



## **2015 – 2016**

# **Student Handbook**

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

### **Vision**

Nashua Community College (NCC) will meet the changing education needs of the communities that it serves. Through a process of continuous improvement, the College will become;

- The preferred provider of two-year postsecondary education in the Nashua region.
- A student-centered educational institution that will advance and enrich the educational, economic, and cultural life of the diverse community we serve.

To help us achieve this vision, NCC selected 7 strategic goals for its strategic plan. NCC will;

- Offer services within a student-centered environment designed to maximize student success.
- Continue to develop a culture that fosters student success and values educational excellence.
- Continue to foster collaboration and communication among local businesses, industries, educational organizations and government agencies.
- Increase revenue sources through strategic enrollment initiatives.
- Continue to provide a student-centered approach to offering support services and facilities management.
- Deliver integrated, accessible and secure services that leverage existing and emerging technologies.
- Review its shared governance model to improve communication and to ensure transparency in decision making.

# Educated Person

Many institutions contribute to the enhancement of the educated person's sense of self and to her/his overall development. As one of these institutions, Nashua Community College helps students to improve their lives and to become more responsible as informed citizens and educated persons.

In consideration of the attributes needed to maximize one's role as a contributing member of society, the community of NCC has defined a set of essential skills. Among those skills are communications, information literacy, scientific reasoning and quantitative analysis, intellectual curiosity, analytical and creative thinking, problem solving, ethical responsibility, global connectedness, and tolerance for ambiguity.

Recognizing that individuals will grow professionally and intellectually through lifelong learning and experiences, educators at Nashua Community College have chosen four areas as their primary focus for the development of the Educated Person:

- Effective Communication Skills
- Critical and Creative Thinking Skills
- Personal and Social Responsibility Skills
- Global Awareness Skills

It is a goal of NCC that learners will progress in their comprehension and practice of the skills listed below:

## Effective Communication Skills

- Speak effectively in a variety of situations, using verbal and nonverbal communication suitable to topic, purpose, and audience
- Listen actively in a variety of situations to successfully obtain, assess the accuracy of, and share information including that of a quantitative nature
- Write effectively by clearly developing ideas and coherently articulating positions in contexts of increasing complexity
- Read actively to analyze, synthesize, and apply information and ideas accurately from college-level reading across disciplines
- Identify and communicate appropriate information from various media and technologies for specific research contexts.

## Critical and Creative Thinking Skills

- Categorize and evaluate source material, and interpret the meaning and significance of factual information
- Logically formulate, test, and support a hypothesis by application of theories, models, and concepts to concrete examples

- Integrate and creatively synthesize one's own ideas with those of scholarly works to support one's own original and coherent perspective
- Analytically deconstruct for the purpose of understanding and appreciating complex source material
- Demonstrate insight into connections among disciplines, an appreciation of novel perspectives, and a tolerance for ambiguity.

### **Personal and Social Responsibility Skills**

- Display a strong work ethic and other personal qualities that reflect a commitment to excellence
- Identify and apply the principles of academic integrity, ethical responsibility, and moral judgment
- Act as a responsible member of the local, state, and national community
- Respect diverse viewpoints and collaborate effectively with others in the shared processes of inquiry and problem-solving
- Apply ethical reasoning skills to identify potential consequences that personal choices, political, economic, historical, and other social forces have on the individual and on society.

## **College Student Learning Outcomes**

### **Global Awareness**

- Appreciate and embrace cultural diversity in the United States and in other areas of the world
- Acknowledge major religious and cultural traditions and how they may impact our lives
- Understand the sociopolitical/economic reasons for immigration to the United States and develop a sense of empathy for new immigrants
- Understand and respect that people from other cultures may communicate differently
- Recognize and embrace opportunities to reach out and improve the lives of others in distant locales.

### **Expected Institutional Commitment to the Community**

Faculty, Program Coordinators, and Department Chairs, in cooperation with Program Advisory Committees, have established Student Learning Outcomes for all associate degree programs that NCC believes graduates should possess. The section of the catalog listing the associate degree program profiles (program courses and general education courses) and requirements for graduation include the learning outcomes.

In 2014, the Faculty reviewed the Learning Outcomes for all degree programs (program courses and general education courses). The faculty agreed on five singular words that embody the essential skills that we believe all graduates of all degree programs should have.

The words also describe the qualities, characteristics, and skills that are overarching and self-defining. The simplicity in the singular words makes them easy to remember; they can also form a mindset that will lead to continued success. The five words chosen by the faculty are:

## **Commit | Communicate | Collaborate | Create | Challenge**

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

- Engages in programs and activities that expand access to higher education for all members of the community
- Offers college-preparatory instruction that prepares students for success in college-level work
- Provides students with a full range of student development and academic support services
- Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
- Prepares individuals for employment in a variety of careers in business, the health sciences, computer applications, engineering and industrial technologies, and public service
- Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program through a sequence of general education that stresses an appreciation of the arts and the humanities, the social sciences, communication and computational skills, the sciences, and computer literacy
- Provides economic development and continuing educational activities to meet the needs of business, industry, and government while enhancing employee skills and enriching their lives
- Collaborates with visual and performing arts organizations in the community to elevate the human spirit.

## **Definitions**

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

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

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

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

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

**Credit Hour Guidelines**

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

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

- a. Direct Faculty Instruction (face-to-face or online contact);
- b. Laboratory or studio;
- c. Clinics;
- d. Practicum, Fieldwork, etc.
- e. Internships;
- f. Co-ops.

3. A credit hour shall be allocated based on the below:

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

4. One instructional hour shall be equal to fifty (50) minutes of classroom/direct faculty instruction or laboratory/studio or sixty (60) minutes of clinical, practicum/fieldwork, internship or co-op.

a. **Internship Definition:** A capstone educational experience that allows a student to independently apply skills and knowledge acquired in major field courses in a workplace setting. While the goals and expected 19 outcomes of the internship experience are determined by faculty, specific daily work activities are assigned by the on-site supervisor, and students are supervised and evaluated on-site by an employee of the company hosting the internship. Individual departments must approve internship sites, determine assessment requirements, and set minimum standards for eligibility. Faculty will typically visit (in person or virtually) students and supervisors at the internship site a minimum of 1-3 times per semester and will collaborate with the on-site supervisor in the assessment of student performance. Internships may be paid or unpaid, and one credit is awarded for every 3-6 hours of internship per week for a 15/16-week semester (prorated accordingly for shorter semesters).

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

c. **Clinical Definition:** An educational experience that allows a student to develop skills in applying theory to practice in a patient care setting. Students are supervised directly on site by college faculty, who work collaboratively with on-site staff at the facility, and are directly assessed by college faculty in accordance with published evaluation criteria. Individual departments engage the clinical site through a legal Memorandum of Understanding, which defines criteria for student participation at the site. Clinical experiences are unpaid, and one credit is awarded for every 3-5 hours of clinical experience per week for a 15/16-week semester (prorated accordingly for shorter semesters).

d. **Co-op Definition:** A co-op is an educational program involving paid, productive work experience in a field related to the student's major or

career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, up to 4 credits may be awarded.

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

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

## Get Connected

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

### Student Information System

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

#### How to access it:

- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the MY NCC link
- Click the New Users button
- Select the Enter Secure Area Here (Summer and Fall 2015) link
- Enter your User ID and PIN
  - Your User ID will be your Student ID (i.e. A00001234)
  - Your PIN will be your six-digit date of birth (mmddyy format). If you have not provided NCC with your date of birth, then your PIN for this login will be the last six-digits of your student ID number.

### EasyLogin

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

### **How to access it:**

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

### **Blackboard**

What it is: Blackboard (Bb) is used for all online learning at NCC.

#### **How to access it:**

- Log-in to your SIS page.
- Click on Personal Information
- Click on View Blackboard Username.
- Your password is the last six digits of your student ID number.  
With this information:
- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the MY NCC link
- Click on Blackboard link
- Enter your Username and Password

### **Student Email**

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

#### **How to access it:**

Log-in to your Student Information System (SIS) page as directed above. You will see the Personal Information Menu which will have your username (typically first initial, last name, and 3 digits before the @ sign; i.e., [jdoe123@students.ccsnh.edu](mailto:jdoe123@students.ccsnh.edu)) and password. With this information,

- Go to [www.nashuacc.edu](http://www.nashuacc.edu)
- Click the MY NCC link
- Click on Student Email link
- Enter your username
- Enter your password (please change this password as soon as possible)



- How to change your email password:
- From Your Outlook Web Access page, click the Options button on the lower left of the screen.
- Scroll down to Change Password
- Under Domain, type students, in lowercase
- Under Account, type your username, which is the first part of your email address; do not type “@students.ccsnh.edu”
- Type in your current email password
- Type in your new email password twice (once to change it and again to confirm)
- Click OK

## **IDcard**

NCC’s ID card is required when using the facilities in the Wellness Center or when checking out materials from the College library. Contact the Campus Safety Office for more information.

## **Campus Contact Phone Numbers**

Main Campus	(603) 578-8900
Academic Advising	578-8906
Academic Support Center	578-8900 ext 1453
Admissions	578-8908
Bookstore	880-7083
Business Office	578-8902
Disability Support	578-8996
Financial Aid	578-8903
Registrars Office	578-8904
Campus Safety Office	578-8900 ext 1767
VA Certifying Official	578-8994

## **2015 - 2016 Academic Calendar**

### **FALL SEMESTER**

August 17	Tuition Due for Fall 2015 Semester
August 31	Fall Semester Begins
September 7	Labor Day Holiday
September 8	Last Day to Add Full Semester Classes (except online) without instructor Permission
	Last Day to Withdraw with a Full Refund from First-half Semester Courses (8/31- 10/24/2015)
September 14	Last Day to Drop a Class with Full Refund for Semester-Length Courses

September 18	Last Day to Resolve "I" Grades from Summer Term
October 1	Open House 4-6pm
October 2	Last Day to Withdraw with a Grade of "W" from First-half Semester Courses (8/31- 10/24/2015)
October 5	Last Day to Withdraw with a Full Refund from Late Start (12 –Week) Classes (9/28 – 12/21/2015)
October 16	Last Day to Withdraw with a Grade of "WP/WF" from First-half Semester Courses (8/31- 10/24/2015)
October 26	Second-Half 8 Week Semester Term Begins (10/26 – 12/21/2015)
October 27	Symposium – No Day Classes
November 2	Last Day to Withdraw with a Full Refund from Second-half Semester Courses (10/26 – 12/21/2015)
November 5	Open House 5-7pm
November 6	Last Day to Withdraw with Grade of "W" (60% point)
November 11	Veterans' Day – No Classes
November 17	Last Day to Withdraw with a Grade of "W" from Late Start (12 – Week) Classes (9/28 – 12/21/2015)
November 26-27	Thanksgiving Holiday – No Classes
November 30	Last Day to Withdraw with a Grade of "W" from Second-half Semester Courses (10/26 – 12/21/2015)
December 11	Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses)
Week)	Last Day to Withdraw with a Grade of "WP/WF" from Late Start (12 – Classes (9/28 – 12/21/2015)
Semester	Last Day to Withdraw with a Grade of "WP/WF" from Second-half Courses (10/26 – 12/21/2015)
December 15-19	Finals
December 21	Last Day of Fall Semester

## **SPRING SEMESTER**

January 5	Tuition Due for Spring 2016 Semester
January 18	Civil Rights/Martin Luther King Holiday
January 19	Spring Semester Begins
January 25	Last Day to Add Full Semester Classes (except online) without Instructor Permission
	Last Day to Drop with Full Refund from First-half Semester Courses (1/19 –3/12/2016)
February 1	Last Day to Drop a Class With Full Refund for Semester-Length Courses
February 5	Last Day to Resolve "I" Grades From Fall Semester
February 15	Presidents' Day Holiday – No Classes
February 19	Last Day to Withdraw with Grade of "W" from First-half Semester Courses (1/19 –3/12/2016)
March 4	Last Day to Withdraw with Grade of "WP/WF" from First-half Semester Courses (1/19 –3/12/2016)

March 14-19	Spring Break – No Classes
March 21	Second-Half 8 Week Semester Term Begins (3/21 – 5/9/2016)
March 28	Last Day to Drop with Full Refund from Second-half Semester Courses (3/21 – 5/9/2016)
March 29	Last Day to Withdraw With Grade of “W” (60% point)
April 19	Last Day to Withdraw with Grade of “W” from Second-half Semester Courses (3/21 – 5/9/2016)
April 29	Last Day to Withdraw with a Grade of “WP/WF” (Full Semester Courses) Last Day to Withdraw with a Grade of “WP/WF” from Second-half
Semester	Courses (3/21 – 5/9/2016)
May 3-6	Finals
May 9	Last Day of Spring Semester
May 21	Commencement Ceremony

## **Academic Affairs**

### **Vice President of Academic Affairs**

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

### **Student Evaluations of Faculty**

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

### **Cheating**

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

### **Plagiarism Policy**

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

1. A student submitting as his or her own work an entire essay or other assignment written by another person.

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

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

### **Copyright Policy**

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

### **Class Cancellation Policy**

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

### **Consortium Agreement Policy**

Nashua Community College (NCC) is committed to providing the necessary classes students need to complete their degrees. However, there are occasions when students choose to complete individual courses at other colleges. In these situations, the student is responsible for completing the "Transfer Course Authorization Form" and getting the appropriate signatures. Once that document is completed, a student, if she/he would like financial aid to include the requested consortium course in the overall aid calculation, must submit an additional form--the Consortium Agreement Form (available in the Financial Aid Office).

The basic requirements for Nashua Community College's approval:

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

- The Consortium must be signed before the end of our Add Period at the start of the semester.

## **Registrar**

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

## **Registration**

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

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

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

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

## **Adding a Course**

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

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

## **Dropping Courses with a Refund**

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

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

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

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

## **Transcripts**

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

## **Grade Reports**

Students access grades using the Student Information System.

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

## **Change of Address**

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

## **Learning Commons**

The Learning Commons provides educational support and resources to all students at NCC. The mission of the Learning Commons is to provide the support necessary for students to reach their

academic goals.

These supports include:

- Computer Access - staff can assist students in how to access the SIS accounts, log-in to Blackboard and other basic computer programs. Students may use the computers to work on their assignments as well as access printers. Computers are for academic purposes only and are available on a first come first serve basis.
- The Tutoring Center - tutoring is available to all students, free of charge. Tutoring is led by faculty members and peer tutors. Drop-in tutoring and peer tutors are available daily in Math and English. The tutoring schedule is published every semester.
- Writing Center - provide individual tutoring for students who would like help with writing assignment such as essays, research papers, journals and other assignments. This is not a proofreading service. There is also an e-Writing tutor service online through Blackboard.

## **Disability Services**

Students who have documented disabilities may speak with the Disability Coordinator to establish a Reasonable Accommodation Plan. Forms and instructions are available on the NCC website and in the Learning Commons.

## **Accuplacer**

Accuplacer testing is available and can be arranged through the Learning Commons staff.

## **First Year Experience**

First Year Experience is a one-credit course that is required by some programs and highly recommended for all incoming freshman. This course enables students to develop the attitudes and skills necessary to reach their academic goals and succeed in the college environment. Emphasis will be placed on exploring what it takes to become a successful community college student by developing the requisite skills to enhance performance while building strong connections to Nashua Community College.

Students who have successfully completed 12 credits at another college will not be required to take First Year Experience, however, no credit will be given for First Year Experience.

Note: In some cases, a student may need additional credits toward the graduation minimum number of credits requirement.

## **Pathways to College Success**

Pathways to College Success is a two-credit course that is required of all students who need 2 or more developmental classes. This course enables students to develop the attitudes and skills necessary to reach their academic goals and succeed in the college environment. Emphasis in this course will be on assisting first-year students in making a successful transition to college.

## **Academic Advising**

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

## **Transfer Advising**

Many students decide to continue their education after graduating from the College. Any student who wants information about four-year colleges can come to the Student Services Office. Also, representatives from four-year colleges visit the College to recruit our graduates. The Student Services staff or the Academic Advising staff can answer questions from students about the transfer process.

## **Library**

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

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

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

## **Computer Labs**

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

## **Wireless Access Policy**

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

Username: **nashuacc**

Password: **academic**



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

### **Audit Policy**

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

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

### **Transfer Credit**

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

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

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

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

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

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

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

## **Alternate Ways to Earn Credit**

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

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. Students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded directly to the College Admissions Office. These grade reports should come from the College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number (609) 771-7300.

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

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

The College awards credits for some courses through the CLEP administered by the College Entrance Examination Board. Passing grades for CLEP exams are 50 and above. Students should consult with their Program Coordinator, Department Chairperson or Vice President of Academic Affairs before taking CLEP exams to determine which CLEP exams with appropriate scores can be used to fulfill program requirements. Information about the CLEP exam is

available in Academic Advising. Nashua Community College is an approved test center. Contact Academic Advising for information.

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

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

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

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

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

### **Work Based Learning (WBL)**

WBL is defined as a clinical affiliation, fieldwork, laboratory experience, practicum or business and industry internship. Students in some programs spend a significant part of their program in a WBL experience. To ensure the safety and well being of others, the College must be certain that each student participating in a WBL experience possesses minimum skills, knowledge, personal maturity, and judgment.

Before a student enters a WBL experience or during the experience, situations do occur which may be neither academic nor disciplinary in nature but which may actually or potentially jeopardize others safety and well being. These situations may arise from unethical behavior, immaturity, emotional instability, or other conditions. If it is determined that such behavior cannot be identified as either academically or disciplinary in nature, the instructional staff may recommend, in writing, to the Vice President of Academic Affairs (VPAA) that the student not

initiate or continue in the WBL experience. This recommendation must specify the nature of the situation in question, and it must be documented thoroughly. The recommendation must be discussed with the student in conference. The recommendation is made to and reviewed by an ad hoc committee on WBL appointed by the President.

Its membership will include the VPAA, two faculty members from the technical or Arts, Humanities and Sciences department, and one professional employed in the work setting. The President will appoint a chairperson. The student and instructional staff member are encouraged to attend the committee meeting to present evidence.

### **Independent Study**

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent Study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study. The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing in the Nashua Community College catalog. Independent Study Forms may be obtained from the Office of Academic Affairs.

### **Directed Study**

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

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

### **Experiential Learning**

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

Students may be awarded a maximum of 24 credits for experiential learning.

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

# College Withdrawal

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

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

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

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

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

If a student ceases attendance without providing official notification, the withdrawal date will be the midpoint of the semester, unless the Registrar is notified otherwise (see below).

Students who stop attending class after the add/drop period will receive an AF from the instructor at the end of the semester. An AF grade is computed into the student GPA as an F.

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

## **Refunds for Tuition**

Students who officially withdraw from the College or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less-non refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: students in

courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

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

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

In accordance with Federal regulations, refunds for an amount less than \$1.00 (\$0.99 or less) will be forfeited.

## Grades

Reporting of Student Achievement. The College utilizes the following grades:

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

### Auxiliary Grades Used:

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

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

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

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

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

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

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

**PP:** Provisional Pass; warning (not calculated into GPA)

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

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

### **Grade Point Average (GPA)**

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

Example:

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

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

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

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

### **Academic Honors**

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

### **Incomplete Grade**

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

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

- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer term;



- three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester.

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

### **Grade Appeal/Grade Change**

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

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

1. Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.
2. Meet with the Program Coordinator/Department Chair. If the issue was not resolved in Step 1, the student has three (3) work days from the date of the faculty member’s decision to file a written appeal with the faculty member’s Program or Department Chair, or with the VPAA if the faculty member is also the Department Chair or Program Coordinator. Within three (3) work days the Department Chair (or VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to step 3.
3. File a written appeal with the VPAA. If the issue is not resolved in Step 1, the student has three (3) work days to file a written appeal with the VPAA or designee. The letter of appeal must include the student’s name and contact information, the course name and number, the semester in which the course was taken, the student’s grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative. The VPAA or designee will have ten (10) business days from receipt of the written appeal to render a decision. The decision of the VPAA or designee is final.

### **Course Repeat Policy**

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but will not be used in the calculation. Only those repeated courses completed at the College will be used in the calculation of the CGPA; repeated

courses completed at another institution and transferred into the College will not be used in the calculation of the CGPA. They will, however, be counted toward degree requirements.

Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs.

A failed course may not be passed via Credit by Exam.

### **Good Standing**

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

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

### **Academic Warning**

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

### **Academic Standards**

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

### **Academic Probation**

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

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

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

## **Academic Suspension**

The student may no longer remain in the program and may not reapply for admission or take major field courses in the program for a minimum of one semester. With the permission of the Vice President of Academic Affairs, some students may be eligible to continue taking classes as a non-matriculated student.

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

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

OR

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

## **Academic Standing Committee**

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

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

Students may appeal any decision regarding their academic status by filing a written appeal with the Vice President of Academic Affairs within seven (7) business days of the date in their notification letter. The appeal must clearly state the basis for the student's request. Students will have an opportunity to present their case in person to the committee. A written decision of the committee will be sent to the student within 48 hours (excluding weekends and holidays) of the meeting of the Academic Standing Committee.

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

The student will receive written notification. The suspended student must wait one full semester before reapplying for matriculation into his/her program of study. The suspended student must show evidence of having successfully completed at least two three-credit courses with a "C" or

better prior to reapplying. With approval from the Vice President of Academic Affairs, suspended students may take these courses at NCC as a non-matriculated student in the day or evening .

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

### **Academic Amnesty**

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

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

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

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

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

## **Graduation**

### **Graduation Requirements**

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

- Degree students must earn 16 credits, eight of these credits must be in advanced courses in the student's major.
- Certificate students must earn 6 credits or 25% of the credits, whichever is higher.

### **Additional Associate Degrees**

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

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

## **Graduation**

Commencement is held once a year in May. Students, who expect to complete requirements for a degree or certificate, must file an INTENT TO GRADUATE form with the Registrar no later than the last business day of November. Failure to file an INTENT TO GRADUATE form by the deadline may mean the student cannot participate in graduation exercises. All graduating students will be billed a Graduation Fee of \$100.00, when the INTENT TO GRADUATE form is processed regardless of participation in the graduation ceremony.

Students who have completed all requirements by the end of the spring semester, are eligible to participate in graduation exercises.

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

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

Graduation Honors - College CGPA

CGPA 3.20 - 3.59 = Cum Laude

CGPA 3.60 - 3.89 = Magna Cum Laude

CGPA 3.90 - 4.00 = Summa Cum Laude

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

## **Attendance**

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

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

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade any time during the

semester. An “AF” grade is calculated in the GPA as an “F”. All students who stop attending class after the add/drop period and have not officially withdrawn shall receive an AF from the instructor at the end of the semester or at any point during the semester that the instructor informs the Registrar’s Office that the student has been suspended from class.

## **Medical Leave Policy**

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

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

Students requesting Medical Leave of Absence must:

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

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

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student’s particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPAA and/or the student’s program Department Head; compliance with any new admission criteria implemented in the student’s absence; following a new curriculum plan that may have been implemented in the student’s absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

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

## Financial Aid

Please review your rights and responsibilities as a financial aid recipient in the 2015-2016 CCSNH Student Financial Aid Handbook at ([www.nashuacc.edu/financial-aid](http://www.nashuacc.edu/financial-aid)).

### What Is Financial Aid?

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

### Who Is Eligible for Financial Aid?

To receive federal student aid, a student must:

- Qualify to obtain a college education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law; and
- Be a U.S. Citizen or U.S. National (for requirements to be a U.S. Citizen or U.S. National please see <https://studentaid.ed.gov/eligibility#basic-criteria>; and
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; and
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25); and
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau; and
- Sign certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that you are not in default on a federal student loan and do not owe a refund on a federal grant and you will use federal student aid only for educational purposes; and
- Not be in default on a federal student loan and not owe a refund on a federal grant; and
- Maintain satisfactory academic progress in college; and
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance; and
- Not be receiving federal or state financial aid from another institution for the same enrollment period.

**In addition:**

- Students must be attending a minimum of six (6) credits for federal loans at time of disbursement (Audited courses, Transfer Credits, Credit by Exam, Experiential Learning Credits, and some repeat courses do not count towards eligibility);
- Students must not be receiving federal or state financial aid from another institution for the same enrollment period;
- Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.
- Federal loans must be prorated for certificate programs consisting of 16 to 23 credits.
- Financial aid must be prorated for programs that are less than 30 weeks in any academic year.
- A Consortium Agreement is required when a student is enrolled at more than one CCSNH College and wishes to use financial aid at both colleges.
- Pell eligible students must be registered for any course(s) that does not span the entire length of the semester prior to the primary census date within that semester.

**How and When to Apply for Federal Student Aid**

Students must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for federal student aid. The FAFSA is available January 1st of each year and must be completed annually for each year the student will be attending college. Students attending Summer 2015, Fall 2015, and Spring 2016 should complete the 2015-2016 FAFSA. Students must also complete the appropriate financial aid forms, as requested by the NCC Financial Aid Office. Some aid is limited and is awarded on a first-come, first-served basis; those students who apply early will receive priority.

To help you in the application process please see the Financial Aid Application Checklist below:

- Complete the 2015-2016 FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and submit all verification documentation to NCC Financial Aid Office by the NCC Priority Deadline (see the NCC Priority Deadlines below) (NCC school code: 009236).
- You can still apply for financial aid after the NCC Priority Deadline but NCC cannot guarantee that your financial aid will be available by payment deadline.
- Review the Student Aid Report (SAR) sent to you by the Department of Education to determine if additional steps are required and to confirm your FAFSA is complete and successfully submitted.
- Make sure you have completed the NCC Admissions process and been accepted into a financial aid eligible program. (NCC Admissions Office: [nashua@ccsnh.edu](mailto:nashua@ccsnh.edu) or 578-8908). NCC will receive your FAFSA 7 to 10 days after it has been processed and will contact you by regular mail.
- Respond to all correspondence from NCC Financial Aid Office and provide all information requested. (All financial aid forms are available on the NCC webpage under 'Download Forms.')



- Receive a Financial Aid Award Letter listing the aid you are eligible to receive.

If you accept Direct Loans, then you must:

- Be registered for 6 credits minimum and Complete Loan Entrance Counseling and Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)
- If you are offered and accepted a Perkins Loan, then you must:
- Be registered for 6 credits minimum and Complete Loan Entrance Counseling and Master Promissory Note (instructions will be mailed separately).
- Complete and return the Award Letter to NCC Financial Aid Office indicating the aid you will accept. Returning the completed Award Letter gives you a payment deferment of the accepted amounts.

We strongly suggest you register for classes before completing your award letter so you will be able to accurately determine how much aid you need. Class registration can be completed with your advisor or online.

## **NCC Financial Aid Priority Deadlines**

Summer 2015 Semester:	April 14, 2015
Fall 2015:	July 20, 2015
Spring 2016:	December 8, 2015

Tuition payment deadline is 2 weeks before the start of the semester. If the financial aid process is not complete at that time (complete means a signed award letter has been returned to the NCC Financial Aid Office and, if accepting loans, the loan requirements have been completed) you will need to make payment arrangements with the Business Office for any classes you register for. Please be aware that the financial aid process can take up to 4 to 6 weeks and an incomplete financial aid process can prevent some/all disbursement.

## **How and When to Apply for State, College, and Nonprofit or Private Student Aid**

Please see your state's student aid web page to for information on state aid. Please note that NH does not offer a state grant.

For information on college, and nonprofit or private student aid, please see the NCC Scholarship information page at <http://www.nashuacc.edu/financial-aid/scholarship-information>.

## **Determining Your Eligibility**

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

### **Cost of Attendance (COA)**

– Expected Family Contribution (EFC)

= Financial Need

The Cost of Attendance (COA) is an estimate of the cost for you to attend NCC, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. The following is a sample COA constructed for a 9 month academic year with full time attendance (24 credit hours for the year) for a student living off campus. Although this is a sample COA, and as such will not be the final COA used to award student aid, students can use these figures as a guide for planning the academic year. For more information regarding COA, contact the Financial Aid Office.

Tuition (24 credit hours)	\$ 4,800
Room and Board	\$13,329
Fees	\$ 624
Books and Supplies	\$ 1,400
Transportation	\$ 2,467
Personal Expenses	\$ 1,800
Total Sample Cost of Attendance	\$24,420

Note: A student's COA must be reviewed each semester. Generally speaking, the student's enrollment level during the Fall Semester dictates the student's COA for the year. Student enrollment level is defined according to the number of credits for which the student is enrolled:

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

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

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

Your Financial Need and the availability of funds determines your financial aid award.

## **Awarding of Aid**

### **Verification**

All student are subject to Verification. Students whose applications for federal student aid (FAFSA) have been selected for verification will be required to submit documentation necessary to complete the verification process. Students will be notified by the college financial aid office as to what documentation is required.

The documentation may include some or all of the following:

- 2015-2016 Verification Worksheet
- 2014 Federal Tax Return Transcripts of the applicant
- 2014 Federal Tax Return Transcripts of the applicant's parents (if the student is considered dependent for financial aid purposes)
- 2014 W2s
- 2015-2016 Verification of Supplemental Nutrition Assistance Program (SNAP – formerly known as Food Stamps)
- 2015-2016 Verification of Child Support Paid
- 2015-2016 Verification of Untaxed Income
- 2015-2016 Verification of Identity/Statement of Educational Purpose
- Proof of High School completion or its equivalent

Applicants should be aware that, until all required documentation has been received and reviewed by the Financial Aid Office, no federal student aid will be awarded and/or disbursed. The documentation must be submitted within fourteen days of request or by the end of the academic year, whichever comes first. If documentation verifies the information submitted on the original application, financial aid will be awarded and disbursed as soon as admission, registration and class attendance can be confirmed. If the documentation indicates the need for corrections, the corrections will be submitted electronically to the Department of Education by the Financial Aid Office. The student will receive a revised Student Aid Report from the Department of Education.

### **Available Aid**

#### **Pell Grant**

All students are first considered for the Federal Pell Grant. The Federal Pell Grant Program provides need-based grants to low-income students. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree to aid them with the actual costs of attending college. A Federal Pell Grant, unlike a loan, does not have to be repaid. Amounts can change yearly. The amounts for 2015-2016 range from \$313 to \$5,730. The amount a student gets depends on the student's expected family contribution (EFC); the student's enrollment level; and whether the student attends for a full academic year or less. NCC credits the Federal Pell Grant funds to the student's school account at least once per

eligible semester. Students may not receive Federal Pell Grant funds from more than one school at a time. Students can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent. Students will receive a notice if they are getting close to their limit.

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

If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Programs Federal Pell Grant funds, if at the time of your parent's or guardian's death, you were less than 24 years of age or enrolled in college or career school at least part-time. If you meet those requirements but aren't eligible to receive a Federal Pell Grant due to your EFC being too high, you might be able to get an Iraq and Afghanistan Service Grant. Iraq and Afghanistan Service Grants provide money to college or career school students to help pay their education expenses. However, Iraq and Afghanistan Service Grants have special eligibility criteria. You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not eligible for a Federal Pell Grant on the basis of your expected family contribution but meet the remaining Federal Pell Grant eligibility requirements, and your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed your cost of attendance for that award year. The maximum Federal Pell Grant award for 2015-2016 is \$5,730. The payment procedures are the same as those for the Federal Pell Grant.

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

FSEOG is a grant for undergraduate students with exceptional financial need and does not need to be repaid. Students who are eligible for Federal Pell Grant and have the most financial need will be awarded FSEOG first. Each participating school receives a set amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. The amounts for 2015-2016 at NCC range from \$150 to \$450. NCC gives priority to students with a zero expected family contribution (EFC) and students must be attending at least six credits. NCC credits the Federal Supplemental Educational Opportunity Grant funds to the student's school account at least once per eligible semester.

### **Federal Work Study Program**

Federal Work-Study provides part-time jobs for undergraduate full-time or part-time students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students with work-study jobs will work on or off-campus while enrolled. The Federal Work-Study program award funds on a first come, first served basis. The hourly wages for 2015-2016 at NCC range from \$9.00 to \$10.00 per hour. On campus jobs are available throughout the campus.

Off-campus jobs are available throughout the local Nashua area in non-profit agencies. Students must provide their own transportation. Additional information is available through the Financial Aid Office.

## **Federal Perkins Loan Program**

The Federal Perkins Loan Program is a school-based loan program for undergraduate full-time or part-time students with exceptional financial need. The interest rate for this loan is 5%. Under this program, the school is the lender; you will make your payments to the school that made your loan or your school's loan servicer. The amount you can borrow depends on your financial need, the amount of other aid you receive, and the availability of funds at your college. As an undergraduate student, you may be eligible to receive up to \$5,500 a year and the total you can borrow as an undergraduate is \$27,500. However, due to limited funds, NCC can only award \$1,000 per student for 2015-2016 and not everyone who qualifies for a Perkins Loan will receive one. Additionally, the Federal Perkins Loan Program is being phased out and there are specific disbursement requirements which must be met by eligible students. All students borrowing must complete a Master Promissory Note and Loan Entrance Counseling prior to receiving the funds. NCC will apply the loan funds to the student's school account to pay for tuition, fees, and other school charges. If any loan funds remain, NCC will issue a refund to help pay for other education expenses. You may cancel all or part of the loan at any time before the loan money is disbursed by notifying the school. After the loan money is disbursed, you may cancel all or part of the loan within a certain time frame. You will receive additional information explaining the procedures and time frames for canceling the loan. You have nine months after you graduate, leave school, or drop below six (6) credits before you must begin repayment. This program is being phased out by the Department of Education and may not be available at NCC for 2015-2016.

## **Vermont and Rhode Island State Grant**

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

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

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

## **Direct Loan Program**

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

*Fiscal Year 16 Origination Fees for loans first disbursed on or after 10/1/15 and before 10/1/16:*

Direct Subsidized Student Loan	1.068%
Direct Unsubsidized Student Loan	1.068%

Direct Parent Plus Loan 4.272%

*Fiscal Year 15 Origination Fees for loans first disbursed on or after 10/1/14 and before 10/1/15:*

Direct Subsidized Student Loan 1.073%

Direct Unsubsidized Student Loan 1.073%

Direct Parent Plus Loan 4.292%

*Interest Rates for 2015-2016 Federal Direct Loans on or after July 1, 2015 and prior to July 1, 2016:*

Direct Subsidized Student Loan 4.29%

Direct Unsubsidized Student Loan 4.29%

Direct Parent Plus Loan 6.84%

Direct Subsidized Loans are subsidized by the federal government for students who demonstrate financial need. Subsidized means the student is not responsible for payment of interest during periods of at least half time enrollment (six (6) credits or more)\*. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans.

This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program.

You can usually find the published length of any program of study in the school's catalog. For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). For more detailed information please see [www.StudentAid.gov/types/loans/subsidized-unsubsidized](http://www.StudentAid.gov/types/loans/subsidized-unsubsidized).

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

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

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

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

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

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

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

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

Dependent Students up to \$31,000 of which only \$23,000 can be subsidized

Independent Students up to \$57,500 of which only \$23,000 can be subsidized

If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit. For information on the aggregate loan limits for graduate or professional students, visit <https://studentaid.ed.gov>.

Direct Parent PLUS Loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. The student must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the parent must apply for the Direct PLUS loan at <https://studentloans.gov>. If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loans to help pay for his or her education expenses. Additional information is available through the Financial Aid Office or at <https://studentaid.ed.gov>.

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

Lender Code of Conduct. Information is available on the Code of Conduct for the Federal Direct Loan and Private Loan Programs

<http://www.ccsnh.edu/sites/default/files/content/documents/finaiddocuments/codeofconduct.pdf>

## **Special Circumstances**

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

## **Consortium Agreements**

Colleges within the Community College System of NH (CCSNH) have worked out a Consortium Agreement procedure, whereby students receiving financial aid at their home college may use that aid to take courses at another host college within the CCSNH. The agreement is a formal contract between the home and host colleges. A student who wishes to receive financial aid to take a course at a CCSNH college other than the home college is required to complete a Consortium Agreement with the home college Financial Aid Office. Courses taken at a host College must be approved for transfer to the student's home college academic program. Students participating in the Consortium Agreement program give permission for the host college transcript to be presented to the home college Registrar. Courses covered by the Consortium Agreement will be taken into account in determining Satisfactory Academic Progress for Financial Aid at the home college. Please contact the Financial Aid Office for more information.

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

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

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

Students must complete the NCC Title IV Authorization form to participate in the electronic process. This form is completed annually. For those eligible to participate in the electronic



process, the book advance spending limit can be found on your Student Information System (SIS) account. (Once you have logged into SIS, select Student tab, select Student Records, select Account Summary by Term, and select the current semester to view Account Detail by Term. Look at the Authorized Financial Aid Section under the Account Detail for term. The spending limit available for books/supplies shows as a negative number beside Account Balance net of Authorized Financial Aid if there is enough financial aid available). If you completed the loan requirements or turned in your signed award letter within the last week, please allow at least two (2) full business days to view your spending limit available on SIS. If all your loan requirements have been completed and it has been more than two (2) full business days and your spending limit is not showing on SIS, please email the Financial Aid office at "[Nashua\\_Financial\\_Aid@ccsnh.edu](mailto:Nashua_Financial_Aid@ccsnh.edu)".

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

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

### **Return of Title IV Funds**

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

If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College and/or the student to the appropriate program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid earned and the date the student ceases attendance.

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

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

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

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

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

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

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

The College must return this amount even if a credit balance refund has been issued to the student.

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

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

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

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

The procedure is:

1. Determine withdrawal date
2. Determine the period of enrollment
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be disbursed
6. Determine Title IV Aid Disbursed
7. Determine Title IV Aid to be Returned
8. Calculate the College's Responsibility
9. Determine Amount College Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

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

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

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan

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

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

If a student owes federal financial aid repayments or Return of Title IV Funds, the student will be denied federal aid eligibility at any institution and will not be able to enroll until full payment arrangements are made.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds calculation. Repayment of part of a student's federal financial aid does not release the student from the SAP requirements

### **Satisfactory Academic Progress Policy**

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

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals.
Quantitative - Pace (Completion Rate) Component	Must complete at least 2/3 (66.666%) of the credits attempted.
Quantitative - Maximum Time frame Component	May receive financial aid for up to 150% of the number of credits required for successful program completion.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals.

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

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

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

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

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

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

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

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

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

#### **Maximum Time frame Component**

A student may receive student federal student aid for any attempted credits towards his or her program of study as long as those credits do not exceed 150% of the published length of the student's program of study. All attempted credits are included in the evaluation including transfer credits.

For example, a student enrolled in a financial aid eligible 24 credit certificate program can receive federal student aid for up to 36 attempted credits. A student enrolled in a program of study requiring 64 credits to earn the degree may receive federal student aid for a maximum of 96 attempted credits. If a student changes curriculum programs, is working toward multiple degrees/certificates, or graduates and enrolls in a second degree and then reaches 150% of the credits required for the new degree (or primary degree/certificate in the case of multiple degrees/certificates), a degree audit or academic plan will be completed and evaluated to determine what portion of the requirements for that curriculum has been satisfied. The degree audit or academic plan must be submitted with the appeal and will be evaluated on an individual, case-by-case basis.

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

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

### **Timing of the Review**

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

### **Results of the Review**

#### **Meeting Satisfactory Academic Progress (SAP) Standards**

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

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

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

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

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

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

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

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

## **Appeal Process**

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

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

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

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

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

## **Regaining Eligibility**

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

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

updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.

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



What does Probation mean?	A student who becomes ineligible for federal student aid may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. During Probation, the student will be eligible to receive federal student aid funding.
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Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals

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

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

### Repeat Course

Financial Aid will cover a repeated course when it is repeated to replace an unacceptable grade as determined by a specific course and/or major. For one time only it will also cover a repeated course previously passed (per previously passed course). For this purpose, passed means any grade higher than an "F". Only the most recent grade for a course that has been repeated will count towards a student's CGPA. Therefore, grades from prior attempts will be excluded from the student's cumulative GPA. However, all attempts including the most current will be included in the calculation for the completion rate and maximum timeframe components.

## **Transfer Credits**

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

## **Consortium Credits**

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

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

Credits from these courses will be included in the calculations for all three components of the satisfactory academic progress review. A student is eligible for up to 24 credit hours of federal student aid in this category.

## **Incompletes**

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

## **Audit Courses**

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

## **Credit By Examination**

Financial Aid does not cover courses for which a student earns credit through examination. Credit by Examination courses count toward the maximum time frame component, but are excluded from the student's cumulative and completion rate components.

## **Non-punitive Grades**

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

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

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

## **Withdrawals**

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

For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

### **Is Financial Aid Taxable?**

Scholarships and grants (but not loans) which exceed the cost of tuition, fees, required books and equipment are considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service.

<http://www.irs.gov/publications/p970/index.html>

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

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

## **Veterans Assistance**

What the Veteran-Student needs to do in order to:

### **Change a major:**

1. **College:** Fill out 'Change/Add a Major' form and return to the Registrar's Office with appropriate signatures.
2. **VA:** Fill out form 22-1995, online at website [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) and submit. Print a copy and submit to the Veteran-Student Office, room 100A.

### **Add a major:**

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

The Veteran Certifying Official will do an analysis of courses that will be transferrable to 'new' major. Your letter and the analysis will be sent to NH Postsecondary Commission for approval. When the approval is given, verification will be made.

## **For students called to Active Duty**

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

Please contact Maryanne Murray, Veteran-Student Office (Room 100A) to discuss your military call up status, and to answer any questions regarding the options listed below.

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

### **1. Withdraw**

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

OR

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

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

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

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

- Immediate communication with each instructor in order to find out if each is willing to work with you on completing the course.
- Contact Veteran-Student Office:  
Maryanne Murray  
Veteran Certifying Official  
Email: [mmurray@ccsnh.edu](mailto:mmurray@ccsnh.edu)  
Phone: (603) 578-8900 x1563

- Communicate your military call up and future plans. Indicate if total withdrawal, or if you feel you can complete the classes in an extended time frame.
- Financial Aid Office if you received federal student loans. You will need to complete exit counseling.
- Registrar's Office will need a completed Withdrawal form. You may pick up a form in that office. Clearly state the reason for withdrawal is "Called to Active Military Duty".
- In the event that your military obligation does not permit adequate time to finalize grades or withdrawal, please contact the Veteran Certifying Official. She will work with you to get the appropriate paperwork in order.

## **Student Affairs**

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

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

### **College Counseling**

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

### **Placement Services**

The College is sensitive to the career counseling needs of students and provides a variety of services including computerized career assessment, personal counseling, and interest inventories. Students are assisted in their search for employment through notification of employment opportunities, access to skill building seminars such as resume writing and job search strategies, as well as opportunities for on campus interviews with business representatives. Historically, approximately 90% of the graduates are employed or continue their education within 90 days of graduation. NCC uses College Central Network (CCN) as its official resume and job posting service. Local employers post jobs exclusively to our school via the CCN site. Students and alumni can create an account profile to:

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

For more information, contact Academic Advising.

## CAMPUS SERVICES

### **NCC Bookstore**

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

#### Store Hours

Monday 8 a.m. - 6 p.m.,

Tuesday - Thursday 8:30 a.m. - 5 p.m.

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

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

### **Textbooks**

The bookstore works hard to provide used textbooks for the students. We sell used textbooks in good condition at 25% less than the new book price. New textbooks are also available for both purchase and rental. We strongly advise that you purchase your textbooks one-to-two weeks before classes begin, especially if you wish to purchase used textbooks. You can also purchase or rent your textbooks online through [www.nhctc-nashua.bkstr.com](http://www.nhctc-nashua.bkstr.com).

### **Paying for Your Books**

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

## **Buyback Program**

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

## **Contact Information**

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

## **Food Service**

Café 505 is an on-campus dining facility offering the college community quality food offerings delivered by a staff committed to outstanding service. The café has a core menu plus specials that highlight seasonal foods and culinary trends. Hours of operation are posted [online](#). Additionally, vending machines are available for beverages and snacks.

## **Insurance**

All students are requested to carry medical insurance while attending the College. Students enrolled in Allied Health/Nursing programs must have medical insurance. Students working in laboratories or shops that require the operation of machinery or equipment that could cause injury in case of malfunction or student error should be covered by medical insurance. Accident plans are available through the College.

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

Proof of health insurance is required for students enrolled in the Nursing Program and those who participate in athletic activities. Some additional College related activities may require proof of health insurance, which will be requested as needed.

Personal professional liability insurance is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship. The rate is approximately \$20.00 per year. If you already have your own professional liability insurance, you will need to show valid proof of such coverage before you go on affiliation.

## **Health Services**

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

## **Health Forms**

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

## **Immunization Policy**

New 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 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.

Documentation standards are as follows:

### **Measles**

Students can be considered immune to measles only if they have documentation as follows:

1. Documentation of immunization with live measles virus vaccine on or after the first birthday. Persons vaccinated with killed or an unknown vaccine prior to 1968 should be revaccinated. Persons born before 1957 may be considered to have had natural infection and therefore do not need measles vaccine: or
2. Laboratory (serologic) evidence of measles immunity; or
3. A physician-signed statement that confirms the history and date of conclusive diagnosis of measles disease.

### **Rubella**

Students can be considered immune to rubella only if they have documentation as follows:

1. Documentation of immunization with live rubella virus vaccine on or after the first birthday;

or



## 2. Laboratory (serologic) evidence of rubella immunity.

In addition, all students are strongly urged to have within one year of entrance, a tuberculin skin test, the results of which were negative. Nursing students must have an annual Mantoux skin test, the results of which are negative.

The documented date of immunization for both measles and rubella should include the day, month and year. However, only month and year will 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 must be 2 years from year of birth.

Also, since revaccination causes no adverse medical consequences, it is recommended that those students who present questionable immunization dates, or questionable diagnosis of measles, be vaccinated (revaccinated) prior to the time of matriculation/registration. Questionable immunization, dates/records, may be referred by college office for medical reverification. Exceptions to this policy may be granted by the President in the event of medical contraindications or for religious or other reasons.

### **Hepatitis B Vaccine Series**

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

- Associate Degree Nursing
- Speech-Language Pathology Assistant
- Massage Therapy
- Early Childhood Education
- Human Services

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

### **Additional Immunization Recommendations**

It is recommended that all registered students will have obtained, before college entrance, all immunizations against childhood diseases, including mumps, tetanus, diphtheria and polio, in accordance with the currently accepted immunization schedules of the New Hampshire Division of Public Health Services. Additionally, since up to 20% of women in childbearing age may be susceptible to rubella, it is recommended that female faculty, staff and other female employees of childbearing age obtain immunization against rubella, contingent upon rubella titer. (This type of policy has been recommended by the New Hampshire Division of Public Health Services.)

## **Lockers**

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

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

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

## **Student ID's**

Matriculated students are issued a student ID at the beginning of their first term free of charge. Students requesting a replacement ID card will be assessed a fee of \$15. A valid NCC ID is required when using the facilities in the Wellness Center or when checking out materials from the College library. Contact Campus Safety Office for more information.

## **Parking**

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

First Offense	\$5.00
Second Offense	\$10.00
Third Offense	\$20.00

When necessary, towing at the student's expense may be authorized by the President or his/her designee. Any offenses in excess of three shall be charged a fine of \$50.00 and may result in permanent car restriction from campus. Transcripts, diplomas, and grade reports will not be issued until all parking fines are paid.

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

## **Internet Access**

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

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

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

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

If a child is left unattended, the College will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the College may contact local law enforcement.

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

## **Animals on Campus Policy**

This policy is intended to control the nuisance and potential health and safety hazard created by domestic animals (e.g. dogs, cats, livestock) and wild animals (e.g. raccoons, skunks, opossums) on campus. Dogs, except for service dogs used by individuals with disabilities, and dogs registered by faculty and staff with Campus Safety, are not permitted on College property, in College buildings, or at College sponsored events.

## **Messages**

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

## **Cell Phone Usage**

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

## **Posters, Signs and Notices**

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

## **Use of College Name**

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

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

Located throughout the college are bright yellow 911 emergency notification boxes and red phones. These devices are connected directly to the statewide 911 system and are to be used whenever normal emergency reporting opportunities are not available; for example, after hours at the College when there is no access to a regular telephone. Phones located in classrooms and labs can be used by dialing 9-911 in an emergency. Individuals who make a 911 call should also notify the main office by dialing "0".

## **Safety and Fire Regulations**

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

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

When discovering a fire:

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

When the fire alarm sounds:

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

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

## **Campus Safety**

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

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

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

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

### **Annual Crime Statistics**

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

The report is available [online](#). Please visit our web page for further information [HERE](#).

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

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

### **Tool Box Storage**

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

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

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

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

### **Food on Campus**

Light snacks (such as candy bars, fresh fruit) and covered drinks are permitted in the classrooms and the second floor of the Wellness Center Room 150 is the only room where food may be served during a meeting.

### **Solicitations**

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

### **Drug and Alcohol Policy**

Alcohol: NCC is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life at NCC and on campuses across the nation. NCC encourages a commitment from students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community.

Any student in need of assistance with a personal problem with substance abuse may obtain assistance through the Office of Student Services.

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

Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, is prohibited.

Under unusual circumstances, such as when the college is hosting community-sponsored events or dinners for visiting dignitaries, the President may give permission to serve limited amounts of alcohol.

Students will observe the following:

1. All students and guest must follow the Alcohol and Other Drug Policy at Nashua Community College. To support the policy and to minimize confusion in enforcement, no one under the age of 21 may consume alcoholic beverages or possess manufactured containers that hold or transport alcoholic on the public areas of campus or at Nashua Community College sponsored events or activities off-campus.

2. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
3. Sale of alcoholic beverages on campus is prohibited.
4. Drinking of alcoholic beverages is prohibited in the public areas of the campus at any time; this includes all facilities, functions open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.
5. Excessive or irresponsible drinking and drunkenness will not be tolerated.
6. Violation of the rules concerning use of possession of intoxicating beverages as set forth in paragraphs above will result in referral to a judicial hearing which may result in suspension or dismissal from the College.
7. However, if requested, a waiver may be granted by the College President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations.

## **Drugs and Narcotics**

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

This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs. The physical and mental dangers associated with the use and abuse of drugs and alcohol are numerous. Heavy drinking over a period of time can cause physiological damage, physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships.

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

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

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

Referrals for Alcohol and Drug Abuse Treatment;

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

Greater Nashua Council on Alcoholism  
Pine Street Extension Keystone Hall  
Nashua NH 3060  
Phone: (603) 880-1894  
Web Site: [www.keystonehall.org](http://www.keystonehall.org)

Healthy Steps Program Drug Addiction Treatment  
10 Pearl St.  
Nashua, NH  
1-866-395-1680

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

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

### **Student Computer Conduct Code**

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

No student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without written approval from their instructor or the Network Administrator.

No student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without written approval from their Instructor or the Network Administrator.

No student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.



No student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an illegal act, make threats or harass individuals or misrepresent themselves to others.

No student will access or display any pornographic materials on any College computer or network equipment.

No student will bring any food or drink into a College computer lab including classrooms or libraries where computers are located.

No student will use any College computer or network equipment to run his/her own business.

### **College Email System**

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

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

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

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

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

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

### **Health and Safety Standards**

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

## **Firearms and Dangerous Weapons**

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

## **Smoking Policy**

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

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

Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

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

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

## **Reckless Driving**

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

## **Speeding**

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

## **Failure to Yield to Pedestrians**

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

# **Tuition**

## **Tuition Deposit**

A non-refundable tuition deposit of \$100.00 will be required from some matriculated students depending on their program. A matriculated student is defined as one who has been formally accepted into a degree, certificate, professional certificate, or diploma program.

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

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

## **Advance Payment Requirement**

Payment or arrangements for payment of all semester charges are due two weeks prior to the start of the semester. Failure to make payment in full or arrangements for payment two weeks prior to the start of the semester may result in the cancellation of the student's registration. Payments can be made online through the Student Information System (SIS) , in the Business Office, or by mail. A fee of \$50.00 per semester will be charged to all students who fail to make arrangements to pay tuition and fees prior to the start of classes.

A student who fails to make payment as scheduled will be allowed to finish the course, but will be unable to receive an official transcript, certificate, professional certificate, or degree.

Furthermore, the student may not register for future terms at the College and may be restricted

from registration at other colleges in the CCSNH system. If payment is made, the student will be allowed to register for future classes. Full payment of all tuition and fees for any new classes will be required before the semester/term begins.

### Monthly Payment Plan

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

### Comprehensive Student Services Fee

The mandatory \$3.00 per credit hour fee is charged to all students enrolled in credit courses for the fall, spring and summer semesters. It entitles students to attend Student Senate sponsored events for little or no cost. In addition, Nashua has a \$13.00 per credit fee to support the Wellness Center.

### Academic Instruction Fee

A fee will be charged for all Laboratory/Practicum or other similar experiences. The fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$60 for each course. This fee will be added to the normal tuition charge for that course. The fee will be charged to all students with no exceptions. See the College Catalog for more specific information on tuition and fees.

Example:			CL	LAB	CR
	SCIN 201	A&P I	3	3	4
4 - 3 = 1 x 60 = \$60					

### Nursing Clinical Surcharge

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$350.00 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee.

### Collection Clause

Students agree that by registering for course(s) with the Community College System of New Hampshire, they are financially obligated for ALL costs related to the registered course(s). Upon

a drop or withdrawal, they agree that they will be responsible for all charges as noted in the College Catalog and Student Handbook. They further understand that if they do not make payment in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. They also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to their account balance.

### **Fee for Protested Checks**

"Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to any State department as uncollectible, CCSNH shall charge a fee of \$25.00 or 5% of the face amount of the check, whichever is greater, plus all protest and bank fees, in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the System to cover the costs of collection." (Reference: Title I, Chapter 6 Section 6:11a)

## **Student Activities/Organizations**

### **Student Senate**

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

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

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

### **Activities**

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

## **Establishing New Organizations**

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

## **Student Functions**

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

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

Phi Theta Kappa is an international fraternity devoted to recognizing and encouraging scholarship, leadership, and service in two-year colleges. Invitations for membership are extended to associate degree students who have met all of the requirements of the chapter of their home campus, have demonstrated leadership and service, and who are entitled to the full rights of citizenship of his/her native country. The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and occasions for fellowship with other members in community-based service projects.

## **Intramural Athletics**

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

## **Wellness Center**

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

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

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

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

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

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

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

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

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

## **Student Rights and Responsibilities**

### **Family Education Rights and Privileges Act of 1974**

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

Nashua Community College considers the following to be Directory Information: Student's name, address, telephone number, date of birth, student personal email address, major field of study, dates of attendance, degrees, awards, honors and most recent educational institution attended.

If you do not wish disclosure of any or all of the categories of identifiable directory information, you must notify the Registrar in writing.

If you chose to withhold "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law. The College will honor your request to withhold general Directory Information but will assume no responsibility to get permission to release information in the future or assume any liability regardless of the effect upon you by withholding this information.

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, a written request that identifies the records(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 College official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are 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.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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 20202-5901

### **Solomon Amendment**

The Solomon Amendment requires institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes. For more information, please see the Registrar.

# Student Conduct/Judicial Policies

## I. Philosophy

A student's continuance at any Community College System of New Hampshire (CCSNH) college depends not only upon his or her academic performance but also on his or her conduct. The receipt of academic credit and the conferring of a degree or certificate are subject to the student's compliance with the academic and judicial standards of the individual college. A broad range of sanctions, up to and including dismissal/expulsion from all colleges, may be imposed at any time for conduct that would discredit or adversely reflect on the student and/or the colleges.

The goals of the colleges' judicial system are to:

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

The mission of colleges judicial system shall be educational in emphasis. Its purpose is to foster self discipline and self-direction in the student.

Discipline, if it is to be educational, depends upon the involvement of the entire campus. As such, it is properly the concern of the student body, the faculty, the staff, and the administration.

In the administration of discipline, however, it is imperative that a proper balance exists between concern for the individual involved in an infraction and concern for the college community.

In doing so, one recognizes that the good of the college community normally takes precedence.

## II. Student Code of Conduct

The CCSNH college's jurisdiction and discipline shall be limited to conduct which adversely affects the CCSNH college community and/or the pursuit of its objectives, whether on or off the college premises or inside or outside of the classroom. Any student found to have violated this Student Code of Conduct, including but not limited to the following examples of misconduct, is subject to the disciplinary sanctions outlined in this document:

### A. Examples of Misconduct: Rules and Regulations

1. Violation of published CCSNH college policies, rules, or regulations;

2. Acts of dishonesty including but not limited to the following (See section on Plagiarism under Academic Affairs.);
  - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH college's faculty, staff, or students; or; (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
  - b. **Plagiarism**, which includes, but is not limited to: the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. 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;
  - c. Furnishing false information to any CCSNH college official, faculty/staff member;
  - d. Forgery, alteration, or misuse of any CCSNH document, record, or instrument of identification;
  - e. Tampering with the election process or financial management of any CCSNH college recognized student organization;
3. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
4. Physical abuse that threatens or endangers the health, well-being , or safety of any member or guest of the CCSNH community;
5. Verbal abuse directed at any member or guest of the CCSNH community;
6. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
7. Acts of intimidation or coercion, whether stated or implied;
8. Acts of sexual assault or rape;

9. Acts of harassment or stalking directed toward any member or guest of the CCSNH community;
10. 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;
11. **Hazing**, defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely, or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and for the purposes of this document includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;
12. 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;
13. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises;
14. Violation of federal, state, or local law on college premises or at college sponsored or supervised activities;
15. Use, possession, sale, or distribution of narcotics or other controlled substances or purported controlled substances except as expressly permitted by law;
16. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
17. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;
18. Participation in a campus demonstration that disrupts the normal operations of the institution and 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;

19. 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;
20. 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 college;
21. 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;
  - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
  - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
  - f. Use of technological resources to receive, browse, store or view obscene or pornographic materials for other than college-approved research;
  - g. Use of technological resources for criminal activity;
  - h. Use of technological resources to interfere with normal operation of the college computing system.
22. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or college official;
  - b. Falsification, distortion, or misrepresentation of information before a judicial body;
  - 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 body through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
  - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
  - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.
23. Aiding or abetting in the violation of the Student Code of Conduct.

## **B. Violation of Civil/Criminal Law and CCSNH College Code of Conduct**

1. If a student is charged with a violation of the Student Code that also constitutes a violation of a felony statute, that violation shall be reported to Civil authorities.
2. If a student is charged with a violation of the Student Code that also constitutes a violation of a misdemeanor or lesser offense statute, that violation may be reported to the Civil authorities.
3. Disciplinary proceedings may be instituted against a student charged with violation of a felony, misdemeanor, or lesser offense statute that is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
4. 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 judicial body under the Student Code of Conduct, however, the college may advise off-campus authorities of the existence of the Student Code of Conduct and of the internal handling of such matters within the college community. The college and members of the college community 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.

## **Student Discipline**

The Board of Trustees of the Community College System of New Hampshire (CCSNH) has vested in the President of Nashua Community College, full responsibility and authority for maintaining discipline to the Vice President of Academic Affairs (VPAA)/Vice President of Student and Community Affairs (VPSCA), the Senate Judiciary Committee, and the College Judiciary Committee. However, the final authority resides in the President.

The following practices are considered violations of student discipline:

- Malicious destruction or theft of state property shall cause a student to be subject to financial restitution and disciplinary action.
- Any tobacco product is not permitted on campus.
- The use, possession, or distribution of unprescribed drugs and narcotics, including marijuana, by students is not allowed and will result in suspension or dismissal from the institute or college. Any institute/college student trafficking in drugs shall be subject to disciplinary action. The policy of the institute/college will be to cooperate fully with law

enforcement agents in their proper exercise of duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of controlled drugs.

### **III. STUDENT DISCIPLINE - ACADEMIC AFFAIRS**

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student's involvement in academic activity is the responsibility of the Office of Academic Affairs, it is essential that the Office of Student Affairs be apprised of complaints and dispositions brought forward through the academic disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student's suspension or dismissal need to be handled jointly by the VPAA and VPSCA at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSCA, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Academic Affairs will oversee the adjudication of those disciplinary complaints and actions directly associated with a student's participation in academic activities (e.g., complaints and actions related to completion of course assignments/assessments, continued course enrollment, continued program matriculation, behaviors that interfere with the instructional process, etc.).

Additionally, the Leadership Team of the college will appoint an Academic Standards/Standing Committee from among the faculty/staff ranks for a renewable two-year term to hear appeals pursuant to sections C and D below. In addition, the Leadership Team of the college will appoint an Academic Judicial Advisor who will be a faculty member and whose role is defined in C,2 below.

#### **A. Academic Affairs Sanctions**

The Vice President of Academic Affairs (VPAA) authorizes faculty, to issue sanctions numbered 1-4 below for violations of the Student Code of Conduct related to the instructional process.

Incidents leading to sanctions listed in numbers 5-9 will be investigated and sanctions issued, where appropriate, by the VPAA or designee.

Note: A student's failure to meet academic progress (cumulative GPA) standards is managed separately from violations of the Student Code of Conduct. Consult the College Catalog or the Academic Affairs Office for more information about acceptable academic progress.

1. WARNING - a notice in writing to the student that the student is violating or has violated academic regulations;
2. TEMPORARY EXPULSION FROM CLASS – an immediate expulsion from a class for a designated period of time, usually one class, for behavior detrimental to or disruptive of instruction;
3. PERMANENT EXPULSION FROM CLASS – through administration of an AF grade, permanent expulsion from a class for consistent or blatant behavior detrimental to or disruptive of the instructional process;
4. AWARDING OF PUNITIVE GRADE – awarding of a punitive grade on an assignment or in a course for any violation of the Student Code of Conduct, including Cheating or Plagiarism (see also Section II for specific examples and definitions);
5. SUSPENSION FROM A DEPARTMENT/PROGRAM – suspension from an academic department/program for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may reapply to program at conclusion of suspension period; conditions for readmission will be specified;
6. DISMISSAL FROM A DEPARTMENT/PROGRAM – permanent dismissal from an academic department/program for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may not reapply to program;
7. COLLEGE SUSPENSION – suspension from a college for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may reapply to the college at conclusion of suspension period; conditions for readmission will be specified;
8. COLLEGE DISMISSAL/EXPULSION - permanent separation from all CCSNH colleges for consistent or blatant behavior detrimental to or disruptive of the instructional process.
9. OTHER SANCTIONS – imposed in addition to or in lieu of the above sanctions to address the specific circumstances of the violations at issue; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the VPAA and the consent of any persons, other than the student, whose participation is required for the completion of the sanction(s).

## **B. Academic Affairs – Disciplinary Proceedings**

1. Membership of Academic Standards/Standing Committee



The voting membership of the Academic Standards/Standing Committee will be appointed annually by the Leadership Team of the college.

## 2. Charges

- a. Any person who witnesses a violation of the Student Code of Conduct related to academic activity may bring a complaint forward to a faculty member or the VPAA.
- b. Depending on the nature of the charge, the matter may be disposed of either by the faculty member him/herself or by the VPAA, as prescribed in III, A, 1-9. In either case, written documentation of the charge and its disposition must be provided to the Office of Academic Affairs.

## C. Academic Affairs - Appeals

1. A student may appeal the issuance of a punitive grade in accordance with the Grade Appeal/Grade Change Policy as published in the college catalog. The punitive grade remains in effect during the appeal process, and the student is barred from participating in any other academic activities dependent upon the assignment or course in question as long as the sanction is in effect.
2. A student may appeal other disciplinary actions which result in a suspension or dismissal by filing a written appeal with the Academic Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:
  - a. the original investigation/hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
  - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. The Academic Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.

If, in the opinion of the Academic Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands.

If, in the opinion of the Academic Judicial Advisor, the case does warrant appeal, the Academic Judicial Advisor has two options:

- a. Immediately forward the appeal to the Academic Standing/Standard Committee for consideration;
  - b. Meet with the party who issued the original disciplinary action to discuss a possible modification or removal of the that action, as appropriate. If a decision to modify or remove is not reached, the appeal will be forwarded immediately to the Academic Standing/Standards Committee for consideration.
4. All appeals will be concluded within five (5) class days unless in the opinion of the Academic Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.
5. The Academic Standards/Standing Committee may 1) uphold the sanctions; 2) overturn the sanctions; or 3) modify the sanctions imposed by the original (or any previous) judicial body. The Vice President of Academic Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

#### **D. Academic Affairs – Appeal Hearings**

1. A simple majority of voting members (including the Chair) must be present to conduct a hearing;
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - 1) Selected members of steering committees or volunteers;
    - 2) Should this fail, the Vice President of Academic Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.
3. If the charges have been brought by a member of the Academic Standards/Standing Committee or the Vice President of Academic Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Academic Standards/Standing Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Academic Standards/Standing Committee.

- c. In hearings involving more than one accused student, the chairperson of the Academic Standards/Standing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case, however, and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Academic Standards/Standing Committee.
- e. The complainant, the accused, and the judicial body shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Academic Standards/Standing Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Academic Standards/Standing Committee.
- f. All procedural questions are subject to final decision by the chairperson of the Academic Standards/Standing Committee.
- g. After the hearing, the Academic Standards/Standing Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
- h. The Academic Standards/Standing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
- i. The Academic Standards/Standing Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.
- j. The Vice President of Academic Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.

5. There shall be a single record of all hearings before the Academic Standards/Standing Committee. The record shall be the property of the college and shall be maintained by the Judicial Advisor. Parties directly involved in the hearing may view this record upon making a written request to the Judicial Advisor.

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

7. The Academic Standards/Standing Committee's decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

8. The decision of the Academic Standing/Standards Committee is final and is not subject to further appeal.

#### **IV. STUDENT DISCIPLINE –STUDENT AFFAIRS**

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student's involvement in non-academic activity is the responsibility of the Office of Student Affairs, it is essential that the Office of Academic Affairs be apprised of complaints and dispositions brought forward through the student disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student's suspension or dismissal need to be handled jointly by the VPAA and VPSCA at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSCA, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Student and Community Affairs will oversee the adjudication of those disciplinary complaints and action primarily involving a student's continued participation in non-academic college activities, including residence life. Note that there may be circumstances under which a student's inappropriate behavior leads to recommended sanctions in both the academic and non-academic arenas.

Additionally, the Leadership Team of the college will appoint a Student Judicial Advisor from among the faculty/staff ranks for a renewable two-year term to monitor and maintain records of the various judicial bodies and proceedings; to advise judicial bodies and students/individuals on appropriate or alternative courses of action; to review requests for judicial appeals (See Section IV.C below.); and to ensure consistency in the application of sanctions.

##### **A. Student Affairs Sanctions**

Violations of the Student Code of Conduct related to non-academic activities are overseen by the Vice President of Student and Community Affairs, who may appoint a designee to investigate individual complaints; non-academic complaints may be referred to the Judicial Committee for resolution. Every attempt will be made to resolve complaints informally before sanctions are issued.

The Vice President of Student and Community Affairs authorizes designated members of his/her staff, following consultation with a designated representative of Student Affairs, to investigate incidents and issue sanctions, for numbers 1-6 below.

Incidents leading to sanctions listed in numbers 7-10 will be issued by the Vice President of Student and Community Affairs (or his/her designee). In some instances, a case may be referred to the Judicial Committee for disposition.

1. WARNING - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. PROBATION - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found 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. FINES – previously established and published fines may be imposed;
5. RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
6. 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;
7. RESIDENCE HALL EXPULSION – permanent separation from the residence halls;
8. COLLEGE SUSPENSION – separation from 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;
9. COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges;
10. OTHER SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons whose participation is required for the completion of the sanction(s);
11. INTERIM SANCTIONS - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal

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

## **B. Student Affairs – Disciplinary Proceedings**

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

Copies of the form should be submitted to the Judicial Advisor and to the Vice President of Academic or Student and Community Affairs or designee, as appropriate.

3. The Vice President of Student and Community Affairs or designee), will investigate and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; c) or issue (or authorize to be issued) sanctions as described in Section III above.

A time shall be set for an initial hearing between the accused and the authorized investigating individual, not less than one (1) nor more than five (5) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student and Community Affairs or designee.

## **C. Student Affairs – Appeals**

1. A student may appeal a disciplinary action by filing a written appeal with the Student Judicial Advisor within five (5) class days of being informed of the sanction being applied.

The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:

- a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
  - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
2. The Student Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.

If, in the opinion of the Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above, the Judicial Advisor has two options:

- a. Immediately forward the appeal to the Student Judicial Committee for consideration;
  - b. Meet with the party who issued the original disciplinary action to discuss a possible modification or removal of that action, as appropriate. If a decision to modify or remove is not reached, the appeal will be forwarded immediately to the Student Judicial Committee.
3. All appeals will be concluded within five (5) class days unless in the opinion of the Student Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.
4. An appeal may result in 1) upholding the sanctions; 2) overturning the sanctions; or 3) modifying the sanctions imposed originally.
5. The Vice President of Student and Community Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.
6. The decision of the Student Judicial Committee is final and is not subject to further appeal.

#### **D. Student Affairs – Membership of the Judicial Committee**

1. A chairperson and an alternate chairperson who will be appointed by the Institute/College President or his/her designee.

2. A total of eight (8) voting members, elected as follows:
  - a. Four (4) will be faculty or staff elected by faculty/staff at large.
  - b. Four (4) will be students elected by the Student Senate. If the institution has residence halls, two of the students will be from the residence halls.
3. A total of five (5) alternate voting members will be elected as follows:
  - a. Two (2) faculty elected at large.
  - b. Three (3) students elected, one (1) from the residence halls (if applicable) and two (2) commuter students elected from the Student Senate.
4. The advisor will be the Student Judicial Advisor who will be appointed by the Vice President of Student and Community Affairs.
5. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. A minimum of four (4) members will be present.
  - b. Regular appointed or elected members will serve, or
  - c. In the event regular voting members cannot be reached or are not available, members may consist of:
    - 1) Selected members of steering committees or volunteers;
    - 2) Should this fail, the Vice President of Student and Community Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.

## **E. Student Affairs – Hearings of the Judicial Committee**

1. A minimum of five (5) members (including the Chair) will be present to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Vice President of Student and Community Affairs pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, or
  - b. In the event regular voting members cannot be reached or are not available, members may consist of:
    - 1) Selected members of steering committees or volunteers;



- 2) Should this fail, the Vice President of Student and Community Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.
3. If the charges have been brought by a member of the Judicial Committee or the Vice President of Student and Community Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Judicial Committee.
  - c. In hearings involving more than one accused student, the chairperson of the Judicial Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
  - e. The complainant, the accused and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Judicial Committee.
  - f. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
  - g. After the hearing, the Judicial Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - h. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - i. The Judicial Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.
  - j. The Vice President of Student and Community Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.

5. There shall be a single record (e.g., written, audiotape, etc.) of all hearings before the Judicial Committee. The record shall be the property of the college, and may be reviewed by a written request, to the Judicial Advisor.

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

7. The Judicial Committee's decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

## **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 student views, beliefs, and political associations which instructors, advisors and counselors learn in their course of work should be considered confidential. Student ability and character may be provided under appropriate circumstances.

### **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 institution should:

1. Apprise students of their rights for legal counsel;

2. Not duplicate the function of general laws until the CCSNH college's interests as an academic community are distinctly and clearly involved;
3. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation;
4. 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. Campus advisors are required, but they should not have the authority, to control the policy of such organizations. 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.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution 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 sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the institution.

### **E. Student Participation in Institutional 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**

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of their student publications, the standards to be used in their evolution, and the limitations and 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, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

## **G. Student Disciplinary Standards**

### **1. Conduct**

In developing responsible student conduct, disciplinary procedures play a role and the institutions have a responsibility to:

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

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

#### **a. Search and Seizure**

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

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

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings, and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.

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

b. Violation Notification of Rights

Students detected or arrested in the course of serious violations of CCSNH college regulations, or infractions of laws, should be informed of their rights.

3. Status of Students Pending Action on Charges

Pending action on charges, the status of a student should not be altered, nor should the student's right to be present on the campus and to attend classes be suspended, except for reasons relating to his/her physical or emotional well-being, or for reasons relating to the safety and well-being of students, faculty, or institution property.

**VI. Student Rights - Grievance Procedures**

Any student who feels that his/her rights., as defined in Section V, A-G, have been violated may file a grievance following the procedure below. However, in the case of a grievance alleging discrimination based on race, color, religion, sex, age, disability, sexual orientation, or marital status, the student must consult with the college's Affirmative Action/Equity Officer first.

- A. The student is encouraged to meet with the individual in question, e.g., instructor, staff member, or student, to resolve the issue informally within one week from the time the student could reasonably have known of the grievance.
- B. If the issue cannot be resolved by pursuing the process in step A, of the individual elected not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:
  - The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or Student Handbook for separate process for Grade Change/Grade Appeal), or;
  - The Vice President of Student and Community Affairs for grievances not related to the instructional process.

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

- C. The Vice President of Academic Affairs (VPAA) or Student and Community Affairs (VPSCA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSCA or their designee may attempt to resolve the issue informally again at this stage. If resolution is not possible and the VPAA/VPSCA, or their designee feels the grievance has merit, the matter will be forwarded to the Judicial Committee or Academic Standards/Standing Committee respectively within two weeks of the receipt of the formal grievance. If the VPAA/VPSCA, or their designee feels that the grievance does not have merit, the matter is considered resolved at that point.

The Vice President of Academic Affairs/Student and Community Affairs or designee will determine the appropriate course of action.

For grievances against an individual in the performance of his/her duties as a college employee, the VPAA/VPSCA or designee and the employee's supervisor will meet with the individual alleged to have violated the student's rights. The VPAA/VPSCA or designee, in conjunction with the supervisor, will determine if the charge has merit and, if so, will proceed in accordance with State of New Hampshire personnel rules and regulations.

For grievances against students of other individuals not employed by the college, but working at the college (e.g., bookstore personnel, food service personnel) the VPAA/VPSCA or designee will meet with the individual alleged to have violated the student's rights and may attempt an informal resolution at this meeting. If an

informal resolution is not possible at this meeting, and if the VPAA/VPSCA in consultation with the Judicial Advisor, feels the grievance has merit, the matter will be forwarded to the employee's employer for resolution. If the VPAA/VPSCA, in consultation with the Judicial Advisor, feels that the grievance does not have merit, the matter is considered resolved at that point.

D. If the grievance reaches the Judicial Committee or the Academic Standards/Standing Committee, protocols as outlined in Section IV will be followed.

## VII. Definitions

**A.** The term **colleges** means all colleges within the Community College System of New Hampshire.

**B.** The term **student** includes all persons taking credit or non-credit courses at the colleges. This includes both full-time or part-time, and those persons pursuing undergraduate, graduate, or professional studies; those who attend post-secondary educational institutions other than CCSNH colleges; those who are residing in college residence halls; and those persons who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.

**C.** The term **faculty member** refers to any person hired by the CCSNH colleges to conduct educational activities.

**D.** The term **college official** includes any person employed by any of the colleges within the Community College System of NH performing assigned administrative and/or other professional responsibilities.

**E.** The term **member of the college community** includes any person who is a student, faculty member, college official, or any other person employed by a college within the Community College System of NH. A person's status in a particular situation shall be determined by the President of the college involved.

**F.** The term **college premises** includes all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by the colleges (including adjacent streets and sidewalks).

**G.** The term **organization** refers to any number of persons who have complied with the formal requirements for colleges (recognition/registration).

**H.** The term **judicial body** means any college official or committee authorized by the Student Code of Conduct to determine whether a student has violated the Student Code of Conduct and to recommend or impose sanctions.

I. The term **Judicial Advisor** means a college official authorized by the college's Leadership Team to coordinate and monitor the judicial process. The Judicial Advisor's role will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students/individuals on appropriate or alternative courses of action; reviewing requests for judicial appeals; and ensuring consistency with the application of sanctions.

J. The term **appellate body** means any person or persons authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct or arising from the sanctions imposed by the Judicial Body.

K. The term **shall** is used in the imperative sense.

L. The term **may** is used in the permissive sense.

M. The Vice President of Student and Community Affairs or designee is the person designated by the college's President to be responsible for the administration of the Student Code of Conduct.

N. The term **policy** is defined as the written regulations of the colleges as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, Undergraduate Catalogs, Board of Trustees Policy Manual, Student Handbook, and Department Guidelines.

O. For the purpose of the Student Code of Conduct, **a class day** is defined as any day (Monday through Friday) that is part of the normal administrative workweek when the colleges are in session.

P. **More likely than not**: Greater weight of evidence in terms of credibility; more convincing than an opposite point of view.

### **Non-discrimination Policy**

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A). Inquiries regarding discrimination may be directed to Catherine Barry, Nashua Community College, (603)



578-8900; or to Sara A. Sawyer, Director of Human Resources Community College System of New Hampshire 26 College Drive, Concord, NH 03301, (603) 271-6300.

Inquiries may also be directed to the:

**Office for Civil Rights, Boston Office,**

US Department of Education

33 Arch Street, Suite 900

Boston, MA 02110

Tel: (617) 289-0222

Fax: (617) 289-0150, TDD (617) 223-9695,

email [OCRBoston@ed.gov](mailto:OCRBoston@ed.gov); the Equal Employment Commission.

**John F. Kennedy Federal Building,**

Government Center, 4th Floor, Room 475,

Boston, MA 02203

(617) 565-3200, TTY (617) 565-3204.

To be automatically connected with the nearest EEOC field office, call 1-800-669-6820, TTY 1-800-669-6820; and or the New Hampshire Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603)-271-2767.

**Unresolved Grievance**

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

<http://www.education.nh.gov/highered/compliance-allegation.htm> or by contacting them at NH

Department of Education, Higher Education Division:

New Hampshire Department of Education

101 Pleasant Street | Concord, NH | 03301-3852

Telephone: (603) 271-3494 | TDD Access: Relay NH 711