

# Welcome to

# RIVER VALLEY

Community College

On behalf of the faculty, staff and administration of River Valley Community College, I wish to welcome and thank you for choosing to attend our college. Since our founding some forty years ago, our core mission has been to offer local access to a higher education. We strive to achieve this by delivering courses and programs at times, locations and in formats that meet the needs of a diverse student body. These include day and evening classes as well as classes offered online and at our Keene Academic Center. Our curriculum provides a mix of career oriented programs that offer both academic challenge and the promise of gainful employment. River Valley Community College maintains close ties with regional employers to ensure the ongoing development of programs in high demand occupations. In doing so, we meet the employment needs of our students while contributing to a vibrant and sustainable economy for our region and for New Hampshire.

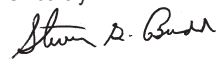
As part of the broader Community College System of New Hampshire, we want to encourage greater numbers of New Hampshire residents to attend college. Toward this end, the college offers a program in the liberal arts and sciences designed to complete the first two years of a baccalaureate degree. Opportunities exist to pursue academic transfer to a host of institutions within New Hampshire with guaranteed admission upon completion of the transfer curriculum. At the same time, many of our career and technical programs offer transfer opportunities for those wishing to pursue a bachelor's degree and beyond.

River Valley has received institutional accreditation from the New England Association of Schools and Colleges, Inc., and in addition, we maintain specialized accreditations in many of our career and technical programs. Accreditation ensures that we not only meet existing standards but that we anticipate the future by continuously improving the quality and content of our offerings. We strive to employ the most current technology so that students experience the same technology in their classes as is found in the most modern workplace. Technology also supports teaching and learning through expanded library access to online journals and databases.

An important hallmark of all community colleges is their commitment to student learning support. River Valley maintains a comprehensive program of student support services through its Department of Instructional Services. Such services as tutoring, counseling, and peer support are but a few of the ways that River Valley works to ensure the success of every student. At River Valley, student success is at the very center of our mission and purpose. It is the commitment of every employee to ensure that all students receive a quality and positive educational experience.

Again, I welcome you to the college and invite you to drop by my office where the door is always open.

Sincerely,



Steven Budd, President

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## MISSION STATEMENT

### Community College System of New Hampshire

The Community College System of New Hampshire will provide comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, business, and communities.

### River Valley Community College

River Valley Community College changes lives and transforms society by preparing students for lifelong learning, careers and citizenship. Our career, technical and liberal arts programs enable a diverse community of learners to achieve goals including professional advancement and academic transfer. Championing accessibility and academic integrity, we strive to meet our region's needs through employer partnerships, cultural enrichment and community service.

## VISION STATEMENT

River Valley Community College 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 southwestern NH
- A student-centered educational institution that will advance and enrich the educational, economic, and cultural life of the diverse community we serve
- An educational institution that promotes life-long learning for personal and professional growth

As part of this vision, the College has chosen the following strategic goals as a means of reaching its vision:

### **Governance:**

- With input from the College Community, Leadership will develop and clarify an effective governance and communication model.
- Governance will ensure the acquisition, allocation and distribution of resources to advance the mission of the institution.

### **Academics:**

- Ensure that the curriculum mix reflects the present and future needs of our constituents
- Provide comprehensive, quality academic opportunities that facilitate employment, transfer and meet student goals
- Integrate diverse content delivery methodologies that ensure the integrity and viability of academic offerings

### **Community Engagement and Civic Awareness:**

- River Valley Community College will foster viable and dynamic community partnerships.
- Civic engagement will be woven into all aspects of the institution.

### **Access:**

- Ensure access opportunities for constituencies through multiple paths and modes of entry

## GUIDING PRINCIPLES

River Valley Community College recognizes the dignity and worth of all persons and believes that postsecondary education should be available to all who can benefit from such an experience. Further, the College believes that education should be a rewarding experience offered in a supportive environment that fosters the growth and the well-being of all members of the community it serves. Actions taken by the College should reflect a commitment to accessible and affordable educational experiences. We will teach and serve our students with the goal of encouraging within them an enduring passion for learning.

We will assist students with varying levels of ability and diverse backgrounds to develop critical job skills, attitudes, and values. Working together as a community of empowered, resourceful, and responsible individuals, we will measure our success by the accomplishments of our students, the College, and one another.

### **A Commitment to Access and Diversity**

We believe in providing open access to the College and its services. We also believe that the College should reflect the diversity of the community it serves. To that end, the College has special responsibility to recruit students who might not otherwise aspire to higher education.

### **A Commitment to a “Student-Centered” Education**

We support the priority of providing the finest instruction and support services possible for our students. The College will assist students to clarify their career and life goals and to engage in life-long learning.

### **A Commitment to a Quality Campus Environment**

We recognize the importance of providing a learning environment that is characterized by integrity, open and consistent communication among its members, involvement in decision-making, and respect for all individuals. The climate at the College provides for mutual respect, tolerance, and support for individual differences.

### **A Commitment to Partnerships and Involvement with the Community**

We recognize the importance of enhancing the economic vitality and quality of life for all citizens of the community. To that end, the College will foster cooperative relationships with other educational institutions, community and government organizations, and business and industry to better serve their needs. The College accepts responsibility to promote current technology and innovative techniques and principles to assist area businesses to maintain a flexible and knowledgeable workforce. As part of its involvement with the community, the College recognizes the importance of teaching students about their responsibility to contribute to the health and welfare of the community in which they live. Through volunteerism and service learning, students will be encouraged to contribute to the improvement of the community.

### **A Commitment to Effective Stewardship of Resources**

We support the effective use of College resources to provide a quality education and services to our students and the community. We also recognize a responsibility to be accountable to the College’s constituency.

## **CORE VALUES**

### **Communication**

The College encourages a positive environment and productive relationships for all key stakeholders by:

- Encouraging collaboration, involvement, and participation
- Empowering others to make decisions and take actions that match their abilities and the College’s governance structure
- Fostering an environment of belonging and acceptance
- Demonstrating sound teamwork principles and practices

## **Excellence**

The College consistently focuses on achieving exceptional results that improve its reputation in the community by:

- Being learner focused to meet the needs of those we serve
- Providing superior learning opportunities and related services
- Having high expectations for ourselves and for students
- Concerning ourselves with the documentation of outcomes
- Encouraging continuous improvement and growth
- Being innovative and proactive
- Being accountable through systematic evaluation and adjustment of educational programs, services, and processes to assure quality, effectiveness, and financial stability.

## **Innovation**

The College will encourage risk-taking to meet the changing needs of the marketplace and our key stakeholders by:

- Being flexible and being willing to change
- Encouraging risk-taking while acknowledging that some efforts may fail
- Demonstrating the versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth.

## **Integrity**

The College will continue to thrive by maintaining trusting relationships with our key stakeholder – students, faculty, administrators, staff, community, other educational institutions, government, and business and industry. Integrity will be demonstrated by:

- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Being responsible in meeting commitments and obligations

## **EDUCATION PHILOSOPHY**

Since the College serves a diverse student population possessing a wide range of academic and physical abilities, the College is committed to providing a variety of education approaches, instructional methods, supplementary services, and co-curricular activities to meet those diverse needs. In the context of a student-centered environment, the primary aim of the College is to assist students to become self-reliant, self-confident skilled workers and educated persons.

The College believes that the educated person is able to read critically, write clearly and comprehensively, reason analytically, and utilize mathematical and scientific skills to solve life's problems. The educated person functions as a responsible and ethical member of society, recognizes and copes with the ambiguities of life, and appreciates diversity. The educated person moves from concrete to abstract levels of thinking, fosters integration and synthesis of knowledge, interchanges roles as both learner and teacher, and utilizes contemplative thought. By embracing an understanding and appreciation of self in today's

socially and technologically complex world, and through the stimulation of intellectual curiosity, learners will be able to improve their lives and contribute something of value to the community of which they are a part.

### **EXPECTED OUTCOMES**

The College will be judged by the degree to which it successfully

- 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 education 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.

### **NON-DISCRIMINATION POLICY**

River Valley 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 River Valley Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1975; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; NH Law Against Discrimination (RSA 354-A). Inquiries regarding discrimination may be directed to: Laurie Clute, RVCC, (603) 542-7744; Lisa Hayward-Wyzik, Keene Academic Center (603) 357-2142; or to Sara A. Sawyer, Director of Human Resources, Community College System of NH, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, (617) 289-0111; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

## ACADEMIC AFFAIRS

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

The Vice President of Academic Affairs is the chief academic officer at the College and is responsible for all instructional and academic programs. Students are encouraged to bring their ideas and concerns to the Vice President especially as they relate to academics.

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

The Associate Vice President of Academic Affairs functions as chief academic officer in the absence of the Vice President of Academic Affairs.

### **Registrar**

The Registrar is responsible for keeping records of course registration, withdrawals, and grades. The Registrar keeps all official student transcripts updated and determines if a student has met graduation requirements. For specific information regarding course registration, withdrawals, grade changes, etc., see the Academic Policies and Procedures section of this handbook and/or your Faculty Advisor.

### **Department Chairs**

The Department Chairs oversee and supervise programs that are similar in nature. They are available to students to assist in problem solving and advise at times when academic advisors and programs directors are unavailable or unable to help.

### **Program Directors**

Each program has a Program Director/Coordinator who oversees the program curriculum and integrity. Program Directors/Coordinators may act as or assign advisors to students within a program. They are the first point of contact for a student when problem solving or seeking guidance regarding a program of study.

### **Faculty**

The faculty is comprised of highly qualified individuals with expertise in their field. Most faculty members act as advisors and are available to students for guidance within a course or a program of study.

## DEFINITIONS

### **Academic Amnesty**

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

1. 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 within the CCSNH Colleges will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic Affairs.
2. 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:

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

## **Academic Integrity**

### Cheating and Plagiarism

A student found guilty of plagiarism or cheating will receive a grade of "0" (zero) on the work submitted. The Vice President of Academic Affairs will be notified immediately. See Judicial Policy on page 44.

According to Webster's Ninth New Collegiate Dictionary to "Plagiarize" means

1. to steal or pass off (the ideas or words of another) as one's own
2. to use (a created production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source

Students seeking guidance on how to avoid plagiarism and/or how to properly cite sources should seek guidance from the library staff.

### 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 violation.

## **Student Status**

Active Status: A matriculated student who has not officially withdrawn from a program or the College is considered active status. Students remain as active status until they have not registered for any classes for three consecutive semesters at which time they will be officially withdrawn from the College.

Inactive Status: Students who officially withdraw from a program or the College are considered inactive. Students who have not registered for any classes for three consecutive semesters will be removed from active status and will become inactive. Inactive students must reapply to the College in a program and follow the new program of study if they chose to return to the College.

Matriculated Student: A student who applies to, is officially accepted to the College in a program, and has been confirmed by returning a deposit to the College is said to be matriculated. The status remains until the student officially withdraws from the program or College or is suspended/dismissed for academic or disciplinary reasons or upon graduation.

Non-Matriculated: A student who is enrolled in a course or courses but who has not officially been accepted into a College program is considered non-matriculated. A student who has taken individual courses and then decides to work for a degree should commit to a specific

program and formally matriculate after proper counseling. It is recommended that students matriculate into a program prior to the satisfactory completion of 9 semester hours. A student who has completed more than 9 semester hours may find that not all of them can be applied toward the degree he/she seeks, hence the importance of matriculating before completing 9 semester hours.

Full-Time: A student is considered full-time if registered for at least 12 credits in any given semester or an appropriate fraction thereof: for example, if summer semester is 8 weeks instead of 16 weeks, a student would be considered full-time if they carried 6 credits.

Part-Time: A student who is registered for fewer than 12 credits (for financial aid awards), or who otherwise indicates less than full time status is considered part-time.

Registered Students: A student is considered registered for a course when they have completed and submitted to the Registrar a registration form, meeting all pre and corequisites for a course, and signed by their advisor, and have met all College financial obligations.

## **ACADEMIC COURSES**

### **Course Registration**

Each semester students register for courses in consultation with their Academic Advisor. Students are accountable for registering for the appropriate course(s) according to their program of study and for making sure that any prerequisite (including Accuplacer scores and/or corequisite courses) have been satisfied prior to registering for classes. Students should attach transcript of grade report if prerequisite/corequisite courses have been taken off-campus. Failure to meet prerequisites/corequisites will delay course registration. Students can verify their registration status on the Student Information System (SIS). Credit cannot be awarded for a course unless a student is officially registered and has met all financial obligations. 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.

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

### **Course Registration – 100% Online Courses**

Online courses (100%) are offered at each of the seven Community Colleges. To enroll in 100% online course, students must complete a separate registration form for each different College offering the course. Visit, phone, fax or mail your registration and payment to the College offering the course. For complete information about each course, the College hosting the course, registration information and the required registration form, visit [www.ccsnh.edu/distancelearning](http://www.ccsnh.edu/distancelearning). Students matriculated at River Valley Community College may register for online courses offered at Claremont or Keene following the Course Registration Policy. Students who have never taken online courses must complete the online assessment to ensure that they have the computer skills and computer technology to support a successful course completion.

### **Course Deactivation for Non-Payment of Tuition**

Students who fail to fulfill financial obligations two weeks before the first day of class (see date identified on course registration form) will have course registration voided and classes deleted. Students who wish to re-register for classes must make payment at the time of registration (see Tuition and Fees page 33). The College cannot guarantee registration in the desired course or section if a course registration has been voided.

### **Adding a Course**

Students may add a course, with the instructor's permission, within the two week period at the beginning of a semester. To add a course, the student must complete the appropriate Add Form which can be found in the Registrar's Office in Claremont and the Academic Office at the Keene Academic Center, obtain all necessary signatures and return to the Registrar's Office in Claremont or the Academic Office at the Keene Academic Center. Forms at the Keene Academic Center will be dated and faxed to the Registrar's Office upon receipt. Some courses do not allow for students to add the course once the course has met.

### **Adding a 100% Online Course**

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 (or Withdrawing from) a Course**

Students may drop a course up to the last date to "Drop" a course as listed in the 2009/2010 Academic Calendar. To drop a course, students must complete a Drop Form which can be found in the Registrar's Office in Claremont and the Academic Office at the Keene Academic Center and return it to the Registrar's Office in Claremont or the Academic Office at the Keene Academic Center. Forms at the Keene Academic Center will be dated and faxed to the Registrar's Office upon receipt. (See Refund Policy on page 34). The date of receipt is the date used to determine refunds. No refunds are provided beyond the official refund date. When a course is dropped, the Registrar will notify the faculty, financial aid officer and student advisor. Dropping a course may affect the ability of the student to complete their program of study in a timely manner as well as financial aid eligibility. Students are strongly urged to discuss the ramifications of dropping a course or courses with their academic advisor, and if appropriate, the financial aid officer.

Once an official drop form has been completed, within the drop/withdrawal period, a "W" grade will be recorded on the student's transcripts if the drop is done after the refund period. After the official last day to withdraw from a course has passed a student may withdraw "WP" (Withdraw/Pass) or "WF" (Withdraw/Fail) as determined by the faculty. The College does not recognize a "de facto" course withdrawal – that is to say without a signed drop form, the student remains registered for course(s) and will receive a grade at the end of the semester. The student is responsible for completing the required paperwork to drop a course. Dropping or withdrawing from a course is not the same as withdrawal from the College.

### **Auditing a Course**

Under the Audit Policy students may enroll in courses that 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 are responsible for the full tuition for the course. Financial Aid will 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 course 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.

### **Course Repeat Policy**

For purposes of calculating the cumulative Grade Point Average (CGPA), when a student repeats a course at RVCC 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 not used in the calculation. Only those repeated courses completed at RVCC will be used in the calculation of the CGPA; repeated courses completed at an institution outside RVCC and transferred into the student's College of matriculation will not be used in the calculation of the CGPA. Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs in consultation with appropriate advisor, Program Director or department chair. Students will be required to develop and submit a written academic plan that documents active steps to be implemented by student that will result in a successful outcome. Forms may be obtained at the Registrar's Office.

### **Failed Courses**

A failed course must be repeated at the College with a passing grade in order to receive credit towards graduation. A failed course is not eligible for a Credit by Exam. The original grade "F" remains on the official transcript, but the most recent grade earned is used in the GPA/CGPA computation. Financial aid may be impacted by repeating courses. Third or subsequent attempts must be reviewed and approved by the Vice President of Academic Affairs. (See Course Repeat Policy on page 14)

### **Directed Study**

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered either during the day or through the Division of Continuing Education. 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 in the day or DCE divisions. Directed Study Forms may be obtained from the Academic Affairs Office.

### **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 at RVCC. Independent Study forms may be obtained from the Academic Affairs Office.

### **Course Attendance Policies**

Class attendance is considered essential to academic success 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. During the first class meeting of the semester policies will be distributed and explained. These policies will reflect the instructor's authority to determine whether a student is permitted to make up missed work through absence of tardiness and on what terms. The course syllabus will be placed on file with the Department Chair and with the Vice President of Academic Affairs.

### **Student Evaluations of Faculty and Course**

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 will distribute the official faculty and course evaluation form. The completed forms will be collected by a designated student and will be returned to the Vice President of Academic Affairs in a sealed envelope. Confidentiality will be maintained.

### **Cancellation of Classes/Two Hour Delay**

The College will hold classes as usual unless there is a utility malfunction or severe weather conditions. The College does not follow the same weather cancellation or delay standards used by public K-12 school systems because we do not operate buses and our students are adults. We, therefore, align our closing and delay decisions with other local colleges, businesses and industry. We are sensitive to our students who are parents and the challenges created by public K-12 weather cancellations plus the broad geographic area we serve with its significantly different weather conditions. Students should use their own judgment as to whether it is safe for them to drive to classes. In the event that conditions are such that the Claremont campus or our Keene Academic Center must close or invoke a two hour delay, it will be announced on the following radio and television stations and the College website ([www.rivervalley.edu](http://www.rivervalley.edu)) no later than 6:00 AM for day or 3:00 PM for evening:

WKNE	103.7FM		Keene, NH
WKVT	92.7FM	1490AM	Brattleboro, VT
WTSL	92.3FM	1400AM	Lebanon, NH
WHDQ	106.1FM		Claremont, NH
WXXK	100.5FM		Newport, NH
WNNE	Channel 31		White River Jct, VT
WMUR (TV)	Channel 9		Manchester, NH

NOTE: If a two hour delay is announced in Claremont or at the Keene Academic Center, classes will begin according to the schedule. Students may call the main campus and access the weather telephone menu or check the College website announcement to determine if classes are cancelled.

## **ACADEMIC SERVICES**

### **Department of Instructional Services**

The Department of Instructional Services provides academic and career support to the College and community with a focus on empowering individuals to become interdependent, self-directed learners. The department provides a variety of services including: academic advising to help students make sound educational decisions and develop a positive, well-organized approach to the college experience; computer lab and computer assisted instruction; peer and faculty tutoring; services for students with disabilities; alternative testing; ESL services; videos and workshops; College Success Strategies – a study skills course; a writing center offering one to one assistance to develop student's understanding of the writing process; and service learning coordination connecting the classroom and student with the community. Students may drop in or schedule an appointment to see a staff member to set up a program to support academic needs. Students seeking accommodations for disabilities must provide current documentation of disabilities. Current documentation requirements are based on the type of disability and range from evaluation within the past six months to evaluation within the past five (5) years. See Disability Coordinator for more information.

### **Developmental/Remedial Courses/ESOL Courses**

Students whose results on the Accuplacer Placement Tests do not meet established scores will be required to take Developmental/Remedial courses for placement into college level courses. While these courses do not count toward graduation requirements in any RVCC program, they are required to meet prerequisites for the College level English and Math courses and for other courses. Credits from these courses will be included in the calculation for all three components of the Financial Aid satisfactory Academic Progress review. The three components are Cumulative GPA, Qualitative and Quantitative Components. Students are only eligible for federal financial aid for up to 24 hours for this type of coursework.

### **Library Services**

In support of the College curriculum, the Charles P. Puksta Library offers a diverse collection of books, audiovisual material and electronic databases. Library staff is available to assist students with their research and to guide them in the use of library resources. All students are provided access to the College library and also have borrowing privileges at any of the other Colleges in the Community College System of New Hampshire. Students taking courses at the Keene Academic Center may also access the Wallace E. Mason Library at Keene State College. Students must present a valid college issued picture ID to access materials at these other libraries.

The Puksta Library offers over 20 computers for general student use and Internet access. In addition, wireless Internet access is available throughout the library. Students must follow College policy when using all computer technology. Food and beverage are not allowed in the two library computer labs, but are permitted elsewhere in the library. Group and private study areas are available. Three small study rooms and one large conference room are available on a walk-in basis and by reservation.

## ELECTRONIC RESOURCES

### Student Email System

Every student at River Valley Community College has been issued a student email address that will be used as the primary tool for communication and is where electronic correspondence will be sent. You are encouraged to use this address and to check it daily. Computers are available for student use in the library and Department of Instructional Services. **Please note that if you are a student attending another College within the Community College System of NH, you will have an email account for that campus as well.**

To determine your email address, login to the secure area of the Student Information System. At the main Menu, select "personal Information", then select "view Email Addresses". Your College student email address will be displayed. To obtain your default email password, click the link at the bottom of the page, "What is a Default College Email Password?" To log on to your email account, go to <http://mymail.students.ccsnh.edu> and click on "Log on to email". Enter your user name and password. Your email user name is the text and 3 digit number before the @ sign in the email address (i.e. jsmith123). In case you forget your email password, there is a link on the email logon page for resetting your current password back to your default password. A student cannot change his or her primary email address in SIS or Blackboard. This address will be automatically populated with the designated @students.ccsnh.edu email address and used as the primary email contact.

### Student Information System

The college provides students access to their academic and financial information through the Student Information System (SIS) which is accessed through the college website. Some of the information available to each student includes the student's class schedule, tuition information, grades and unofficial transcripts. To access this information, a student must enter their SIS ID and PIN. The SIS ID is the student's Social Security Number (entered with no hyphens or spaces) or the student's River Valley ID (including the @). For first time users, a student's PIN will be the student's birth date (MMDDYY) or the last six (6) digits of the student's River Valley ID. Upon first accessing the Student Information System, each student will be required to select their own PIN. A student who has forgotten their PIN should click on "Forgot PIN?" If a student attempts to login to SIS three times unsuccessfully, the associated account will become disabled and the student will be locked out. If a student need to have the PIN reset, he/she should contact one of the following departments to have PIN reset Monday – Thursday. On Friday, the college is closed at 4pm.

Information Technology – Marie Couitt [mcouitt@ccsnh.edu](mailto:mcouitt@ccsnh.edu) – 11am - 7 pm  
Registrar's Office - Laura Hanson [lhanson@ccsnh.edu](mailto:lhanson@ccsnh.edu) – 10am - 6 pm  
Academic Office - Diane Carroll [dscarroll@ccsnh.edu](mailto:dscarroll@ccsnh.edu) 8am - 4 pm  
Receptionist - Admissions - call ext. 324, 8am – 6pm  
Library - call ext 466, 8am - 8:30pm

### **Academic Advising**

All day students at River Valley Community College will be assigned an academic advisor. Evening students will be assigned an academic advisor or have access to an academic college counselor. The advisor will serve as the student's partner in reaching his/her academic goals and career goals. Students will meet with their advisor on a regular basis. Advisors will work together with all College personnel to monitor students' progress.

## **Articulation Agreements with 4-year Universities and Colleges**

River Valley Community College has many articulation agreements for transfer within the University System of NH and other 4-years colleges and universities. Students can contact the Vice President of Academic Affairs for a current list of agreements and visit [www.nhtransfer.org](http://www.nhtransfer.org) for specific information on colleges within the University System of NH. Visit the transfer data base to discover what RVCC courses transfer into a specific college. You can explore how your RVCC course will transfer before you enroll. For additional information, contact the Vice President of Academic Affairs.

## **Advance Standing Placement**

### Transfer of Credits

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution or System College and earned a “C” or higher. College courses for transfer credit beyond ten years will be evaluated by department chairs and/or the Vice President of Academic Affairs/Associate Vice President of Academic Affairs. It is the student’s responsibility to furnish official transcripts and, if requested, course descriptions. A Department Chair, Program Director or designee will evaluate each course and grade. The Vice President of Academic Affairs/Associate Vice President of Academic Affairs determines if the credits should transfer and the student will receive a list of courses accepted for transfer.

### Pre-Approved Transfer Process

Any current students seeking to take a course at another college and wishing to apply that course to their degree must have prior written approval from the Vice President of Academic Affairs/Associate Vice President of Academic Affairs and their Department Chair or Program Director. 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 calculation of Grade Point Average or Cumulative Grade Point Average. Credits earned at another institution will be added to the total credits accumulated for graduation.

### Consortium Agreements -Pre-Approval of Courses for Transfer

A Consortium Agreement allows a student who is accepted into an eligible program and is receiving financial aid at one CCSNH College (Home) to use his/her financial aid to pay for courses at another CCSNH College (Host). The agreement is a formal contract between the Home and Host Colleges. The college in which the student is enrolled is considered the Home College. A student who wishes to take a course at a college other than the Home College is required to complete a Consortium Agreement with the Home College. Courses taken at the Host College must be approved for transfer to the student’s program. Consortium Agreements are available on –line or in the Financial Aid Office.

At RVCC, students must fill out the Consortium Agreement form and submit it to the Program Director and Vice President of Academic Affairs for signatures. Students will be accountable for obtaining the signature of the Program Director prior to submitting the Consortium Agreement to the VPAA. Failure to obtain the Program Director’s signature prior to submission to VPAA may result in a delayed approval. The approved document will be submitted to the Registrar and Financial Aid office for processing. During the summer when Program

Directors are not on campus, the student may submit the form directly to the VPAA office. However, students are encouraged to register for courses well in advance when program directors are on campus.

#### Transfer of Credits - Online Courses

Matriculated RVCC students enrolled in **100% online courses** must follow the existing System and 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 on-line course to be assured that the course is appropriate to meet graduation requirements. Students should follow the transfer process at their home campus. There is no fee for transcript requests sent between System Colleges.

#### Important student responsibility:

At the conclusion of the online course, matriculated students should request that an official transcript be sent to their home campus (Attention: Registrar) 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, diploma or certificate.

#### Credit by Examination (CBE)

Credit by examination may be earned by any matriculated River Valley Community College student who, by study, training or experience outside the College has acquired skill 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, based on evidence that the background prerequisites justify allowing the student to take the exam. Background prerequisites shall include the student’s academic or employment record or both; or faculty recommendations. The examination shall be given only in regular courses listed in the catalog. 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. Credit will not be given for grades below “C”. **A student receiving a grade below a “C” is ineligible for another CBE in that course.** A student may not CBE a course in which he/she is enrolled, has earned a grade within CCSNH, or has been administratively withdrawn, or dropped the course after the two-week drop/add period.

The student shall apply to the Vice President of Academic Affairs/Associate Vice President of Academic Affairs, who shall give consent after a consultation with the department chairperson and instructor administering the exam, provided the student’s evidence warrants giving the exam. The date for the exam shall be determined by the instructor administering the exam, but shall not take place more than 1 month after the student has obtained permission to take the exam. 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. Students shall be allowed to indicate at what level they feel they should be tested when challenging an area with sequential courses. Final decision as to the level at which testing shall occur in sequential course work shall rest with the Vice President of Academic Affairs/Associate Vice President of Academic Affairs, based on evidence supplied by the student as set forth above. If a student passes a challenge exam at a given level, the student may then qualify for additional exams by repeating the procedure as set forth above.

### College-Level Examination (CLEP)

The College awards credits for some courses through the CLEP program administered by the College Entrance Examination Board. Passing grades for CLEP exams are 50 and above. Students should consult with the Program Director, 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.

### College Board Advance Placement 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 assess 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 Registrar's Office or Vice President of Academic Affairs Office.

## **GRADING**

### **Grading System**

#### Letter Grades and Quality Points

The reporting of student achievement, uses utilizes the following grades:

Grade	Quality Points	Grade	Quality Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

#### Auxiliary Grades

**W** Withdrawal: Student initiated withdrawal from a course at any time prior to completion of the drop/withdrawal deadline (60% of the course). "W" does not affect GPA. "W" 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 Withdrawal Passing: Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course; student has a passing grade at the time of drop, as determined by the instructor. "WP" does not affect GPA. "WP" 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 Withdrawal Failing: Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course; student has a failing grade at time of the drop, as determined by the instructor. "WF" is calculated in the GPA as an "F".
- AF Administrative Failure: 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, violations 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. "AF" is calculated in the GPA as an "F".
- AU Audit: A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission is by permission of the instructor. Not all courses can be taken for audit. (See full Audit Policy page 13.)
- I Incomplete Grade: "I" 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 or the grade defaults to an "F". (See full Incomplete Grade Policy page 21.)
- P Pass: Used in Pass/Fail courses. "P" is not calculated into the GPA.
- PP Provisional Pass: Used in Pass/Fail courses. Indicates a warning. "PP" is not calculated into the GPA.
- NP No Pass: Used in Pass/Fail courses. Unsatisfactory grade that indicates student has not passed course. "NP" is not calculated in the GPA.
- CS Continuing Study: "CS" is used to allow students to re-register for Developmental Courses if competencies have not been met by the end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. "CS" does not affect the GPA.
- CG Credit Granted: Indicates credit has been granted for prior learning through a College structured process.
- NC Non-credit: "NC" is used on transcripts to distinguish non-credit courses.
- R Repeat
- T Transfer

### **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 completing missing work

and passing the course. 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 Process**

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. Only in the case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

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 Director/Department Head:** If the issue was not resolved in Step 1 above, the student has three work days from the date of the faculty member's decision to file a written appeal with the faculty member's Program or Department Head, or with the Vice President of Academic Affairs if the faculty member is also the Department Head or Program Director. Within three working days the Department Head (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 below.
3. **Meet with the Vice President of Academic Affairs (VPAA):** If the issue is not resolved in Step 2 above, the student has three working days to file a written appeal with the Vice President of Academic Affairs. The VPAA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPAA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPAA is final.

NOTE: During the summer, when instructors are not on campus, students may begin the grade appeal process with the Office of Academic Affairs. Every attempt will be made to have the faculty member contacted and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

### Calculation of 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	Credit Hours	=	Point Credits
Course 1	A	4.0	x	4	=	16.0
Course 2	B+	3.3	x	3	=	9.9
Course 3	C+	2.3	x	3	=	6.9
Course 4	C-	1.7	x	3	=	5.1
Course 5	D	1.0	x	<u>3</u>	=	<u>3.0</u>
				16		40.9

Total point credits, 40.9, divided by total credit hours, 16, equals the Grade Point Average, 2.55.

### Cumulative Grade Point Average (CGPA)

The CGPA takes into account all course work taken at the Claremont campus and the Keene Academic Center. 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. 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. (See graduation requirements on page 27).

### Grade Reports

Only the College reports official grades but students may access grades using the Student Information System. Students with holds on their account cannot access the Student Information System. If the student needs an official grade report, they should see the Registrar.

### Transcripts

Students/alumni may submit a written request to the Registrar's Office to obtain transcripts. Two transcripts will be provided free of charge, the third request and subsequent requests will cost \$3.00 each. Faxed transcripts will cost an additional \$5.00 per transcript. Students with outstanding balances or overdue library materials will not receive transcripts. There is no fee for a student transcript issued from one Community College campus to another.

### Policy on Access to Grades and Transcripts

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

### Academic Honors

Academic honors are awarded 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 3.70 is entitled to honors on the President's List. A full-time, matriculated student in good standing earning a grade point average of 3.00 to 3.69 is entitled to honors on the Vice President's List. Academic honors are not awarded for part-time or non-matriculated students.

## **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 earning a CGPA of 3.50 or higher are entitled to wear a gold tassel. Students who have not completed all graduation requirements at the time of graduation are not eligible for graduation honors, and will not be awarded the gold tassel.

## **Academic Standards**

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

Academic Probation Definition: a warning which indicates the student may not be on track to graduate because of poor academic performance. The student may remain in the program, but his/her academic progress will be monitored.

Students not 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 Definition: Suspension may be from the program or the institution and is usually for one semester. Suspension from the program means that a student may continue to take courses outside of the program as a non-matriculated student. Suspension from the College prohibits a student from taking classes during the period of suspension.

Students not 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 three consecutive semesters will be placed on Academic Suspension.

Financial aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined above. The student will receive written notification by certified mail. Suspended students may take courses at RVCC as a non-matriculated student. Before reapplying for matriculation into their program of study, the student must show evidence of having successfully completed two three-credit courses with a "C" or better prior to reapplying.

## College Dismissal Definition

Students dismissed from the College are prevented from taking classes or applying to programs. College dismissal may result from academic or other breaches of the Code of Student Conduct.

### 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 Appeal Procedure**

A student may appeal any decision regarding his/her academic status by filing a written appeal with the Vice President of Academic Affairs within 7 work days of the date indicated on his/her notification letter. The appeal must clearly state the basis for the student's request and will be forwarded to the chair of the Academic Standing Committee for review. The student will have an opportunity to present his/her case in person to the Academic Standing Committee if desired. A written recommendation of the committee will be sent to the Vice President of Academic Affairs who will send the student the final decision within 48 hours (excluding weekends and holidays) of the meeting of the Academic Standing Committee.

### **Academic Standing Committee**

River Valley Community College Academic Standing Committee is charged to review the appeals of the academic status of matriculated students. The Committee reviews all appeals and may recommend any of the following actions to the Vice President of Academic Affairs:

1. academic suspension
2. academic probation
3. academic warning
4. letter of encouragement
5. removal from academic suspension or academic probation

### **Financial Aid - Satisfactory Progress Regulations**

Students are expected to make satisfactory progress toward the achievement of their educational goals in order to receive financial aid. Standards for this progress are both qualitative and quantitative, and are reflected in a student's cumulative grade point average (CGPA) and in his/her "incremental" progress in terms of completing a minimum amount of work at stated intervals.

#### Qualitative Standard

##### Cumulative GPA Component

A student must maintain a minimum cumulative grade point average as noted below to be considered as making Satisfactory academic progress.

Total Credits Earned towards Program	Minimum Cumulative Grade Point Average Required for the Program	
	Certificate/Diploma	Associate Degree
0-13	1.5	1.5
14-27	2.0	1.7
28-40		1.8
41+		2.0

#### Quantitative Standard

A student must successfully complete more than two-thirds (66.66%) of the total credits he/she attempts throughout his/her academic career at the College. All attempted credits

resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. For example, a student who has enrolled in 36 credits throughout their academic career at the College must pass more than 24 credits in order to be making satisfactory academic progress.

A student may receive student federal 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. For example, a student enrolled in an eligible 24 credit certificate program can receive financial aid for up to 36 credits attempted. Likewise, a student enrolled in a program of study that required 64 credits to earn the degree can receive student federal aid for a maximum of 96 credits attempted.

### Warning Semester

The qualitative and quantitative components of the Satisfactory Academic Progress (SAP) policy will be reviewed at the end of each semester within the regular academic year of the student's program of study. Students who meet SAP standards will be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester.

Students who do not meet SAP standards will be placed on SAP probation for one semester. Students placed on SAP probation will retain their eligibility for Student Federal Aid for that upcoming semester. At the end of the probationary 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 Student Federal Aid for the next semester. If the student is still unable to meet SAP standards, he/she may be placed on SAP final probation unless otherwise determined by the FAO. Students placed on SAP final probation will retain their eligibility for Student Federal Aid for the upcoming semester.

At the end of the final probationary period, SAP standards will be reviewed again. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for Student Federal Aid for the following semester. If the student is still unable to meet the standards for SAP, he/she will no longer be eligible to receive Student Federal Aid at the institution until such time that he/she is able to meet the standards of SAP. Appeal procedures and special factors affecting loss/reinstatement of financial aid are listed in the Financial Aid Handbook at <http://www.ccsnh.edu/links.html>

### **Repeat Courses**

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. Financial Aid will cover a repeated course only when it is repeated to replace an unacceptable grade as determined by a specific course and/or major.

### **Grievance Procedures**

See Section VII - Student Rights Grievance Procedures page 62.

## **GRADUATION**

### **Graduation Requirements**

To graduate, a student must complete all courses and attain the following cumulative grade point average (CGPA) within his/her major program.

#### Degree Students:

All students earning the associate degree shall earn a minimum cumulative grade point average (CGPA) of 2.0 for graduation. All courses taken at the institution will be used to calculate the CGPA. Students must also demonstrate a minimum of 2.0 in program requirements.

#### Diploma, Professional Certificate and Certificate Students:

All student earning an LPN Diploma, professional certificate or certificate must achieve a 2.0 grade point average (GPA). However, only those courses required in each of the above will be used to calculate the GPA.

#### Residency Requirements

Credits earned in developmental courses are not counted toward graduation requirements. Matriculated students must earn a minimum number of academic credits at River Valley Community College as follows:

1. Degree students must earn 16 credits; eight of these credits must be in advanced courses in the student's major.
2. Diploma students must earn 9 credits or 25% of the credits, whichever is higher.
3. 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:

1. Complete all requirements of each program of study, including general education requirements; and,
2. Earn a minimum of 15 additional credits at the College, beyond those required for the first and subsequent degrees.

### **Intent to Graduate - December Deadline**

Commencement is held once a year in May. Students who expect to complete requirements for a degree, diploma or certificate, must file an INTENT TO GRADUATE form with the Registrar no later than the first day of December. 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 \$70.00 when the INTENT TO GRADUATE form is processed regardless of participation in the graduation ceremony.

It is expected that students filing an Intent to Graduate form will be completing all program requirements by the following May. Students should review their academic history online through the Student Information System to ensure that they have or will have met the program requirements for graduation. It is strongly encouraged that students expecting to graduate in May meet with their Program Director early in the fall semester to review the academic record prior to filing the Intent to Graduate form.

## **Participation in Graduation Exercises**

The following students are eligible to participate in graduation exercises:

1. Students who have completed all requirements by the end of Spring Semester.
2. Students who have completed all but six semester hours of required credits for the degree, diploma, or certificate by the end of Spring Semester. These final credits must be earned before the end of the subsequent Summer Semester. Students in this category must present a written plan before March 1<sup>st</sup>, to the Vice President of Academic Affairs showing how the remaining credits will be earned. The VPAA must approve the plan submitted and will respond to the student in writing. Students who have credits remaining upon graduation are not eligible for graduation honors. Students must have filed an Intent to Graduate form before December 1. (See page 27.)
3. Exceptions to the above may be made by the President. However, no exceptions will be given after April 1<sup>st</sup>.

No credentials are issued to the students until they have completed all requirements for the degree, diploma or certificate. Students with outstanding balances or overdue library materials will not receive the credentials.

## **ACADEMIC PROGRAM POLICIES**

### **Addition of New Program**

In some cases, students may decide to add another program of study while attending River Valley Community College. It is important for students to discuss this decision with his/her current academic advisor/Program Director as well as meet with the Program Director of the new program. Meeting the requirements of more than one program at the same time can be very challenging and the student is reminded that he/she may be working with more than one academic advisor. Students are not permitted to be enrolled in more than two degree programs at the same time. Students wishing to add a new program must complete the Change of Major form which can be obtained from the Registrar or Admission's Office. Students are accountable for obtaining all signatures to make the addition of the new program final. The official addition of a new program will be come effective on the first day of the new semester in which the student is currently enrolled.

### **Change of Program**

Students wishing to change from one program to another must meet with his/her current academic advisor/Program Director as well as meet with the Program Director of the new program. Students receiving financial aid must also talk with the financial aid director. Students will be required to meet the graduation requirements of the new program and in some cases it may extend the length of time needed to complete program requirements prior to graduation.

Students wishing to change a program must complete the Change of Major form which can be obtained from the Registrar or Admission's office. Students are accountable for obtaining all signatures to make the change final. The official date of the change from the program will be come effective on the last day of the semester in which the student is

currently enrolled.

### **Criminal Background Check Policy**

A criminal background check may be required prior to some student's clinical, fieldwork or practicum experience. Failure to undergo a criminal background prior to an assigned clinical, fieldwork or practicum experience may result in inability to progress in a program. Should a clinical, fieldwork or practicum agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility to arranging an alternate clinical/fieldwork or practicum placement. Students may appeal the decision and will be given the opportunity to present information to dispute the background check. Students must agree that all results will be available to the program and the clinical sites associated with the program. The criminal background check may be required several times during a two year program and may be required for employment and/or licensure and/or certification. Cost for the criminal background check will be the responsibility of the student. The following programs require a criminal background check prior to clinical, fieldwork or practicum experiences:

Teacher Education	Nursing
Adventure Recreation Management	Medical Assistant
Clinical Laboratory Technician	Occupational Therapy Assistant
Criminal Justice	Physical Therapist Assistant
Early Childhood Education	Respiratory Therapy
Human Services	

### **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, as defined by Program Standards. Through its judicial proceedings, the College deals with action of a disciplinary nature. (See Student Code of Conduct, page 44)

Before a student enters a WBL experience or during the experience, situations do occur that 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, immature, 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 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.

The WBL committee membership will include the Vice President of Academic Affairs, two faculty members from the technical or Arts, Humanities and Science 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.

### **Medical Leave Policy - Michelle's Law**

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

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

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

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will be required to re-apply 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 health care 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 Vice President of Academic Affairs and/or the student's program Department Chair; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence. (Please note that students wishing to return to a residence hall may be required to meet additional, separate criteria from those required for return to an academic program. Students should directly negotiate any return to residence life with the College's Student Affairs Office.)

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 the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

### **Change of Address**

Students changing their living quarters, permanent address, telephone number, e-mail address or name must notify the College as soon as possible. Change of Address forms are available in the Registrar's Office, Business Office and Student Services Office. They should be completed and returned to the Registrar's Office to ensure accurate records.

### **College Withdrawal**

Withdrawal from the College is not the same as dropping or withdrawing from a course. Any student who finds it necessary to withdraw from the College should first notify his/her faculty advisor and then obtain a College Withdrawal Form from the Registrar's Office. The student is responsible for getting all required signatures and submitting the completed form to the Registrar's Office. Failure to officially withdraw or to return College property may result in course failures and academic suspension. Any official withdrawal from the College after the last date to withdraw from a full semester course (with a "W" grade) has passed shall be considered effective the first day of the following semester for academic reasons, and the student will be held academically accountable for the entire semester. A final grade will be issued as though the student had completed the entire semester. Students who have officially withdrawn from the College may apply for readmission.

## **STUDENT SERVICES**

### **Vice President of Student Services and Community Relations**

The Vice President of Student Services and Community Relations has responsibility for much of what sets the tone for students outside the classroom at the College. Admissions, counseling, placement, orientation, and student activities are some of the services for which the Vice President of Student Services is responsible. As an advocate for students, the Vice President of Student Services and staff respond to student's questions, concerns, or problems and facilitate their resolution.

### **Director of Admissions**

The Director of Admissions is responsible for the oversight of all admissions procedures and policies from the point of student inquiry until matriculation into a program is complete. Questions or concerns about admissions requirements or decisions should be directed to the Admission's Director.

### **Admissions/College Counselors**

The College identifies Admissions Counselors to assist and advise students during the admissions process. This includes counseling during initial inquiries, helping to identify and direct students toward program of study, informing students of outstanding information needed to complete the matriculation process and identifying academic advisors and support mechanisms.

## **Financial Aid**

Students in need of financial assistance may obtain information and applications from the Financial Aid Office. Financial Aid Staff administer federal assistance programs and several state and campus based programs. Students matriculated at the College must re-apply for financial aid each year if they wish continued assistance for their future year. Students are advised to begin re-application in January for the following year. Additional financial information is listed in the Financial Aid Handbook at <http://ccsnh.edu/links.html>

## **Scholarships**

A variety of scholarships are available each year to assist students in meeting their educational expenses. Scholarships may be specific to programs of study or general in nature. Most scholarships require that students are matriculated and have successfully completed one semester or more. Information on scholarships and applications can be obtained from the Student Services Office, Admissions Office, Financial Aid Office or the College website at [www.rivervalley.edu/financialaid.html](http://www.rivervalley.edu/financialaid.html).

## **Return of Funds for Financial Aid Recipients**

Financial Aid recipients who withdraw from the school or stop attending classes may be required to **repay** all or part of their financial aid received. Recipients may also be required to **pay back**, to the College, all or a portion of tuition charges. Students who attend more than 60 percent of the semester are considered to have earned 100 percent of the federal or state aid received. Contact the Financial Aid Office for more information on Return of Title IV funds. Withdrawal forms are available in the Registrar's Office.

The date the Withdrawal form is submitted to the Registrar's Office is the withdrawal date and date of notification to the College. 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.

Students who stop attending class after the add/drop period (see page 13) 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. 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.

## **Veterans Assistance**

The College is approved for veterans benefits under the Veterans Adjustment Act (G.I. Bill). For information regarding VA benefits, you may contact the Department of Veterans Affairs:

VA Regional Office  
PO Box 4616  
Buffalo, NY 14240-4616  
1-888-GIBILL-1 (1-888-442-4551)  
[www.gibill.va.gov](http://www.gibill.va.gov)

The Registrar at River Valley Community College can also provide assistance to veterans regarding status as a student.

## **College Counseling**

College Counselors are available to assist you in addressing career, financial and academic concerns. You may schedule an appointment with a College Counselor by contacting the Students Services Office. College Counselors offer counseling to students who would like assistance in making the adjustment to college. Counselors are available to assist students whose problems involve difficulty in studying, academic concerns, uncertainty about career choice, financial or emotional problems. They will offer information on other community agencies which could be of assistance. Contact the Vice President of Student Services in Claremont or the Assistant Vice President of Academic Affairs in Keene.

## **Transfer Advising**

Many students decide to continue their education after graduation. Any student who wants information about four-year colleges can come to the Student Services Office where there is a collection of college catalogs. Also, representatives from four-year colleges visit the College to recruit RVCC graduates. Student Services staff can answer questions regarding the transfer process.

## **Career Placement and Follow-up**

Placement services are available at the College to all students and alumni. In addition, representatives from area employers visit the College during the spring to interview prospective graduates. Throughout the year, current job openings are posted on the placement bulletin board. For students seeking job information on the Internet, a list of helpful web sites is available. For more information, contact the Student Services Office.

## **Tuition and Fees**

Tuition is due (2) two weeks prior to the beginning of each semester. Students are encouraged to pay online through the use of the eCashier link on [www.rivervalley.edu](http://www.rivervalley.edu). Payment may also be made directly in the College Business Office, or by mail. A Payment Plan option is available and can also be accessed directly through the College website. If tuition is paid in installments, it must be paid in full (10) ten days prior to the beginning of final exams or two weeks prior to the end of the term whichever is applicable. Tuition bills will be mailed to each student's address of record prior to the due date. 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 and students run the risk of being deregistered from related courses.

### Monthly Payment Plan

In an effort to assist students with tuition charges, the College offers an interest free monthly or annual payment plan administered by FACTS Tuition Management Company. 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 or an annual enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the FACTS/e-cashier link.

### Comprehensive Student Services Fee

The mandatory \$5.00 per credit hour fee is charged to all students enrolled in credit courses fall, spring and summer semesters. It entitles student to attend Student Senate sponsored events for little or not cost.

### Academic Instruction Fee

A fee will be charged for all Laboratory/Clinic/Practicum/Co-op/Internships or other similar experiences. This will be added to the normal tuition charge for that course. This fee will be charged to all students with no exceptions. No other lab fees are permitted without the written authorization of the Chancellor of the Community College System of NH. See the College Catalog for more specific information on current tuition and fees.

### Nursing Clinical Fee

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 lab fee.

### **Refunds for Tuition**

Students who complete the official withdrawal procedure prior to the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students must submit a signed drop form to Registrar's Office to qualify for a refund. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid semester start) will have 8 calendar days from the start of the class to withdraw for a full refund. Exception: students in courses that meet for two weeks or fewer must DROP by the end of the first day of the class in order to get a 100% refund. Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee. All Federal Title IV Funds (i.e. Pell, SEOG, Perkins Loans, Stafford Loans) are prorated and refunded according to the rules and regulations mandated by the US Department of Education. Students registered for workshops through System Divisions of Continuing Education or Office of Business & Industry Training must withdraw in writing at least three days prior to the first workshop session in order 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 credit or waiver to students on a case-by case basis. Tuition credit must be used within one calendar year from the date of authorization. In accordance with Federal regulations, refunds for an amount less than \$1 will be forfeited. All refunds require that the student complete an official drop/withdrawal form and submit to the Registrar. \*NOTE: Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

### **Collection Clause**

By registering for courses at River Valley Community College, the student is financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, the student is responsible for all charges as noted in the student catalog and handbook. If students do not make payment in full, the student's account may be reported to the credit bureau and/or turned over to an outside collection agency. The student will be held responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to the student's 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, the department...shall charge a fee of \$25.00 or 5% of the face value of the check, whichever is greater...in addition to the amount of the check, draft or money order to the department...to cover the cost of collection.” (Ref. RSA 1985, 6:11a)

### **Medical Insurance**

All students are requested to carry medical insurance while attending the College. Students enrolled in Allied Health/Nursing programs and/or engaged in interscholastic sports 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/sickness plans are available through the College. Information and application for the student medical plan can be obtained from the Student Services Office.

### **Liability Insurance**

Personal professional liability insurance is mandatory for all students in Allied Health and Nursing programs which include clinical requirements. The rate is approximately \$25.00 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.

## **STUDENT ACTIVITIES/ORGANIZATIONS**

### **Alumni Association**

The River Valley Alumni Association consists of active Alumni volunteers who promote the best interests of the College, work to strengthen the relationships of all alumni with one another and the College, and provide support to the College in meeting its goals. Membership in the Association is open to all recipients of a degree, diploma or certificate. Alumni interested in joining the Association should visit our website at [www.rivervalley.edu](http://www.rivervalley.edu), or call 603-542-7744 ext 326.

### **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.

Student Senate consists of an Executive Board made up of senators from programs. Each program must be represented on the Student Senate to be eligible for program funds. 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 Student Senate Bylaws located in Blackboard. The Senate usually meets bi-monthly during free periods 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. Each year trips, dances and hikes are planned. 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 on your campus.

## 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 then vote to officially recognize the organization. Organizations must be open to all students and should not discriminate based on race, national origin, gender, 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 prior Student Senate approval. Approval forms are available from the Student Services 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 and Community Relations. **Students should consult the Student Senate Bylaws and Operating Rules for specific guidelines on all Senate activities.**

## Phi Theta Kappa

Phi Theta Kappa is an international honor society devoted to recognizing and encouraging scholarship, leadership, service, and fellowship in two-year colleges. Invitations for membership are extended to associate degree students who have accumulated 12 credit hours, have a cumulative grade point average of 3.5, 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. The River Valley Community College Chapter is Alpha Delta Chi.

## Athletics

The determining factor for athletics depends on student interest. Skiing, tennis, swimming, track, soccer, basketball, cross-country, golf, and other individual and team sports can be organized if numbers warrant. Community facilities may be available to our students for an intramural program. Athletics are supported by funds allocated from Activity Fees. Students participating in intercollegiate athletics must be maintaining satisfactory progress towards a degree. Any participating student placed on probation becomes ineligible to participate until such time as she/he is restored to good standing.

## OTHER CAMPUS SERVICES

### **Bookstore**

The Bookstore serves as a center for the purchase of textbooks and equipment necessary for study at the College. The store is a contract service at the College and the hours of operation are posted on the door. Questions regarding the Bookstore services should be directed to the Student Services Office. The College Bookstore number is 603-543-0915; FAX: 603-543-0988; email: 0967mgr@fhcg.follett.com

Students at the Keene Academic Center may place on-line orders by following the Bookstore link at the College website [www.rivervalley.edu](http://www.rivervalley.edu), Student Resources-Bookstore, or visit the Claremont campus.

**Student Email** - See page 17

**Student Information System** - See page 17

### **Computer Labs**

Personal computers are available on a scheduled basis for general student use. RVCC expects responsible use of the computer facilities and that students adhere to the Judicial Policy on computer use found in this handbook (page 46 ). No student is allowed to install any software on college computers.

### **Internet Access**

Students may access the Internet through computers in the library. Further information regarding internet access may be found in additional materials or through training sessions available from the campus Internet Coordinator. The Community College System of NH Computer Services Department reserves the right to monitor and restrict user activity on the network. Failure to comply with policies will result in a loss of account privileges. Students must comply with all computer policies. (Judicial Policy page 46.)

### **Wireless Access**

The public area of the wireless network in Claremont will consist of the Falcon Room and the Library. All classroom access points will be set up only for the machines in that classroom. Additional access can be arranged in the classroom as requested by faculty or visitors using the room for official purposes and in compliance with the Wireless Access Registration procedure. Access to the system is controlled solely by the Claremont IT staff and any computer not resident to this campus must be inspected by them before network access is possible. If a computer is deemed unsafe to the network for any reason, access to the network will be denied until the condition is fixed. Computers accessing the system must have up to date virus protection software and have current virus definition updates in place.

Rogue Wireless Access Points (personal wireless equipment) are not allowed and will result in discipline of the offending individual in accordance with College rules and State of New Hampshire laws. People attempting to "hack" the wireless network will be dealt with in accordance with applicable State of New Hampshire rules and laws. Accessing pornography over the campus wireless network will result in the loss of access to the network. For assistance, contact the IT Department, ext.360.

## **Food Service**

CLAREMONT- Dining facilities are available in the Falcon Room. Students may bring their own food or purchase it from the contracted food service. Microwave ovens and vending machines are also available to students, faculty and staff.

KEENE - Vending machines are available in the Common Room for drinks and snacks. Microwave ovens are available with the Center.

## **Health Services**

Although Health Services are not provided on the campus, there are many health service resources in the vicinity. 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. In the event of an emergency and the College places a call to 911, the student will be transported to the nearest medical facility.

## **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 your program of study. Additional immunization, laboratory work and/or written documentation may be required based on individual circumstances.

## **Lockers**

Lockers at River Valley Community College are assigned by the Student Services Office. Priority on locker assignments is given to matriculated students. Lost keys are replaced at a cost of \$3.00. It is the student's responsibility to empty his/her locker and return locker key. Lockers are assigned continuously and 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**

Students are issued a student ID at the beginning of their first term free of charge. The student ID also serves as your library card and will provide you access to our library as well as other libraries in the Community College System and the University System. See library staff for more information. The student ID will provide you discounts at some local vendors. The Bookstore also requires a photo ID for buyback. There will be a \$5.00 replacement fee charged for any lost picture ID. Contact the Student Services Office for more information.

## **Parking**

Students must park in designated areas only. Violators will be fined in accordance with the following schedule:

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.

## **Smoking Policy**

To promote the health and well being of River Valley students, faculty, staff and the general public on campuses and academic centers, smoking is restricted to personal vehicles and in the Gazebo adjacent to the Student Parking Lot at the main campus. Disposal of tobacco products on College grounds is also considered a violation of the Smoking Policy. Students violating the Smoking Policy may be fined as follows: first offense: \$25.00; second offense: \$50.00 (Ref. CCSNH Board of Trustee Tuition & Fee 2008-2009)

## **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 front office at the main campus or to the secretary at the Keene Academic Center. Every attempt will be made to return found items. After 30 days, property will be removed from the College.

## **GENERAL POLICIES AND SERVICES**

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

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

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

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

### **Children on Campus/Classroom**

It is the policy of the CCSNH to provide a friendly, safe and disruption-free workplace for employees. Therefore, employees are prohibited from bringing children under the age of 16 into the workplace, except as part of a formal education program (job shadowing, e.g.). In addition, employees are prohibited, unless otherwise approved by the Chancellor, president or designee, from leaving children who are family members unattended in any other area of the facility (cafeteria, library, etc., e.g.). (See also Unattended Children on Campus Policy). If a child is left unattended, an attempt will be made to locate the parent/guardian and return the unattended child.

## **Animals on Campus**

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 Security, are not permitted on College property, in College buildings, or at College sponsored events. Animals should not be left unattended in vehicles. Pet owner must clean up after their animals.

## **Messages**

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

## **Cell Phone Usage**

The College requests that students carrying cell phones have a silent signal on for calls during class time. If it is necessary to respond to a call, please quietly leave the classroom environment. Faculty have the right to require all cell phones be turned off in their classroom except in extreme cases of emergency. Instructors also have the right to require cell phones be put away during exams and evaluation periods. The library is a place of study and therefore cell phone use is prohibited. Student are asked to turn off all cell phone and pager ringers while in the library.

## **Posters, Signs and Notices**

The College has designated information boards on campus for posting notices, signs and posters. In an effort to maintain an esthetically welcoming environment, we ask that you limit postings to these areas. All posters, signs and notices should be legible and receive prior approval from the Student Services Office or club/organization advisor before being posted 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.

## **Campus Security**

Students need to report emergencies, crimes or acts of violation of rules, regulations or laws to the Student Services Office. An incident report must be completed by the student regarding any emergency, crime or violation of law occurring on campus. Annually, through a campus safety and security brochure, the student handbook, and other college publications and resources, the Student Services 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. Students will have access to campus buildings during regularly scheduled hours while classes are in session. Maintenance staff routinely inspects 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 Student Services Office. College grounds are monitored by surveillance cameras at Claremont campus.

## **Incident Reports**

Incident reports have been referred to in previous sections and are documents that are placed on file to maintain record of any situation beyond normal college activities. Reportable incidents may include, but are not limited to: accidents in the building or parking lots, exposure to hazardous materials, fear or threat of bodily harm, harassment, slander, etc. Forms for incident reporting can be found in Student Services or on the website.

## **Clery Act - Crime Statistics & Reporting a Crime or Incident on Campus**

River Valley Community College takes pride in being a safe and accessible institution of higher learning. To view our Crime Statistics Report visit [www.rivervalley.edu](http://www.rivervalley.edu), Click on Current Students or Prospective Students for a direct link to the report. Hard copies of the Crime Statistics Report are available at the Student Services Information Center, the Keene Academic Center, and in New Student Orientation Packets.

To report a crime or incident on campus, click on the Report a Crime link on the Crime Statistics Report page on the website and you will be linked to an Incident Report page to complete and submit electronically, or contact any faculty, staff or administrator who will assist you. Dial 911 for any emergency on campus or at the Keene Academic Center.

## **Drug Free Workplace & Drug Free Schools and Communities**

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance prohibited in and on property owned or operated by River Valley Community College. No employee may report to or engage in college-related work while under the influence of alcohol or illegal drugs. Likewise, unlawful possession, use or distribution of illicit drugs or alcohol by students and employees is also prohibited. Employment policies are available in Human Resources and, Student's Code of Conduct Policies are available on-line at [www.rivervalley.edu](http://www.rivervalley.edu) and at the Student Services Information Center at the main campus and the Keene Academic Center.

## **Codes of Conduct, including Harassment**

Any conduct that threatens or endangers the health, well-being, or safety of another person is prohibited; likewise, conduct that adversely affects individuals, the college community and/or the pursuit of its objectives, whether on or off college premises or, inside or outside of the classroom is also prohibited. Code of Conduct policies are available on line at [www.rivervalley.edu](http://www.rivervalley.edu) and at the Student Services Information Center at the main campus and the Keene Academic Center.

## **Safety and Fire Regulations**

### Eye Safety

In all science and mechanics laboratories when eye injuries or contamination might occur, proper safety glasses must be worn, or safety shields used, at all times. In the event of an accident, notify the supervising faculty, complete appropriate response steps as directed by the supervising faculty, and complete an accident report. If required, seek medical attention.

### Fire Safety

Fire drills will be held from time to time, 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:

1. Immediately pull a fire alarm box.
2. Notify the Student Services Office or Campus Director as to the location of the fire.

When the fire alarm sounds:

1. All machinery should be turned off and secured. Turn off any gas.
2. Leave the room and proceed promptly but calmly out of the building through the nearest exit. Remember to take your personal belongings.
3. The instructor will be the last person to leave the room, shutting the door as they leave.
4. Gather in the parking lot, away from the building.
5. Do not re-enter the building until an all-clear has been announced.

Fire escape routes are posted in each room. Students should be familiar with all safety rules and procedures that are available in each laboratory.

### **Yellow Emergency Boxes/Phones**

Located throughout the College are bright yellow 911 emergency notification boxes. 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 receptionist in Student Services as to location of the emergency. After hours, maintenance must be notified. Remote emergency buttons are located on both floors at the Keene Academic Center for emergency services.

### **Recycling**

River Valley Community College recycles and encourages faculty, staff and student to do the same. Look for specially marked recycling receptacles around the main campus and the Keene Academic Center.

## **STUDENTS 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 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. River Valley Community College considers the following to be Directory Information: Student's name, address, telephone number, date of birth, 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.**

**Directory Information/Non-Disclosure:** 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. Students have the right to review the entire contents of any of their records at the College.\* Students will be given access to their own record if possible at any time between 8:00 a.m. to 4:30 p.m. The only person authorized to release this information is the Vice President of Academic Affairs. Students wishing access to their records must contact the Vice President of Academic Affairs personally. In cases involving the possibility of misinterpretation of data, the Vice President of Academic Affairs/Vice President of Student Services shall interpret the data to the student.

Students shall have the opportunity for a hearing to challenge the content of their college records to insure that they are not inaccurate, misleading, or in violation of their privacy or rights. This type of challenge must be made in writing to the Vice President of Academic Affairs.

\*(With the single exception that letters of recommendation submitted on the basis of a pledge of confidentiality prior to January 1, 1975, will not be shown to students)

No access to or release of any personally identifiable records or files of students will be allowed to any individual, agency or organization without the prior written consent of the student except as follows: the President, Vice President of Academic Affairs, Vice President of Student Services & Community Affairs, Registrar and their respective staffs, shall have unlimited access without permission to all student records.

They cannot, however, release any information without prior written authorization from the student except as follows:

1. to officials and teachers within the College who are directly involved in a legitimate educational manner with the student
2. to authorized Federal and State officers as identified in Section 438 (b) (3) of Public Law 93-380
3. to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99, dealing with Privacy Rights of Students, may be obtained from the Vice President of Student Affairs or the office of the Vice President of Academic Affairs.

### **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.

# COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE JUDICIAL POLICY

## 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, diploma (LPN), professional certificate, or certificate are subject to the student's compliance with the academic and judicial standards of the individual CCSNH college. A broad range of sanctions, up to and including dismissal/expulsion from all CCSNH colleges, may be imposed at any time for conduct that would discredit or adversely reflect on the student and/or the CCSNH colleges.

The goals of the CCSNH 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.

The mission of the CCSNH Colleges Judicial System shall be educational in emphasis. Its purpose is to foster self-discipline and self-direction in the student. Its goal is to enable the student to learn from his/her experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

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 CCSNH college community. In doing so, one recognizes that the good of the CCSNH 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:
  - 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 colleges 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 acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means;
  - c. Furnishing false information to any CCSNH college official, faculty/staff member;
  - d. Forgery, alteration, or misuse of any CCSNH college 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 CCSNH college activity or of any authorized non-CCSNH activity; or unauthorized occupancy of any college facility;
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault, rape, stalking, and/or other conduct that threatens or endangers the health, well-being, or safety of any person;
5. Attempted or actual theft of and/or damage to property of the CCSNH college or property of a member of the CCSNH college community or other personal or public property;
6. *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;

7. Failure to comply with directions of CCSNH college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
8. Unauthorized possession, duplication, or use of keys to any CCSNH college premises or unauthorized entry to or use of CCSNH college premises;
9. Violation of federal, state, or local law on CCSNH college premises or at CCSNH college sponsored or supervised activities;
10. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law;
11. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and CCSNH college regulations;
12. Possession of firearms, explosives, other weapons, or dangerous chemicals on CCSNH college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;
13. Participation in a campus demonstration that disrupts the normal operations of the institution and infringes on the rights of other members of the CCSNH college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
14. Obstruction of the free flow of pedestrian or vehicular traffic on CCSNH college premises or at CCSNH college-sponsored or supervised functions;
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CCSNH college premises or at functions sponsored by or participated in by the CCSNH colleges.
16. 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 CCSNH 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 CCSNH college computing system.
17. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a judicial body or CCSNH 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 a 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;
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. 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 the 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 CCSNH 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 CCSNH 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 CCSNH college community. The CCSNH college and members of the CCSNH 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.

## III. SANCTIONS

Overview: 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.).

The Vice President of Student 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 CCSNH college will appoint a **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. Academic Affairs

The Vice President of Academic Affairs authorizes faculty, following consultation with a designated representative of the Academic Affairs Office and/or the Judicial Advisor, to issue sanctions pursuant to paragraph B (Academic Affairs Sanctions), where appropriate, 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 Vice President of Academic Affairs (or his/her designee, which may include the Academic Standards/Standing Committee). [Note that 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.]

B. Academic Affairs Sanctions

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 re-apply 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 re-apply to program;
7. CCSNH COLLEGE SUSPENSION – suspension from an CCSNH college for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to the college at conclusion of suspension period; conditions for readmission will be specified;

8. CCSNH 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 Vice President of Academic Affairs and the consent of any persons, other than the student, whose participation is required for the completion of the sanction(s).

C. Student Affairs

The Vice President of Student Affairs authorizes designated members of his/her staff, following consultation with a designated representative of the Student Affairs Office and/or the Judicial Advisor, to investigate incidents and issue sanctions, where appropriate, for numbers 1-6 below. Incidents leading to sanctions listed in numbers 7-10 will be investigated and sanctions issued, where appropriate, by the Vice President of Student Affairs (or his/her designee). In either situation, cases may be referred by the designated staff member in consultation with and approval of the Vice President of Student Affairs to the Judicial Committee for investigation and/or issuance of sanctions. In addition, an attempt will be made to resolve complaints informally before these sanctions are issued. (See Section IV below.)

D. Student Affairs Sanctions:

The following sanctions may be imposed upon any student, group, or organization found to have violated the Student Code outside of the classroom:

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. CCSNH COLLEGE SUSPENSION – separation from the CCSNH 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. CCSNH 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 an CCSNH 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).

#### **IV. DISCIPLINARY PROCEEDINGS – ACADEMIC AFFAIRS & STUDENT AFFAIRS**

Violations of the Student Code of Conduct related to academic activities are overseen by the Vice President of Academic Affairs, who may appoint a designee to investigate individual complaints; academic complaints may be referred to the Academic Standards/Standing Committee for resolution. Violations of the Student Code of Conduct related to non-academic activities are overseen by the Vice President of Student Affairs, who may appoint a designee to investigate individual complaints; non-academic complaints may be referred to the Judicial Committee for resolution.

##### **A. Membership of Academic Standards/Standing Committee**

The voting membership of the Academic Standards/Standing Committee will be appointed annually by the Vice President of Academic Affairs.

## B. Charges – both Academic Affairs and Student Affairs

1. Any person who witnesses a violation of the Student Code of Conduct may bring a charge forward to the authorized designated staff member (as outlined in Section III.A or III.C above).
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 Security (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 Students Affairs (or designee), as appropriate.

3. The Vice President of Academic Affairs/Student Affairs (or designee, which may include the Academic Standards/Standing Committee or the Judicial Committee) will investigate and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; c) issue (or authorize to be issued) sanctions as described in Section III above; or d) forward to the Academic Standards Committee or the Judicial Committee for resolution.

A time shall be set for an initial hearing between the accused and the authorized investigating individual/committee, 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 Academic Affairs/Student Affairs (or designee) (see Section III.A and III.C above).

## C. Hearings of the Academic Standards/Standing Committee

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 CCSNH colleges 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 CCSNH 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.

#### D. Appeals – Academic Affairs

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. A student may appeal all other disciplinary actions as defined in Section III.B above by filing a written appeal with the 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:

1. the original hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
2. 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.

The 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 (i.e., procedural issues), the case will be forwarded to the next judicial level or to the Academic Standards/Standing Committee. In the appeal of sanctions (other than punitive grade) issued by a faculty member, the next judicial level is the Vice President of Academic Affairs or his/her designee (which may be the Academic Standards/Standing Committee). In the appeal of cases heard by the Academic Standards/Standing Committee, the next judicial level is the President of the college. Appeals of cases involving suspension or dismissal/expulsion shall be heard by the President of the college.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #2 above (i.e., new evidence), the case will be remanded to the original judicial level for re-hearing.

All appeals will be concluded within five (5) class days unless in the opinion of the Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

Appellate bodies 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.

#### E. 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 Judicial Advisor who will be appointed by the Vice President of Student Services
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 Services will attempt to appoint members in such a manner as to reflect the original representation of the committee.

F. Hearings of the Judicial Committee – Student Affairs

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 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 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 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 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 CCSNH colleges, 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 CCSNH 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.

#### G. Appeals – Student Affairs

A student may appeal a disciplinary action as defined in Section III.D above by filing a written appeal with the 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:

1. the original hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
2. 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.

The 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, not including the date of receipt, then the previous adjudication stands.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above (i.e., procedural issues), the case will be forwarded to the next judicial level. For sanctions issued by a staff member, the next judicial level is the Vice President of Student Affairs or his/her designee (which may be the Judicial Committee). In the appeal of cases heard by the Judicial Committee, the next judicial level is the President. The determination by the Vice President or President shall be final.

If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #2 above (i.e., new evidence), the case will be remanded to the original judicial level for re-hearing. The decision on remand shall be final and not subject to appeal.

All appeals will be concluded within five (5) class days unless in the opinion of the Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

An appeal may result in 1) upholding the sanctions; 2) overturning the sanctions; or 3) modifying the sanctions imposed by the original (or any previous) judicial body.

The Vice President of Student 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.

## V. STUDENT RIGHTS

### A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on 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 institutions 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 the student publications, the standards to be used in their evolution, and the limitations an 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 & Seizure

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

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

### 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 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, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, or sexual preference, the student should consult with the college's Affirmative Action/Equity Officer first.

- A. The student is encouraged to meet with the individual in quest, 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, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:
  - The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
  - The Vice President of Student Affairs for grievances not related to the instructional process

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

- C. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally again at this stage. If resolution is not possible and the VPAA/VPSA, or 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/VPSA, or designee, feels that the grievance does not have merit, the matter is considered resolved at that point.

The Vice President of Academic Affairs/Student 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/VPSA, or designee, and the employee's supervisor will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, 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 or other individuals not employed by the college, but working at the college (e.g. bookstore personnel, food service personnel) the VPAA/VPSA, 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/VPSA, or designee, 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/VPSA, or designee, 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 NH.
- 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 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 Departmental 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.

## IMMUNIZATION POLICY

Beginning July 1, 1986, as a prerequisite to matriculation, all newly entering students, regardless of age, shall be required to present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
  - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
  - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
  - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
  - a. Had the disease confirmed by an office record of a doctor;
  - b. Been born before 1957 and therefore considered immune;
  - c. Laboratory confirmation of an immune titer;
  - d. Been immunized with 2 doses of live vaccine after 12 months of age; or
  - e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
  - a. Had disease confirmed by an office record;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
  - a. Laboratory confirmation of an immune titer;
  - b. Been immunized with one dose of vaccine after 12 months of age; or
  - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
  - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
  - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
  - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
  - b. A positive PPD established by an x-ray with negative results within the last year; or
  - c. Been subject to modification for clinic or practicum site.
8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.

9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

### **HEPATITIS B VACCINE SERIES**

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

Associate Degree Nursing	Clinical Laboratory Technician
Practical Nursing	Phlebotomy
Nursing Assistant	Physical Therapist Assistant
Massage Therapy	Early Childhood Education
Medical Assistant	Human Services
Respiratory Therapy	Early Intervention Asst
Occupational Therapy Assistant	

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.

### **VARICULA**

Some clinical agencies require that students document immunity to Varicula. It is recommended that students obtain this written documentation and place it on file with the Admissions Office.

### **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.)

Any violation of these rules or local, state, or federal law on campus should be reported to the Student Services Office and an Incident Report Form must be completed. Disciplinary issues are the responsibility of the President or designee. The Judicial Process is comprised of three levels: Administrative, Judicial Committee and Presidential appeal. Each level has policies, procedures and regulations to deal with disciplinary matters. The intent of the judicial process is to adjudicate violations at the administrative level whenever possible. Every case will be reviewed on an individual basis, and extenuating circumstances will be given individual consideration for the appropriate action. As such, the President or designee may take administrative disciplinary action when it is deemed necessary to ensure the safety of students, faculty, or staff and/or the continuation of the education process. Violation of laws will be reported to the appropriate level, state, or federal authorities. A complete copy of the College Judicial policy is available upon request in the Student Services Office.

This Student Handbook is an annual publication of River Valley Community College and its contents are subject to revision at any time without notice or obligation. This document provides information about academic and student services policies and procedures as well as guidelines for student conduct. All policies and procedures apply to the Claremont campus and Keene Academic Center unless otherwise noted. The College reserves the right to change fees, tuition, courses, policies, and programs, services and personnel as required. This handbook is current as of July 1, 2009.