal access to the college's education programs and



activities following a decision maker's determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

- b. Supportive Measures: The Title IX coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant's needs at that time.
- c. Sanctions: Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:
  - i. Warning: A notice in writing to the student that the student is violating or has violated institutional policy
  - ii. Probation: A written reprimand for violation of specified policies. 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
  - iii. 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* designation)
  - iv. No Contact: Restriction prohibiting an individual from approaching or contacting a specified individual
  - v. Fines: Previously established and published fines may be imposed
  - vi. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - vii. Residence Hall/Campus Housing Suspension: Separation from the residence halls/campus housing for a definite period of time, with conditions for readmission (if appropriate)
  - viii. Residence Hall/Campus Housing Expulsion: Permanent separation from residence halls/campus housing
  - ix. Class/College Suspension: Separation from class(es) or the college for a definite period of time, with conditions for readmission (if appropriate)
  - x. College Dismissal/Expulsion: Permanent separation from all CCSNH colleges which may include loss of campus visitation privileges
  - xi. Educational or Service Sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to: work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

## 9. Appeals

Parties have the opportunity to appeal a determination regarding responsibility and from dismissals of formal complaints.

Appeals are allowed on the following grounds:

- a. Procedural errors that affected the outcome of the matter
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
- c. The Title IX coordinator wrongfully concluded that the formal complaint did not constitute sexual harassment under this procedure and dismissed the formal complaint.
- d. The Title IX coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.
- e. A sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the decision maker.

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

- a. Appeals must be filed by email with the Title IX coordinator, who shall refer it to the appropriate appeals officer.
- b. The Title IX coordinator shall provide a copy of the appeal to all other parties.
- c. The other parties shall have 7 calendar days to submit a written statement addressing the appeal.
- d. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/college officials and/or the CCSNH counsel in making their decision.
- e. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may: (1) deny the appeal; (2) grant the appeal and send back the matter to the decision maker for further consideration; (3) grant the appeal and send back the matter for a new live hearing before a new decision maker; (4) grant the appeal by revising the sanction; or (5) grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted.

# INSTITUTIONAL POLICIES

## Alcohol and Other Drugs Policy

This policy is intended to provide the NHTI community with information about alcohol and other drugs, and is distributed as part of the college's compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL101226) and the Drug-Free Workplace Act of 1988.

I. All NHTI students and guests are expected to comply with all NHTI policies including the NHTI Alcohol and Other Drug Policy.

II. This policy applies to all NHTI-sponsored events (social, cultural, athletic, and academic, etc.), whether on or off campus, including overnight trips.

III. The following policy pertains to alcohol consumption at NHTI:

- Alcoholic beverages may be consumed by students of legal drinking age who are living in the residence halls, at off-campus NHTI-sponsored events or activities, or at on-campus events or activities as designated by presidential waiver.
  - For health, sanitation, and security reasons, residence hall students of legal drinking age can only consume beer, wine, malted beverages up to 15% alcohol, and other non-“hard liquor” beverages in their assigned residence hall room with the door closed.
- The following behaviors pertaining to alcohol consumption are prohibited at NHTI:
  - Purchasing, possessing, consuming, transporting, or being under the influence of alcoholic beverages under 21 years of age
  - Serving, distributing, furnishing, or otherwise providing alcohol to individuals under 21 years of age
  - Possessing, consuming or manufacturing alcoholic beverages in areas on campus other than where expressly permitted by college policy, including in the room of an underage student, in the public or similar common areas of residence halls and other college buildings, and outdoors on campus
  - Any level of intoxication that represents a danger to personal health or safety
  - Possession of excessive amounts of alcohol. “Excessive” is defined as amounts more than 72 ounces of beer or wine per resident of the room that is of legal drinking age. Hard liquor is not permitted.
  - Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls), except when expressly authorized by the college.
  - Hosting, facilitating, or otherwise participating in drinking games
  - Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs)
  - Improper disposal of alcohol containers
  - Displaying full or empty alcohol containers in a residence hall room.
- Students who know or should know that they are in the presence of an alcohol or other drug violation may also be found in violation of the Alcohol and Other Drug Policy.
- NHTI shall not be responsible for treatment or medical expenses for any student or guest who is discovered to be in need of medical attention and/or transported to the hospital via ambulance.
- No NHTI Student Organization funds are to be used to purchase alcoholic beverages.
- Alcohol, alcohol containers, etc. that are in violation of this policy may be confiscated and disposed of by an appropriate authority of NHTI, to include but not limited to Campus Safety, residence directors, residence assistants, and coaches.

IV: The following has been established pertaining to drug use/misuse at NHTI.

- Illegal drugs as defined by state or federal laws are prohibited on campus and at any NHTI-sponsored off-campus activity.
- Any student having illegal drugs or paraphernalia in their possession may be referred to civil authorities and face sanctioning pursuant to the Student Code of Conduct and Judicial Process.
- The following behaviors pertaining to drug use/misuse are prohibited at NHTI:
  - Illicit drug use, possession, manufacturing, or distribution is prohibited on campus and at any NHTI-sponsored off-campus activity. Illicit drug use is defined as the use or abuse of illegal drugs and the misuse of prescription medications, synthetic drugs, and household or other mind-altering substances.
  - Misuse of, alterations to, or the redistribution of medications and substances that have been prescribed by a licensed prescriber. Medications and substances that have been prescribed by a licensed prescriber may be used only as prescribed.
  - Marijuana, regardless of whether it is legally possessed for therapeutic use, is prohibited and may not be used on

NHTI property.

- Over-the-counter medication may be used in the manner intended by the manufacturer. Using prescribed and/or over-the-counter medications for any purpose other than those intended by the prescriber or manufacturer is prohibited.
- Possession of drug paraphernalia including but not limited to, bong, hookahs, and bowls is prohibited.
- Confiscated drugs and paraphernalia will be turned over to Campus Safety for proper disposal following protocols established by NHTI.

V. Staff, faculty, coaches, and resident assistants are not permitted to transport students in need of medical attention or under the influence of alcohol or other drugs to off-campus medical treatment facilities. Campus Safety or 911 should be called immediately for assistance.

VI. Students shall not transport students who are experiencing a medical condition related to alcohol or other drugs because of the serious nature of these types of incidents that require the attention of a medical professional. NHTI will not be held liable if a student transports another student experiencing a medical emergency.

VII. NHTI employees should refer to CCSNH Policies Section 300 – Human Resources – Drug Free Workplace Policy# CCS 382.1 for information related to alcohol and drugs use.

#### VIII. Presidential Approval for Alcohol Distribution and Sales

- The college president may approve alcoholic beverages for appropriate functions on campus. The rules and regulations to be followed are:
  - Alcoholic beverages will be permitted in segregated areas that provide for controlled checking of driver's licenses or other approved identification card. Such areas will be available only to individuals of legal drinking age, and alcoholic beverages will be consumed only in these areas.
  - The sale or raffle of alcoholic beverages on campus is prohibited. Exceptions to this policy may be made by the president in accordance with New Hampshire state law.

#### IX. Alcohol and Other Drug Sanctions

- Fines: The following fine structure applies to all NHTI students.
  - First Violation - \$50
  - Second Violation - \$100
  - Third Violation - \$200

Failure to pay the fine will result in the student being placed on College Probation. If the fine is not paid, the student will be removed from the residence halls, banned from all residence halls, and placed on the *persona non grata* list until the fine is paid in full. Fines are subject to change.

- General Sanctions
    - The student will meet with/contact the appropriate staff member as indicated on the Incident Report Form.
    - A Letter of Notice may be sent to the parent/guardian of students who are under the age of 21 indicating the student has violated college policy.
    - Substance Abuse Education: The student will be required to participate in education sessions provided through the NHTI Substance Abuse Education Program.
      - First violation: Minimum 1 educational session, unless more are recommended by a college official
      - Second violation: Minimum 2 educational sessions
      - Third violation: Minimum 4 educational sessions
- Failure to participate in sessions will result in removal from the residence halls, placement on the *persona non grata* list, and being placed on College Probation until this requirement is fulfilled.
- At the discretion of college officials, students may be required to fulfill additional alcohol/drug education, restorative justice programming and/or seek further evaluation by a community-based professional which will be at the student's expense. If such evaluation is required, students will also be required to provide the NHTI Counseling Office with a signed release of information to facilitate verification that this requirement is fulfilled.
- Residence Hall Students
    - Third violation: Residence hall students will be removed from the residence halls and placed on the *persona non grata* list. If the third violation occurs on or before the posted mid-semester warning due date, the student will be removed from the residence halls and placed on the *persona non grata* list until the end of the current semester. If the third violation occurs after the posted mid-semester warning due date, the student will be removed from the residence halls until the end of the following semester. In either case, the student may apply for consideration for readmission

to housing for the semester following the end of this sanction. The summer semester is excluded from the readmissions process.

- Fourth violation: If the fourth violation occurs on or before the posted mid-semester warning due date, the student will be removed from NHTI until the end of the current semester. If the fourth violation occurs after the posted mid-semester warning due date, the student will be removed from NHTI until the end of the following semester.

In either case, the student may apply for consideration for readmission to the NHTI for the semester following the end of this sanction. The summer semester is excluded from the process for consideration for readmission.

- Non-NHTI Individuals: Individuals not enrolled at NHTI who are found to be in violation of the college's policy will be banned from campus and placed on the *persona non grata* list. N.H. State Police may be contacted if the ban is violated.

X. Medical Amnesty: NHTI encourages its students to seek and/or call for assistance for themselves or others when someone is in need of medical assistance due to alcohol and/or drug use. Amnesty is available to the student calling/assisting as well as the student needing assistance. A call for assistance should be made promptly; the health, safety and well-being of the student who is potentially in danger is paramount. A call for assistance may be directed to NHTI Campus Safety, Residence Life staff, or a local police officer/agency by calling 911.

Students involved in an incident in which a call for assistance was made will not be subject to official sanctions and conduct record under the Student Conduct process; however, they may still need to meet with a member of the Student Affairs staff and NHTI Health Services and Counseling.

- Important Information Regarding Amnesty
  - This policy applies only to those students seeking emergency medical assistance in connection with an alcohol- or drug-related medical emergency and does not apply to individuals experiencing an alcohol- or drug-related medical emergency who are found by college employees (e.g. Campus Safety, faculty, administrative staff, residence hall staff including RAs).
  - If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the college's increased concern for that student, including additional counseling sessions, educational follow-up with college administrators and/or a full behavioral assessment that may lead to a mandated leave of absence.
  - Failure to complete appointments or follow-up as prescribed could result in the revocation of amnesty for the student and possible sanctions.
  - Medical amnesty is a NHTI policy and does not prevent the filing of criminal charges by external law enforcement.
  - Medical amnesty may not apply to a student who refuses to cooperate with medical, law enforcement, or college personnel at the time of initial contact.
  - Students may be held responsible for violations to the Student Code of Conduct beyond an alcohol or drug violation.
  - At the discretion of college officials, students may be required to fulfill alcohol/drug education, restorative justice programming, and/or seek further evaluation by a community-based professional that will be at the student's expense. If such evaluation is required, students will also be required to provide the NHTI Counseling Office with a signed release to facilitate verification that this requirement is fulfilled.

## Bulletin Board Policy

Students should check the bulletin boards in the residence halls and in the academic halls daily to be aware of current announcements. The residence director must approve notices posted in the residence hall. Notices posted on the academic hall bulletin boards must be cleared through the Student Affairs Office and posted on appropriate boards with date posted and a contact person listed on the back of the announcement.

## Communicable Disease Policy

NHTI seeks to protect the health and safety of each individual, as well as the college community. This policy applies to the students, faculty, and staff of NHTI and aims to reduce everyone's risk of exposure to any communicable disease. Communicable diseases referred to in this policy, as well as the mandatory reporting of such, are defined by the N.H. Division of Public Health laws. To protect the health of the college community, the college has set up specific entry requirements of immunization and testing for entering students with regard to communicable disease in accordance with the latest state of N.H. and federal guidelines. Employees of the college shall comply with all state of N.H. and federal regulations as well as college requirements regarding infection control. In the event that an NHTI student develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the N.H. Department of Public Health and the director of Health Services. Individuals have a statutory right of confidentiality under NH RSA 329:26. For information to be released, the client must sign a consent authorization.

## Disordered Eating Intervention Protocol

### Purpose

To provide a framework of care encompassing health and safety issues to NHTI students who exhibit signs and symptoms of an eating

disorder. The most common eating disorders include anorexia nervosa (self-starvation) and bulimia (binging and purging). Early recognition of this problem will be enhanced through ongoing education of students, faculty, and staff at NHTI provided by Health Services, Student Affairs, and Residence Life.

### General Information

Eating disorders are not solely disorders of eating. They are characterized by a focus on body shape, weight, fat, food, and perfectionism and by feelings of powerlessness and low self-esteem. The majority of people who experience eating disorders are female; however, 5-20% of people who have an eating disorder are male. The consequences and complications of eating disorders can be severe and can include cardiac arrest, suicide, excessive weight loss, dehydration, injury to the stomach or intestines, kidney dysfunction, erosion of tooth enamel, and death.

There are 3 main areas that most likely cause eating disorders, especially in combination: personality factors, genetics and the environment, and biochemistry. Eating behaviors associated with eating disorders seem to develop as a way of handling stress and anxieties. Eating disorders should be treated professionally.

### Responsibilities

- All NHTI faculty and staff should be vigilant to the signs and symptoms of disordered eating. If suspected, they should gather all information regarding the behavior of the student in question and provide the information to the Counseling Services. If the student has made the initial contact with the faculty or staff member, the faculty or staff member should inform the student of available services on campus.
- Counseling Services will conduct an initial evaluation of the referred student based on information provided by faculty and staff and also the use of a disordered eating questionnaire.
- Counseling Services will make a verbal and written referral of the student to the director of Health Services if appropriate. The VPSA will be notified of the referral.
- The director of Health Services will conduct a medical evaluation of the referred student and will make outside referrals for counseling or other medical evaluation and intervention as necessary. The student is responsible for all expenses incurred. A release of information will be requested from the student to allow the director of Health Services and Counseling Services to collaborate with the medical or counseling provider.
- If the student fails to comply with the referral for evaluation or request for medical evaluation, the director of Health Services will recommend evaluation of the circumstances by the VPSA.
- Depending on the outcome of the medical/psychological evaluation, interventions may be required:
  - No intervention at this time.
  - Ongoing monitoring by a referring party may occur, depending on circumstances.
  - Continued monitoring by the director of Health Services
  - An Eating Disorder Intervention Team (EDIT) may be assembled to develop a plan and written compliance contract with the student. The team shall consist of:
    - Student
    - Student's chosen representative
    - Director of Health Services
    - Residence director (if Residence Life student)
    - Referring faculty or staff member
    - Coach (if athlete)
    - Counseling Services
    - Other professional (as requested)
  - Pursue involuntary emergency admission through Riverbend Mental Health Emergency Services.
  - If the student refuses evaluation or referral or based upon the outcome of the EDIT interaction with the student, in consultation with the VPSA and VPAA, the student may be required to leave campus for their own health/safety.

A student who is asked to leave for health/safety reasons may appeal the decision through the VPSA.

### Fire Safety Policy

Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires can be prevented. The best way to avoid fires is to avoid the hazards that create them. The following information designates NHTI's policies regarding fire safety in the residence halls and beyond (when applicable).

### Appliances and Cooking

- Any appliance used in a residence hall room must be listed or recognized to a UL standard by a national recognized testing



laboratory. This includes clocks, radios, stereos, and computers.

- Appliances that are strictly prohibited in the residence halls include any item with a heating coil; i.e., toasters and toaster ovens, hotplates, electric fry pans and electric heaters.
- Appliances that may be used in a residence hall room but cannot be plugged in unattended include curling irons and irons. These items have heated exposed surfaces that have caused fires in the past.
- Extension cords may not be used for microwaves and refrigerators. Microwaves and refrigerators need to be plugged directly into an outlet of construction-grade quality (generally the same size or larger than the units' own cord). If an adapter is used for a power strip or an extension cord, the ground lead must be connected. Students are permitted to provide their own microwaves and mini-refrigerators for their residence hall rooms. Refrigerators are not to exceed 4.5 cubic feet without prior permission from the Office of Residence Life.

### Decorations

- If you use wall or door posters or hangings, they should be used sparingly. No more than 50% of the surface of any wall or exit door may be covered (this does not include furniture). This precaution eliminates excess combustible material that could cause fires to spread. The state fire marshal recommendations preclude the use of overhead hangings of any kind including items hung from the ceiling, walls, or pipes running horizontally with the ceiling is strictly prohibited. If an item is hung from a wall, the item must be completely touching that wall. This precaution prevents the possibility of materials falling down during a fire.
- Candles, tarts, incense, and other items with a wick (such as kerosene lamps) and other objects that create and hold a flame are prohibited. No exceptions will be made for cut wicks or removed wicks. Candles have caused many serious rooms fires in the past and are one of the easiest ways for a fire to start.

### Electrical

- Multiple outlet adapters (splitters or cube taps) with a fuse or circuit breaker are acceptable. Power strips with a circuit breaker or a fuse are recommended.
- When using an extension cord, it must match the same size and type cord supplied with the appliance. Use only UL-listed cord sets.
- Any style lamp using a halogen type bulb is strictly prohibited. The intense heat generated by these lamps can cause a fire. All residence halls are provided with forced hot water heat. No fewer than 6 inches is required between any furniture and the heater unit. Room fires have started because of items too close to a room heater. The following electrical appliances are not permitted in resident rooms: air conditioners, heating units, sun lamps, halogen and lava lamps, toasters, grills, coffee pots, heating coils, personal refrigerators, microwaves, hot plates, and electric blankets.
- No wires may be run underneath a rug except low voltage wires such as telephone cords, speaker wire, or cable wire.

### Exits

- All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees.
- Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways, entrances, or stairwells.

### Tobacco/Smoking/Vape Devices

- Tobacco in any form to include smoking/vaping is prohibited in all campus buildings and residence halls. Smoking is only allowed in the two designated smoking gazebos located outside of Langley Hall and behind Little Hall.
- Open flames, candles, incense, lit cigarettes, cigars, pipes, or instruments used for vaping are not allowed in any area of the residence halls and are strictly prohibited.

### Other Regulations

- The building of structures in resident rooms (i.e., lofts) is prohibited.
- Flammable items such as stain, cleaning solvents, butane, propane torches, gasoline, camping or cooking fuels, oil lamps, oil candles, and kerosene lamps are all strictly prohibited.
- Empty trash frequently and into outside dumpsters to avoid it accumulating and becoming a fire hazard. Do not place room trash in bathrooms, hallways, or other common areas since this creates a fire hazard.

### Room Inspections

- Safety inspections of student rooms for fire hazards and violations will be conducted several times per semester. (This inspection is held in conjunction with smoke detector testing, which is required by state law.) Room inspections help discover hazards and violations that have been overlooked. If any of these conditions exist in a student's room, the student will be asked to address them and may be fined for the violation.
- Residence Life, Campus Safety, and Maintenance are among the departments that inspect rooms for health and safety. Any questions about the fire safety room checks or policies may be directed to the residence hall director, director of Residence



Life, or the director of Campus Safety.

- These guidelines and regulations are in place for students' safety. Fire safety is everyone's responsibility.

If a fire is discovered on campus or in any campus building, Campus Safety should be notified immediately by calling 603-224-3287. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which a student may be unsure whether the NHTI Campus Safety is already aware. If a student finds evidence of such a fire or if hears about such a fire, they are encouraged to contact:

- NHTI Campus Safety: 603-230-4042
- Director of Residence Life: 603-230-4044
- Vice President of Student Affairs: 603-230-4040

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

## Fire Safety Equipment in the Residence Halls

### *Sprinkler, Fire Detection, and Alarm Systems*

Each residence hall is protected by an automatic fire detection system connected to the Concord Fire Department. Upon receipt of an alarm activation, the fire department immediately responds to the residence hall. The fire protection system comprises smoke and heat detectors, sprinklers, and hallway manual pull stations. All boiler rooms are equipped with carbon monoxide detectors. All rooms have a sprinkler and a local-sounding smoke detector. A charge of \$100 plus cost for any damages is assessed to the occupant(s) of a room for tampering with a smoke detector. Students who suspect a smoke detector is malfunctioning must contact their RA immediately.

### *Malicious False Alarm*

Anyone activating a fire alarm without cause by pulling a pull station or tampering with any of the automatic fire detection devices is responsible for a malicious false alarm. This is a serious offense. By initiating such a false alarm, one exposes both residents and fire-fighters to unnecessary risk. A charge of \$350 is assessed to any person who initiates a false fire alarm. Additionally, those caught causing a malicious false alarm may be arrested and prosecuted to the full extent of the law and violations of college policies and may be held accountable for any injuries or damage which occurs during a fire evacuation.

### *Fire Extinguishers*

Fire extinguishers are found in every residence hall hallway. These are the first line of defense in case of a fire and could save a life. Do not tamper with fire extinguishers. Eviction from the residence hall is a possible consequence for tampering with a fire extinguisher. There is a \$100 charge for resetting an extinguisher that has been misused.

## NHTI Fire Safety Rules

### *Fire Prevention/Drills/Alarms/Equipment*

Students are expected to notify Campus Safety of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. Students must leave the building during fire drills or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector, devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Students are financially responsible for charges assessed as of result of tampering with fire safety equipment.

Campus Safety, in conjunction with the Residence Life staff, will conduct a minimum of 3 fire drills in each occupied hall annually. Once students have evacuated their hall, they are instructed by Residence Life staff where they are to congregate (a minimum of 50 feet away from building) to await further instructions.

### *NHTI Administrative Policies and Regulations*

Faculty, staff, and students are expected to abide by administrative fire prevention policies. Violation of these policies may result in disciplinary action and fines.

- *False Fire Alarms: Making, causing, or aiding in a false fire alarms, false reports of fires is prohibited per RSA 644:3-a. Offenders/violators will be prosecuted to the fullest extent of the law.*
- *False Fire Alarms Resulting in Injury or Death: Making or causing to be made false fire alarms and/or false reports of fires that results in bodily injury or death is a felony violation of RSA 644:3-b. Offenders/violators will be prosecuted to the fullest extent of the law.*
- *Fire Safety Equipment: Nothing shall obstruct any fire sprinkler head or be hung from piping supplying sprinkler heads. Tampering, interfering with, or impairing fire safety equipment or the unauthorized removal of such equipment is prohibited per RSA 644:3-c. The playing of hall sports in residence halls is prohibited to protect fire safety equipment.*

- *Evacuation:* Failure to evacuate in the event of a fire alarm, hazardous and/or serious condition, or at the request of a college or fire official is prohibited.
- *Failure to Report:* Failure to report serious or hazardous incidents including, but not limited to, fire, accident, or illness is prohibited.
- *Failure to Obey Directives:* Failure to obey directives or interfere with the response of college officials and/or emergency response personnel to emergency calls or in the carrying out of their regular responsibilities is prohibited.
- *Fire Hazards:* Creating fire hazards, endangering the safety of persons or property, improperly using electrical appliances, or possessing hazardous flammable substances including but not limited to gasoline, benzene, naphtha, and cleaning fluids is prohibited.
- *External Doors and Internal Fire Doors:* Opening a clearly marked external emergency exit or security door or deliberately propping open a door that is intended to be locked is prohibited. Students are also prohibited from obstructing or blocking openings of any interior fire door/stairwell door.

## Firearms and Weapons Policy

NHTI is committed to providing a safe and secure learning and working environment for students, faculty, staff, vendors and visitors. Students, staff, faculty, and guests are prohibited from having a weapon on the NHTI campus or property leased or controlled by NHTI including in any residence hall at any time. For the purpose of this policy, firearms, and weapons are defined as followed:

- Firearms and ammunition (live or expended) including but not limited to shotguns, rifles, pistols, BB guns, dart guns, paint guns, airsoft guns, and starter pistols
- Non-firearms that shoot a projectile including but not limited to blow guns, bows, and arrows
- Legal knives with a blade over 3 inches in length and others bladed weapons to include any type of sword, hatchet, or axe. Residence hall students will be limited to 3 knives in their possession.
- Martial arts weapons, including but not limited to num-chuks and throwing stars
- Self-defense weapons to including but not limited to mace, pepper-spray, or taser.
- Any explosive materials, gunpowder, fuses, accelerants, or materials that when used in combination could be used to construct an explosive device
- Any type of inert weapon or ammunition including but not limited to firearms, artillery shell, or grenades
- Any other device that could be or appear to be of danger to other people

Exceptions to this policy:

- N.H. Police Standards and Training personnel, sworn law enforcement officers, and military personnel who are activated in times of a state or national emergency
- Knives with blades in excess of 3 inches for which its exclusive purpose is as an eating utensil or cutlery
- Starter pistols may be used for specific events by qualified persons with the prior approval of the director of Campus Safety.
- Military or law enforcement personnel who are part of a demonstration for career days, educational purposes, or for ceremonies with prior authorization of the director of Campus Safety
- Tools used by faculty, staff, or students in their instruction or as required as a function of their work

Any student, staff, faculty member or guest found to be in violation of this policy will be subject to possible removal from NHTI. Students found in violation of this policy will have the prohibited firearm or other weapon, or any object in its manner of use or its threatened use as a weapon seized; the student will be referred to Student Conduct. Any weapon seized will be either turned over to law enforcement, retained by Campus Safety until the owner can remove it from NHTI property, or disposed of by Campus Safety. Guests found in violation of this policy may be placed on the NHTI *persona non grata* list and prohibited from NHTI property. Faculty and staff found to be in violation of this policy may be subject to NHTI Employment Policies.

## Fireworks Policy

Fireworks of any type are prohibited on college property, unless as part of an event scheduled by the President's Office or the Office of Student Affairs. Faculty and staff found to be in violation of this policy may be subject to NHTI Employment Policies. Students found to have used or have fireworks in their possession will be subject to the NHTI Student Code of Conduct and Judicial Policy.

## Gambling Policy

Gambling of any kind is prohibited on NHTI property. Faculty, staff, and students are expected to abide by federal and state laws prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on college property or at college-sponsored events is prohibited. Prohibited activity includes but is not limited to:

- Betting on, wagering on, or selling pools on any college athletic event
- Possessing on one's person or premises (e.g., room, residence unit, car) any card, book, or other device for

registering bets

- Knowingly permitting the use of one's premises, telephone, or other electronic communications device for illegal gambling
- Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling
- Soliciting or accepting a bribe to influence the outcome of an athletic event
- Involvement in bookmaking or wagering pools with respect to sporting events

### Policy Exception

Casino or other game events are permitted in designated areas, where allowed by federal and state law, as part of an event scheduled by the President's Office or the VPSA.

## Hazing Policy

### Purpose and Scope

NHTI as an institution within the CCSNH and in accordance with CCSNH Policy 730.01 hereby recognizes the dangers inherent in student hazing, condemns the practice, and places students and staff on notice that hazing must be treated as a criminal offense as per the state of New Hampshire Criminal Code Revised Statutes Annotated Section 631:7 – Student Hazing and reported to the police. It will subject those who participate in it to college disciplinary procedures.

### Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them: Hazing means any act directed toward any full-time or part-time student or any coercion or intimidation of a student to act, participate in, or submit to any act that is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued membership in the college or any fraternity, sorority, student organization, or other college or college-affiliated or sanctioned organization therein.

### Prohibitions and Obligations

- Hazing is a Class B misdemeanor in the state of New Hampshire Criminal Code (NH RSA 631:7) for any person who knowingly participates, any student who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.
- Hazing is a Class B misdemeanor for the college or any fraternity, sorority, student organization, or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fail to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- No college student, official, or employee shall participate in hazing.
- No college student, official, or employee shall knowingly submit to hazing without reporting as soon as is practicable to the police and the VPSA and/or Campus Safety.
- Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall report it to the VPSA, Campus Safety, or the police.
- Any college official or employee present at the scene of any hazing shall take all reasonable steps within the scope of their authority, and any college student, official, or employee present at the scene of any hazing shall report it to the VPSA, Campus Safety, and the police without delay.
- 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 or the police.
- Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

## Liability Policy

NHTI will not be liable for any loss or theft of personal property including money. All loss or theft of personal property must be reported immediately to [Campus Safety](#).

## Locker Policy

### Statement of Policy

All lockers located at NHTI are property of NHTI. The use of NHTI lockers is a privilege. Faculty, staff, and students must abide by the rules stated below. If any questions arise, contact Campus Safety at 603-230-4042.

### Locker Issuance for Student and Faculty/Staff Use

Student locker usage is from June to May of each academic year or upon withdrawal from NHTI. Students will be required to provide

their own lock. Faculty/staff locker usage is permitted year-round while employed by NHTI. Faculty/staff members who choose to use a locker during the summer need to contact Campus Safety and re-affirm the locker location. Faculty/staff will be required to provide their own lock.

Lockers are located in the following locations:

- South Hall Kitchen, for residential student assignment only
- Sweeney Hall, second floor
- Little Hall, second Floor
- MacRury Hall restrooms, for dental student assignment only
- Wellness Center and Sweeney Hall restrooms, for day use only and issued through the Wellness Center Office prior to use.

Once the person requesting to have a locker locates an unoccupied locker in either Sweeney Hall or Little Hall, they should contact Campus Safety at 603-230-4042 or [NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu) and provide the following:

- Their first and last name
- Phone number
- Building location and locker number of the locker they want to use

Campus Safety will confirm the locker is currently unregistered and contact the user to confirm issuance. Once this has occurred, that person is able to use the locker.

Lockers shall not be used to store items prohibited by NHTI rules or state and federal law.

- Use of a locker, other than the one assigned/issued, by a person other than whom it is registered is forbidden. Misuse of a locker may lead to termination of privileges and is a violation of the Student Code of Conduct.
- Affixing anything to the interior or exterior of a locker is prohibited.
- Upon registration and during use, the user is responsible for reporting any damage or needed repairs to Campus Safety. Locker user may assume the cost of any unreported damages.
- Campus Safety retains the right to inspect lockers and locks to ensure they are being maintained in accordance with the conditions stated.
- If it is determined that the user no longer needs their issued locker, they must clean out the locker, remove their lock from it, and let Campus Safety know their name and the locker location and number.

Campus Safety reserves the right to remove locks from lockers with the following guidelines:

- At the request of the individual assigned to that locker
- In case of an emergency such as a bomb threat or fire
- A search warrant signed and issued by the court
- 30 days after the end of the academic year in May if arrangements have not been made with Campus Safety to retain the locker for the upcoming year

All items removed will be bagged and stored in the Campus Safety office for 30 days. Property not claimed during this period will be disposed of.

## Parking and Traffic Policy and Procedures

### General Motor Vehicle Parking Provisions

All students, faculty, and staff may park their motor vehicles on campus free of charge. Parking on the NHTI campus is on a first come first serve basis. It may be necessary to park a distance from a classroom or office. NHTI is designed as a walking campus, and most walks are easily managed. Parking on campus is restricted for the following locations:

- Visitor parking spaces
- Handicapped parking areas
- Dental patient parking area in front of Little Hall
- Little Hall parking lot, open Monday-Friday, 7 a.m.-4 p.m.
- Grappone Hall rear parking lot, open Monday-Friday, 7 a.m.-4 p.m.
- Areas designated for special events (marked with caution tape or traffic cones)

Any unauthorized vehicle is subject to being ticketed, towed, or booted at owner's expense. All vehicles parked on campus, anytime, must have a current registration and inspection that is properly displayed. All vehicles parked on campus shall not present an environmental or safety hazard and will be in operable condition at all times. Failure to maintain a vehicle in an operable condition will result in the owner being notified in writing by Campus Safety that the vehicle must be brought to an operational condition within 7 days of

notification. Failure to do so may result in removal of the vehicle from campus at the expense of the vehicle owner.

### **Parking Permits**

Students, staff, and faculty are required to have a NHTI-issued parking permit displayed on the lower left corner of the vehicle's rear window. Motorcycles must display a parking permit on the left front fork near their inspection sticker. Parking permits can be obtained through Campus Safety from 8 a.m.-4 p.m. Monday-Friday. Parking permits may also be obtained by [applying for a parking permit online](#).

### **Reserved Parking Locations**

Signs indicating a parking space is reserved has no time constraints and is reserved 24/7/365. Parking in these areas without prior consent may result in ticketing, booting, or towing at the owner's expense.

### **Visitor Parking**

Guests visiting NHTI for tours, office visits, etc., may park in the visitor parking area outside Sweeney Hall without a valid permit. These spaces are intended for people who wish to gather further information to attend the college. Faculty or staff found parked in this location will be subject to ticketing, booting, or towing at the owner's expense.

### **Reserved Visitor Parking Spaces**

Reserved visitor parking spaces outside Little Hall are available through the President's Office by permit only. A permit will be provided upon arrival for display in the vehicle for the duration of the visit. Failure to display the permit or parking illegally in a visitor space may result in ticketing, booting, or towing at the owner's expense.

### **Overnight Parking**

Overnight parking is allowed in D lot and along Fan Road only. Commuter students, faculty, and staff are responsible for advising Campus Safety if they are planning to leave their vehicle on campus overnight. Vehicle keys must be left with Campus Safety in case the vehicle needs to be moved because of an emergency and/or snow removal.

### **Handicapped Parking**

Handicap parking is reserved for vehicles operated by handicapped persons. All vehicles parked in handicapped spots must display state-issued handicapped license plates, decals, or a temporary handicap tag issued by Health Services. Faculty and staff wishing to apply for a temporary parking permit must first complete the Request for Reasonable Accommodation Form with Human Resources. Notification will be sent to Health Services of the request. Health Services will per policy issue a temporary parking permit for a set period of time. Temporary handicap permits shall not be issued more than 3 times consecutively. If there is a need for a prolonged permit, the individual should seek to obtain a permanent placard through the state of N.H.

### **Temporary Handicapped Tags**

In the event of a temporary medical condition (i.e., surgery, broken bone, etc.) a temporary handicap parking permit may be obtained through the director of Health Services. Documentation from the attending physician must be provided to the director of Health Services, who will then issue a temporary parking permit. Any vehicle illegally parked in a handicapped space will be issued a ticket and may be towed or booted at the owner's expense.

### **Motorcycle Parking**

There are two concrete pads reserved for motorcycle parking on campus: one in C Lot and one in A Lot. Motorcycle parking is enforced from April 1-Oct. 31 unless weather conditions dictate a need to expand this timeframe; this is done at the discretion of Campus Safety.

### **Parking Guidelines for Residence Halls**

Residence hall students are allowed to have one vehicle parked on campus. Guests of residence hall students are allowed to park their vehicles overnight on campus in accordance to this parking policy. Students are allowed to park their vehicle for up to 15 minutes by a residence hall's entrance for the purpose of loading and unloading. Any vehicle parked for more than 15 minutes is subject to being ticketed, towed, or booted at the owner's expense. Loading and unloading of vehicles at the residence halls is limited to:

- Strout Hall: East and West end entrances
- South Hall: Front and East end entrances
- Langley Hall: All 4 entrances

All residents must remove their vehicle from campus when the residence halls are closed unless arrangements have been made with Campus Safety prior to the closure.

Residence hall students at the direction of Campus Safety will move their vehicles to designated areas for snow removal. Timely notifications will be posted at the entrances of the residence halls, and announcements will be made via electronic communication by Residence Life staff. Failure to move for snow removal will result in ticketing or towing at the owner's expense.

Only appropriate staff are allowed to park their vehicles overnight at any residence hall. All other vehicles will be ticketed, towed, or booted at the owner's expense.

### Driving on Campus Guidelines

- N.H. state laws for parking and the operation of a motor vehicle are applicable to NHTI's campus. Below are additional guidelines specific to the campus.
- There are 3 speed limit zones on campus:
  - Speed limit on all campus roadways and parking lots is 5 miles per hour unless otherwise posted.
  - Speed limit on Institute Drive is 20 mph.
  - Speed limit on College Drive and Fan Road is 15 mph.
- Turnarounds on College Drive and at the South end of Fan Road may be used only for reversing direction.
- No motorized vehicles are permitted on the walkway to and in the pedestrian tunnel, connecting the Fan Road turnaround to Ft. Eddy Road.
- Parking on roadways that block the flow of traffic is prohibited.
- Avoidance of a traffic device (cones, speed plateaus, etc.) by driving off of roadways, through parking lots, or moving a traffic device is prohibited.
- Failure to comply with the directions of a Campus Safety officer directing traffic is prohibited.
- Pedestrians in crosswalks have the right of way. Vehicles will yield to pedestrians at all times.
- At the request of a Campus Safety officer, motor vehicle operators on campus must produce a current vehicle registration, driver's license, and, if applicable, current insurance card.
- Failure to comply with this traffic and parking policy may result in but is not limited to ticketing, towing, fines, and loss of driving or parking privileges on campus.

### Athletic Fields

At no point should vehicles be parked along the roadways or on the grass to watch a sporting event. Those who do so will be asked to move their vehicle or will be subject to ticketing, booting, or towing at the owner's expense. It shall be the home team's responsibility to advise all attendees of the event NHTI's parking policy.

### McAuliffe-Shepard Discovery Center Parking Lot

The McAuliffe-Shepard Discovery Center parking lot is reserved for patrons attending the Discovery Center only and is marked so accordingly. The parking lot is patrolled by Discovery Center personnel who ticket and tow illegally parked vehicles at the owner's expense. NHTI has no role in the enforcement of this parking lot.

### Tickets, Towing, and Fines

Campus Safety will patrol the campus to enforce NHTI policies and motor vehicle law, provide general aid and assistance, and deter crime. Vehicles parked in violation of the parking and traffic policy may be ticketed, booted, or towed at the owner's expense.

### Parking Violations

Vehicle owner is responsible for any tow/storage fees incurred. All ticket fines are to be paid within 10 days of the date the ticket was issued. Payment is made at the Bursar's Office. Failure to pay fines will result in withholding of grades, transcripts, degrees, and/or certificates. Repeat violations are defined as 4 or more unpaid violations. Receipt of fourth ticket could result in a vehicle being towed.

**Parking tickets may be issued for, but are not limited to, any of the following violations: Fines will be assessed as follows:**

No parking permit	\$10
General Parking Violations Taking two parking spaces, parking on the grass/sidewalk/access roads, parking where signs prohibit/restrict, parking on a hashed-out end cap/tow zone, parking in a reserved parking space, parking on roadway, parking and blocking a dumpster, reckless operation, failure to move for snow removal	First offense: \$10 Second offense: \$20 Third offense : \$50 Each additional offense: \$75
Public Safety Violation Parking in a handicap space, parking in a fire lane, blocking an entrance/exit or roadway, having an unregistered and uninspected vehicle, violations of the N.H. State Motor Vehicle Statutes	First offense: \$20 Second offense: \$50 Third offense: \$100 Each additional offense: \$100
Reckless Operation	\$100



Should an individual wish to dispute a parking violation, they may contact the director of Campus Safety within 10 days of receipt of the ticket; any appeal submitted after the allotted 10 days will not be heard.

## Restrictions

Restrictions from driving and having a vehicle on campus will be imposed for the following reasons:

- Driving at excessive speeds and/or in such a manner as to endanger lives and property
- Failure to stop at stop signs
- Driving on lawns, seeded areas, and walkways
- Receiving 4 parking tickets in a semester
- *First offense:* Restricted from having or operating a vehicle on campus for up to 30 days
- *Second offense:* Restricted from having or operating a vehicle on campus for up to 1 semester
- *Third offense:* Permanent restriction from having a vehicle on campus

## Pet and Animal Policy

### Pets

Animals and pets are not allowed in any academic building on campus. The exception is a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. For health and safety reasons no animals or pets of any kind, with the exception of tropical fish, are permitted in the residence halls. No other aquatic creatures or pets are permitted. All aquariums must be on a stand or base to reduce the danger of breakage. Aquariums should not exceed 10 gallons.

### Service Animals

The ADA defines service animals as dogs that are trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability, regardless of whether they have been licensed or certified by a state or local government.

Service animals are permitted to accompany the individual to all areas of campus where members of the public are permitted except where prohibited because of health, environmental, or safety hazards (e.g., certain labs, mechanical rooms, areas where protective clothing is necessary, or areas where there is a danger to the animal).

### Registration of a Service Animal

Individuals with disabilities who are seeking to use a service animal are encouraged to notify Accessibility Services. The handler will be asked to complete a voluntary Service Animal Registration Form. Completed forms shall be kept by Accessibility Services, separate from all other records held by NHTI. If the animal qualifies as a service animal, the handler must comply with this policy at all times while the animal is on NHTI property.

### Interacting with a Service Animal

If it is not obvious what service the animal provides, it is not permissible to ask about the person's disability or request documentation or a demonstration of the work the animal performs. Permissible inquiries are limited to:

- Is the animal a service animal?
- What work or task is the dog trained to perform?

Members of the campus community shall avoid petting, feeding, or distracting the animal.

### Service Animal Documentation

To assist the campus community, the service animal should wear a harness or other gear that identifies it as a working animal. The service animal must have an owner identification tag, and current license and tags from local authorities. Service animals must be properly immunized and vaccinated.

### Care and Control of the Service Animal

- The handler is financially responsible for any damage the service animal causes including bodily injury and property damage beyond reasonable wear and tear.
- Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the

individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls at all times.

- The service animal must be housebroken. The handler is responsible for all clean up and waste disposal. Animal waste must be immediately picked up by the owner, placed in a plastic bag, securely tied, and disposed of in an outside trash dumpster.
- The school is not responsible for any harm to a service animal while on campus, including but not limited to injury to the animal caused by pest management or lawn care products.

### ***Exclusion of a Service Animal from NHTI Property***

The animal may not be allowed on campus, regardless of training or certification, if:

- The animal's behavior poses a direct threat to the health or safety of others.
- The animal exhibits behavior that interferes with the educational process.
- The animal behaves in an unacceptable way, and the handler does not control the animal.
- The animal is not housebroken, licensed, or properly vaccinated.

If the animal is excluded from the property, NHTI shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

## **Emotional Support Animals**

### ***Policy Statement***

NHTI is committed to maintaining a residential life program that is designed to provide a safe and comfortable environment where students may live, grow, and study within a community of peers. In accordance with state and federal law, students living in the residence halls for whom a physician, psychologist, physician assistant, nurse practitioner, or licensed social worker (licensed professional) has determined that an animal is necessary to mitigate the effects of a physical or mental disability are eligible to have an emotional support animal (ESA) in compliance with this policy.

### ***Application Process***

- Students that are requesting an Emotional Support Animal (ESA) will submit:
  - An ESA Application, including documentation from a licensed professional that identifies the support that the animal provides in the context of the student's disability
  - A Veterinarian Verification Form with documentation for the animal
  - A signed copy of the ESA Policy

Students are not allowed to have an ESA on campus until their request for an ESA is approved.

- Once all paperwork is submitted, Accessibility Services will determine if the ESA is permitted in the residence hall on a case-by-case basis. Approval is for the current academic year with Summer semester requires additional approval. Updated documentation will need to be submitted each academic year. Prior approval does not guarantee future approval.
- Students will only be approved for one animal. The approval for an ESA is animal-specific. If the student wishes to replace the ESA, new documentation must be submitted.

### ***Guidelines for ESAs***

Students who are requesting the use of an ESA may be permitted to bring the animal onto campus as long as they comply with NHTI Accessibility Services ESA Policy.

### ***Student Owner Responsibilities for ESA***

- The student must ensure that the ESA does not interfere with activities of other residents. The behavior, noise, odor, and waste of an ESA must not exceed reasonable standards and must not create a disruption for other residents and Residential Life staff. Disruptive behavior includes but is not limited to barking, howling, and crying. A nuisance is defined as but not limited to excessive noise, physical harm to humans or other animals, threatening behavior, odors, and destruction of property.
- The student is responsible for all clean up and waste disposal. The ESA must be housebroken or litter box-trained. Animal waste must be immediately picked up by the student owner, placed in a plastic bag, securely tied, and disposed of in an outside trash dumpster. Regular and routine cleaning of floors, cages, and litter boxes is required. The odor of an ESA may not emanate from the student owner's room.
- Dangerous, poisonous, and illegal animals are not permitted.
- The ESA is to be restricted to the student's room at all times unless they are transported off campus, at which time the ESA must be on a leash or kept in an animal carrier. ESAs may not be taken into bathrooms, laundry facilities, indoor recreational rooms, lounges, hallways, computer labs, study rooms, or other areas of the residential facility. It cannot be taken into classrooms, dining halls, or other buildings on campus. It is not allowed to roam freely on campus grounds.
- The ESA may not be left alone overnight or in the care of another student. If the student is to be absent overnight, the ESA

must accompany the student.

- The student is to ensure the ESA is appropriately contained when the student is not present while attending classes or activities.
- The ESA must be immunized against diseases common to that animal. Dogs and cats must have a current vaccination against rabies and wear a rabies tag. Vaccine records are to be provided to Accessibility Services prior to the ESA being allowed into the residence hall. Local dog licensing requirements must be followed.
- The student is responsible for the cost of ESA health care. Animals must be verified to be in good health. An ESA in poor health is not allowed in campus housing until the situation is remedied and current health records are received. NHTI has the authority to direct that the ESA receive veterinary attention and request proof of good health.
- Cats and dogs must be spayed or neutered prior to being brought to campus.
- The student is financially responsible for any damage the ESA causes including bodily injury and property damage beyond reasonable wear and tear.
- The student is to provide emergency contact information for an individual should the student be unable to care for the ESA at any time. A current NHTI student or NHTI personnel cannot be the emergency contact.
- The ESA must wear a collar and identification tag at all times.
- The ESA must be well-groomed. Residence hall facilities are not to be used for bathing or grooming the ESA.
- The student is to keep the food for the ESA in a sealed container in their residence.
- The student is to notify Accessibility Services when the ESA is no longer needed or in residence on campus.
- The Residence Life staff will inspect residential facilities on a regular basis as a part of routine health and safety checks. If fleas, ticks, or other pests are detected, residence halls will be treated using NHTI-approved pest control services. The costs associated with this service will be billed to the student owner.

### **Removal of an ESA**

NHTI may require the student remove the ESA from campus if:

- The ESA is not litter box-trained or housebroken.
- The ESA is out of control or threatening, and the student does not take effective action to control it.
- The ESA is a threat to the safety or health of others with things such as aggressive behavior or potential transmission of zoonotic diseases.
- The ESA causes substantial damage to the property of others.
- There is evidence that the ESA is neglected or abused.
- The student does not comply with the responsibilities listed in the NHTI Emotional Support Animal Policy.

### **Research Involving Human Subjects**

To ensure that research conducted at NHTI that involves human subjects is ethical, obtains informed consent, and respects confidentiality, the NHTI Leadership Team (ILT) has established a research review process. Researchers must produce documentation detailing their means of protecting the rights of their human subjects; this documentation must then be reviewed and approved by the ILT prior to the actual undertaking of the research. Further information is available from the Academic Affairs Office.

### **Smoking, Tobacco, and Tobacco Alternatives Policy**

The purpose of this policy is to promote the health and well-being of all NHTI students, faculty, and staff and the general public in accordance with recommendations from the American Cancer Society, American College Health Association, American Heart Association, and the American Lung Association.

- Smoking, including the use of smokeless tobacco or tobacco-alternative products including e-cigarettes, vaping, and JUULs, is prohibited on campus and in all NHTI- or CCSNH-owned or leased buildings and vehicles. This policy applies to all grounds, parking areas, athletic fields, walking trails, etc., owned by NHTI.
- Smoking, including the use of smokeless tobacco or tobacco-alternative products including but not limited to e-cigarettes, vaping, and JUULs is allowed only in designated areas and personal vehicles. The designated areas are the two smoking shelters on campus located by Langley Hall and between Grappone Hall and Strout Hall.
- The sale of tobacco or tobacco-alternative products on campus is prohibited. Distribution of free tobacco or tobacco-alternative products on campus is prohibited.
- Tobacco or tobacco-alternative product advertisements are prohibited in college-run publications.
- Campus organizations are prohibited from accepting sponsorship from tobacco or tobacco-alternative companies.
- The NHTI Health Services Office will offer prevention and education initiatives that support non-use and address the risks of tobacco, tobacco alternatives, and tobacco smoke.
- All members of the NHTI community are expected to observe this policy and are encouraged to ask individuals who are using to-

bacco or tobacco alternatives in an unauthorized area to stop. Violations of policy will be subject to disciplinary action in accordance with appropriate personnel policies and/or with the Student Code of Conduct and Judicial Process.

### **Fines (subject to change)**

- First violation: \$25
- Second and subsequent violations: \$50

All fines are to be paid within 7 days of the date of issue. Payment is to be made at the Bursar's Office. Failure to pay fines will result in the withholding of grades and degree.

## **Unmanned Aerial Vehicle (Drone) Policy**

As it does with other highly regulated technologies of scholarly or other operational importance, NHTI seeks to permit unmanned aerial vehicles (UAV) to be used productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities. This policy provides direction to anyone possessing or operating a UAV on NHTI property. Direction includes Federal Aviation Administration (FAA) registration of specific UAV types, FAA, and state and local rules and regulations that govern use, along with specific sanctions for violating this policy.

### **Definition of Terms in Statement**

For the purpose of this policy, the following classifications have been identified:

- UAV: Any device that is an aircraft with no pilot on board. UAVs can be remote-controlled aircraft (flown by a pilot at a ground control station) or fly autonomously based on pre-programmed flight plans or more complex dynamic automation systems.
- Micro UAV – Weighing less than one pound and made for indoor/outdoor use

### **Policy Statement**

The use of UAVs can make significant contributions to college research and service/outreach in a variety of disciplines. Aerial photography with UAVs can potentially assist in college academic, land management, athletics, law enforcement, and other support functions. UAV regulation is emerging and multi-faceted. Particularly with respect to UAVs, public concern with privacy is well documented. UAV operational safety entailing both UAV equipment and the pilots who operate it remotely is regulated by the FAA, although the FAA policy framework is likely to evolve significantly; this policy will change and remain compliant.

### **Procedures**

- All individuals possessing and/or operating a UAV on campus will be subject to these regulations.
- Campus Safety and/or other designated college official will enforce the policy.
- All UAV operators must abide by these regulations:
  - The UAV must be registered according to FAA guidelines.
  - Before operating an approved UAV on NHTI property, in the designated perimeter, permission must be granted by Concord Regional Airport because of their proximity and FAA regulations. Concord Regional Airport can be reached at 603-229-1760.
  - The UAV must not weigh more than 5 pounds.
  - The UAV cannot be flown beyond line of sight.
  - The UAV may not rise higher than 400 feet in altitude.
  - UAV must not have a metal blade propeller.
  - UAVs must not be flown directly over unprotected people, property, and structures.
  - UAVs are not to be flown in a reckless or careless manner or under the influence of alcohol/drugs.
  - UAVs must be registered with Campus Safety. Failure to register could result in fines, disciplinary action and/or loss of privilege to possess a UAV on campus.
  - Micro UAVs are not permitted in residence halls or academic buildings.
  - Operating the UAV beyond the established designated perimeters is strictly prohibited.
  - The UAV-approved perimeter is for general use at any time with approved permission as outlined above.
  - The secondary approved perimeter is for use by NHTI personnel during athletic events and for general use when there is no scheduled activity for the athletic fields.

# EMERGENCY PROCEDURES

## Inclement Weather

NHTI classes may be canceled or delayed because of weather or other emergencies. Students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a 2-hour delay is announced and a student is scheduled for a class that normally meets from 8-10:50 a.m., the student should come to that class at 10 a.m. for the remaining 50 minutes of the class; classes that are normally completed before 10 a.m. would be canceled.

Notifications of cancellations or delays will be done the following ways:

- Through the NHTI Alerts System. NHTI students are encouraged to sign up for free voice, email, and/or text messages through the [NHTI Alerts](#) system.
- At [www.wmur.com](http://www.wmur.com) or on WMUR Channel 9
- NHTI's website at [www.nhti.edu](http://www.nhti.edu)
- Through limited local radio stations

## RAVE Alerts

NHTI Alerts, through Rave Mobile Safety, is an emergency notification system that helps ensure rapid and reliable mass communication to students, faculty, and staff. The system communicates with cell phones (text and voice messages), landlines, and email systems should a weather closure/delay, emergency situation, or crisis occur on the NHTI campus. NHTI students, faculty, and staff are automatically registered to receive alerts via college email and are strongly encouraged to add their cell phone, landline, or other emails to the system profile. The system's reliability is dependent on the accuracy of the contact information.

## Emergency Notifications

NHTI policies guide emergency response and evacuation procedures, including use of NHTI Alerts. These policies and procedures require Campus Safety or designee to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to mitigate the emergency.

Emergency messages will include information on what has occurred and instructions on what to do next. Emergency notifications and updates may be distributed to the campus through any one or more of the following mechanisms:

- NHTI Alerts (RAVE): A free opt-out service that automatically sends a brief text message, email, or phone call alerting the community regarding an emergency situation on the NHTI campus. NHTI students, faculty, staff, and affiliates can sign on and review contact information at <https://www.getrave.com/login/nhti>
- Directed communications/blast email: NHTI will use our email system to alert students, faculty, and staff.
- Fliers: Posted on boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings
- NHTI Campus Safety: <https://www.nhti.edu/services/campus-resources/campus-safety/>
- NHTI website: <https://www.nhti.edu/important-announcements/>
- Local area radio and TV stations and print media
- Electronic sign at main entrance to campus

## Emergency Response and Evacuation Procedures

The NHTI Emergency Response Plan includes information about our emergency Critical Incident Response Team (CIRT) and evacuation and shelter-in-place guidelines. NHTI conducts a yearly test of sections of the emergency response plan and notification systems on campus primarily through tabletop exercises. All testing is documented including the date, time, and whether the test was announced or unannounced. Testing results are kept on file at the Campus Safety Office. These tests are designed to assess and evaluate the effectiveness of emergency plans and the capabilities of the college. Visit [Campus Safety](#) for emergency response and evacuation procedures. Emergency response and evacuation procedures are tested in residence halls on a semester basis and in academic buildings yearly.

## Timely Warnings

In compliance with the Clery Act, NHTI will post timely warnings to notify members of the community about serious crimes that occur on campus or, in some cases, off campus that in the judgement of the college constitutes a serious or continuing threat to the college community. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. Timely warnings will withhold the names and other personally identifying information of victims.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the VPSA and/or the director of Campus Safety, or their designee, considering all available facts, whether a crime is considered a serious or continuing threat to students or employees, and the risk of compromising law enforcement efforts. The VPSA, the public

information officer, and/or the director of Campus Safety will compose the notification.

NHTI Campus Safety issues timely warnings for the following incidents:

- Criminal homicide
- Sexual assault/sex offenses
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Other crimes as determined by the VPSA, director of Campus Safety, or their designee

Campus Safety does not issue timely warnings for the above listed crimes if:

- The subject(s) apprehended and threat of imminent danger to the NHTI community has been mitigated by the apprehension.
- If a report was not filed with Campus Safety or if Campus Safety was not notified by community members in a manner that would allow the department to post a timely warning to the community. Unless there are extenuating circumstances, a report that is filed more than 5 days after the date of the alleged incident may not allow Campus Safety to post a timely warning to the community. This situation will be evaluated on a case-by-case basis.

Timely warnings and updates may be distributed to the campus through any one or more of the following mechanisms:

- NHTI Alerts (RAVE): A free opt-out service that automatically sends a brief text message, email, or phone call alerting the community regarding an emergency situation on the NHTI campus. NHTI students, faculty, staff, and affiliates can sign on and review contact information at <https://www.getrave.com/login/nhti>
- Directed communications/blast email: NHTI will use our email system to alert students, faculty, and staff.
- Fliers: Posted on boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings
- NHTI Campus Safety: <https://www.nhti.edu/services/campus-resources/campus-safety/>
- NHTI website: <https://www.nhti.edu/important-announcements/>
- Local area radio and TV stations and print media
- Electronic sign at main entrance to campus

A copy of the timely warning will be filed with the corresponding incident report.

Campus Safety may issue Safety Alerts when necessary to alert the NHTI community to safety issues and concerns. These will include safety tips and recommendations to follow so that the NHTI community can make informed decisions about personal safety.

## Missing Student Policy

### Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member, or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to Campus Safety, and, if after an investigation, Campus Safety determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to an NHTI department other than Campus Safety, the NHTI employee receiving the report shall contact Campus Safety immediately.

In addition to registering an emergency contact, students residing on campus can identify an individual to be contacted by Campus Safety in the event they are determined to be missing for more than 24 hours.

### Procedures for Designation of Emergency Contact Information

- Residence hall students aged 18 and above and emancipated minors living on campus shall be given notice of this policy and designate on the housing application an individual or individuals to be contacted by the college in case of emergency. They will be provided opportunity during the first 7 days after move-in each semester to correct this information. Contact information



shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, Campus Safety or a designee shall attempt to contact their emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

- For residence hall students under the age of 18 living on campus who are not emancipated and are determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

### Official Notification Procedures for Missing Persons

- Any faculty, staff, or student who has information that a residential student may be a missing person must notify Campus Safety as soon as possible and no later than 24 hours after they determine a student may be missing. Campus Safety or a designee shall follow up on notifications by individuals such as friends or family members.
- Campus Safety shall gather information about the residential student – including but not limited to the student’s description, clothes last worn, possible whereabouts, possible people they may be with, vehicle description, information about their physical and mental well-being, a current photograph, and class schedule – from the reporting person and the student’s acquaintances. Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.
- No later than 24 hours after determining that a residential student is missing, Campus Safety or its designee shall notify the emergency contact (for students 18 and over) or the parent/guardian (for students under 18) that the student is believed to be missing. Contact is contingent on the correct emergency contact information being made available by the student.

### Campus Communications About Missing Students

In all cases when the student is declared missing by Campus Safety after an initial investigation and in consultation with law enforcement agencies as appropriate, Campus Safety will coordinate with NHTI public information office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

### Emergency Telephones

- *Code Blue Phones:* NHTI has 10 Code Blue Emergency phones located throughout campus. Students who need assistance of any kind can push the red button and the call will be initiated. These phones dial the Campus Safety emergency number directly. The officer receiving the call will know which phone has been activated and will respond to the location. Campus Safety officers conduct bi-weekly tests of all Code Blue phones.
- *Yellow 911 Call Boxes:* There are 9 yellow 911 call boxes located across campus in Little Hall, Farnum Hall, the Wellness Center, and Sweeney Hall. In the event of an emergency, students can push the talk button to activate the phone. They will be connected with a 911 dispatcher and can advise them of the emergency and location. Campus Safety must be notified after a 911 call has been completed by dialing 603-224-3287. The 911 emergency call boxes are tested once each semester.
- *Elevator Phones:* Each elevator on campus has a phone that dials the Campus Safety emergency number directly or through a dispatch service. The officer receiving the call will know which phone has been activated and will respond to the location. Campus Safety officers conduct bi-weekly tests of all elevator phones.
- *Lighting and Safety Reviews:* The Maintenance Department maintains college buildings and grounds with a concern for safety and security. Maintenance personnel regularly inspects for and repair potential safety and security hazards and responds to reports of such potential hazards such as potholes, inoperable lighting, overgrown bushes, etc. Campus Safety officers are also charged with noting inoperable exterior lighting and reporting the location to our Maintenance Department for repair. Once a year, a lighting and safety walkthrough is conducted on campus. Student Senate members, residence hall and commuter students, the VPSA, plant maintenance engineer, director of Campus Safety, director of Residence Life, and the Campus Safety committee walk the grounds and identify areas that need additional lighting and/or may have trip hazards and other safety concerns that need to be addressed. During this walk, all Code Blue Phones are activated to ensure they are functioning.
- *Alarm Systems:* A computer-based electronic system monitored by an off-campus alarm company immediately notifies Campus Safety upon alarm activation. These systems are located in the residence halls, Learning Commons Library, Little Hall, MacRury Hall, and Sweeney Hall. Alarm systems are configured to denote duress, intrusion, and other types of activations. In the event of a fire alarm activation, the Concord Fire Department is notified immediately through a Master Box system.
- *Video Cameras:* NHTI has 182 cameras on campus integrated with our card access system. Campus Safety reviews areas that would warrant video coverage based on safety concerns. These cameras can be viewed by Campus Safety 24/7. The director of Residence Life and the resident directors can view residence hall cameras 24/7. The Wellness Center staff have the ability to view the Fitness Center, Gymnasium, and Student Center cameras. For a copy of the complete video monitoring policy, contact Campus Safety at 603-230-4042 or visit the Campus Safety Office.
- *Lockdown Buttons:* NHTI uses lockdown buttons that, when activated during an emergency, lock interior and exterior doors connected through the NHTI card access system. The activation of a lockdown button secures the affected building and buildings immediately around it. Emergency notification will follow through the NHTI RAVE Alerts system with available information and instruction on how to proceed.

- **Panic Buttons:** Should an emergency or situation arise that does not impact the greater campus community but needs immediate attention, NHTI has panic buttons placed in the residence halls and academic buildings that, when activated, contact Campus Safety directly.
- **Mutualink:** Should an emergency or situation arise Campus Safety is connected to other state agencies, including the N.H. Department of Homeland Security and Emergency Management, law enforcement, fire departments, and other incident responders on a single platform for effective emergency response.

## Active Shooter Situations

Campus Safety is committed to the safety of all members of the NHTI campus community. The following information can enhance knowledge on how to react in a active shooter situation.

### Active Shooter Preparedness

A situation involving a hostile intruder can change rapidly. In addition to being aware of surroundings and escape routes, individuals should think about how they will react to a particular situation in advance. This will help them act more quickly and efficiently should an event occur.

### 'What If' Thinking

Running through different scenarios can help individuals respond faster. They should take the time to understand their surroundings and environment, then make a plan. Each environment may have a different plan for response.

### Run. Hide. Fight.

During an active shooter or hostile intruder event, there are 3 choices an individual can make:

- **Run:** If possible, individuals can run to an exit and get to a safe location. If a safe exit is available, they should take it immediately and encourage others to come with them, but should not get slowed down. Once they have made it to a safe location and are no longer in danger, they should call 911.
- **Hide:** If a safe escape is not possible, individuals can hide until help arrives or a safe exit is available. They should close, lock, and barricade doors and windows, turn off lights, hide behind something thick, and silence cell phones. The goal is to stay out of sight and prevent the shooter from reaching them. They should make sure to spread out and not be in a group while hiding; this will make it harder for the intruder should they gain access to the individual's location to harm everyone and could create an exit at the same time. Barricades also distract the shooter, allowing more time for responders. Individuals should not answer the door or respond to voice commands until they are sure these commands are coming from police or other legitimate responders.
- **Fight:** As a last resort – and only if their life is in danger – individuals may choose to fight. They should be aggressive, use improvised weapons (fire extinguishers, scissors, hot coffee, glass items, or anything else available), and commit to their actions. They should fight as a group, if possible. This action distracts the shooter and allows time and opportunity for police to act.

## Classroom Safety and Emergency Protocols

NHTI values the safety of its community members and guests. To report suspicious activity or if individuals are need of assistance, they should contact Campus Safety Monday–Friday, 8 a.m.–4 p.m., at 603-230-4042; after hours and on weekends, they can call the Emergency Line at 603-224-3287. They may report non-emergency information online. If it is an emergency that requires police, fire, or medical response, contact 911 first, then contact Campus Safety.

Emergency information will be provided to the college community via email, phone, and text through the NHTI Alerts program RAVE. Individuals should ensure their information is current in RAVE by going to [www.getrave.com/login/nhti](http://www.getrave.com/login/nhti).

Campus Safety provides its Annual Security Report and information on online under Campus Policies, Emergency Response, and Crime Prevention.

To aid in emergency response situations, all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with first aid box/AED locations throughout campus. Individuals should familiarize themselves with these items. Questions or concerns can be directed to Campus Safety at [NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu).

# TITLE IX SEXUAL MISCONDUCT RESOURCES

## Dating Violence

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. Dating violence can happen to anyone – adult women and men, teenagers, people who are mentally and physically disabled, and the elderly – regardless of race, sexual orientation, gender identity, ability, or economic status. People stay in abusive relationships for many reasons including fear, belief their abuser needs help and will change, and because they care about the person.

### What Is Dating Violence?

An abusive relationship has an imbalance in which one person tries to gain power and control over the other through threats, emotional/verbal abuse, or physical or sexual violence. It can include:

- Physical violence
- Sexual violence
- Stalking
- Verbal, emotional, mental/psychological, and/or economic abuse
- Threats, pushing, punching, slapping, strangulation, shouting, and/or name-calling
- Harming or threatening to harm children or pets, and other violent or intimidating behaviors
- Isolation from family and friends

### Dating Violence Services and Resources at NHTI

- Campus Safety may assist victims in contacting law enforcement to report a dating violence incident, violation of a protection order, and/or need information on obtaining a dating violence protection order.
- Dating violence victims are encouraged to provide Campus Safety with any information regarding a dating violence incident/order. Campus Safety can only honor protection orders if it has a photocopy on file of:
  - Bail conditions
  - Temporary and/or final protective dating violence orders
  - Photograph or physical description of the offender
- The Title IX Office and/or Campus Safety may open a Title IX investigation if the CCSNH Sexual Misconduct Policy is violated.
- Campus Safety will provide dating violence victims with:
  - Alternative parking arrangements
  - [Escorts on campus](#)
- Dating violence victims should also be referred to NHTI Health and Counseling Services.
  - NHTI Health and Counseling Services will consult with any student who discloses they are a victim of dating violence.
  - Referral information for follow-up assistance will be provided.

### Get Help

- Let friends/family know you need help.
- When you go out, let someone know where you are going and when you will return.
- Go out in a group or with another couple.
- In an emergency, call 9-1-1

### Other Resources

- Dating Violence Hotline: 1-866-644-3574
- N.H. State Police: 911
- Concord Police: 911
- Concord Hospital: 603-225-2711

## Domestic Violence

### What Is Domestic Violence?

Domestic violence is a pattern of coercive behavior used by one person to gain and maintain power and control over another in the context of an intimate or familial relationship. Domestic violence can happen to anyone regardless of race, sexual orientation, gender identity, ability, or economic status. It can include:

- Physical violence
- Sexual violence

- Stalking
- Verbal, emotional, mental/psychological, and/or economic abuse
- Threats, pushing, punching, slapping, strangulation, shouting, and/or name-calling
- Harming or threatening to harm children or pets, and other violent or intimidating behaviors
- Isolation from family and friends

### Domestic Violence Services and Resources at NHTI

- Campus Safety may assist individuals in contacting law enforcement to report a dating violence incident, violation of a protection order, and/or need information on obtaining a dating violence protection order.
- Domestic violence victims are encouraged to provide Campus Safety with any information regarding a dating violence incident/order. Campus Safety can only honor protection orders if it has a photocopy on file of:
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- Campus Safety will provide dating violence victims with:
  - Alternative parking arrangements
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- Dating violence victims should also be referred to NHTI Health and Counseling Services.
  - NHTI Health and Counseling Services will consult with any student who discloses they are a victim of dating violence.
  - Referral information for follow-up assistance will be provided.

## Stalking

### What Is Stalking?

N.H. State RSA 633:3-a defines stalking as a course of conduct targeted at a specific person that would cause a reasonable person to fear for their personal safety or the safety of a member of that person's immediate family, and the person is actually placed in such fear. Stalking is serious, often violent, and can escalate over time.

### Things Stalkers Do

- Follows the victim and show up wherever they are
- Sends unwanted gifts, letters, cards, or electronic communications (e-mail, social media messages, etc.)
- Damages the victim's home, car, or other property
- Monitors the victim's phone calls or computer use
- Uses technology, like hidden cameras or global positioning systems (GPS), to track where the victim goes
- Drives by or hangs out at the victim's home, school, or work
- Threaten to hurt the victim and/or the victim's family, friends, or pets
- Finds out about the victim by using public records or online search services, hiring investigators, going through the victim's garbage, or contacting the victim's friends, family, neighbors, or co-workers
- Posts information or spreads rumors about the victim on the internet, in a public place, or by word of mouth
- Other actions that control, track, or frighten the victim

### Victims of Stalking May:

- Feel fear of what the stalker will do.
- Feel vulnerable, unsafe, and not know who to trust.
- Feel anxious, irritable, impatient, or on edge.
- Feel depressed, hopeless, overwhelmed, tearful, or angry.
- Feel stressed, including having trouble concentrating, sleeping, or remembering things.
- Have eating problems, such as appetite loss, forgetting to eat, or overeating.
- Have flashbacks, disturbing thoughts, feelings, or memories.
- Feel confused, frustrated, or isolated because other people don't understand why they are afraid.

### Stalking Services and Resources at NHTI

- Campus Safety may assist individuals in contacting law enforcement to report a stalking incident, violation of a protection order, and/or need information on obtaining a stalking protection order.
- Stalking victims are encouraged to provide Campus Safety with any information regarding a stalking incident/order. Campus

Safety can only honor protection orders if it has a photocopy on file of:

- Bail conditions
- Temporary and/or final protective dating violence orders
- Photograph or physical description of the offender
- The Title IX Office and/or Campus Safety may open a Title IX investigation if the CCSNH Sexual Misconduct Policy is violated.
- Campus Safety will provide stalking victims with:
  - Alternative parking arrangements
  - [Escorts on campus](#)
- Stalking victims should also be referred to NHTI Health and Counseling Services.
  - NHTI Health and Counseling Services will consult with any student who are a victim of stalking.
  - Referral information for follow-up assistance will be provided.

## What To Do If You Are In an Abusive Relationship or Are Being Stalked

Dating, domestic violence or stalking victims should be highly involved in choosing what actions need to be taken. Whatever steps are taken, the primary concern for everyone involved is the victim's safety.

### Seek Help

If you are in immediate danger:

- Call 911 to notify law enforcement.
- Contact Campus Safety:
  - A Code Blue Phone
  - Emergency line at 603-224-3287
  - Office line at 603-230-4042

If you are not in immediate danger, contact:

- Law enforcement
- Contact Campus Safety:
  - A Code Blue Phone
  - Emergency line at 603-224-3287
  - Office line at 603-230-4042
- If you have been injured, seek medical treatment.
- Tell family, friends, neighbors, and co-workers about what has happened.
- Attend a support group for survivors of relationship abuse.
- Create a safety plan for whether you are leaving or staying in the relationship.

### Be Proactive

- Document everything: Save and date any threatening letters, voicemail messages, emails, and/or social media posts from the abuser; these can be used for future legal action or can serve as evidence that an existing civil protection order was violated.
- Contact your telephone/wireless service provider to get an unlisted number, change your number, and report threatening calls.
- Block or change social media account information to deny access to your abuser.
- Do not record any conversation without telling the abuser he or she is being recorded beforehand. It is illegal to record someone without their knowledge/consent and renders such evidence useless.
- When feasible, change the locks of your home and/or car.
- If you do not have a cellphone, consider obtaining one.
- Law enforcement agencies log complaints each time they receive a call. Request a copy of each report.

## How You Can Obtain a Protective Order

If you would like to obtain a protection order against your abuser/stalker, you will need to contact the local district court where the abuse occurred. Law enforcement can assist you with information on obtaining a protection order.

- Once you petition the court, you may be granted a temporary order of protection.
- You will be provided a hearing date.
- Protection orders should specify restrictions at NHTI if both parties are students.
- Obtain and keep copies of warrants, protective orders, court orders, and any other legal documentation.

- It is important you document any police report number, court docket, or file number of your complaint so you can follow up on the complaint.

## Reporting Requirements by School Officials

Staff, faculty, and those designated as Campus Security authorities who receive information that an individual is being stalked are required to report it to the Title IX coordinator or Campus Safety.

[NH RSA 169-C:29](#) requires victims of dating violence and stalking who are under the age of 18 be reported to specific authorities. [NH RSA 161-F:46](#) requires victims of dating violence and stalking who are 18 years of age or older and is referred to under Division of Elderly and Adult Services guidelines as dependent on others to manage personal, home, or financial affairs or as a vulnerable person that it be reported to specific authorities. Persons who do not fall into any of the categories but are victims of dating violence and stalking must be asked whether they object to having their injuries reported to the police. Reference the List of Crimes that Must be Reported page for legal requirements for reporting dating violence, specifically in reference to child abuse and neglect and protective services to adult.

Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you.

If you think you are in an abusive relationship, get help. Talk to someone you trust like a parent, professor, counselor, co-worker, or campus safety officer. If you want help deciding whom to talk to, call the Dating Violence Hotline at 1-866-644-3574. They are available 24 hours a day, and you can speak to someone anonymously. NHTI counselors can provide additional resources to you.

If you have been a victim of dating violence, you might think it's your fault. You might feel angry, sad, lonely, depressed, confused, helpless to stop the abuse, and anxious about what might happen next.

## Who You Should See on Campus

Anyone who is a victim of sexual harassment, dating violence, domestic violence, and stalking can report the incident to one of the following people:

Ed Winters, Title IX Coordinator  
NHTI – Concord's Community College  
31 College Drive  
Concord, NH 03301  
603-271-6484  
[ewinters@ccsnh.edu](mailto:ewinters@ccsnh.edu)

Campus Safety  
[NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu)  
603-230-4042 (Daytime)  
603-224-3287 (Nights/weekends/emergencies)



# RESIDENCE LIFE POLICIES

NHTI's residence life program provides a safe, comfortable environment where students may live, grow, and study in a community of peers. Each student will be responsible for their own space and will be held accountable to the policies of NHTI. As a member of the residence hall community, each student has a responsibility to live with respect for the other members of the community. The residence hall staff is responsible for insuring that the rights of NHTI students and property are not abused.

By signing the residence hall contract, the resident agrees to abide by whatever rules have been or may be established by NHTI. Rules now in effect are available on the website and any subsequent changes will be posted. Violation of any residence hall rule or NHTI policy may result in termination of the residence hall contract and visitation privileges to the residence halls.

## Specific Residence Life Policies

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

- Behavior that infringes on the rights of an individual or group or jeopardizes the safety of individuals and property
- Failure to maintain the cleanliness of assigned room to reasonable sanitation and safety standards; or failure to clean personal mess in kitchen, lounge, or study area after use
- Use or possession of a residence hall key assigned to another student
- Tampering with panic switches or causing a false activation of a panic switch
- Damage to laundry machines or using laundry machines in a manner not intended
- Possession and/or use of open flame, candle, incense, etc.
- Failure to carry room key resulting in excessive lockouts
- Removal of furniture or window screen from public area or assigned room
- Unauthorized use of window or window ledge, including entering or exiting a building through the window or dropping or throwing items from a window
- Pets of any kind are prohibited in the residence halls with the exception of appropriately approved ESAs and tropical fish. Aquariums may not exceed 10 gallons and must be on a stand or base to reduce danger of breakage.
- Excessive noise
- Failure to maintain quiet hours (10 p.m. -10 a.m., Sunday-Thursday; 12-10 a.m., Friday-Saturday).
- Possession or use of unauthorized items (weights, hot pots, coffee makers, amplifiers, halogen lamps, etc.)
- Possession of traffic and street signs
- Sporting activities of all types inside the residence halls

## Visitation and Guests in Residence Halls

- Guest is defined as any individual, 18 years or older, that does not have a permanent room assignment within the residence hall that they are visiting when occupying common spaces (i.e., kitchens, lounges, lobbies); or any individual, 18 years or older, within a private residence hall room to which they are not assigned.
  - An individual must be associated with and accompanied by a willing resident host to be considered a guest of the residence halls. All other individuals are not considered guests and will be removed from the building for trespassing.
  - Non-resident individuals under the age of 18 with familial relations to the resident host are permitted in the residence halls only between the hours of 8am and 8pm. Non-resident individuals not related to resident hosts under the age of 18 are not permitted within the residence halls at any time.
- Members of the New Hampshire Mountain Kings hockey group are not permitted in Langley Hall or South Hall at any time.
- The resident host must stay with their guest at all times. Any violations of residence hall or college policy committed by the guest will be attributed to their resident host and will be referred to the Office of Student Conduct. Any violations by a guest may result in the immediate removal of the guest from the residence halls.
- Resident hosts are required to sign in their guests any time between 8pm and 8am the following day. Resident hosts will complete a carbon copy form provided at the main entrance of all residence halls agreeing to the guest policy and providing important safety contact information in the event of an emergency. The guest must carry a copy of their guest pass on their person at all times when within the residence halls. Each resident host is allowed to have two (2) guests in their room or signed into their name and occupying common spaces at any given time.
- Guests who bring a vehicle to campus are required to provide vehicle information on their guest pass and submit it to the Office of Residence life. Parking is permitted in designated areas only. Guests are responsible for moving their vehicles into designated lots for emergency relocations and snow removal, as needed.
- Each guest is limited to two (2) overnights per week and no more than six (6) overnights per month. Guests who reach this limit of stays will be notified via email. An individual who has exceeded this limit of guest stays per month is no longer considered a guest and will result in the immediate removal of the individual from the halls for trespassing.

- Guests that do not intend to stay overnight must return their guest pass to the Resident Assistant (RA) on duty and be escorted from the building by the RA on duty before 11:30pm to have this stay omitted from their overnight record. RAs can be found in the RA office on the first floor near the main entrance of South Hall and Langley Hall.
- NHTI resident students are exempt from signing in as guests in the following circumstances only:
  - The resident is utilizing common spaces within another hall between the hours of 6am and midnight.
  - Residents of another hall must be signed-in guests from the hours of midnight and 6am and may not occupy common lounges without a resident host of that hall during this time.
  - The resident is visiting another private residence hall room to which they are not assigned, within the hall they are assigned. In this case, the visiting resident is still considered a guest to the occupant of the room they are visiting.

## Emergency Equipment

No student is to exit through an emergency exit in a non-emergency situation. Any student who violates this policy or is apprehended for tampering with fire safety equipment will be fined \$100 and could face suspension or dismissal from the residence hall.

The residence halls are equipped with panic devices located near the exit doors in each hallway. In case of emergency, individuals can push the panic alarm and Campus Safety will respond immediately. Tampering with panic switches will result in a \$100 fine to the individual responsible or the hall. These devices are to be used in emergency situations only.

## Maintenance

The Residence Life staff will conduct periodic room checks to ensure the safety and upkeep of the physical facilities of the residence halls. Damages to the residence hall will result in an assessment to the individual or group responsible based on the actual cost to repair or replace the item or structure affected. Windows should not be forced open, and window ledges should not be used as storage areas. Removal of a window or screen will result in a fine of \$25 per student. Any maintenance or safety violation found in any room will result in a fine. Any excessive mess in the common areas will result in a fine to the hall, group, or individual responsible.

## Personal Property

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

## Policy of Entry into Student Rooms

Authorized NHTI personnel – defined as resident assistants, residence directors, the director of Residence Life, Maintenance staff, and Campus Safety officers – have the right of entry into resident students' rooms for the purposes of maintenance, assessment of damages, inventory of NHTI property, determination of suspected violations of law, public health and sanitary regulations, NHTI rules, regulations and policies, or in emergencies when danger to life, safety, health, or property is reasonably suspected (see [Search and Seizure](#)).

## Renters Insurance

NHTI assumes no responsibility for the loss of or damage to a resident's personal property. NHTI suggests that students consider purchasing renter's insurance for this purpose. The Office of Residence Life has information about insurance policies designed for college students available upon request.

## Room Keys and Key Cards

All doors to the residence halls will be locked at all times. To ensure the safety and welfare of students and the protection of personal property, security must be maintained regarding the use of all entrances by nonresidents. Each student will be issued a room key. Residents are required to carry their keys at all times. Student who have excessive lockouts may be referred the Conduct Office for disciplinary action. Any student losing their key will be charged labor and replacement costs for its replacement.

All residents are required to have a valid student photo ID card. The ID will permit access to the residence hall. Resident students have access to all residence halls. All students are responsible to advise Campus Safety immediately if they believe their card is lost or stolen.

## Sporting Activities

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

## Use and Treatment of Residence Hall Premises

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

## NHTI Residence Hall Contract

Assignment to a room in a NHTI residence hall is open to any student enrolled for 9 or more credits for the academic semester. All students living in the residence halls are required to purchase a meal plan. Room rate is governed by the CCSNH Board of Trustees and is subject to change. Board rate is also subject to change.

All students are encouraged to complete and submit the housing application and review the housing contract immediately upon being accepted to NHTI. Housing assignment letters are sent to the student beginning in mid-July. All students who have completed the housing form and contract will be offered space during the semester as soon as space is available.

A student must be in residence no later than the first day of class unless they give prior notice of late arrival. Failure to give such notice or to remain in residence during the academic year, unless excused by NHTI, may result in the loss of space originally reserved for the student. In case of loss of space for the above reasons or termination of contract by NHTI, the student is held responsible for the residence charge based on the refund housing policy (see Refunds).

NHTI reserves the right to assign and reassign any student during the length of their contract. Assigned rooms may not be occupied prior to the start of classes for each semester unless otherwise indicated on the academic calendar. The room charge is based on normal room occupancy; NHTI reserves the right to reassign any student without a roommate if they are unable to find a roommate of their own choosing.

Students are expected to provide their own study lamps (no halogen lamps), pillows, bedspreads, blankets, throw rugs, trash containers, and linens. A list of further acceptable items, non-permitted items, and provided furniture can be found on the NHTI website ([www.nhti.edu/student-life/residence-life/living-campus/packing-list](http://www.nhti.edu/student-life/residence-life/living-campus/packing-list)) or by contacting the Residence Life Office.

A meal plan is issued at the beginning of each academic semester. Residence halls and the cafeteria are closed during holiday periods and as indicated on the academic calendar. Students are not allowed to live in the residence halls during these periods unless they have written permission from the Residence Life Office.

A student's bill for the previous semester must be paid before a student is permitted to move into a residence hall. In the event of a credit balance on the student's account, the reimbursement will be made directly to the student.

No student is to use or permit their room for any commercial purpose. The sale of goods or services will be permitted only upon the written approval of the VPSA. No permit will be granted to a person not registered as a student.

If belongings remain in the room after a student has vacated, NHTI reserves the right to dispose of the belongings after 30 days. NHTI assumes no responsibility for the loss of or damage to a resident's personal property. Students are encouraged to purchase insurance to cover loss or to extend parent's insurance for this purpose. NHTI reserves the right to use public areas of the residence hall for any purpose deemed necessary.

## Payment

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

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

## Terms of Agreement

This agreement is for a period of (a) one academic year, both Fall and Spring semesters; or (b) only the Spring semester. Housing accommodations are not provided during NHTI vacation periods. Except with permission of the director of Residence Life, all housing services, including access to the room, begin on the designated residence hall opening day and end by 5 p.m. after a student's last final exam or cancellation of the agreement. Graduation, official withdrawal from NHTI, academic dismissal, suspension from NHTI, or mutual consent of the parties constitute the only basis for release from this agreement. There are no refunds for dismissal or suspension from housing due to student conduct violations. If a housing renewal is not extended to a returning student or if a returning student is

excluded from the second semester of the academic year, the result will be a cancellation of the agreement and charges assessed based on the refund schedule. Students residing at NHTI and enrolled at another college or university are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students.

For compliance purposes, the CCSNH and its colleges collect names and social security numbers from all students attending the college. The college's use of social security numbers will be limited to legitimate educational purposes. The college will exercise due diligence to protect the student's social security number and will not disclose it to anyone outside the college except as authorized by federal or state laws or applicable policies.

## Refunds

Students who officially withdraw from NHTI housing will receive refunds based on established schedules. Refund schedules are published on the NHTI website.

- *Payment/Cancellation/Refund:* NHTI will establish housing fees yearly and will announce these proposed fees for each academic year. Upon non-payment of any fees or any charges herein provided, NHTI may refuse to register the student for next semester, issue transcripts, or allow the student to graduate. To ensure that accommodations are available to students wishing to live on campus, NHTI will refund the student's housing fee in accordance to the refund schedule. Subsequent to occupancy, no release from this agreement or refund can be provided unless the assigned room is left clean and all sign-out procedures, including return of keys and settlement of obligations, are completed. Effective date of release will be determined by the date of such completion. Semester payment is due when indicated on the bill. Semester payment (less estimated financial aid) is due 3 weeks prior to the first day of the semester.
- Residence Hall Refund Schedule:
  - If the housing agreement is cancelled, any amount of housing refund due to a student will first be applied to said student's current NHTI balance.
  - After the student has taken occupancy of the assigned room, the Residence Hall Refund Schedule applies.
  - If by Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or is cancelled for any of the reasons in the Terms of Agreement, the student receives an 80% refund of the semester's housing fee.
  - Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after Friday of the second week of classes and before the fifth week, as designated by the academic calendar, will result in a 50% refund of the semester's housing fee.
  - Cancellation for any of the reasons in the Terms Agreement or by mutual consent up to the tenth week of classes, as designated by the academic calendar, will result in a 25% refund of the housing fee.
  - Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after the tenth week of classes, as designated the academic calendar, will result in no refund of the housing fee.
  - There are no refunds if a student is dismissed or suspended for student conduct violations.
  - If a student requests early termination of the housing contract at the end of the Fall semester, the request will be considered only if received in writing by the director of Residence Life before the second Friday of January. Early termination is subject to the Terms of Agreement and Residence Hall Refund Schedule.
  - If the student is not enrolled at NHTI for the Spring semester and requests termination of the housing contract by the second Friday of January, the student will be released from the Agreement and not responsible for Spring semester charges.
  - If the resident is enrolled at another college or university for the Spring semester while residing at NHTI, they will be subject to refunds based on the Refund Schedule (see above).

## Board

Board fees that are prorated for the remainder of the semester may be refunded when a resident student officially withdraws from housing. The fees will be computed on a weekly basis from the first day of the week following withdrawal. NHTI may terminate this agreement and take possession of the room at any time for violation of the Terms of Agreement stated herein, for health reasons, possession of illegal drugs, or other explicitly stated reasons deemed sufficient by NHTI.

## Damages

Damages to the residence hall will result in an assessment to the individual or group responsible, based on the actual cost to repair or replace the item or structure affected. Any maintenance or safety violation found will result in a fine. Any excessive mess or malicious damage in the common areas will result in a fine to the hall, group, or individual responsible.

## CCSNH Collection Disclosure Clause

When a student signs a Residence Hall Contract they agree to the following statement:

*I understand that I am financially obligated for all costs related to housing. Upon a drop below 9 credits, suspension, or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.*

