



# Great Bay Community College

**Student Handbook**

**2019-2020**



## 2019-20 Common Academic Calendar Summary

Approved by the SLT on August 14, 2018 [DLA: 8-23-2018]

2019	
Friday, August 9, 2019	180 and 216 Day Staff Return
Monday, August 12	10 Month and 11 Month Faculty Return
Monday, August 26	Fall Semester Classes Begin
Monday, September 2	Labor Day Holiday – No Classes and Offices Closed
Tuesday, September 3	Last Day to Add a Course without Instructor Permission
Monday September 9	Last Day to Drop a Full Semester Course with Full Refund
Friday September 13	Last Day to Resolve “I” Grades from Summer 2019
Tuesday October 15	System Symposium
Tuesday October 29	Last Day to Withdraw with “W” Grade from a Full Semester Course (60% point)
Monday, November 11	Veterans’ Day Holiday – No Classes and Offices Closed
Tuesday, November 12	Registration Opens for 2020 Spring Semester
Thursday, Nov. 28- Friday, Nov. 29	Thanksgiving Holiday – No Classes and Offices Closed
Saturday, December 14	Last Day of Classes for Fall Semester
Monday, December 16	Grades Due / Last Day of Faculty Responsibility for 10 Month & 11 Month Faculty for Fall Semester
Wednesday, December 18	Last Day of Responsibility for 180 and 216 Day Staff for Fall Semester
Tuesday, December 24	Chancellor’s Day Holiday – Offices Closed
Wednesday, December 25	Christmas Day Holiday – Offices Closed

<b>2020</b>	
Wednesday, January 1, 2019	New Year's Day Holiday – Offices Closed
Monday, January 6	180 and 216 Day Staff Return
Wednesday, January 8	10 Month and 11 Month Faculty Return
Tuesday, January 14	Winter Convening
Monday, January 20	Martin Luther King Jr./Civil Rights Day Holiday - Offices Closed
Tuesday, January 21	Spring Semester Classes Begin
Monday January 27	Last Day to Add a Course without Instructor Permission
Monday February 3	Last Day to Drop a Full Semester Course with Full Refund
Friday, February 7	Last Day to Resolve "I" Grades from Fall 2019
Monday, February 17	Presidents' Day Holiday – No Classes and Offices Closed
March 16-20	Spring Break – No Classes
Monday, March 23	Registration Opens for 2020 Summer and Fall Semesters
Monday, March 30	Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point)
Saturday, May 9	Last Day of Classes for Spring Semester
Monday, May 11	Grades Due
Monday, May 18	Last Day of Responsibility for 10 Month Faculty for Spring Semester (except for commencement and commencement activities), as determined by assigned Commencement duties
Tuesday, May 19	Last Day of Responsibility for 180 Day Staff for Spring Semester, as determined by assigned Commencement duties
Monday, May 25	Memorial Day Holiday – Offices Closed
<b>TBD</b> <i>by each college</i>	Last Day to Resolve "I" Grades from Spring 2020
Friday, July 3	Independence Day Holiday (Observed)– Offices Closed
Thursday, July 9	Last Day of Responsibility for 11 Month Faculty for the Academic Year
Friday, July 10	Last Day of Responsibility for 216 Day Staff for the Academic Year
Thursday, July 30	Last Day of 2019-2020 Academic Year

**Disclaimer**

Great Bay Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registration of <http://greatbay.edu/> is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained on the College's website, or within catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

## GUIDE TO DEFINITIONS & ACRONYMS

<b>ACT</b>	American College Testing
<b>ADA</b>	Americans with Disabilities Act
<b>CAPS</b>	Center for Academic Planning and Support
<b>CCSNH</b>	Community College System of New Hampshire
<b>CLEP</b>	College Level Examination Program
<b>Course Number</b>	The number that identifies a program and level (example: BIOL110)
<b>CRN</b>	The 5-digit number that identifies a course number for a specific semester (example: 20516)
<b>Days of the Week</b>	Monday (M); Tuesday (T); Wednesday (W); Thursday (R); Friday (F); Saturday (S); Sunday (U)
<b>EBSCO</b>	Provides Internet access to a variety of full text and bibliographic databases for the college Learning Resources Center (LRC)
<b>EEOC</b>	Equal Employment Opportunity Commission
<b>ESL</b>	English as a Second Language
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>LRC</b>	Learning Resources Center (college library)
<b>SIS</b>	Student Information System
<b>TOEFL</b>	Test of English as a Foreign Language
<b>Certificate:</b>	A specific program with a defined curriculum
<b>Professional Certificate:</b>	A specific program with a defined curriculum with at least 32 credits (formerly diploma)
<b>Associate Degree:</b>	A specific program with a minimum of 60 credits
<b>Baccalaureate Degree:</b>	Bachelor degree, the next step after the Associate Degree (sometimes known as a four-year degree).
<b>Student Classifications</b>	<p><b>Full-time student:</b> a person who is enrolled in 12 or more semester credit hours.</p> <p><b>Full-time on-time student:</b> A person who is enrolled in 30 or more semester credit hours per year in an effort to finish their degree in 2 years.</p> <p><b>Matriculated student:</b> a student who has been formally accepted into a degree, professional certificate or certificate program on a full- or part-time basis</p> <p><b>Non-matriculated student:</b> a student who is taking either credit or non-credit courses full-time or part-time but has not been formally accepted/admitted to a certificate, professional certificate, or degree program through the Admissions Office.</p> <p><b>Part-time student:</b> a person who is enrolled in fewer than 12 semester credit hours</p>

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- CLERY REPORT

The information contained in this handbook is to be used as a guide to **Great Bay Community College** for its students, staff members, prospective students and other educational institutions. For information on Student Support Services, Student Life & Athletics, Academic Programs, Academic Support Services please refer to the Catalog, which can be found at [www.greatbay.edu/catalog](http://www.greatbay.edu/catalog). The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice.

**SECTION I**  
**ABOUT THE**  
**COLLEGE**



## ABOUT THE COLLEGE

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### **MISSION STATEMENT**

#### **Community College System of New Hampshire**

Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

#### **Great Bay Community College**

Great Bay Community College expands intellectual and economic opportunity by providing affordable higher education in an environment that embodies excellence, innovation, and collaboration.

### **VISION STATEMENT**

Great Bay Community College will emphasize student learning and support, and nurture an innovative spirit to be a leading academic institution in New England.

### **ACCREDITATION STATEMENT**

Great Bay Community College is accredited by the New England Commission of Higher Education (NECHE) formerly known as NEASC. The New England Commission of Higher Education (NECHE) is the regional accreditation agency for colleges and universities in the six New England states.

The Commission is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education for the institutions it accredits. The Commission is also recognized by the Council for Higher Education Accreditation (CHEA), affirming that its Standards and processes are consistent with the quality, improvement, and accountability expectations that CHEA has established.

For more information Individuals may contact:  
New England Commission on Higher Education  
209 Burlington Road, Suite 201  
Bedford, MA 01730-1433  
(781) 271-0022

### **Specialized Accreditations:**

*Business Programs* - Association of Collegiate Business Schools and Programs (ACBSP)

*Nursing* –Accreditation Commission for Education in Nursing (ACEN), full accreditation;

New Hampshire Board of Nursing and Nurse Registration, full approval

*Surgical Technology* - Commission on Accreditation of Allied Health Education Programs (CAAHEP)

*Veterinary Technology* - Committee on Veterinary Technology Education and Activities (AVMA-CVTEA)

## **CORE VALUES**

***Success for Our Students*** – We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

***Teaching Excellence*** – We are committed to academic rigor and integrity that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.

***Workplace Culture*** – We create an environment that continually builds an exceptional community college through shared governance, cross-divisional collaboration, and a commitment to stand together as one college in delivery of our mission.

***Creativity and Inquisitiveness*** – We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.

***Community Engagement*** – We meet our mission and improve as an organization through engagement with others in our broader community.

***Civic Engagement*** - We promote volunteerism and service learning to foster engaged citizenship by integrating classroom learning with community involvement.

***Diversity*** – We recognize and value diversity in its many forms as a representation of the richness of the human experience.

***Citizenship and Sustainability*** – We pledge to be socially responsible citizens by adopting best practices that lessen our environmental footprint and lead to a healthier environment for all.

## **CODE OF ETHICS**

Our college policies, procedures, decisions and actions are based on the following ethical principles:

***Responsibility*** – We accept responsibility for our actions.

***Fairness*** – We maintain balance and fairness and ensure equitable treatment.

***Honesty*** – We build trusting relationships by being honest and truthful.

***Mutual Respect*** – We accept each other regardless of our differences.

***Integrity*** – We maintain integrity by being incorruptible.

### **NOTICE OF NON-DISCRIMINATION AND COMPLIANCE**

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

Title VI and Title VII of the Civil Rights Act of 1964, as amended  
The Age Discrimination Act of 1967 (ADEA)  
Title IX of the Education Amendment of 1972  
Section 504 of the Rehabilitation Act of 1973  
The Americans with Disabilities Act of 1990 (ADA)  
Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974  
NH Law Against Discrimination RSA 354-A  
Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to the Title IX Coordinator, Great Bay Community College or to Sara Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111, Fax: 617-289-0150, TDD: 800-877-8339, or email: OCR.Boston@ed.gov; the New Hampshire Commission for Human Rights, 2 Industrial Park, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, 1-800-669-4000, Fax: 617-565-3196, TTY: 1-800-669-6820.

### **STUDENT RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

All records shall be maintained in accordance with the Family Education Right and Privacy Act (Federal Act No. 93-380) and shall be kept in fireproof files. In compliance with the Family Rights and Privacy Act of 1974 (The Buckley Amendment), it is the policy of the College to protect the educational/academic records of its learners, former learners, and alumni. All personally identifiable information in a learner's educational record is considered confidential. FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college. The federal law includes provisions for disclosure of Directory Information by educational institutions.

### **NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION**

The College considers the following to be Directory Information: Student's name, telephone number, city/town, e-mail address, major field of study, enrollment status (e.g. full-time or part-time), degrees, awards, honors. IF YOU DO NOT WISH DISCLOSURE OF ANY OR ALL OF THE CATEGORIES OF IDENTIFIABLE DIRECTORY INFORMATION, YOU MUST NOTIFY THE REGISTRAR IN WRITING PRIOR TO THE CLOSE OF THE LAST DAY TO ADD.

**SECTION II**  
**ACADEMIC**  
**SUPPORT**  
**SERVICES**

## ACADEMIC SUPPORT SERVICES

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### ACADEMIC ADVISING

The goal of academic advising at Great Bay Community College is to assist students in creating academic plans that will help them achieve their educational goals in a timely manner. Advising is a process in which the student and the advisor work collaboratively to set individual objectives for the student's college experience. Whether the goal is to earn a degree, certificate, transfer to another institution, or just take a few classes, the advisor will assist in developing a plan to achieve the goal.

### **Advising and Transfer Center**

The Advising and Transfer Center is staffed by professional advisors on the Portsmouth campus. Advisors work with all students who are new to the college, regardless of major\*, to select classes for their first semester. In subsequent semesters, the advisors work with a variety of students including Liberal Arts majors and non-matriculated students. Other students are advised by the program faculty in the specific discipline. A complete list of faculty advisors can be found in the Advising and Transfer Center or online at <http://greatbay.edu/student-services/advising-center>. All GBCC students are welcome to contact the Advising and Transfer Center with any academic advising, or transfer, questions or concerns. \*First semester Nursing students are advised by faculty advisors. New students in some technical programs are advised by Admissions.

### **Transfer Counseling**

Advising services include assistance with exploring colleges for transfer, the transfer application process, and course selection at GBCC based on future transfer goals. Transfer policies vary from institution to institution. When transfer to another institution is sought, the number of transfer credits granted for courses completed at Great Bay Community College is determined by the institution to which the student transfers.

For more information contact the Advising and Transfer Center at 603-427-7728 or [greatbayadvising@ccsnh.edu](mailto:greatbayadvising@ccsnh.edu)

### CENTER FOR ACADEMIC PLANNING AND SUPPORT

Academic planning and support services are available to both student and community members through the Center for Academic Planning and Support (CAPS). Services include: peer and professional tutoring, computerized instruction, workshops, disability and ESOL support services, international student advising, academic counseling and assessment. In addition, the Center maintains a computer lab, study/tutoring space, a computer training room, and testing rooms. Students are encouraged to visit CAPS during their first week of classes to familiarize themselves with the services and staff. CAPS services are free of charge to students enrolled in credit-bearing courses. Community members may access the Center and its services through the purchase of a Community Access Card.

<b>Hours of Operation*:</b>	
Monday - Wednesday	8:00 am to 6:00 pm*
Thursday	8:00 am to 7:00 pm
Friday	8:00 am to 4:00 pm
Saturday & Sunday	CLOSED
<i>*Hours may vary during the summer semester and/or when classes are not in session. Updated hours are posted throughout the Center and on the CAPS webpages.</i>	
Support Services are also available at the <b>Rochester Campus</b> ; contact CAPS for more information.	

For more information about any CAPS service, or to receive a brochure, email CAPS at

[greatbaycaps@ccsnh.edu](mailto:greatbaycaps@ccsnh.edu), visit the website at [www.greatbay.edu/caps](http://www.greatbay.edu/caps), call 603-427-7715, or drop in during open hours. CAPS is located in Room 210 in Portsmouth.

### **Academic Counseling/ Coaching**

CAPS counselors in Portsmouth and Rochester work with students at any point in their program in developing academic skills and strategies, as well as organizational and other life management techniques. Specialty advising is available in the areas described below, and students may work collaboratively with faculty and CAPS counselors around these topics. When appropriate, students are referred to outside agencies for further assistance. Students referred to CAPS through an Academic Alert Form from a faculty member or advisor will be contacted to receive these services.

### **Tutoring Services**

Both peer and professional tutors are available in many subject areas to help students gain greater knowledge/confidence in their learning strategies; develop organizational skills; and complete assignments successfully. Tutoring options include: Math, Writing, Science and Computer Drop-In Centers; tutor-facilitated study groups; one-to-one tutoring; small group tutoring; online tutoring; as well as multimedia, computerized tutorials and software applications. Schedules for tutoring on the Portsmouth and Rochester campuses are posted each semester in CAPS and on the website at [www.greatbay.edu/caps/tutoring](http://www.greatbay.edu/caps/tutoring). The tutor program trains and certifies its tutors via the College Reading & Learning Association (CRLA) international standards. For more information about receiving tutoring or becoming a tutor, contact the Coordinator of Tutoring and College Readiness Services.

### **College Readiness Services**

Students who are transitioning to college from GED or adult education programs, or who have been away from school for prolonged periods, may access CAPS support in developing college readiness skills. Specialized assistance is provided in managing the process of becoming enrolled, getting connected with college resources, and improving skills for success and confidence in the classroom. For more information, contact the Coordinator of Tutoring and College Readiness Services.

### **Disabilities Support Services**

Community College System of New Hampshire (CCSNH) Disabilities Services Mission Statement: It is the mission of CCSNH Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services Office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, the College does not discriminate against students with disabilities in terms of program admission and/or opportunities for academic success. Students are entitled to equal access to programs and services for which they are otherwise qualified.

Although students are not obliged to disclose their disability, in doing so they become eligible to receive support services that promote retention and success. As each student's needs are unique, the provision of services is designed individually each semester. Reasonable accommodations are determined by the nature of the disability, requirements of the curriculum and specific classes, and timeliness of the request.

To access services students must provide recent documentation of their disability to the Coordinator of Disability Support Services. All information is kept confidential. **For more information or to schedule an appointment, contact the Coordinator of Disability Services or visit our website at [www.greatbay.edu/caps](http://www.greatbay.edu/caps).**

Additional support is available to students with documented disabilities in career and technical programs through the Carl D. Perkins Vocational Educational Grant, and may include financial scholarships as well as coaching. For more information contact the Student Success Mentor at 603-427-7673.

#### Grievance Policies and Procedures Appeal Process for a Student Denied Disability Services:

Students denied disability services may submit a written appeal of the decision. Appeals should be sent to the Director of the Center for Academic Planning and Support (CAPS) and to the Vice President of Academic Affairs (VPAA) within ten (10) working days of receipt of the decision from the Disabilities Counselor. The Director and VPAA will research the appeal and provide a decision to the student within ten (10) working days of receipt of the appeal letter.

If the student does not agree with the decision of the Director of CAPS and the Vice President of Academic Affairs, the student may submit a written appeal to the President of Great Bay Community College. The original documentation and recommendation of the Disabilities Counselor will be reviewed by the President (or designee), who will communicate his/her decision in writing within fifteen (15) working days of receipt of the written appeal. The student may then appeal this decision to the Chancellor of the Community College System of New Hampshire, if desired. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491; (617) 289-0111; TDD: (877) 521-2172; email: [ocr\\_boston@ed.gov](mailto:ocr_boston@ed.gov).

#### **English Language Learners (ELL) and International Student Services**

ELL and international students receive specialized academic support and advising services, which include: skill development in oral and written communication, reading, study skills, test preparation, tutoring, and more. Other supports include advising regarding immigration status, employment eligibility, health insurance, taxes, travel, and legal referral. Students are encouraged to participate in the International Club to promote social growth and cross-cultural understanding. For more information, contact the Diversity Programming Coordinator.

#### **Gender equity/Nontraditional fields of study**

Nontraditional fields of study are occupations or fields of work in which individuals from one gender comprises less than 25 percent of the total number. Examples include computer science, nursing, and several other emerging high skill occupations. Support, resources and scholarships may be available for students studying in nontraditional fields. For information regarding these services and which programs are considered to be nontraditional, please contact the Diversity Programming Coordinator in CAPS.

### **Project Success**

Project Success is a program designed to provide career assessment, personal and academic support, and community access to needed services for single parents, displaced homemakers, and single pregnant women enrolled in career and technical programs at Great Bay Community College. Funded by the Carl D. Perkins Vocational Educational Grant, eligible students may receive funds to help with books, tuition, fees, and supplies. For more information regarding the application process, contact the Student Success Mentor at 603-427-7724.

### **Testing**

CAPS provides a range of testing services which include, but are not limited to, proctored exams for distance learners, alternative testing services for faculty, student assessments for academic and career purposes, CLEP exams, and placement testing for new students. CLEP exams and placement testing (ACCUPLACER) are both described in more detail in the college catalog under Academic Policies.

### **Center for Academic Planning and Support (CAPS) Alternative Testing Policy**

In an effort to maintain the integrity of all quizzes/exams administered in CAPS, we ask all students to adhere to the following testing policy:

- ❑ No bulky/over-sized winter coats, sweaters, or sweatshirts allowed in testing room.
- ❑ Only see through water bottles will be permitted.
- ❑ All electronic devices, including phones, iPod, iWatch, must be left at the CAPS desk during testing.
- ❑ All backpacks, cases, purses, etc. must be left at the CAPS desk during testing.
- ❑ Only materials permitted by instructor on testing form will be allowed in the testing room.
- ❑ Scrap paper will be provided and will be collected and returned to the instructor.
- ❑ Tests must be completed in one sitting unless otherwise specified by instructor.
- ❑ Bathroom breaks are allowed, but you must check in with the CAPS front desk and leave your test materials until you return. Testing time will not be extended for such breaks unless specified on the testing form through an accommodation.

### **Workshops**

The Center for Academic Planning and Support works collaboratively with other departments throughout the college and outside partners to offer non-credit workshops in a variety of subjects relevant to students and faculty. Dates and times are posted in the college events calendar and/or through promotional materials. In-class workshops may be requested by faculty through a Workshop Request Form, available in the Center and on the website. Community members may attend workshops for a fee or by purchasing a Community Access Card.



## **LIBRARY**

The Library supports the teaching and learning activities of Great Bay Community College and provides informational services for New Hampshire residents. A full range of library services is available, including: circulation of our 11,028 volume library and 59 current periodical subscriptions for browsing and research, remote access to information provided by 70 databases and 295,682 electronic books, instructor reserves, research/reference support, information literacy training, photocopying, fully loaded media carts, information via free access to the Internet and interlibrary loan.

<b>Hours of Operation:</b>	
Monday – Thursday	8:00 am to 6:00 pm
Friday	8:00 am to 4:00 pm
Saturday & Sunday	Closed

### **Reference Help**

The Librarian has professional expertise in helping students find and use information, is familiar with library assignments handed out in classes, and also offers instruction in the print and electronic research process. Students can access assistance at the Library circulation desk, by phone, via email or chat. Questions can be e-mailed to [reference@ccsnh.edu](mailto:reference@ccsnh.edu).

### **Online Access**

Using Library workstations or their own computers off campus, students can access the online catalog, locate full-text periodical articles, search electronic reference sources, or search the Internet. Begin at the Library home page <http://greatbay.edu/library>. Only current students can access research databases from off campus. Call the Library for further assistance in remote use.

### **Academic Programs Material**

Library materials include reference resources, circulating books; electronic books; online full-text databases of periodicals and reference materials; print periodicals; local, state, and national newspapers; and a wide variety of audiovisual materials such as DVDs. All media materials and the equipment to use them are available for use in the Library. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes.

Reserves may be in print or audiovisual format. From Library workstations, students can also access Canvas, web email, and the Internet. Thousands of periodicals and newspapers are available in print or online. Many online indexes offer the full text of periodical articles that students may print, download, or send via email. The Librarian can show students how to use these resources.

### **Printing and Copying**

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

Printing/Copying Costs:

	Single Sided B/W	Double Sided B/W	Single Sided Color	Double Sided Color
Letter 8.5" x 11"	.05	.10	.20	.40
Legal 8.5" x 14"	.05	.10	.20	.40
Tabloid 11" x 17"	.10	.20	.40	.80

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

Credits can be purchased in \$5.00 increments and can take up to three business days to appear in the students print balance. Please plan accordingly. No refunds will be issued for any unused credits or purchased credits per semester.

### Scanning

The Multifunction Printers are capable of scanning to a USB thumb drive. You must log in with your GBCC ID to use the scanning features. There is no cost for scanning images to your thumb drive. Note: at this time scanning to email is not available. An announcement will be made when this feature becomes available.

- Printing, Copying & Scanning Guidelines
- Respect the rights of other students, faculty, and staff while printing or copying.
- During peak times, avoid large print/copying jobs.
- Stored printed jobs expire after 36 hours.
- Do not open the printer for jams. Please contact the IT Dept.
- Do not remove toner. Please contact the IT Dept.
- Do not remove or load paper. Please contact the IT Dept. If you need scratch paper, please visit the CAPS lab.
- Do not adjust, unplug, or remove any of the printers' components or reconfigure any permanent settings.
- Please be sure you have logged out of your session when making copies or scanning. IMPORTANT: Leaving a session open could allow another user to print using your credits. GBCC is not responsible for sessions that are left open.
- When copying documents, you are responsible for following copyright laws.
- Lost, stolen, or damaged cards have a \$25 replacement fee. Replacement IDs for name changes are free with return of old card; otherwise, there is a \$25 fee.
- Do not wait until you are down to a zero balance before purchasing more print credits. It can take up to three business days after purchasing to see your new balance.

### Material from Other Libraries

Students needing material that is at another Community College System of New Hampshire campus can request that it be sent through interlibrary loan. Students may make a request themselves online through the card catalog or ask a Library staff member to make the request.

Great Bay Community College students, under a reciprocal agreement, have access to the resources of the University System libraries. These include the libraries at UNH Manchester and Durham, Keene State, Plymouth State and Granite State College. Students, with a valid picture student ID, may go to these libraries and borrow materials directly at no charge. Please be aware that if materials are not returned to any University System library, students will be responsible for the full replacement cost of the items plus any applicable fees. This will result in a charge being placed on the

student's account at Great Bay Community College and will need to be paid before registering for classes, receiving transcripts or graduating.

**Fines**

Fines for all items are .25 cents/day. A hold will be placed on student records if materials are not returned or fines are not paid. This hold must be cleared before a student can check out more materials, register for classes, graduate, or obtain transcripts.

**Access, Use, and Check-out Procedures for Library Materials**

Students need a current Great Bay Community College photo ID to check out Library materials. Books are loaned for three weeks. Loan periods for other materials vary and may include room-use-only restrictions.

**SECTION III**  
**STUDENT**  
**SERVICES**

## **STUDENT SERVICES**

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### **BOOKSTORE**

The College maintains an on-campus bookstore stocked with textbooks, supplies, novelty items, and college clothing articles. The College contracts with a private vendor to run the bookstore. Students who have questions about pricing, books or any issues should direct their inquiries directly to the bookstore at (603) 427-0891. Students can also purchase text books online. The bookstore can be accessed through The College website.

### **BUS SERVICE**

Great Bay Community College students ride the COAST Bus Service free with their valid College ID Card. Bus service is available Monday-Friday. Schedules are available at the front desk.

### **CAFETERIA**

The College cafeteria is located on the main floor. Students can buy hot or cold foods, drinks, and pastries. The cafeteria hours are posted each semester. Meals are available at reasonable prices, and vending machines are also available. The College contracts with a private vendor to run the cafeteria.

### **CAMPUS SAFETY**

Uniformed, trained safety personnel are stationed at the Safety Desk in the main lobby. Safety personnel monitor traffic coming into and exiting the building, respond to any safety concerns that may arise, and provide an escort service for those students, faculty and staff who would like to be accompanied to their vehicles.

### **GBCC ALERTS**

An emergency notification system has been developed whereby members of the Great Bay community will be notified by telephone, e-mail and text of any emergencies that may occur. Most commonly these notices will be related to weather related cancellations and closings, but could involve any number of other possible emergency situations. Students must “opt-in” to this service, and may do so by clicking the GBCC Alerts button on the front page of our website.

### **HOUSING AND LIVING EXPENSES**

The College does not maintain residence halls or assume responsibility for housing. Students are advised to check on campus to see if any information about local housing options have been made available or have been posted. Arrangements and contracts for housing are solely between the student and the landlord.

### **INFORMATION TECHNOLOGY SERVICES (IT)**

Classroom computers and College technology systems are maintained and updated by The College’s Information Technology department. IT staff work directly with faculty and Department Chairs to support the learning needs of a diverse student population. Many classrooms are outfitted with SMART Boards and hook-ups for mobile teaching labs. Wireless networks exist for instruction, meetings, and special events. Open computer labs are located in the library and in CAPS for students to work on assignments and access online learning environments such as Canvas. Information Technology specialists also partner with Disability Services to review, purchase, and implement assistive technology for students with disabilities.

### **INSURANCE**

The college is not liable for personal injuries incurred by students who are in attendance. Students are encouraged to either provide their own coverage or purchase the insurance provided by the System.

All Nursing and Allied Health Students who have a clinical must have accident and illness insurance, as well as professional liability coverage. Information regarding this professional liability coverage is available in the Nursing and Allied Health Departments.

All students who wish to participate in intercollegiate athletics must produce evidence of enrollment in a health insurance policy.

### **ONE STOP**

At Great Bay Community College our mission is to provide student-centered services and programs. With this dedication comes the commitment to always evolving our services and offerings to meet the needs of the students we are serving today and tomorrow's students as well. We have adopted a forward thinking model of service delivery that allows you, the customer, to have ONE STOP for all your Admissions, Financial Aid, Registration, and Student Account needs.

### **STUDENT IDENTIFICATION CARDS**

Students may obtain a college ID at the Helpdesk, Room 200C-Portsmouth Campus during normal weekday operating hours. Students must know their Student ID numbers and must have photo IDs with them (driver's license, passport, military ID). Cards are required for borrowing Library books, returning books to the campus bookstore, and for student discounts at area merchants or public facilities. Students may also have borrowing privileges at other college libraries through presentation of their Student Identification Cards to participating college libraries. Students will need to stop by the Helpdesk at the start of each academic year in order to get a current validation sticker for their IDs.

Any student who loses an identification card can obtain a new card at a cost of \$25 (payable at College Services One Stop).

# **SECTION IV**

# **STUDENT LIFE**

## STUDENT LIFE

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### MISSION STATEMENT

Great Bay Community College believes in the value of providing students with the comprehensive skills needed to be successful upon graduation. The Student Life office strives to promote student growth and development for learning, involvement, leadership, and community building through diverse co-curricular cultural, social, educational, athletic, and recreational activities.

### Leadership Development

- Emerging Leader Program - Students attend a three day retreat to explore how their individual characteristics/traits impact a group while learning key interpersonal skills such as effective communication, ethical decision making, and time management.
- Engaged Leader Program - Students attend a three day retreat to explore various leadership styles while learning skills that are needed to lead groups such as conflict resolution and group dynamics/diversity.

### Civic Engagement

- The Great Bay Gives Back Program - Students become self-aware of their community and the importance of civic engagement. This program requires students to complete 100 hours of community service during their time at the college and reflect on how the experience has impacted their perspective as a member of society. Once a member of The Great Bay Gives Back Program, students will gain a certificate and be recognized at our annual Student Leadership Banquet, as well as having their name featured on a plaque displayed in the Student Success Center. Students are encouraged and have the opportunity to exceed the minimum 100 hours and are also recognized for achieving 250 hours, 500 hours, and beyond.

### Campus Involvement

- Student Clubs and Organizations - Students have the opportunity to experience success in the classroom and take advantage of a wide range of activities to further enhance life skills. Our student clubs and organizations offer the chance to be a part of a team, gain a head start on a career, build leadership skills, and get involved in community service.
- Student Government Association - Students who serve on the Student Government Association (SGA) serve as a representative voice for all GBCC students to the administration, faculty, staff, Board of Trustees and the Seacoast community. SGA is the advocate for student-related issues and concerns and is the main governing body of all clubs and organizations on campus. Meetings are open to all members of the campus community.
- Campus Activities and Events - Students who participate in Campus Activities and Events have the opportunity to engage in social, cultural, intellectual and recreational interests. These activities and events include intramural sports, health and wellness opportunities, and Student Appreciation Weeks. There are also core annual events, such as An Evening with the Polar Express, The Clothesline Project, The Giving Tree and our End of the Year Celebration.

### INTERCOLLEGIATE ATHLETICS

Through their participation in intercollegiate athletics, students will become more self-aware of the roles within a team and develop skills such as effective communication, problem solving, conflict resolution, and time management.

Great Bay Community College athletic teams participate in the Yankee Small College Conference (YSCC) and the



United States Collegiate Athletic Association (USCAA). The College offers teams in the following sports:

- Women's Volleyball
- Women's Basketball
- Men's Basketball
- Men's Baseball
- Women's Softball
- Golf

**SECTION V**  
**COLLEGE POLICIES**  
**AND PROCEDURES**

## COLLEGE POLICIES AND PROCEDURES

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### **Information Technology Acceptable Use Policy:**

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at [www.ccsnh.edu](http://www.ccsnh.edu). Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

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

- a) Comply with posted policies governing use of computing and printing facilities.
- b) Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c) Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
- d) Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
- e) Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
- f) Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
- g) Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to [ITSupport@ccsnh.edu](mailto:ITSupport@ccsnh.edu)
- h) Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from

these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.

- i) Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.
- j) Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
- k) Report violations or suspected violations of this policy. Please report violations as follows:
  - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
  - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
  - Students: Report violations to your College Vice-President of Academic Affairs or President.

#### Enforcement of this Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

- a) Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:
  - College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
  - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
  - Students: Report violations to your College Vice-President of Academic Affairs or President.
- b) Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.
- c) Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.
- d) Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

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

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute

a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

### **Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):**

#### Authorized Access/Accounts

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

#### Services

1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
4. Knowingly spreading computer viruses.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.
7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.

10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

#### Software, Data & Information

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

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

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

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

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

#### Listserves, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator.

For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.

2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion

#### **ACCESS TO GRADES AND TRANSCRIPTS WITH OUTSTANDING FINANCIAL OBLIGATION POLICY STATEMENT**

In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations he/she will be able to view the final grades at the conclusion of the semester in question through Banner Student Web. However, the student will be unable to view his/her entire transcript on Banner Student Web, but may view the entire transcript in the Registrar's office on request. No official transcript will be released until all outstanding financial obligations have been met.

#### **ALCOHOL POLICY**

The CCSNH supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and complies with all federal, state and local laws pertaining to controlled substances, including alcohol.

1. Alcohol is not permitted on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, except as provided herein.
2. Except for the delivery of specific coursework, no purchase of alcoholic beverages is allowed from any student funds or any funds under the jurisdiction of the CCSNH Board of Trustees.
3. Sale of alcoholic beverages on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, is prohibited.
4. In addition, students who are of legal drinking age who are on a college sponsored trip and choose to drink are subject to the rules established in the Student Code of Conduct related to intoxication.
5. The Chancellor of the CCSNH or the President of the college reserves the right to authorize the serving of alcoholic beverages, at his/her discretion, at events on or off campus to individuals who are of legal drinking age.
6. The College also reserves the right to monitor alcohol consumption by individuals at these events, and to take appropriate steps to assure the safety of all concerned. The college cannot pay for alcoholic beverages at such events but must enlist a sponsor and must use a third party vendor or server who meets all state of New Hampshire and local legal requirements for dispensing alcohol.
7. All colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

#### **BARRED AND EXPULSION POLICY STATEMENT**

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

Procedure: Submit names and copy of official notification letter of any student classified under this policy to the Chancellor's Office. Names will then be shared with the Vice President of Student Affairs at all campuses.

#### **COLLECTION OF BAD DEBTS POLICY STATEMENT**

If the CCSNH is unable to collect a student's tuition and fees, the delinquent account may be submitted to a collection agency at the student's expense. The overdue account may also be reported to the credit bureau. If a student has previously been assigned to collections and has paid in full, the student may be required to pay in full for subsequent semesters, at the start of the semester.

#### **DRUGS AND NARCOTICS POLICY STATEMENT**

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

#### **STUDENT EMAIL POLICY**

Upon registering, students are assigned a student email address which supersedes any existing personal email address stored in The College system's records. The College student email is the primary communication vehicle between the student and all college departments and courses.

Any email notices, course information, and communications from The College will be directed to a student's college email account only. Any message sent to or from a personal email account is subject to quarantine and/or removal from the CCSNH email server.

#### **FINANCIAL AID REFUND CHECK POLICY**

Credit balances caused by financial aid funds must be paid directly to the student or parent, if a PLUS loan, as soon as possible, but no later than 14 days after the first day of class of a payment period if the balance was created on the first day of class or before classes began. If the credit balance was created after the first day of class, the balance must be paid no later than fourteen (14) days after the balance was created.

Credit balances are paid to students or parents by check. Any funds remaining at the end of the semester are to be returned to the lender as a loan reduction or to the Department of Education as applicable.

A credit balance caused by a PLUS loan is paid directly to the parent(s) by check. Checks are mailed to the parent(s)'s address within 14 days of crediting the student's account. Returned checks as undeliverable will be reviewed for better addresses. If the parent cannot be located, then the funds are returned to the lender as a loan reduction immediately. PLUS loans can be endorsed and/or given to the student with the parent's written authorization. If a student is to obtain the PLUS loan check, then the procedures noted above for student checks must be followed.



## **HIV (HUMAN IMMUNODEFICIENCY VIRUS) POLICY**

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

Students are advised, however, that certain allied health programs may have policies in addition to those listed below in order to comply with rules established by clinical sites.

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

1. Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.
2. Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.
3. Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.
4. AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.
  - a. Legal liability – The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.
  - b. Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
  - c. Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.

## **IMMUNIZATION POLICY**

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

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

- b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
- 7. Students shall be considered immune to tuberculin skin infection only if they have:
  - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
  - b. A positive PPD established by an x-ray with negative results within the last year;
  - c. Been subject to modification for clinic or practicum site.
- 8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
- 9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
- 10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

#### **MEDICAL LEAVE POLICY**

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

Students considering a Medical Leave of Absence should be aware that **granting of such leave does not relieve a student from financial responsibility to the college**. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility

#### **Students requesting Medical Leave of Absence must:**

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

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

### **PARKING ON CAMPUS POLICY STATEMENT**

Parking is available on campus. Please park in only permitted sites. Vehicles parked in violation of this are subject to towing at the owners expense. Common violations are; taking two parking space; parking on grass, sidewalk or in fire lane.; parking within 15 feet for a fire hydrant; parking in no parking zones; parking in handicapped parking spaces without the required permit; parking in spaces marked reserved for State vehicles, College Officials, and Visitors. All vehicles parked on campus, anytime, must be properly licensed and inspected. Failure to observe these rules may result in loss of your privilege of driving and parking on campus.

### **PETS ON CAMPUS POLICY**

Animals and/or pets of any kind are not permitted within campus building(s) *with two exceptions:*

#### **Exception #1**

Animals in the care of and/or that are being used as part of the learning process in the Veterinary Technology program

#### **Exception #2**

Any guide dog, signal dog, service dog, or other animal individually trained (or undergoing training) to provide assistance to an individual with a disability.

Service animals in training must receive prior approval of the President before coming onto campus. This request should be initiated in writing to the attention of the college president. Service dogs must be identified while on campus wearing the appropriate service dog attire.

Animals and Pets On Campus Grounds must be leashed and under the control of their owner/caretaker at all times. All animal waste must be immediately picked up /cleaned by the owner/caretaker and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Any costs incurred in the removal or retrieval of a pet shall be the owner's responsibility.

It is strongly recommended that animals not be left in vehicles while students or staff members are in the classroom or conducting business. Animals discovered unattended in vehicles in the parking lot may be reported to the Police Department if it is felt that that the animal is not getting adequate ventilation and/or is in distress of any kind.

### **REFUND POLICY**

All refunds require that the student complete an official withdrawal form. Students who officially withdraw from the college or an individual course by the end of the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have eight (8) calendar days from the designated start of the alternative semester to withdraw for a full refund. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee.

All Federal Title IV funds (i.e. PELL, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

The deadline for a full refund for workshops offered through the System's Divisions of Community Education or Offices of Workforce Development will be set by the respective offices. Requests for refunds may be made in person, in writing, or by phone.

In extenuating circumstances, the President (or designee) is authorized to offer alternative consideration in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than \$1.00 (\$.99 or less) will be forfeited.

### **SENIOR CITIZEN DISCOUNT POLICY**

Residents of New Hampshire who are 65 years of age and older may register for any credit course offered in the System at half price tuition under the following criteria:

1. Course prerequisites shall apply.
2. Official proof-of-age and NH residency documentation shall accompany the registration form.
3. Space needs shall first be met for applicants whose tuition fees are guaranteed by self-pay, scholarship or work-study.
4. The course shall have paid enrollment to meet costs.
5. All ancillary costs and charges (i.e. books, supplies, academic instruction fee, registration fee etc.) are paid by the individual.
6. Registrations for courses under this provision will only be accepted two (2) days prior to the start of classes.
7. The college offering the course may, at its discretion, cancel the course.
8. The college offering the course shall be the sole determining agent as to whether or not space is available.
9. No discount for workshops or other non-credit courses.

### **SEXUAL HARASSMENT POLICY STATEMENT**

It is the policy of the Community College System of NH that all members of the CCSNH should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action/Equity Committee in the school or college. At any time, a student may contact the Affirmative Action/Equity Committee Chair for counseling and advice.

### **SMOKING/VAPING POLICY STATEMENT**

The College has adopted a “no smoking” policy which includes vaping. This means that there is to be no smoking or vaping around the periphery of the building, in parking lots, or on College grounds. However, smoking/vaping will be permitted within vehicles. *It is requested that smokers please extinguish cigarettes within vehicles and not extinguish, discard, or leave cigarette butts on college paved areas, including driving and parking lots, or sidewalk/walkway areas*

### **STUDENT EXPRESSION / COMMUNICATION POLICY STATEMENT**

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

1. Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.
2. Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution's disciplinary rules.
3. Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

### **STUDENT HAZING POLICY STATEMENT**

1. Purpose and Scope
  - As institutions within the Community College System of N.H., the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.
2. Definitions
  - For the purpose of this policy, the following terms shall have the meanings ascribed to them below:
    - a. Hazing means any act directed toward any full-time or part-time student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued membership in the college, or any fraternity, sorority, club, or other college or college-affiliated or sanctioned organization.
3. Prohibitions and Obligations

- Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.
  - a. It is also a Class B misdemeanor for the college or any fraternity, sorority, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
  - b. No college student, official, or employee shall participate in hazing.
  - c. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student Affairs, Campus Security/Safety and to the police.
  - d. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Students/Campus Police and to the police.
  - e. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice-President of Students/Campus Police and to the police, without delay.
  - f. Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.
  - g. Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

#### **UNATTENDED CHILDREN ON CAMPUS POLICY**

It is the policy of the CCSNH to provide a friendly and safe campus while maintaining a learning environment for students and a disruption-free workplace for employees. Children are welcome to accompany adults to their appointments at a CCSNH college; however, children should not be left unattended anywhere on the college campus, including the grounds and parking facilities. Individuals under the age of 16 who are not registered in a class must at all times be under the supervision of an adult who is at least 18 years old. The college faculty and staff are not responsible for the care and supervision of unattended children.

In addition, children who are not registered for classes are not permitted in classrooms and/or laboratories, even if the parent/guardian is registered in the class. Parents/guardians are advised that students under the age of 16 who are enrolled in a class are not the responsibility of college employees, other than during designated class time or while doing class related activities on the campus.

If a child is left unattended the college will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families.

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

### **USE OF SOCIAL MEDIA AND BLOGGING POLICY**

All staff, faculty, students, or departments that wish to use social media sites and or blogs for college related business must request permission using the Social Media Page Approval Form. All completed forms must be submitted to IT. Additionally all staff, faculty, students, or departments must adhere to the Social Media Procedures and Best Practices stated in the Student Handbook.

#### 1. Approved Sites:

- ☐ Currently the college will consider approval of pages or blogs on the following sites;



- ☐ If you wish to submit a site other than the ones above for consideration please submit your request in writing to the Academic and Student Policy Committee.

#### 2. Content:

- ☐ Contributors to the Great Bay Community College pages will follow the established employee and student procedures. The College and the Creative Services Coordinator will periodically review pages to ensure College policies are followed and that pages are being produced in accordance with the best interests of the College. If sites or pages are deemed to not be in the best interest of the College the site or page may be removed.

#### 3. Use of Logo:

- ☐ The logo must be requested from the Creative Services Coordinator (CSD) for the intended use. No portion of logo is permitted to be altered; colors and fonts must remain as in original file sent from CSD. Logo will not be placed on a background that impairs readability of the mark. Preferred color background is white. Additional art or logos may not be attached to the logo. **The College logo is not permitted to be used on any personal social media sites.**

#### 4. Use of Photos:

- Due to FERPA policies no photos are permitted to be placed on a College sponsored page or site without prior approval from the Creative Services Coordinator. Photos of the college must be provided by CSD whenever possible. CSD and Public Information Officer reserve the right to remove photos, video images that misrepresent the college or are not of acceptable quality. Whenever possible, a watermark should be added or images should be posted at 72 dpi and approximately 800x600 resolution to protect the college's intellectual property.

#### 5. Inappropriate postings:



- Postings including any of the following may be edited or deleted:
    - a. Strong profanity and any other offensive language
    - b. Posts abusing other students and or faculty or staff.
    - c. Posts with racist, sexist, or other discriminatory content
    - d. Any other posts that GBCC considers to be offensive or inappropriate
    - e. "Spam" posts or advertisement.
  - Students, Faculty or Staff may report any inappropriate posts to the VP&SS. Any actions or postings that are in violation of the Student Handbook could result in disciplinary action taken against the student.
6. Basic guidelines:
- Those who participate in or maintain a social media site on behalf of the college will clearly state his/her role and goals. Supervisors will empower participants to respond directly to users and determine when approval is needed.
  - Some online communities can be volatile, tempting users to behave in ways they otherwise wouldn't. College representatives must remain above the fray.
  - Any questions about whether it is appropriate to write about certain kinds of material must be directed to the site manager and or supervisor.
- Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and
    - implementation of the page or for any other reason that supports the College's priorities for the page.

<b>Procedures for Student Clubs and Organizations Use</b>
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<b>Content/Use:</b>	Determined by student officers
<b>Page Maintained By:</b>	Student Officers
<b>Approved usage of sites include:</b>	To achieve By-Laws/Constitution To achieve Goals/Strategic Plan National or Regional organization affiliation
<b>Administration /Oversight:</b>	Advisors and Director of Student Life
<b>Things for Monitoring/Filtering:</b>	Accuracy/currency Timeliness Appropriateness Consensual Relations Logos & Pictures

**Approval Process**

- 1) Submit Social Media Page approval form and submit it to the Student Life Coordinator with the following;
  - a) Include a description of the intended site's connection to Student Organizations Constitution or By-Laws, the clubs goals or strategic plan, national or regional organization affiliation.
  - b) Identify the prospective audience

- c) Specify the plan for updating the site with timely and accurate information
  - d) Describe the plan for assessment (does site meet intended purpose).
- 2) The Student Life Coordinator will submit the request to the AVPMCE for approval.
  - 3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

<b>Procedures for Classroom Use</b>
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**Content/Use:** Determined by students or per assignment parameters

**Page Maintained By:** Students per assignment parameters

**Approved usage of sites include:** To achieve Course Objectives  
 To achieve Assignment parameters and outcomes  
 To achieve Grade expectations

**Administration /Oversight:** Department Head (or specific designee)

**Monitoring/Filtering:** Accuracy/currency  
 Timeliness  
 Appropriateness to specific outcomes  
 Consensual Relations related to faculty-student interaction  
 Logos  
 Pictures

**Expectations:**

- 1) Student participation will be relevant to the course objectives.
- 2) Student participation will be in accordance with the grading requirements.
- 3) Student participation will be in accordance with the student Code of Conduct and the Information Technology Acceptable Use Policy of the college

**Approval Process**

\*\* Classes should be utilizing the full Canvas options prior to requesting a social media page or blog.

- 1) Submit Social Media Page approval form and submit it to the VPAA with the following;
  - a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NECHE standards.
  - b) Explain how you are currently using CANVAS to achieve your goals. \*\*
  - c) Identify the prospective audience

- d) Specify the plan for updating the site with timely and accurate information
- e) Describe the plan for assessment (does site meet intended purpose).
- 2) VPAA will submit the request to AVPMCE for approval.
- 3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

**Procedures for CAPS, FYE, Library, Advising Use**

**Content/Use:** The Department

**Page Maintained By:** The Department

**Approved usage of sites include:** To achieve College & department Strategic Plans  
 To achieve Department Vision & Mission  
 To achieve Department Function  
 To achieve Department Objectives  
 To achieve Core Attributes  
 To achieve 21<sup>st</sup> Century workplace skills  
 To achieve Accreditation Standards

**Administration /Oversight:** Department Head (or specific designee)

**Monitoring/Filtering:** Accuracy/currency  
 Timeliness  
 Appropriateness to specific outcomes  
 Consensual Relations related to faculty-student interaction  
 Logos & Pictures

**Approval Process**

- 1) Submit Social Media Page approval form and submit it to the AVPMCE with the following;
  - a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NECHE standards.
  - b) Identify the prospective audience
  - c) Specify the plan for updating the site with timely and accurate information
  - d) Describe the plan for assessment (does site meet intended purpose).
- 2) AVPMCE will submit the request to the Creative Services Coordinator for approval.

- 3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

**Procedures for Academic Program / Academic Department Use**

**Content/Use:** Determined by program or department

**Page Maintained By:** Department personnel

**Approved usage of sites include:** To achieve College & department Strategic Plans  
 To achieve Department Vision & Mission  
 To achieve Department Function  
 To achieve Department Objectives  
 To achieve Core Attributes  
 To achieve 21<sup>st</sup> Century workplace skills  
 To achieve Accreditation Standards

**Administration /Oversight:** Department Head (or specific designee)

**Monitoring/Filtering:** Accuracy/currency  
 Timeliness  
 Appropriateness  
 Consensual Relations related to faculty-student interaction  
 Logos  
 Pictures

**Approval Process**

- 1) Submit Social Media Page approval form and submit it to the VPAA with the following;
  - a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NECHE standards.
  - b) Identify the prospective audience
  - c) Specify the plan for updating the site with timely and accurate information
  - d) Describe the plan for assessment (does site meet intended purpose).
- 2) VPAA will submit the request to the AVPMCE for approval.
- 3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

**Procedures for One Stop, Student Life, Safety, Bookstore, Food Service, IT, BTC,  
Marketing, Creative Services, Business Office, President's Office Use**

**Content/Use:** Determined by the Department

**Page Maintained By:** The Department

**Approved usage of sites include:** To achieve College & department Strategic Plans  
To achieve Department Vision & Mission  
To achieve Accreditation Standards

**Administration /Oversight:** Department Head (or specific designee)

**Monitoring/Filtering:** Accuracy/currency  
Timeliness  
Appropriateness  
Consensual Relations  
Logos  
Pictures

**Approval Process**

- 1) Submit Social Media Page approval form and submit it to the VPSS&EM with the following;
  - a) Include a description of the intended site's connection to department vision and mission, College and Department strategic plans, accreditation standards.
  - b) Identify the prospective audience
  - c) Specify the plan for updating the site with timely and accurate information
  - d) Describe the plan for assessment (does site meet intended purpose).
- 2) VPSS&EM will submit the request to AVPMCE for approval.
- 3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

## SOCIAL MEDIA / BLOGGING BEST PRACTICES

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting.

**Be transparent.** Be honest about your identity. If you are a faculty, staff or student leader we encourage you to set up an account to specifically conduct College business. This will allow for complete transparency. If you are authorized by your supervisor to represent Great Bay Community College in social media, say so. If you choose to post about Great Bay Community College on your personal time, please identify yourself as a Great Bay Community College student, faculty or staff member. Never hide your identity.

A good resource about transparency in online communities is the Blog Council's "Disclosure Best Practices Toolkit" at <http://blogcouncil.org/disclosure/>.

**Be accurate.** Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. References to college information should always cite college website as providing the most accurate and updated information. Cite and link to your sources whenever possible; after all, that's how you build community.

**Be respectful.** You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

**Be a valued member.** If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Don't post information about topics like Great Bay Community College events or a book you've authored unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

**Think before you post.** There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

**Maintain confidentiality.** Do not post confidential or proprietary information about Great Bay Community College, its students, its alumni or your fellow employees. Use good ethical judgment and follow college policies and federal requirements, such as FERPA.

If you discuss a situation involving individuals on a social media site, be sure that they cannot be identified. As a guideline, don't post anything that you would not present at a conference.

**Respect college time and property.** As stated in the Acceptable Use Policy, College computers and your work time are to be used for college-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should maintain your personal sites on your own time using non-Great Bay Community College computers.

### **USE OF COLLEGE FACILITIES**

Whenever possible, and at the discretion of the college President, facilities may be made available for appropriate use by State agencies and institutions, educational groups and by responsible community, regional or State organizations.

The use of college facilities is subject to the following stipulations that will be incorporated in a contract between the college and the **contractee**.

1. Facilities must be used with due discretion and care.
2. There must be no interference with the educational schedule or undue demands made on college personnel.
3. One member of the using group is to be designated and authorized to act as the person of primary group responsibility.
4. Although classroom facilities may be made available free of charge, the using group must be responsible for meeting the following fees:
  - a. Meals and room rent - meal charges and room rent shall be established by the President of the college with the approval of the Finance and Audit Committee and the Board of Trustees.
  - b. Staff time - when staff (faculty, clerical, custodial) time is required over and above the normal day's activities, charges shall be in accordance with the policies and procedures of the New Hampshire Division of Personnel.
  - c. The cost of police protection when deemed necessary.
  - d. Any damage arising out of the usage when due to carelessness, neglect, or other unusual acts.
  - e. Any special services required or arising as a result of the usage.
5. The college President will have the authority to accept or reject requests for usage of the facilities.

**SECTION VI**  
**STUDENT CODE of**  
**CONDUCT and**  
**JUDICIAL PROCESS**



# STUDENT CODE of CONDUCT and JUDICIAL PROCESS

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## 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 roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

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

**Judicial Committee** – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

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

## II. STUDENT CODE OF CONDUCT

### A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary

responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

## **B. General Infractions**

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

## **C. Academic Misconduct**

1. Acts of dishonesty including but not limited to the following:
  - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**);
  - b. **Plagiarism**, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

## **D. Disruption of College Operations**

1. Furnishing false information to any college official, faculty or staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;
4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person

to breach the peace on college premises or at functions sponsored by or participated in by the colleges.

8. Abuse of the Judicial System, including but not limited to:

- a. Failure to obey the summons of a judicial body or judicial committee;
- b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
- c. Disruption or interference with the orderly conduct of a judicial proceeding;
- d. Attempting to discourage an individual's proper participation in or use of the judicial system;
- e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
- f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
- g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
- h. Aiding or abetting in the violation of the Student Code of Conduct.

9. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

### **E. Health & Safety Offenses**

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

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

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
3. Acts of intimidation or coercion, whether stated or implied;
4. Offenses of domestic violence, dating violence and sexual assault;
5. Acts of harassment, including sexual and discriminatory harassment, directed toward any member or guest of the CCSNH community. Sexual harassment refers to persistent and unwanted sexual advances. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.;
6. Acts of sexual misconduct, retaliation, creating a dangerous condition or stalking directed toward any member or guest of the CCSNH community.
7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

### **G. Offenses Involving Property**

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college

community or other personal or public property;

2. Theft or other abuse of technological resources, including but not limited to:

- a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
- b. Unauthorized transfer of electronic files or copyrighted software programs;
- c. Unauthorized use of another individual's identification and password or key card;
- d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
- e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
- f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research;
- g. Use of technological resources for criminal activity;
- h. Use of technological resources to interfere with operation of the college computing system.

### **III. VIOLATION OF CIVIL/CRIMINAL LAW AND COLLEGES' CODE OF CONDUCT**

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.

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

### **IV. SANCTIONS**

#### **A. Sanction Definitions**

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

participation is required for the completion of the sanction(s).

12. INTERIM SANCTIONS - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

## **B. STUDENT DISCIPLINARY PROCEEDINGS**

### **Training**

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

### **Filing a Complaint**

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.

2. Incident report forms may be obtained from the Academic or Student Affairs Offices, College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:

- a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
- b. Date, time, and location of incident;
- c. Person(s) involved in the incident;
- d. Victim(s) or damages involved in the incident;
- e. Complete narrative description of the incident;
- f. Names of witnesses to the incident;
- g. Any other information deemed appropriate.

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

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.

2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

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

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

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

## **C. STUDENT DISCIPLINARY APPEALS**

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

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

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

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

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

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

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, if available, or
  - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
  - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
  - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - d. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
  - e. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
  - f. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration

by the Judicial Committee. All questioning of the 23 Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.

g. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.

h. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

i. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

j. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.

k. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.

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

5. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

7. The decision of the Judicial Committee is final and is not subject to further appeal.

## V. STUDENT RIGHTS

### A. Students in the Classroom

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

### B. Student Freedom Off-Campus

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

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



### C. Freedom of Association

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

### D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

### E. Student Participation in College Government

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

### F. Student Publications

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

### G. Establishing Student Conduct Standards

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

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

2. Investigation of Student Conduct

a. Search & Seizure:

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

All searches will be reasonable and justified from their inception and reasonable in scope:

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

## VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES

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

- Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.
- If the issue cannot be resolved by pursuing the process in 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.

- 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 convenes the Judicial

Committee within two weeks of the receipt of the formal grievance. If the VPAA/VP SA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VP SA will provide a written explanation to the student and the matter will be considered resolved at that point.

**SECTION VII**  
**CAMPUS**  
**SAFETY**

## **2018 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT**

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This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Vice President of Enrollment Management and Student Services and the Chief of Campus Safety using statistical and other information compiled from GBCC incident reporting system, State and Local Law Enforcement Agencies.

Each fall, an e-mail notification is made to all enrolled students and employees. The e-mail provides the web site to access this report. Paper copies may be obtained by contacting the Office of Vice President of Enrollment Management and Student Services at (603)427-7604.

The Report is updated at least once each year, and the crime statistics are updated annually. The most recent Clery Report is available in the GBCC website on the Campus Safety page.

### **GEOGRAPHY**

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The Vice President of Student Success and Enrollment Management maintains a list of all properties that Great Bay Community College owns, rents, or leases. Below is a list of properties for the 2018 calendar year.

- 320 Corporate Drive, Portsmouth, NH - Lease – Property, own building
- 360 Corporate Drive, Portsmouth, NH - Lease - Property

### **CRIME STATISTICS**

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The Chief of Campus Safety compiles all crime statistics for the annual Clery Report. The preparation of crime statistics involves coordinating among GBCC Campus Safety Officers, Vice President of Enrollment Management, State and local police departments. This coordination also occurs in statistical gathering of data from Campus Security Authorities or those with “significant responsibilities for students and campus activities.” The Crime statistics are for the three previous calendar years. They can be accessed at anytime through the Great Bay Community College website under Clery Report on the Campus Safety page.

**Sex Offenders** - The Clery Act provides special requirements relating to the registration and community notification for sex offenders who are enrolled in, work or volunteer at institutions of higher education. Information on New Hampshire sex offenders can be accessed on the web at <http://www.egov.nh.gov/nsor/result.asp>. Law enforcement information regarding registered sex offenders in the Portsmouth Campus area may be obtained by calling the Portsmouth Police Department at (603) 427-1500 and at the Rochester Campus from the Rochester Police Department at (603)330-7128.

### **CAMPUS SECURITY AUTHORITIES**

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The Vice President of Enrollment Management maintains a list of all Campus Security Authorities. A Campus Security Authority is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department role. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Campus Security Authorities are:

President Office 320 Corporate Drive Portsmouth, NH 03801 - President - Chief Financial Officer - Associate VP of Corporate and Community Education	(603)427-7600	Enrollment Management 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Coordinator of Admissions - Director of Financial Aid	(603)427-7604
Academic Affairs 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Associate Vice President - Director of Library and Media Services	(603)427-7633	Student Life 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Student Life Coordinator - Athletic Coaches - Advisors for student clubs and organizations	(603)427-7644

### ***DAILY CRIME LOG***

Campus Safety prepares a daily crime log describing incidents reported to the College. Information contained in the log can be obtained by contacting the Vice President of Enrollment Management and Student Services or the Campus Safety Officer.

### ***EMERGENCY RESPONSE AND EVACUATION PROCEDURES***

Are clearly posted in each classroom. Fire evacuation routes and maps are posted throughout both the Portsmouth and Rochester Campuses. Additional information can be obtained from the Campus Safety Officers at the Campus Safety Desk.

### ***TIMELY WARNINGS***

The Vice President of Enrollment Management at Great Bay Community College is responsible for posting **timely warnings** for the College Community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Campus Safety Officer, a Campus Security Authority, or to the Portsmouth or Rochester Police Departments. 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 Vice President of Enrollment Management and Student Services, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms:

- **GBCC Alerts:** a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at <http://www.greatbay.edu/?pg=alert>
- **Directed Communications/Blast email:** GBCC email system alerting students, faculty, and staff.
- **Fliers:** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website:** [www.greatbay.edu](http://www.greatbay.edu)
- Local area radio and television stations and print media.

A copy of the timely warning will be filed in the corresponding case file.

### **Safety Alerts**

The College may also issue “**Safety Alerts**,” when necessary, to apprise the GBCC community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the GBCC community can make informed decisions about personal safety.

### **Reporting of Crimes**

All faculty, staff and students should immediately notify Campus Safety of any suspected criminal activity on campus. In the case of an emergency - **All Emergency calls should be made to 911** from all campus and off campus telephones. Regular business calls of a non-emergency nature can be made to the Campus Safety (603) 427-7697 at any time. If you call Campus Safety, please provide the following information:

- Your name
- Location and description of the incident you are reporting-
- A description of any vehicles or suspects involved in the incident-

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Campus Safety immediately.

### **On Campus Reporting**

When members of the College community receive a report of criminal activity on campus, they should immediately contact the Campus Safety. They may also contact a designated *Campus Security Authority* who will then consult with the Campus Safety Officer.

### **Off Campus Reporting**

If the criminal activity takes place in an off-campus location that is rented or owned by the College, community members should contact the local Police Department with jurisdiction.

### **Policy for monitoring criminal activity off campus**

When a GBCC student is involved in an off-campus offense, GBCC may assist with the investigation in cooperation with local, state, or federal law enforcement.

### **Anonymous Reporting**

While the College has no general written policy in regards to confidential reporting that allow<sub>s</sub> the victim or witness to remain anonymous, persons wishing to report something anonymously can fill out a form located at [http://www.greatbay.edu/?pg=anon\\_report](http://www.greatbay.edu/?pg=anon_report).

**Cooperative Law Enforcement Functions**

Great Bay Community College continually works in concert with local, county, state and federal law enforcement agencies.

**Security of and Access to Campus Facilities**

The College is open to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during normal business hours.