



Great Bay Community College

Student Handbook

2025-2026

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2025-2026 Academic Calendar

Fall Semester 2025

Payment Deadlines You must arrange payment for your **BILL** by:

Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline by 8:00 am: *
11 Full term (16-wks)	Aug. 25, 2025	Aug. 11, 2025
12 1 st half semester (8-weeks)	Aug. 25, 2025	Aug. 11, 2025
1L Late Start (12-wks)	Sept. 22, 2025	Sept. 8, 2025
13 2 nd half semester (8-weeks)	Oct. 20, 2025	Oct. 6, 2025

Spring Semester 2026

Payment Deadlines You must arrange payment for your **BILL** by:

Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline by 8:00 am: *
1P2 Pre semester (2-wks) Winterim	Jan. 5, 2026	Dec. 22, 2025
11 Full term (15-wks)	Jan. 20, 2026	Jan. 6, 2026
12 1 st half semester (8-weeks)	Jan. 20, 2026	Jan. 6, 2026
1L Late Start (11-wks)	Feb. 17, 2026	Feb. 3, 2026
13 2 nd half semester (7-weeks)	Mar. 23, 2026	Mar. 9, 2026
12H Motorcycle Twelve weeks	Jan. 5, 2026	Dec 22, 2025

*You must make payment arrangements by 8:00 a.m. Of the deadline date listed above or you **may** be dropped from the course(s). Registration after the payment deadline requires that proper payment arrangements be made when you register.

Summer Semester 2026

Payment Deadlines You must arrange payment for your **BILL** by:

Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline by 8:00 am: *
1P2 SURG Pre semester (2-wks)	May 11, 2026	Apr. 27, 2026
11 Full term (11-wks)	May 26, 2026	May 12, 2026
12 1 st half semester (6-weeks)	May 26, 2026	May 12, 2026
1F Front Part of Term (8-wks)	May 26, 2026	May 12, 2026
1U6 Six weeks June Start	June 15, 2026	June 1, 2026
13 2 nd half semester (6-weeks)	July 6, 2026	June 22, 2026
15Y Fifteen weeks May start	May 11, 2026	Apr. 27, 2026

*You must make payment arrangements by 8:00 a.m. of the deadline date listed above or you **may** be dropped from the course(s). Registration after the payment deadline requires that proper payment arrangements be made when you register.



Non-Credit Workshops/Courses **MUST** be paid for at the time of registration.

The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice.

Payment Options:

- **Full Payment** – you can make your one-time payment online!
- **NELNET automatic withdrawal PAYMENT PLAN** – set up online. Brochures available at College Services One Stop.
- **Financial Aid Deferment** – complete the form at College Services One Stop. **Financial Aid Deferments** are available to students who are awarded, have accepted aid (**all requirements satisfied**) and the aid covers the total amount owed. If the aid does not cover the full amount, either submit the full payment of the difference, or set up a **NELNET automatic withdrawal payment plan** online to cover the balance due by the deadlines stated above.
 - If your Financial Aid paperwork is incomplete by the deadline, you will need to start a **NELNET automatic withdrawal payment plan** online for the full amount owed or pay in full. The payment plan will be in effect for the duration of the term, or until your aid award is **applied to your account** and there is no remaining unpaid balance.
- Third Party **UNCONDITIONAL** promise to pay (**payable to Great Bay Community College on company letterhead or purchase order**) - subject to review and approval by the Business Office manager.

You can purchase your books online. Go to www.greatbay.bkstr.com to view your course material. The website lists the upcoming term four weeks prior to classes starting.

Fall Semester

Monday, September 1, Labor Day Holiday – No Classes and College Closed
Monday, October 13, Columbus Day/Indigenous Peoples Day – CLASSES STILL RUNNING AND COLLEGE OPEN
Tuesday, November 11 Veterans Day Holiday – No Classes and College Closed
Thursday, Nov. 27-Friday, Nov. 28 Thanksgiving Holiday – No Classes and College Closed
Wednesday, Dec. 24-Thursday, Jan 1, 2026 – Winter Recess – College Closed

Spring Semester

Thursday, Jan. 1, New Year's Day Holiday Observed – No Classes and College Closed
Tuesday, Jan. 13, CCSNH Winter Convening - Winterim & Motorcycle Classes still running and College Open
Monday, Jan. 19, Martin Luther King Jr./Civil Rights Day Holiday – No Classes and College Closed
Monday, Feb. 16, Presidents' Day Holiday – No Classes and College Closed
Sunday, March 15 – Sunday, March 22, Spring Break – No Classes (except for Motorcycle) and College Open Monday through Friday
Wednesday, May 13, System Symposium – No Classes and Offices Closed 8:00 a.m. – 4:00 p.m. for in person classes at Portsmouth, Rochester, Automotive Technology, Massage Therapy,
Off Campus sites (Nursing, Surgical Technology) and including online remote on Wednesday 8:00 am – 4:00 pm.
100% ONLINE AND CLASSES STARTING AFTER 4:00 PM ARE NOT IMPACTED.

Summer Semester

Monday, May 25, Memorial Day Holiday – No Classes and College Closed
Friday, June 19, Juneteenth – No Classes and College Closed
Friday, July 3, Independence Day Holiday – No Classes and College Closed

Refund Deadlines

- Students who officially withdraw (drop) from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. (Non-refundable fees are the advanced tuition deposit, application fee, and orientation fee.)
- Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. ♦/♦♦

♦ **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-Credit Workshops/Courses Exception:** Students registered for Non-Credit Workshops/Courses must withdraw (drop) in writing at least **three days prior to the first session** to receive a full refund of tuition and.

♦♦♦ **SIS Web Drop with 100% Refund** up through the Drop with 100% Refund deadlines below. (Certain restrictions apply. Go to <https://portal.ccsnh.edu-->SIS>)

♦♦♦♦ **SIS Withdraw Web No Refund** up through the Drop with "W" grade deadlines below. (Certain restrictions apply. Go to <https://portal.ccsnh.edu-->SIS>)

Pell Grant, SEOG, and Unique awards are calculated based on your enrollment status and are subject to a "freeze date." After your freeze date, if you add or drop credits, your grants will not be adjusted unless you fail to attend your course(s) or fully withdraw. Financial Aid cannot pay for any course you fail to attend. If you plan to register for a combination of full term and late-start classes, **you should register for ALL courses no later**

than Tuesday, Sept. 16, 2025 or Tuesday, Feb. 10, 2026. This will allow you to maximize your grant funding. If you plan to register for a combination of late-start courses that begin on different dates, you should register for all your late start courses at the same time to help maximize your grant funding.

Loans are not subject to the “freeze date” and will pay only if you are registered for at least 6 credits on your loan disbursement date. If you have any questions, please contact the Financial Aid Office to discuss your award status at gbfinaid@ccsnh.edu or call (603)427-7600 x7501.

Add/drop/registration (Dynamic Form) <https://tinyurl.com/yp5hdack>

Fall Semester

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	Deadline* to ADD Without Instructor permission, If space available (See <u>Exception</u> below)	◆◆◆Deadline to DROP with 100% REFUND	◆◆◆◆Deadline to DROP with “W” grade (No Refund) (NOTE: after the deadline, students may still drop https://tinyurl.com/yp5hdack with a “WP” or “WF” grade, No Refund)
OFFICE USE ONLY:		RE,RW	CW;DR;DW	DN,WN
11 Full term (16-wks)	8/25-12/13	Tue. Sept. 2	Mon. Sept. 8	Thu. Oct. 30
12 1 st half semester (8-wks)	8/25-10/18	Thu. Aug. 28	Tue. Sept. 2	Mon. Sept. 29
1L Late Start (12-wks)	9/22-12/13	Fri. Sept. 26	Mon. Sept. 29	Mon. Nov. 10
13 2 nd half semester (8-wks)	10/20-12/13	Thu. Oct. 23	Mon. Oct. 27	Mon. Nov. 24

Spring Semester

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	Deadline* to ADD Without Instructor permission, If space available (See <u>Exception</u> below)	◆◆◆Deadline to DROP with 100% REFUND	◆◆◆◆Deadline to DROP with “W” grade (No Refund) (NOTE: after the deadline, students may still drop https://tinyurl.com/yp5hdack with a “WP” or “WF” grade, No Refund)
OFFICE USE ONLY:		RE,RW	CW;DR;DW	DN,WN
1P2 Pre semester (2-wks) Winterim	1/5-1/17	Mon. Jan. 5	Mon. Jan. 5	Mon. Jan. 12
11 Full term (15-wks)	1/20-5/9	Mon. Jan. 26	Mon. Feb. 2	Mon. Mar. 30
12 1 st half semester (8-wks)	1/20-3/14	Fri. Jan. 23	Mon. Jan. 26	Mon. Feb. 23
1L Late Start (11-wks)	2/17-5/9	Mon. Feb. 23	Mon. Feb. 23	Fri. Apr. 10
13 2 nd half semester (7-wks)	3/23-5/9	Thu. Mar. 26	Mon. Mar. 30	Tue. Apr. 21
12H Motorcycle Twelve weeks	1/5-3/28	Fri. Jan. 9	Mon. Jan. 12	Mon. Feb 23

Summer Semester

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	Deadline* to ADD Without Instructor permission, If space available (See <u>Exception</u> below)	◆◆◆Deadline to DROP with 100% REFUND	◆◆◆◆Deadline to DROP with “W” grade (No Refund) (NOTE: after the deadline, students may still drop https://tinyurl.com/yp5hdack with a “WP” or “WF” grade, No Refund)
OFFICE USE ONLY:		RE,RW	CW;DR;DW	DN,WN
1P2 SURG Pre semester (2-wks)	5/11-5/23	Mon. May 11	Mon. May 11	Mon. May 18
11 Full term (11-wks)	5/26-8/8	Mon. June 1	Mon. June 1	Fri. July 10
12 1 st half semester (6-wks)	5/26-7/4	Thu. May 28	Mon. June 1	Fri. June 19
1F Front Part (8-wks)	5/26-7/18	Fri. May 29	Mon. June 1	Sat. June 27
1U6 Six weeks June start	6/15-7/25	Wed. June 17	Mon. June 22	Thu. July 9

13 2 nd half semester (6-wks)	7/6-8/15	Wed. July 8	Mon. July 13	Thu. July 30
15Y Welding Fifteen weeks May start	5/11-8/22	Mon. May 18	Tue. May 26	Sun. July 12

Exception to Add Policy:

Lab Classes: If the semester has started, a student may add a class with a lab component only if the first class has not been missed. Once the first class has been missed, the student may add only with the permission of the instructor*(and Advisor approval for prerequisites and matriculated students). Examples of lab classes are, but not limited to lab science, computer technologies, information systems technology and drawing. Final decisions of what is considered a lab class rests with Academic Affairs.

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.

About the college

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 mission statement

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 (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

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

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
(781) 425 7785
E-Mail: info@neche.org

Specialized Accreditations:

Business Programs – Accreditation Council for Business Schools and Programs (ACBSP)

Nursing – Accreditation Commission for Education in Nursing (ACEN), full accreditation; approved by the New Hampshire Board of Nursing (NHBON)

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

Veterinary Technology - American Veterinary Medical Association (AVMA)

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

The Community College System of NH and Great Bay Community College do not discriminate in the administration of its admissions and educational programs, activities, or employment practices based on race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, political affiliation, or law enforcement, military, veteran status, or marital status. This statement reflects 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:

1. Title VI and Title VII of the Civil Rights Act of 1964
2. The Age Discrimination Act of 1967 (ADEA)
3. Title IX of the Education Amendment of 1972

4. Section 504 of the Rehabilitation Act of 1973
5. The Americans with Disabilities Act of 1990 (ADA)
6. Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974
7. NH Law Against Discrimination RSA 354-A
8. NH Law RSA 188-F:3-a
9. Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to:

<p>Eric Kulberg</p> <p>Title IX Coordinator Great Bay Community College 320 Corporate Drive Portsmouth, NH 03801 Phone: 603-427- 7667 Email: ekulberg@ccsnh.edu</p>	<p>Jenna Anand</p> <p>504/Title II Coordinator Great Bay Community College 320 Corporate Drive Portsmouth, NH 03801 603-427-7771 Email: janand@ccsnh.edu</p>	<p>Ann-Marie Hartshorn</p> <p>Director of Internal Audit & Title IX Coordinator Community College System of New Hampshire 26 College Drive Concord, NH 03301 (603) 230-3595 Email: ahartshorn@ccsnh.edu</p>
<p>US Department of Education Office of Civil Rights <i>Boston Office</i></p> <p>U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 Phone: (617) 289-0111 Fax: (617) 289-0150 Email: OCR.Boston@ed.gov</p>	<p>NH Commission for Human Rights</p> <p>2 Industrial Park Drive, Bldg. One Concord, NH 03301 Phone: (603) 271-2767 Fax: (603) 271-6339 Email: humanrights@hrc.nh.gov</p>	<p>The Equal Employment Opportunity Commission</p> <p>John F. Kennedy Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203-0506 Phone:(800) 669-4000 Fax: (617) 565-3196 TTY: 1-800-669-6820 ASL Video Phone: 1-844-234-5122 For automatic connection to the nearest EEOC field office: Phone: (202) 921-3191 TTY: 1-800-669-6820 ASL Video Phone: 1-844-234-5122</p>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (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.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access.

A student should submit to the registrar, vice president, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College may release student record information designated as "directory information" without a student's consent. "Directory information" is information that is generally not considered harmful to the individual and does not constitute an invasion of privacy if released. The College identifies the following student information as directory information: name, address, email address (CCSNH only), telephone number, major field of study, dates of attendance, enrollment status i.e. Full-time or part-time, degrees/honors/awards, most recent educational institution attended, and participation in officially recognized activities and sports. If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College's Registrar, in writing. Your request shall remain in effect until withdrawn by you in writing.

If the College receives a request for student recruiting information from the Department of Defense (DOD), or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the nonconsensual release of PII.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The Family Educational Rights and Privacy Act (FERPA) prohibits an institution of higher education from releasing most student record information to any requesting third party, absent the student's prior written consent. Failure of the College to comply with FERPA may result in a violation of federal law and jeopardize the College's federal funding.

Academic support services

Center for Academic Planning and Support

The Center for Academic Planning and Support (CAPS) promotes a responsive, individualized learning environment that fosters personal growth, academic success, and lifelong learning within a global community. CAPS will empower students to accomplish their educational and career goals by offering comprehensive services that are accessible, innovative, inclusive, timely, and financially efficient.

Academic planning and support services are available to both student and community members through the Center for Academic Planning and Support (CAPS). Services include: academic advising, peer and professional tutoring, workshops, disability/accessibility and ELL support services, international student advising, success coaching, and assessment. In addition, the Center maintains a computer lab, study/tutoring space, testing rooms, and the Career Center. 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 GBCC students. Community members may access the Center and its services by purchasing a Community Access Card.

Hours of Operation*:	
Monday - Wednesday	8:00 am to 5:00 pm
Thursday	8:00 am to 6:00 pm
Friday	8:00 am to 4:00 pm
<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>	

For more information about any CAPS service, or to receive a brochure, email CAPS at gbcccaps@ccsnh.edu, visit the website at www.greatbay.edu/caps, call 603-427-7715, or drop in during open hours. CAPS is located in Room 210 in Portsmouth. Remote services are available upon request.

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 and holistically to set individual objectives for the student's college experience. Whether the goal is to earn a degree or certificate, transfer to another institution, or just take a few classes, the advisor will assist in developing a plan to achieve the goal.

Professional Academic and Transfer Advisors in CAPS work with all students new to the college, regardless of major*, to select classes for their first semester. In subsequent semesters, the advisors work with various students including Liberal Arts majors and non-matriculated students. The program faculty advise students in their specific discipline. A complete list of faculty advisors can be found in the Advising and Transfer Center or online at [Advising & Transfer Center](#). All GBCC students are welcome to contact Advising and Transfer with any academic advising, transfer questions, or concerns. For more information email greatbayadvising@ccsnh.edu or call 603-427-7728.

*First-semester Nursing and Vet Tech students are advised by faculty advisors.

TRANSFER ADVISING

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. As a comprehensive community college, Great Bay Community College develops partnerships to enable seamless transfer to baccalaureate colleges and universities across the state and beyond. CCSNH to USNH transfer information is available at <https://www.nhtransfer.org/>.

For more information contact the Advising and Transfer Center at 603-427-7728 or greatbayadvising@ccsnh.edu

Academic coaching

CAPS Success Coaches 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 coaching is available in the areas described below, and students may work collaboratively with faculty and CAPS coaches around these topics. When appropriate, students are referred to outside agencies for further assistance. Students referred to CAPS through an Academic Alert from a faculty member, staff member, or advisor will be contacted to receive these services.

English Language Learners (ESL/ELL) And International Student Services

We are committed to supporting English Language Learners (ELL) and international students in their academic and personal success. Students have access to online tutoring through Brainfuse and may be referred to local Adult Learning Centers for additional language support.

All students, including ELL and international students, can access general academic resources such as tutoring, study skills development, and test preparation. We also provide limited guidance on topics specific to international students, including immigration status, employment eligibility, health insurance, taxes, travel, and legal referrals.

To foster community and cross-cultural engagement, students are encouraged to participate in the International Club. For more information or personalized support, please contact the ELL/International Academic Support Coordinator and PDSO.

Additional specialized support

In addition to the services described above, the Academic and Community Support Coordinator in CAPS works with students who are at risk due to academic standing in CTE programs, or identified barriers to retention including single parents, economic disadvantages, students with disabilities, and/or those living in public housing. Students struggling with success due to these issues may contact the Academic and Community Support Coordinator for success coaching and support.

Tutoring services

Tutoring is free for GBCC students. 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. Brainfuse or Tutoring 24/7 is a third-party online tutoring service available to all students in various subject areas. Students can access brainfuse through their Canvas courses and connect with our Tutor Coordinator for any issues. GBCC tutoring options include: Math and Writing Drop-In Centers, one-on-one tutoring, drop-in tutoring, on-campus and remote tutoring. Schedules for tutoring on the Portsmouth campus are posted each semester in CAPS and on the website at <https://mygbcc.greatbay.edu/academics/tutoring/>. GBCC's 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 Tutor Coordinator and Academic Coach.

Career resources

The Career Coach is available for appointments around job search skills, interviewing, and networking on-campus or remote. Support and access to GBCC's Central Job Board is also available. For more information, visit <https://www.greatbay.edu/career-center> or email gbcccareers@ccsnh.edu. Services are available for students, alumni, and community members.

Accessibility 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 Accessibility 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 Accessibility Advisor and Services Coordinator. All information is kept confidential.

For more information or to schedule an appointment, contact the Accessibility Advisor and Services Coordinator or visit our website at www.greatbay.edu/disability-services

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 Accessibility Advisor and Services Coordinator. 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 Accessibility Advisor and Services Coordinator 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, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; (617) 289-0111; email:

OCR.Boston@ed.gov

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, accommodated testing for students with disabilities, student assessments for academic and career purposes, CLEP exams, GBCC Credit by Examination tests, and placement testing for new students. CLEP exams, Credit by Examination 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 the testing room.
- Only see-through water bottles will be permitted.
- All electronic devices, including phones, smart watches/jewelry, and headphones/earbuds, 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 the 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 the 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 accommodation.

WORKSHOPS

The Center for Academic Planning and Support collaborates with other departments throughout the college and outside partners to offer non-credit workshops in subjects relevant to students and faculty. Dates and times are posted in the college events calendar and/or through promotional materials. Faculty may request in-class workshops by emailing the Director of CAPS. 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 print collection for browsing and research, remote access to information provided by article databases, electronic books (ebooks), and streaming videos, instructor reserves, research/reference support, information literacy training (including support around using AI resources), photocopying/scanning, access to various pieces of equipment in our Makerspace, information via free access to the Internet and interlibrary loan.

Hours

<i>Hours of Operation:</i>	
<i>Monday – Thursday</i>	<i>9:00 am to 5:00 pm</i>
<i>Friday</i>	<i>8:00 am to 4:00 pm</i>

<i>Saturday & Sunday</i>	<i>Closed</i>
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When students come into the Library, they will be asked to sign in and select if they are using the general Library, the computer lab, or the Makerspace. They will need to sign out when leaving. The student ID number is used for this purpose.

Reference help

The Librarians have professional expertise in helping students find and use information, are familiar with library assignments handed out in classes, and also offer instruction in the research process. Librarians also can help with MLA, APA, and Chicago style formatting questions and will review papers or projects to help students avoid plagiarizing. Personalized appointments (in person or Zoom) to help with research or with citations can most easily be scheduled through Navigate.

Questions can be e-mailed to reference@ccsnh.edu.

Computer lab

The Library has a 20-seat computer lab. This is available as an open lab much of the time. There are occasions when there will be classes or workshops taught in that lab and it will not be available for general use during those times. All classes and workshops are posted on the board outside of the lab so that students can plan their work. There are two walk-up computers, located outside of the lab. These are available on a first-come first-served basis, even if the lab is closed for a class/workshop.

Using Library workstations or their own computers, students can access the online catalog, locate full-text journal articles, search electronic reference sources, or access our extensive ebook and streaming video collection. Begin at the Library home page <https://www.greatbay.edu/student-resources/library/>. Only current students can access our electronic resources. You will log in using your easylogin username (first initial, last name, 3 numbers) and password. Call the Library at 603-427-7618 for further assistance with remote use.

Academic programs material

Library materials include reference resources, circulating books, electronic books, online full-text databases of magazines/journals/newspapers, and reference materials. In addition, there is a reserved collection of materials, placed by instructors for specific classes. These materials need to be used while in the Library.

From Library workstations, students can also access Canvas, web email, and the Internet. Thousands of magazines and journals, and newspapers are available online. Many of our products offer the full text of articles that students may print, download, or send via email. The Librarians can show students how to use these resources.

Interlibrary loan

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, and Plymouth State. Students, with a current 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 .

Circulation of 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.

MAKERSPACE

The Library has various pieces of equipment that can be used for coursework and personal needs. These include things like a 3D printer, sewing machines, Cricut cutting machines, and Cricut heat press machines. Please see a Librarian to learn more.

Student services

Bookstore

Great Bay Community College's Bookstore, operated by Follett, is 100% virtual/online. There will be one in-person location for the Community College System of New Hampshire, including Great Bay Community College at NHTI – in Concord at 20 College Drive,

which will serve as a hub for all NH community colleges. Students who have questions about pricing, books or any issues should direct their inquiries directly to the bookstore at (603) 427-0891. The Follett Bookstore's website will remain the same. Students can purchase all books, educational materials, and other items such as GBCC hoodies and shirts via the 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 online at <https://coastbus.org/schedules>.

Dining services

The Gather Cafe at Great Bay is located on the main floor. Students can buy hot or cold foods, drinks, and pastries. Students may get 50% off their purchase if they show a student ID. The cafeteria hours are posted each semester. Vending machines are also available. The College contracts with Gather to run the cafeteria.

Campus safety

Great Bay Community College strives to ensure that all of our students, faculty, staff, and guests are able to enjoy all that GBCC has to offer.

The Campus Safety desk is located just inside the main lobby where we can provide directions to all the services, classrooms, and functions within the building. Visitors and Vendors are required to check in upon arrival, and out upon departure.

Campus Safety offers escorts to and from the building to vehicles in any of our parking lots upon request and availability. We also offer assistance with motor vehicle lockouts and jump-starting vehicles. We always welcome questions about safety and security concerns. If you see something, say something! Help us keep the GBCC community a safe place to enjoy. Campus Safety Desk 603-427-7697.

GBCC alerts

An emergency notification system has been developed whereby members of the Great Bay community will be notified by telephone, e-mail or 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 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 or directly at: <https://www.ccsnh.edu/rave/>

Costs, financial policies and procedures

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.

Insurance

The college is not liable for personal injuries incurred by students who are in attendance. Students are encouraged to provide their own coverage.

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.

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.

Collection Clause

The following clause is included on college forms and online, with areas for student signature/acknowledgement, signifying their understanding of their financial obligations. "I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to

pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance."

Financial Aid

Financial aid refund check policy

Source: CCSNH System Policies, Finance, Section 425.15 Date of last Amendment: 7/10/25

Credit balances caused by Title IV funds must be paid directly to the student – or, if from a PLUS loan, to the parent unless at the time of application the parent answered yes to the credit balance option to disburse the credit balance directly to the student.

The credit balance refund shall be paid as soon as possible, and no later than fourteen 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 days after the balance was created.

If approved by the Financial Aid Office, one re-mailing attempt can be made for a credit balance refund check that has been returned as undeliverable to an updated address within 45 days of the return date, or the check may be voided and the payment reissued VIA EFT within 45 days.

Title IV funds included in an expired credit balance refund check will not be reissued and must be returned to the US Department of Education no later than 240 days after the date the credit balance refund check was issued.

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 fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Students in courses that meet for two weeks or less must drop by the end of the first day of the class in order to get a 100% refund.

All Students registered for non-credit workshops, tests, professional training, or seminars must withdraw in writing at least three business days prior to the first session. Payments by cash or check will receive a full refund of tuition and fees. Exception: non-credit workshops, tests, professional training, or seminars registered online with a credit/debit card incur a non-refundable 7.0% transaction fee and a non-refundable \$1.99 administration fee. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

The College President or designee may grant a tuition refund or tuition credit under extenuating circumstances on a case-by-case basis, such as military activation, administrative error or documented long term illness. In order to receive a tuition adjustment, supporting information such as physician's note, hospital confirmation, military assignment, etc., must be provided. Students wishing to be considered for an exception must fill out an application, submit all supporting documentation, and complete the add/drop form. The complete procedures for students to request a tuition and fee adjustment can be obtained in the Office of the Vice President of Student Affairs and the Business Office.

Return of Title IV Funds: Mandated by Law

Students who withdraw from school before the 60% point in a semester will have to repay a portion or all of their Federal Pell Grant, Federal SEOG grant, Federal Perkins Loan funds, and Federal Direct loans to the United States Department of Education. The exact amount required to be returned will vary depending on the amount of grant and loan money the student received and at what point in time the student withdraws from the College. In addition, the student will be liable for the balance owed the College for tuition and fees. The student will receive a revised statement of account for the expenses incurred which will include the reduction and or loss of Federal Title IV funds.

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:

- Course prerequisites shall apply.
- Official proof-of-age and NH residency documentation shall accompany the registration form.
- Space needs shall first be met for applicants whose tuition fees are guaranteed by self-pay, scholarship or work-study.
- The course shall have paid enrollment to meet costs.
- All ancillary costs and charges (i.e. Books, supplies, academic instruction fee, registration fee etc.) Are paid by the individual.
- Registrations for courses under this provision will only be accepted two (2) days prior to the start of classes.
- The college offering the course may, at its discretion, cancel the course.
- The college offering the course shall be the sole determining agent as to whether or not space is available.

No discount for workshops or other non-credit courses.

Fees

[Link to Great Bay Community College Fees](#)

[Link to Program Specific Additional Costs](#)

Welcome center

Purpose

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 access the WELCOME CENTER for your Admissions and Student Account needs.

Work study

Student identification cards

Students may obtain a college ID at the Campus Safety desk in the mail lobby-Portsmouth Campus when the building is open. 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. Student ids also allow student access to Student Services resources such as Fitness Center, Gymnasium, Food Pantry (A liability form needs to be signed at the Helpdesk Room 200 to provide this access). Student ids also assist with Student printing. 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. For more information please contact IT and/or Helpdesk at gbccitsupport@ccsnh.edu or Room 200 Portsmouth Campus.

Any student who loses an identification card can obtain a new card at a cost of \$10 (payable at College Services Welcome Center).

Student life

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 can 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 as well as 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, build friendships, 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 Government sponsored events that are on and off campus.. There are also core annual events, such as A Night of Festivity,, Heron's Night , The Giving Tree, Welcome Back Cookout and End of the Year Celebration.

The Herons nest

In addition to engagement and leadership development opportunities, the Student Life office also provides non-academic support to students who may need assistance connecting with community resources for mental health support, housing, health insurance, SNAP benefits, and other basic needs. The Heron's Nest is also the home of the GBCC Food Pantry where students are welcome to pick up perishable and non-perishable items. The Heron's Nest is located in the Student Success Center in Office 86.

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
- Golf
- Men's Track & Field
- Women's Track and Field

College policies and procedures

Information Technology (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 Projectors and hook-ups for mobile/remote 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 Accessibility Services to review, purchase, and implement assistive technology for students with disabilities. Status of key programs with logins for online resources can be found at: <https://www.ccsnh.edu/online-resources/> Helpdesk tickets can be submitted using your CCSNH/GBCC login/password at: <https://helpdesk.ccsnh.edu/> or sending an email to gbccitsupport@ccsnh.edu.

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 <https://www.ccsnh.edu/online-resources/>. 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, Canvas, 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
- 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:
 - o College Personnel: Report violations to your immediate supervisor, Vice- President of Academic Affairs or President.
 - o System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
 - o Students: Report violations to your College Vice-President of Academic Affairs or President.

Enforcement of IT Acceptable Use 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, Canvas, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. From another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

Services

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.

1. 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.
2. Damaging a computer or part of a computer or networking system.
3. Knowingly spreading computer viruses.
4. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
5. 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.
6. Violating copyright laws.
7. "Hacking" on computing and networking systems.
8. 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.
9. Deployment of wireless access points (waps) without review and authorization from the CCSNH Information Technology office.

Printing, copying, and scanning

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 logging into <http://print.ccsnh.edu> with Easylogin credential. 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 can be associated to your officially issued Student Identification Card. For more information please contact IT and/or Helpdesk at gbccitsupport@ccsnh.edu or Room 200 Portsmouth Campus.

Printing/Copying Costs:

Paper size	Single Sided B/W	Double Sided B/W	Single Sided Color	Double Sided Color
Letter 8.5"x11"	.10	.20	.50	1.00
Legal 8.5"x14"	.10	.20	.50	1.00
Tabloid 11"x17"	.10	.20	.50	1.00

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 are available immediately once the credit card processing is completed. 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.

- 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 \$10 replacement fee. Replacement ids for name changes are free with return of old card; otherwise, there is a \$10 fee.

Do not wait until you are down to a zero balance before purchasing more print credits.

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.

Listservs, bulletin & discussion boards

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

Student email policy

Upon registering or acceptance into a program, students are assigned a student email address which supersedes any existing personal email address stored in the College system's records. Information about this email and Easy Login is sent to personal email(s) on the student record by the Community College System of NH (CCSNH). Once the student has established their Easy Login Account, the CCSNH student email becomes 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. Please make sure to use the student email when corresponding with faculty and staff at the college. Any message sent to or from a personal email account is subject to quarantine and/or removal from the CCSNH email server.

Inactive students (not registered for courses, etc.) Can retain their Student easylogin and @students.ccsnh.edu Email Account until three semesters have passed without any activity. A notice will be sent to your student email prior to the deletion of your accounts. When the email account is deleted, all contents in your email will be deleted. Any files saved in One Drive, Canvas or any other CCSNH resource WILL also be deleted. We recommend you keep copies of your files on a personal device and make sure you log in to check your student email and forward any important emails to a personal account on a regular basis. Once your student email is purged, if you decide to register for a class or apply to CCSNH in the future, you will receive another student email account, however, prior email messages and files will not be accessible.

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.

Approved Sites:

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



Content: Contributors to the Great Bay Community College pages will follow the established employee and student procedures. The College and the Director of Marketing Services 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.

Use of Logo: The logo must be requested from the Director of Marketing Services for the intended use. No portion of logo is permitted to be altered; colors and fonts must remain as in original file sent from Director of Marketing Services. 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.

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 Director of Marketing Services whenever possible. Director of Marketing Services reserves 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.

Inappropriate postings: Postings including any of the following may be edited or deleted:

- Strong profanity and any other offensive language
- Posts abusing other students and or faculty or staff.
- Posts with racist, sexist, or other discriminatory content
- Any other posts that GBCC considers to be offensive or inappropriate
- "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.

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.

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 tie, 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.

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.

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.

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.

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.

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.

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.

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.

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.

Smoke free & tobacco free campus policy

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

Smoking – including the use of smokeless tobacco or tobacco alternatives including but not limited to electronic cigarettes, vaping, and juuls – is prohibited on campus and in all GBCC- or CCSNH-owned or leased buildings and vehicles. This policy applies to all grounds, parking areas, athletic fields, walking trails, etc... owned by GBCC.

Smoking – including the use of smokeless tobacco or tobacco alternative including but not limited to electronic cigarettes, vaping, and juuls – is allowed only in personal vehicles.

The sale or the free distribution of tobacco or tobacco alternatives products on campus is prohibited.

Tobacco or tobacco-alternative product advertisements are prohibited in college-run publications.

Campus organizations are prohibited from accepting sponsorship from tobacco or tobacco-alternative companies.

All members of the GBCC community are expected to observe this policy and are encouraged to ask any individuals who are using tobacco or tobacco alternatives in an unauthorized area to stop. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Violations of policy will be subject to disciplinary action in accordance with appropriate personnel policies and/or with the Student Code of Conduct and Judicial Processes and Fines as per CCSNH Board Policy:

Fines*

First violation: \$25

Second and subsequent violations: \$50

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

When a fine is given, the individual has thirty days to pay the fined amount or their GBCC account will be frozen until resolved.

* Fines are subject to change.

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.

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.

Convicted Felon Policy – CCSNH does not have a policy

Hiv (human immunodeficiency virus) policy

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

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

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

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.

Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.

Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Accessibility Coordinator on the campus and provides appropriate medical documentation.

AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.

Legal liability – The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.

Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.

Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.

Immunization policy

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved.

Individual colleges may include additional groups or constituencies at their discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the college. Documentation standards are as follows:

- Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
 - Documentation of immunization with 2 doses of live vaccine after 12 months of age;
 - Laboratory confirmation of immune titers for measles, mumps and rubella; or
 - Had one rubella, provided the student was born prior to 1957.
- Students shall be considered immune to measles or rubella, instead of MMR only if they have:
 - Had the disease confirmed by an office record of a doctor;
 - Been born before 1957 and therefore considered immune;
 - Laboratory confirmation of an immune titer;
 - Been immunized with 2 doses of live vaccine after 12 months of age; or
 - Been subject to the more stringent requirements of a clinic or practicum site.
- Students shall be considered immune to mumps instead of MMR only if they have:
 - Had disease confirmed by an office record;
 - Been immunized with one dose of vaccine after 12 months of age; or
 - Been subject to the more stringent requirements of a clinic or practicum site.
- Students shall be considered immune to rubella instead of MMR only if they have:
 - Laboratory confirmation of an immune titer;
 - Been immunized with one dose of vaccine after 12 months of age; or
 - Been subject to the more stringent requirements of a clinic or practicum site.

Students shall be considered immune to tetanus only if they have received tetanus- diphtheria booster within the last 10 years.

Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:

- After being given the first dose, the student shall receive a second dose no later than one month after the first; and
- After being given the second dose, the student shall receive a third dose no later than six months after the second.

Students shall be considered immune to tuberculin skin infection only if they have:

- Proof of a negative Purified Protein Derivative (PPD) within the last year;
- A positive PPD established by an x-ray with negative results within the last year;
- Been subject to modification for clinic or practicum site.

The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.

Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.

Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

Lactation room

Great Bay Community College (GBCC) recognizes that breast milk can be an important food for growth and development of infants. Employees have a right to request lactation accommodation. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at GBCC for as long as they desire to express breast milk. Room 315 is dedicated for this purposes. The room is 315 will remain unlocked and available to students, faculty and staff.

Medical leave policy

A matriculated student who, due to a serious medical condition requiring extended, in-patient treatment in a medical facility or ongoing outpatient medical treatment, becomes unable to complete established, academic requirements, or who becomes unable to meet a program's technical standards, 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 approval of a medical leave does not release a student from financial responsibility to the College. Any student seeking a medical leave of absence as a financial aid recipient should contact the Financial Aid Office to discuss the leave and any consequences that may result in a change in financial aid eligibility.

Students requesting Medical Leave of Absence must:

- Provide a letter to the Vice President of Academic Affairs indicating program of study, the medical reason for the request, a proposed date on which the medical leave will begin, and a proposed date for readmission.
- AND
- Provide the Vice President of Academic Affairs with documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's condition. The documentation should be substantial to facilitate the decision-making process.

The Vice President of Academic Affairs will notify the student in writing to approve or deny the request and state the conditions for readmission. Students whose medical leave requests are granted will not be required to reapply for admission at the end of the leave period, provided that all conditions for readmission are met.

Parking on campus policy statement

Parking is available on campus. Please park in 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 with prior approval.

Exception #2 - Service Animals Assisting Individuals with Disabilities

Except for Service Animals, as provided under ADA, all animals or pets on College property must always be leashed and under the control of their owner/caretaker. All animal waste must be immediately cleaned and properly disposed of 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 the animal is not getting adequate ventilation and/or is in distress of any kind.

Consistent with state law, all animals on campus shall:

- Possess an animal license in compliance with local ordinances where applicable
- Be properly immunized and vaccinated
- In the case of dogs, wear a current rabies vaccination tag or possess proof of vaccination

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.

Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.

Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution's disciplinary rules.

Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

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:

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 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:

- Facilities must be used with due discretion and care.
- There must be no interference with the educational schedule or undue demands made on college personnel.
- One member of the using group is to be designated and authorized to act as the person of primary group responsibility.

Although classroom facilities may be made available free of charge, the using group must be responsible for meeting the following fees:

- 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.
- 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 Community College System of NH.
- The cost of police protection when deemed necessary.
- Any damage arising out of the usage when due to carelessness, neglect, or other unusual acts.
- Any special services required or arising as a result of the usage.

The college President will have the authority to accept or reject requests for usage of the facilities.

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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;

- 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.

Sexual Misconduct Policy & Grievance Procedure

Policy Statement

CCSNH and its Colleges are committed to creating and maintaining a positive and productive work environment free of discrimination, sexual harassment, sexual misconduct, and retaliation.

CCSNH prohibits discrimination, sexual harassment, sexual misconduct, and retaliation as defined in this policy. It is the intention of CCSNH to take prompt action to prevent the reoccurrence of behaviors that violate this policy. CCSNH and its Colleges, in compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, religion, color, national origin, age, sex, or physical handicap in any policies, practices, and procedures.

Scope of Policy and Jurisdiction

This policy applies to all faculty, staff, other employees, students, & organizations receiving Community College System of New Hampshire (CCSNH) funding or use of the CCSNH school names. This policy applies to all CCSNH education programs and activities (including locations, events, or circumstances in which CCSNH exercises substantial control over the respondent and the context of the conduct). A complainant does not have to be a member of the CCSNH community to file a complaint at the discretion of the Title IX Coordinator. Policy Numbers for the student policy and employees policy are 323.02 & 730.04. Note, the policies listed on the CCSNH and GBCC website are overriding, midyear changes to this policy will be posted the CCSNH and GBCC's Title IX websites.

Title IX Sexual Harassment

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

1. "Quid pro quo" sexual harassment by a CCSNH/College employee: Conditioning a CCSNH/College aid, benefit or service (such as a promotion or favorable evaluation, or a better grade in a course) on an individual's participation in unwelcome sexual conduct;
2. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to CCSNH/College education programs and activities; or
3. Sexual assault, dating violence, domestic violence and stalking, as defined in the Clery Act and Violence Against Women Act, as follows:
 - i. *Sexual Assault*: An offense classified as a Forcible or Non-Forcible Sex Offense under the uniform crime reporting system of the FBI. Those offenses are –
 - (1) *Non-Forcible Sex Offenses*: incest and statutory rape. In New Hampshire, only children aged 16 and older can give consent to sexual contact with adults unless the two parties are legally married. A teenager under 13 cannot consent to any sexual contact. Children who are between 13 and 16 may consent to a sexual act when their partner is less than four years older than they are.
 - (2) *Forcible Sex Offenses*: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is in a state of incapacitation. Such sexual acts include:
 - Forcible rape: sexual intercourse with a person, forcibly and/or without that person's consent, or in instances where the victim is in a state of incapacitation.
 - Forcible oral or anal sexual intercourse with another person, forcibly or without consent, or because of incapacitation.
 - Sexual assault with an object: use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly, or without consent or because of incapacitation.

- Forcible fondling: the touching of the private body parts (genitals, buttocks or breasts) of another person for the purpose of sexual gratification, forcibly, or without consent, or because of incapacitation.
- (3) *Consent*, for purposes of this policy, means: an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.
- ii. *Dating Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse committed by a person:
 - (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) Where the existence of such a relationship is determined based on consideration of: (i) the length of relationship; (ii) the type of relationship; and (iii) the frequency of interaction between persons in the relationship.
 - iii. *Domestic Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse among current or former spouses or cohabitants, or people who share a child in common.
 - iv. *Stalking*: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (1) Fear for their safety or the safety of others; or
 - (2) Suffer severe emotional distress.

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

Sexual Harassment Under the New Hampshire Law Against Discrimination

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

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

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

Sexual Misconduct Under NH RSA 188-H

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

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

Retaliation

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

Reporting Sexual Misconduct

- A. All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.

- B. All CCSNH/College employees with supervisory or management responsibilities, and individuals designated as Campus Security Authorities under the Clery Act, who receive information about possible sexual misconduct/harassment of students are required to make a report.
- C. Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can may be made in person or by calling Tina Favara, Vice President of Student Success and Enrollment Management at 603-427-7631, email to tfavara@ccsnh.edu, *or mail to* Great Bay Community College, 320 Corporate Drive, Portsmouth, NH 03801.
- D. A report of sexual misconduct/sexual harassment may also be made to Campus Security, or local or State police [see section V.B below for further information].

Amnesty

To encourage reporting of sexual misconduct/sexual harassment and remove barriers to making a report, an individual who makes a good faith report of sexual misconduct/harassment that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual misconduct/sexual harassment report or investigation, unless CCSNH/College determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student clubs and organizations making a report of sexual misconduct/sexual harassment

Outside Support and Additional Reporting Avenues for Victims of Sexual or Gender-based Violence

Confidential Resources

1. Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a New Hampshire Domestic and Sexual Violence Crisis Center: Haven Violence Prevention and Support Services, 20 International Drive, Suite 300, Portsmouth, NH 03801, Business Phone: /-603-436-4107 or 24-Hour Support Line 1-603-994-SAFE (7233). Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call.
2. Immediate, confidential help is also available by calling:
 - New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
 - New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
 - National 24-hour Sexual Assault Hotline: 1-800-656-4673
 Conversations with crisis center and crisis line volunteers and advisors (who are also confidential resources) are protected under New Hampshire's confidentiality statute (NH RSA 173-C).
3. Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
4. The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the Title IX Coordinator, investigation interviews, discipline meetings or hearings. Confidential resources are not employees of CCSNH.

Emergency Medical Services

1. Emergency medical services may also be access directly at:
Portsmouth Regional Hospital
333 Borthwick Ave
Portsmouth, NH 03801
603-436-5110
2. Transportation to available medical services may be accessed via:
In the case of an emergency, please dial 911 for Medical Transportation.

Non-Emergency Transportation:

Stewarts Ambulance Service
1-603-279-5901

3. Assistance with the costs of emergency medical assistance can be accessed via:
NH Dept. Of Health & Human Services
129 Pleasant Street
Concord, NH 03301-3852
<https://www.dhhs.nh.gov/programs-services/financial-assistance>

Other Support

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

Free online confidential counseling services available to students
For access visit GBCC Health & Wellness Website:

<https://www.greatbay.edu/student-life/health-wellness/>
2. Individuals accused of sexual misconduct/sexual harassment may seek assistance from a confidential advisor, which may include an advocate or attorney, by contacting the CCSNH/College Title IX Coordinator or the following organizations:

Free online confidential counseling services available to students
For access visit GBCC Health & Wellness Website:
<https://www.greatbay.edu/student-life/health-wellness/>

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

Reports to Law Enforcement

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

GBCC Campus Safety - (603) 427-7644

Local Police

- Portsmouth PD (603) 427-1500
- Closest State Police:
Troop A
315 Calef Highway
Epping, NH 03042
Phone: (603) 679-3333
E-mail: troopa@dos.nh.gov
- United States Attorney's Office [federal law enforcement]
53 Pleasant Street, 4th Floor
Concord, NH 03301
(603) 225-1552

Protection Orders

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

2. Victims of sexual misconduct involving domestic violence or stalking may pursue a court-ordered protection order by contacting or appearing at the local court:

NH Circuit Court 10th Circuit – District Division- Portsmouth
111 Parrott Avenue
Portsmouth, NH 03801-4490

3. Individuals who obtain a protection order issued by a court are asked to contact, and provide a copy of the order to, the CCSNH/ College Title IX Coordinator. Upon receipt, CCSNH/College can assist in enforcement of the order as it pertains to the alleged victim's or respondent's participation in CCSNH/College programs or activities, to the extent applicable.

Response to Reports of Sexual Misconduct or Sexual Harassment

After A Report Is Made

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

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

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

Investigation and Resolution

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible.

Formal complaints of allegations involving Title IX sexual misconduct/sexual harassment will be addressed in accordance with Section VII below.

Reports of sexual misconduct that do not constitute sexual harassment under Title IX will be addressed under Policy 730.06 (Student Code of Conduct).

The Title IX Grievance Procedure

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

How to Make a Formal Complaint

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

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

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

The Title IX Coordinator may consolidate formal complaints where circumstances warrant.

Dismissal of Formal Complaint

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

1. If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as defined in Section II.A of this policy); or
2. If the conduct alleged did not occur within the scope of the College's education programs and activities, or did not occur in the United States.

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

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

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

Steps in the Process

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

1. General Obligations of CCSNH/College and Timeline CCSNH/College will:

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

In general, CCSNH/College will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer due to the absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from parties for extensions equitably, and shall notify the parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

- i. The Title IX Coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:
 - Notice regarding the procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five calendar days).
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - Notice that the parties may have an advisor of their choice, who may be an attorney;

- Notice that the parties may inspect and review evidence;
 - Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;
 - Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or procedure;
 - Notice that CCSNH/College, not either party, has the burden of proof;
 - Notice of the name of the investigator, with sufficient time (no less than five calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator; and
 - Notice that the parties can raise reasonable concerns regarding the Title IX Coordinator to Dr. Cathryn Addy, President GBCC.
- ii. If additional allegations become known at a later time, the original notice to the parties will be supplemented. Misconduct which subsequently becomes known but is not covered by this policy may be addressed pursuant to other applicable CCSNH/College policies, as appropriate.
 - iii. The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.
 - iv. Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding CCSNH/College officials involved in the procedure will be resolved by the Title IX Coordinator. At the hearing, such claims may be raised with the decision maker.

3. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by CCSNH/College must be approved by the Title IX Coordinator. If an informal resolution agreement is reached, it must be signed by the parties and CCSNH/College. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.

4. Emergency Leave

CCSNH/College, in consultation with the Title IX Coordinator, may place a student respondent on emergency leave at any point after a formal complaint is filed:

- i. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.
- ii. The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.

- iii. Any such decision to place a student on emergency leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

5. Investigation Process

The Title IX Coordinator will appoint an investigator to investigate the formal complaint. The investigator will:

- i. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- ii. Allow parties to have their advisor at all meetings (advisors may not speak for the party).
- iii. Allow parties to identify witnesses and submit favorable and unfavorable evidence.
- iv. Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
- v. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- vi. Prior to completing the investigation report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint. This includes all directly-related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties. The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
- vii. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

- i. Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person, but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each party with all responses.

In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX Coordinator, in consultation with other CCSNH/College officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.

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

6. Live Hearing

CCSNH/College shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The Title IX Coordinator shall be responsible for scheduling the live hearing (no less than ten calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Some important features of hearings include the following:

- i. Under Title IX, CCSNH/College has no authority to compel parties, witnesses or advisors to be present for a hearing.
- ii. At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.

- iii. The decision maker, not the investigator, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX Coordinator or the investigator.
- iv. The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- v. The decision maker may ask questions of the parties, their advisors and any witnesses.
- vi. The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- vii. The decision maker may request input from CCSNH/College officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- viii. CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- ix. Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, CCSNH/College will appoint one for the party at no cost to the party.
- x. The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- xi. A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

7. Standard of Proof and Determination of Responsibility

CCSNH/College uses a preponderance of the evidence standard ("more likely than not") in making determinations of responsibility.

The decision maker shall issue a written determination, which shall include the following:

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

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

8. Remedies, Supportive Measures and Sanctions

i. Remedies

"Remedies" are measures used to ensure that the complainant has equal access to the College's education programs and activities following a decision maker's determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

ii. Supportive Measures

The Title IX Coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant's needs at that time.

iii. Sanctions

Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:

- WARNING - a notice in writing to the student that the student is violating or has violated institutional policy;
- PROBATION - a written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
- LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, persona non grata designation);
- NO CONTACT – restriction prohibiting an individual from approaching or contacting a specified individual;
- FINES – previously established and published fines may be imposed;
- RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
- RESIDENCE HALL/CAMPUS HOUSING SUSPENSION – separation from the residence halls/campus housing for a definite period of time, with conditions for readmission (if appropriate);
- RESIDENCE HALL/CAMPUS HOUSING EXPULSION – permanent separation from the residence halls/campus housing;
- CLASS/ COLLEGE SUSPENSION – separation from class(es) or the College for a definite period of time, with conditions for readmission (if appropriate);
- COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
- EDUCATIONAL OR SERVICE SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to: work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

9. Appeals

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

Appeals are allowed on the following grounds:

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

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

- i. Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer.
- ii. The Title IX Coordinator shall provide a copy of the appeal to all other parties.
- iii. The other parties shall have seven calendar days to submit a written statement addressing the appeal.
- iv. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/College officials and/or CCSNH counsel in making their decision.

- v. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may: 1) deny the appeal; 2) grant the appeal and send back the matter to the decision maker for further consideration; 3) grant the appeal and send back the matter for a new live hearing before a new decision maker; 4) grant the appeal by revising the sanction; or 5) grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted.

CCSNH COMMUNITY STANDARDS and STUDENT CODE OF CONDUCT

I. Introduction

A. Community Standards Policy Statement

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

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

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

B. Definitions

1. 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).
2. College Official – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The College Official's role will include but not be limited to monitoring the judicial decision makers/committees and proceedings; advising judicial decision makers/committees and students on the applicable judicial process; reviewing requests for appeals; and maintaining judicial proceedings records.
3. Judicial Decision Maker/Committee – Refers to any college official or committee authorized to determine whether a student has violated the Community Standards and Student Code of Conduct and to impose outcomes or sanctions.
4. Appeals Committee – Refers to the person or persons appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial decision maker/committee determination that a student has violated the Community Standards and Student Code of Conduct and/or the outcomes or sanctions imposed by such judicial decision maker/committee.
5. 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.
6. Respondent – Refers to a student against whom a report or complaint alleging violation of the Community Standards and Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

1. The Community Standards and Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges'
 - a. Educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or
 - b. Responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

2. The colleges' jurisdiction and discipline shall be limited to violations of the Community Standards and Student Code of Conduct.
3. The Community Standards and Student Code of Conduct (herein referred to as "the Code") applies to any person registered, accepted, or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. The Code applies to student organizations, including athletic teams.
5. The Code applies to students participating in off-campus college activities such as trips, co-ops, or internships.
6. Students are expected to familiarize themselves with College and CCSNH policies and the Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
7. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
8. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
9. Students who assist others in violating any provision of the Code may be charged with a Code violation to the same extent as those persons committing the violation.
10. Students who attempt conduct in violation of the Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

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

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

C. Academic Misconduct

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

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

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

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

D. Disruption of College Operations

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

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

E. Health and Safety Offenses

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

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

5. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards.
6. Violation of the College Social Compact.

F. Offenses Involving Others

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

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium to leave no doubt as to the intended target;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault; which would be referred to the campus Title IX officer.
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community.
 - a. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.
 - b. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct;
7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:
 - a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
 - b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation,
 - c. Admission into, affiliation with, or as a condition for continued membership in, a group or organization.

G. Offenses Involving Property

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

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

H. Abuse of Judicial System

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

1. Failure to obey the summons of a campus Official, Investigator, Judicial Decision Maker/Committee or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee or appeals committee;
3. Disruption or interference with the orderly conduct of a judicial proceeding;
4. Attempting to discourage an individual's proper participation in or use of the judicial system;
5. Attempting to influence the impartiality of a member of the judicial decision maker/committee or appeals committee through threat, intimidation, or bribery prior to and/or during the judicial proceeding;
6. Failure to comply with the outcomes or sanctions imposed under the Code, including No-Contact Orders;
7. Influencing or attempting to influence another person to commit an abuse of the judicial system;

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

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

IV. Violation of Community Standards and Code of Conduct Process

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

A. Outcomes & Sanction Definitions

1. Warning: A notice in writing or verbally to the student that they are violating or have violated community standards.
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, 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. Adaptable Resolution Pathway: Such as an educational or service sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. Informal Resolution: The Vice President of Student Affairs (or designee, including senior administrator at another college) may meet with individuals involved in an incident to determine if the alleged violation(s) have merit and/or if they can be resolved through an informal resolution. Informal resolution could include mediation, restorative conference, mutual

agreement, negotiated resolution or another form of conflict resolution. During the informal resolution process, parties agree to the violations of the community standards and come to an agreement about the actions necessary due to the violation. Informal resolution outcomes are final and there are no appeal or other proceedings.

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

B. Responding to Reports of Violations of Community Standards

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

2. Filing a Report

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

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

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

- a. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense. The complaint will be referred to the appropriate Judicial Decision Maker/Committee, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may
 - i.) Dispose of the complaint as unfounded;
 - ii.) Mediate an informal resolution; or
 - iii.) issue (or recommend to be issued) sanctions as described in Section IV above.
- b. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Decision Maker/Committee.
- c. Within five (5) business days after the Respondent has been notified of the report, the Judicial Maker/Committee shall set a date and time for an initial hearing.
- d. At the initial hearing, the Judicial Decision Maker/Committee may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether
 - i. The complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed;
 - ii. Mediation is appropriate; or
 - iii. A formal investigation is required. In the event a formal investigation is required, the Judicial Decision Maker/Committee will accept the findings of the investigator(s) and provide a report of the findings to respondent.

- e. If the Respondent is not in attendance at the judiciary hearing, the Judicial Decision Maker/Committee may proceed with what evidence has been submitted.
- f. Whether the investigation is completed by the Judicial Decision Maker/Committee or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
- g. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for an outcome or sanctions hearing before the Judicial Decision Maker/Committee to be held not less than one day nor more than ten days after the investigation report is issued.

C. Judicial or Appeals Committee Process

1. Judicial/Appeals Committee Membership

- a. A designated College Official will be appointed as the Chair of the Judicial or Appeals Committee by the college president, vice president or designee, including senior administrator at another college.
- b. When possible, a committee membership will be made up of the suggested members below:
 - i. Two (2) faculty or staff selected based on the specifics of the case being heard
 - ii. Student representation based on the college's practice of appointing or electing student judiciary members.
 - iii. When a case involves residential life there should be a representative from that population on the committee

C. During the summer or vacations, a meeting may be called and members will be selected as follows:

- i. Regular members (as determined above) will serve, if available
- ii. In the event sufficient regular members are not available, the designated College Official will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
- d. The Vice President of Student Affairs has the right to change the number and makeup of the judiciary or appeals committee as required to meet the needs of the campus, schedule availability, or the complaint at hand.
- e. If the complaint has been brought by a member of the Judicial or Appeals Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.

2. Judicial/Appeals Committee Hearings

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

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

D. Student Violation Appeals Process

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

V. Student Rights

A. Students in the Classroom

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

B. Student Freedom Off-Campus

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

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

E. Student Participation in College Government

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

F. Student Publications

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

G. Establishing Student Conduct Standards

1. Conduct: In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:
 - a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
 - b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.

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

VI. Student Rights—Grievance Procedures

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

- A. Student Alleged Discrimination Process: If a student feels they have been experienced bias or discrimination based on race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status, they should use this process to report. As stated above, a student may elect to resolve a conflict informally first. Please note a student is never required to confront a faculty or staff member in situations regarding discrimination. In any situation regarding discrimination in regards to sex, sexual orientation, gender identity or expression students should contact the Title IX coordinator at their home campus. The Title IX process can be found [here](#).
 1. If the individual elects not to resolve the matter informally a formal grievance in writing must be submitted to:
 - a. The Vice President of Student Affairs for grievances not related to the instructional process or grade dispute.
 - b. Or through the chosen reporting structure set forth at the college.
 2. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts. The Vice President of Student Affairs (VPSA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPSA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If

resolution is not possible and the VPSA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the College Official who convene the Judicial Committee within two weeks of the receipt of the formal grievance.

3. If the VPSA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VPSA or designee, including senior administrator at another college will provide a written explanation to the student and the matter will be considered resolved at that point.

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

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

C. Student Grade Appeal: Refer to CCSNH Academic Affairs Policy 670.04.

Clery act reporting: 2022 crime awareness and campus security information report

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 website 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

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

CRIME STATISTICS

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 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 any time 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.

CAMPUS SECURITY AUTHORITIES

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's Office	603-427-7602
President	603-427-7601
Chief Business Affairs Officer	603-427-7609
Vice President Academic Affairs	603-427-7678
VP of Student Success and Enrollment Management	603-427-7631
Associate VP of Academic Affairs and Student Affairs	603-427-7630
Campus Safety Officers	603-427-7697
Director of Library and Media Services	603-427-7610
Director of Student Life	603-427-7741
Director of Athletics and Student Engagement	603-427-7733
Athletic Coaches	603-427-7733
Advisors for Student Clubs & Organizations	603-427-7733

DAILY CRIME LOG

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

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Are clearly posted in each classroom. Fire evacuation routes and maps are posted throughout campus. 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 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
- 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 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 Campus Safety as soon as it is safe to do so. If the criminal activity is serious call 911 first, then 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 allows the victim or witness to remain anonymous, persons wishing to report something anonymously can fill out a form located at <https://www.greatbay.edu/incident-report-form/>.

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. Members of the public are only allowed in the public areas of the building or areas necessary to conduct legitimate business. All buildings are secured each night and are open only during normal business hours.