

Student Handbook



Claremont • Keene • Lebanon • Online

2019-2020

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MISSION STATEMENT

Community College System of New Hampshire

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

River Valley Community College

River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways.

EDUCATION PHILOSOPHY

Since the College serves a diverse student population possessing a wide range of academic and physical abilities, it 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 and life-long learning
- 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, mathematics and quantitative literacy, the sciences, communication, and information 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

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 or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information and veteran status, as defined under applicable law. 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 1990; NH Law Against Discrimination (RSA 354-A). Inquiries regarding discrimination may be directed to: Catherine Driesch, Disabilities Services Coordinator, Claremont (603) 542-7744; 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, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, (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 & Student Affairs

The Vice President of Academic & Student Affairs has oversight of all academic functions, including course and program offerings, instructional delivery, and academic planning and evaluation. The Office of Academic Affairs welcomes student visits, and encourages feedback on the RVCC offerings.

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.

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 support academic advisors and program directors in the advising of students, as needed.

Program Directors/Coordinators

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 & Student 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 River Valley Community College 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

River Valley Community College believes that "the educated person functions as a responsible and ethical member of society" (*Education Philosophy, page 6*) and as such does not tolerate violations of academic integrity. Examples of violations of academic integrity include, but are not limited to cheating and plagiarism.

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).

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.

Faculty will investigate instances of cheating and plagiarism in collaboration with the Department Chair and Vice President of Academic & Student Affairs. Students found guilty of the violation will be subject to sanctions as described under the Community College System of New Hampshire Judicial Policies, II. Student Code of Conduct found on *page 43*.

Copyright Policy

The Copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies, electronic file sharing or distribution of copyrighted materials using the College's information technology system. Students are liable for any infringements of these laws. The NH Attorney General's office or the CCSNH Attorney's office will not defend students for copyright violation. For more information, see www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Student Status

Active Status: A matriculated student who has not officially withdrawn from a program or the College is considered active status. Students remain in active status until they withdraw from the College or 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. If an inactive student chooses to return to the College, they must reapply in a program and follow the new program

of study.

Matriculated Student: A student who applies, 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, is suspended/dismissed for academic or disciplinary reasons, upon graduation, or has remained inactive for three consecutive semesters.

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 to ensure credits earned can be applied to the program of study.

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 a completed registration form, including student's signature and advisor's signature, has been determined to meet all pre & corequisites and has been entered into the Student Information System (SIS). The student must also meet all College financial obligations.

Domicile – Change of Residency Status

A student's residency status determines the tuition rate assigned to their account. In-State tuition is available to those students who reside in New Hampshire for twelve (12) months or more immediately prior to registration for the term which in-state tuition is claimed. Those domiciled elsewhere shall pay either the New England Regional Student Program (NERSP) rate or the out-of-state rate.

Matriculated students who establish in-state residency (from an out-of-state or NERSP status) are responsible for notifying the Registrar's Office of their residency change by completing and submitting a **Change of Residency Status** form, and producing an original driver's license or a non-driver identification card. To obtain a **Change of Residency Status** form, visit www.rivervalley.edu/student-resources/download-forms

Note: International students who are attending RVCC on a Student Visa are not eligible to claim in-state or New England Regional status. For the full CCSNH Board policy visit www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees Click on "Student Affairs Policies" under "System Policies" and go to section 740.01 DOMICILE AND TUITION RATE.

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 to prevent delay of course registration. Students should attach a transcript of grade report if prerequisite/corequisite courses have been taken off-campus. 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. Students can verify their registration status on the Student Information System (SIS). 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. Students can access their class schedule through the Student Information System. Schedules will be mailed only upon request to the Registrar's Office.

Course Registration – 100% Online Courses

Online courses (100%) are offered by all seven college in the CCSNH. To enroll in 100% online course, students must complete a registration form specific to the college offering the course and FAX, mail or deliver the registration and payment to that college. For complete information about each course, the College hosting the course, registration information and the required registration form, visit www.ccsnh.edu/distancelearning. Students matriculated at River Valley Community College may register for online courses offered at Claremont, Keene or Lebanon following the Course Registration Policy.

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 their course registration voided and classes deleted. Students who wish to be enrolled for classes must re-register at the time payment is made (see Tuition and Fees *page 32*). The College cannot guarantee registration in the desired course or section once a course registration has been voided.

Adding a Course

Students may add a course up to and including the seventh (7th) calendar day of the semester, prorated for alternate semester lengths. Students are allowed to add classes with instructors' permission, and provided space is available. To add a course, the student must complete the appropriate Add Form which can be found in the Registrar's Office in Claremont, the Keene and Lebanon locations and on the College website under 'Student Resources / Downloadable Forms', obtain all necessary signatures and return to the Registrar's Office in Claremont or Keene and Lebanon locations. Forms in Keene and Lebanon will be dated and submitted to the Registrar's Office in Claremont upon receipt. Some instructors will not allow students to add the course once the course has begun.

Dropping (or Withdrawing from) a Course

Students may drop a course up to the last date to "Drop" a course as listed in the current

Academic Calendar. To drop a course, students must complete a Course Drop/Withdrawal Form which can be found in the Registrar's Office in Claremont, the Keene and Lebanon locations and on the College website under 'Student Resources / Downloadable Forms' and return it to the Registrar's Office in Claremont, or the Keene and Lebanon locations. Forms from Keene and Lebanon will be dated and faxed to the Registrar's Office upon receipt. (See Refund Policy on page 33). 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 office, business office 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 office.

A course dropped after the refund period but within the drop/withdrawal period will have a "W" recorded on the transcript. After the official last day to withdraw from a course has passed, but before the end of the course a student may submit a Withdraw Pass/Withdraw Fail Form to the instructor who will assign a "WP" (Withdraw/Pass) or "WF" (Withdraw/Fail). 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/withdraw 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 & Student 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 & Student 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 the student that will result in a successful outcome. Forms may be obtained from the Office of Academic & Student Affairs in Claremont or the college website under "Student Resources / Download Forms."

Failed Courses

A failed course must be repeated at the College with a passing grade in order to receive credit towards graduation. 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 & Student Affairs. (See Course Repeat Policy on page 12) . A failed course is not eligible for a Credit by Exam.

Directed Study

Under certain circumstances a matriculated student may need to take a course during a semester when the course is not offered. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum cumulative grade point average of 2.0 to be eligible for a Directed Study. The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered by the College. Directed Study Forms may be obtained from the Office of Academic & Student Affairs in Claremont.

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 Office of Academic & Student Affairs in Claremont.

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 from absence or tardiness and on what terms. The course syllabus will be placed on file with the Department Chair and with the Office of Academic & Student Affairs. Students who are coded as "no shows" will not receive a grade or credit for his/her

course(s), but will be financially responsible for the course(s).

Student Evaluations of Faculty and Course

Each semester students are asked to evaluate their courses/instructors as part of a process to maintain and improve a quality educational program. The Office of Academic & Student Affairs will distribute the official faculty/course evaluation form. The completed forms will be collected by a designated student and will be returned to the Office of Academic & Student Affairs in a sealed envelope. 100% online courses will have an electronic evaluation that will be emailed to each student. Confidentiality will be maintained.

RVCC Alerts Emergency Notification System

RVCC ALERTS is River Valley Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff.

The **RVCC ALERT** system is designed to communicate with cell phones (text and voice messages), landlines and email systems, should a weather closure/delay, emergency situation or crisis occur on the RVCC campus or academic center.

RVCC students are automatically registered to receive alerts via college email, but will need to register (opt-in) and provide their emergency contact information to receive alerts via phone and/or text messaging or personal email. To register, you need to access the Secure Area of the Student Information System (SIS). On the home page, select Personal Information, then select the RVCC Alerts icon.

If you have any questions regarding this Alerts program, contact the RVCC Alerts Administrator Jacob O. Perron at 542-7744 x5362 or joperron@ccsnh.edu.

Check with your phone plan for potential charges associated with text messaging. Costs associated with text messaging are dependent on the phone plan you carry. Some phone plans apply nominal charges for text messages. If you choose to receive ALERTS by text message, be aware that RVCC will not reimburse for these messages.

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 Academic Centers in Keene and Lebanon must close or cancel classes, announcements will be made by 6:00am for the day classes and 2:00pm for evening classes that begin at 5:00pm and after. Notifications will be made through **RVCC Alerts** (see College website for additional **RVCC Alerts** information), the College website (www.rivervalley.edu), and the radio and TV stations listed below:

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

ACADEMIC SERVICES**Developmental Courses**

Students whose results on the Accuplacer Placement Assessment do not meet established scores will be required to take developmental 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 for some 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/credits 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 RESOURCESStudent Email System

Every student at River Valley Community College is 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 check this email account daily. Computers are available for student use in the library in Claremont and Student Success Centers at all three locations.

To determine your email address, login to the Secure Area of the Student Information System (SIS). On the Home page, select Personal Information, then select View E-mail Addresses. Your College student email address will be displayed.

To log on to your email account, go to <http://www.ccsnh.edu/online-resources> and click on the link below the **Student Email and Office 365 Apps**: heading. Enter your EasyLogin username and password and click on Sign In.

Student Information System

The Student Information System (SIS) is where you can access your course schedule,

grades and financial aid information. You can also pay your bill, request a transcript, and obtain your EasyLogin.

The first time you access SIS, go to the Online Resources page, www.ccsnh.edu/online-resources and click on the New Users icon. Enter your Student ID number. It begins with A and is followed by an 8 digit number. Enter your PIN - your default PIN is your 6 digit birthday (mmddyy) or the last 6 digits of your Student ID number. Click on Login. Next, create your new SIS PIN - choose 6-15 numbers. Then, set up your security question

If you attempt to log in to SIS three times unsuccessfully, your SIS account will become disabled and you will be locked out. If you need to have your PIN reset, contact any of the following for assistance:

RVCC IT Help Desk at RVCCHelpDesk@ccsnh.edu

Student Success Center 603-542-7744 ext 5499

Keene Academic Center 603-357-2142

Lebanon Academic Center 603-443-4200

Academic Advising

All students at River Valley Community College will be assigned an academic advisor. The advisor serves as the student's partner in determining and reaching his/her academic and career goals. Students are encouraged to meet with their advisor on a regular basis. Students can obtain the name of their academic advisor from the Registrar's Office. Special academic advising days are printed on the Academic Calendar.

Transfer Advising

RVCC students often decide to continue their education after graduation. Any student who desires information about bachelor degree granting colleges can contact an Academic Advisor or Program Director about their options. Representatives from New Hampshire and New England Colleges visit campus each semester to share information about options for transfer students from River Valley. New Hampshire Transfer www.nhtransfer.org is a program that encourages community college students to continue their education with pathways to easily transfer credits into programs of their choice.

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-year colleges and universities. Students can contact the Office of Academic & Student Affairs for a list of current agreements. For information on transfer within the University System of New Hampshire, [visit www.nhhtransfer.org](http://www.nhhtransfer.org) to see which RVCC courses transfer to specific colleges.

Dual Admission 2+2

Students interested in opting into the dual admission program between the Community College System of NH and the University System of NH(USNH) must sign the dual admission contract at the time of admission to RVCC. Students must complete an Associate Degree at RVCC with a cumulative grade point average of 2.5 or higher. Admission to a specific USNH program is dependent upon meeting the program's individual requirements and space availability at the time of transfer. For more information contact the Office of

Advanced 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. It is the student's responsibility to submit a Transfer Evaluation Form, to furnish official transcripts and, if requested, course descriptions. The Transfer Evaluation Form can be found on the College website under 'Student Resources / Download Forms.' Courses and grades will be evaluated by a Department Chair/Program Director and recommendations made to the Office of Academic & Student Affairs. Students will be notified by mail of decisions. Some course material will not transfer if greater than ten years old. Students are advised to consult with an academic advisor prior to registering for courses at another institution to ensure credits will meet graduation requirements. **Important student responsibility:** At the conclusion of a course, matriculated students must request that an official transcript be sent to their home campus (Attention: Registrar) so that a transfer of credit evaluation can be initiated. Credits are not automatically transferred. Students should follow the college policy for requesting transfer of credits to other institutions. 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 credits can be applied towards a specific degree or certificate. Students transferring credits for on-line courses should follow the process of the home college.

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 & Student Affairs and their Department Chair or Program Director. Forms are available from the Registrar's Office and the website under 'Student Resources / Download Forms.' 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 transferred from 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. 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 pre-approved for transfer to the student's program. Consortium Agreements are available online or in the Financial Aid Office, and must be fully completed, including course numbers and names for both transfer and host institutions. Consortium agreements must first be approved by the Program Director, then submitted to the Vice President of Academic & Student Affairs.

The approved document will be submitted to the 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.

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 as determined by the Instructor and approved by the Vice President of Academic & Student Affairs. 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 the CCSNH, or has been administratively withdrawn, or dropped the course after the two-week drop/add period.

The student shall complete a Credit by Examination Request Form, which can be found on the College website under 'Student Resources / Download Forms,' and submit to the appropriate Department Chair/Instructor for review and to make recommendations to the Vice President of Academic & Student Affairs. Upon approval, 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 and only upon paying for associated fees. A candidate wishing to review the material for which he/she shall be held responsible in a CBE may request a course outline containing the subject matter from the department chair.

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 & Student 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 & Student Affairs before taking CLEP exams to determine which CLEP exams can be used to fulfill program requirements. More information can be found at

www.collegeboard.com

College Board Advanced 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 & Student 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. More information can be found at

www.collegeboard.com/student/testing/ap/about.html

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, and for students who stop attending class. "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 12)
- I 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 "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". 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.
- Exceptions to the above deadlines may be made by the Vice President of Academic & Student Affairs. Should the student fail to complete the work within the designated period, the grade will automatically become an "F". "I" grades will not be included in the computation of Grade Point Average and may affect a student's financial aid. Students should contact the Financial Aid office for further information.
- 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.
- R Repeat
- T Transfer

Grade Appeal Process

If a student believes they have been assigned an inaccurate or unfair grade, they may submit a formal appeal through the following process. Any appeal 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 & Student Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

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 Chair: 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 Chair, or with the Vice President of Academic & Student Affairs if the faculty member is also the Department Head or Program Director. Within three working days, the Department Chair, or VPASA, 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. File an appeal with the Vice President of Academic & Student Affairs (VPASA): 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 & Student Affairs. The letter of appeal must include student's name, contact information, course name and number, instructor's name and rationale for the appeal. The VPASA will meet with all parties concerned within the next three work days to attempt to resolve the dispute. The VPASA will have three work days from the last meeting to render a decision on the grade appeal. The decision of the VPASA is final.

*NOTE: During the summer, when instructors are not on campus, students may begin the grade appeal process with the Office of Academic & Student 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 Centers in Keene and Lebanon. 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 26*).

Grade Reports

Grades can be accessed by students directly through the Student Information System (SIS). Grade reports can be mailed upon request through the Registrar's Office. Students with financial holds must resolve this obligation to obtain grades. Official transcripts can be requested through the Student Information System (SIS) or the Registrar's Office.

Transcripts

Requests for transcripts must be made in writing to the College Registrar or via the Student Information System (SIS) at the appropriate CCSNH College(s). Transcripts for courses taken among the CCSNH Colleges by matriculated students will be sent automatically at the end of each semester to the students home CCSNH College. Effective 1/1/14, there will

be no transcript fee or transcript fax fee. No official transcript will be furnished until financial obligations to the appropriate CCSNH College(s) have been satisfied. Students in default of any CCSNH managed student loan payments or students that have a past due balance at any CCSNH college may view the transcript in the Registrar's office on request or may receive an unofficial transcript copy if they are incapable of inspecting the transcript in person.

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 Student Information System (SIS). However the student will be unable to view entire transcript on SIS, but may view the entire transcript in the Registrar's office on request. No official transcript will be released until all financial obligations are resolved.

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 will be placed on Academic Probation when they meet the following criteria:

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 will be put on Academic Suspension when they meet the following criteria:

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 whose academic progress places them on Academic Probation for a third consecutive semester will automatically be placed on Academic Suspension. The student will receive written notification by certified mail informing them of their status. Suspended students may continue to 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. Financial aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined in this Academic Standards section.

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 Student Code of 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 & Student Affairs within 7 work days of the date indicated on his/her notification letter. The appeal must include student's name, address, program and 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 & Student 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 Honors

Academic honors are awarded based on all courses taken at River Valley Community College 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 Standing Committee

The 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 & Student 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 Academic 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. 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 (SFA) for the next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive SFA at the institution until such time that he/she is able to meet the standards of SAP.

Repeated Courses

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. See complete policy for Repeated Courses on *page 12*.

Grievance Procedures

See Section VII - Student Rights Grievance Procedures *page 54*.

GRADUATION & INTENT TO GRADUATE DEADLINE

Commencement is held once a year in May. Diplomas can be issued in December, May, or August. Students who expect to complete requirements for a degree or certificate **must file an INTENT TO GRADUATE form** with the Registrar **no later than the deadline noted on the INTENT TO GRADUATE form**. 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 charged a Graduation Fee of \$125.00 when he/she files an INTENT TO GRADUATE form. The fee covers many of the costs associated with program completion and will be assessed to all students who have completed their program requirements regardless of their participation in the graduation ceremony. The fee will also be charged to individuals who will be within 6 credits of completion and to whom the College has given permission to participate in the following Spring graduation ceremony.

This fee is non-refundable, unless a student scheduled to graduate, including those who are eligible under the 6-credit rule, fails to meet mandatory requirements at the time of Commencement. However, a student eligible under the 6 credit rule that participates in the Commencement ceremony but subsequently fails to complete program requirements will not be entitled to a refund.

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 (www.rivervalley.edu/student-resources/student-information-system-sis) 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.

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.

Certificate Students:

All student earning a certificate must achieve a 2.0 grade point average (GPA). However, only those courses required in the certificate 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. 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.

Participation in Graduation Exercises

The following students are eligible to participate in graduation exercises:

1. Students who have filed an Intent to Graduate form before the deadline. (See *page 25*.)
2. Students who have completed all requirements by the end of Spring Semester.
3. Students who have completed all but six semester hours of required credits for the degree 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 request permission by completing a request form and submitting it to the Vice President of Academic & Student Affairs before March 1st showing how the remaining credits will be earned. The VPASA 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.
4. Exceptions to the above may be made by the President. However, no exceptions will be given after April 1st.

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

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 a new application which can be obtained from the Admission's Office. The addition of a new program will become 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.

Matriculated students wishing to add or change a program must complete a Change/Dual Program Form which can be obtained from the Admission's Office.

Work Based Learning (WBL)

Work based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace, strengthening skills and learning more about the requirements of the field and how best to perform. WBL is identified in different ways, but includes courses titled: clinical, affiliation, fieldwork, and practicum. Some WBL is incorporated into courses that are offered each semester, while others are scheduled independently. They may be scheduled for a few days a week, or for several consecutive full weeks. Each experience is completed in a workplace environment. Specific proof of immunity may be required depending on your program of study and placement. Additional immunization, laboratory work, drug tests and/or written documentation may be required based on individual circumstances.

For all WBL experiences student knowledge, technical skills, attitude, attendance and behavior are evaluated based on predetermined criteria that are provided to the students and the agency. It is the student's responsibility to understand the goals, objectives and evaluation criteria for the experience and to adhere to all policies, rules and procedures set forth by RVCC, the academic department/program and the assigned workplace.

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 department/program standards. A student will not be placed in, or will be removed from, a WBL experience if performance or behavior is deemed unsatisfactory or unsafe as a result of a formal evaluation conducted by a faculty member/agency supervisor in accordance with published department/program, criteria and procedures. In such circumstances in which a removal from the WBL is indicated a grade of "AF" will be assigned.

Sanctions can be taken if a student violates the Student Code of Conduct (*page 44*) while participating in a WBL experience. There are occasions when a violation is significant enough that a student will be recommended for immediate expulsion from the WBL experience or suspension from a program. In such instances:

- The faculty will make a recommendation to the Vice President of Academic & Student Affairs that specifies the exact nature of the situation and the potential risks for continuation in the experience.
- The student will be notified of this recommendation in confidence and a signature will be secured indicating that the student understands that they must not return to the workplace setting.

- Upon VPASA review of the recommendation and supporting documentation, the VPASA will make a decision to support the faculty recommendation or will require a meeting with the student, college faculty and WBL supervisor to review the status and discuss possible options.

As with any academic decision, the student has the right to appeal.

Criminal Background Check Policy

A criminal background check may be required prior to Work Based Learning (WBL) experiences. Failure to undergo a criminal background check prior to a WBL experience may result in the 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 arrange 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 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.

RVCC currently works with Certified Background Check to help students in this process. Students should work with their Program Directors for assistance. Some agencies require both a state and federal background check. (www.certifiedbackgroundcheck.com)

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 & Student 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 & Student 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 & Student 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 **must submit course drop/withdrawal forms for each course for current semester**, and will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

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 & Student 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.

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/Change of Name

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/Name 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. See page 10 for Domicile - Change of Residency Status procedure.

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 and financially 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 Academic & Student Affairs (VPASA)

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

Admissions 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.

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://www.ccsnh.edu/about-ccsnh/financial-aid-Scholarships>.

Student Success Center

The Student Success Center provides academic and career support to the College community with a focus on empowering individuals to become independent, self-directed learners. The Student Success Center 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; alternative testing; computer and printer use; tutoring; reference materials, accommodations for students with documented disabilities; workshops series including study skills, time management test taking, stress

management; writing a resume. Students may drop in or schedule an appointment to see a staff member to set up a program to support academic needs.

Disability Services

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 three (3) years. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not their disabilities. RVCC adheres to the ADA guidelines pertaining to service animals on our campuses. Please refer to the following link for details: https://www.ada.gov/service_animals_2010.pdf. See the Disabilities Coordinator for more information.

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 Office of Academic & Student Affairs, Admissions Office, Financial Aid Office or the College website at www.rivervalley.edu/admissions/financial-aid.

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 12*) 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. The School Certifying Officer at River Valley Community College can also provide assistance to veterans regarding Veteran Affairs and the G.I. Bill®

421.01 Tuition and Fees: A veteran, as defined under RSA 21:50, I, or a covered individual, as defined under Chapter 30 or 33 of Title 38 of the United States Code using education assistance benefits provided under federal law, shall be charge in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire. A spouse of child using educational assistance benefits provided pursuant to Chapter 30 or 33 of Title 38 of the United States Code shall be charged in-state tuition while living in New Hampshire and enrolled in any institution of the Community College System of New Hampshire.

Prior Credit: VA regulation states that all facilities approved under the GI Bill® Program have to evaluate all prior credit. The NH State Approving Agency is requiring that all students using any form of GI Bill® Education Benefits, enrolled on or after April 1, 2015, must complete the Credit for Prior Learning/Training Student Acknowledge Form. Remember the regulation states "evaluate" and not "Must grant credit for prior credit." Please see the RVCC School Certifying Officer for the form and further information.

Academic Advising

River Valley Community College has Academic Advisors who are available to assist you in addressing academic, career and financial options while working on your studies at the College. You can expect to work with Program Directors and Advisors to address your academic progress and to insure that you are on the right path toward graduation. Advisors are available to support students who would like assistance in making adjustments to college, including, but not limited to study skills, career choice, managing finances and dealing with stress in healthy ways. Referrals to agencies outside the College will be made as needed according to student concerns. Contact the Student Success Center or the Vice President of Academic & Student Affairs for more information about your best support solutions.

Career Counseling

Representatives from area businesses are eager to employ an educated workforce with people who have earned certificates and degrees at River Valley Community College. Students can expect to find career guidance from Program Directors and can also find support from professionals in the Student Success Center. Regional jobs are listed on our online resources and job board at <https://rivervalley.emsicc.com>. **WorkReadyNH** is a tuition-free workforce development program tailored to meet the needs of job seekers and career builders as well as provide training in the specific skills employers are seeking in their current and future employees. www.ccsnh.edu/workforce-training/workready-nh

Tuition and Fees

Tuition is due (2) two weeks prior to the start of each semester. Students are encouraged to pay online through the use of the QuikPAY link on 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. RVCC students are billed electronically (e-bill) through the Student Information System (SIS) and RVCC email.

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/QuikPay 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 students to attend Student Government Association 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 officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students must submit a signed Course Drop/Withdrawal form to Registrar's Office prior to the refund deadline to qualify for a refund. This policy applies to all semester length and alternative semester formats. 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 the Division 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.

*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.

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 participate in Work Based Learning (WBL) experience.

STUDENT ACTIVITIES/ORGANIZATIONS

Alumni Association

The River Valley Community College 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.

Student Government Association (SGA)

The purpose of the Student Government Association shall be to support the student body through guidance and governance over student affairs which are extracurricular in nature nurturing a successful student experience. Information about SGA is sent electronically through email and Blackboard as well as posted on the Student Information Boards at the Claremont campus, Keene and Lebanon locations.

Activities

Activities are promoted by the Student Government Association (SGA). They are open to all students and interest levels. Each year various events 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 Government member or Student Government Advisor. Students must be in good academic and financial standing to participate in some activities.

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 Government Association Bylaws for starting new clubs on campus. The SGA will then vote to officially recognize the organization. Organizations must be open to all students and should not discriminate based on race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identify or expression, genetic information or marital status. A club's request for recognition by the Senate will indicate its willingness to comply with the SGA's guidelines for the expenditure of club funds.

Student Functions

Any recognized organization can sponsor a function with prior Student Government Association approval. Approval forms are available from the Office of Academic & Student Affairs. 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 SGA Advisor for approval. **Students should consult the SGA Bylaws and Operating Rules for specific guidelines on all SGA 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. Phi Theta Kappa is the largest honor society in American higher education with more than 2.5 million members and 1,280 chapters. The Alpha Delta Chi Chapter of Phi Theta Kappa is active here at RVCC. Invitations for membership are extended to associate degree students who have accumulated 12 credit hours in their degree program and have achieved a 3.5 CGPA. The organization offers a selection of opportunities for scholarships, intellectual enrichment, and occasions for fellowship with other members in community based service projects.

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.

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 and the College website: www.rivervalley.edu. Questions regarding the Bookstore services should be directed to the Office of Academic & Student Affairs. The College Bookstore number is 603-543-0915; FAX: 603-543-0988; email: 0967mgr@fhcg.follett.com. Books can be purchased online or at the bookstore located on the main campus in Claremont.

Student Email - See *page 16*

Student Information System - See *page 16*

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 labs in the library and select classrooms. 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 43*)

Wireless Access

A wireless network is available in Claremont, Keene and Lebanon. Access to the Internet 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 more information, contact the IT Department, ext.5362.

Food Service

Dining facilities are available in the Falcon Room in Claremont. 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 in Claremont, Keene and Lebanon. Food pantries are also available at each location.

Health Services

Although Health Services are not provided on the campus, there are many health service resources available. 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.

Student ID's

Students are issued a student ID at the beginning of their first term free of charge and it should be visible at all times. 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 \$15.00 replacement fee charged for any lost picture ID. Contact the Office of Academic & Student Affairs for more information.

Parking & Traffic Regulations

All students, faculty and staff may park their motor vehicles in designated spots on RVCC property free of charge. All vehicles parked on RVCC property, anytime, must be properly licensed, inspected and display a parking permit.

Commuter students, faculty, and staff are responsible for advising Campus Facilities if they are planning to leave their vehicle in designated spots on RVCC property overnight. Individuals may be asked to leave a set of keys with Campus Facilities in the event the vehicle needs to be moved due to an emergency and/or snow removal. There is no designated RVCC parking at the Lebanon Academic Center, please follow parking rules issued by the City of Lebanon.

Handicap parking will be reserved for vehicles operated by handicapped persons. All vehicles parked in handicapped spots must display State handicapped license plates or decals. If you are in need of a temporary handicap parking permit due to surgery, broken bones, etc., you must first supply the Vice President of Academic & Student Affairs for students of the Human Resources Officer for employees with documentation from your physician. Afterwards, a temporary parking permit will be issued. Any vehicle illegally parked in a handicapped parking space will be issued a ticket and could be towed at owners expense.

With the exception of the parking in marked spaces such as the PTK spot, Visitor Parking, College Vehicle Parking, or any other spots marked reserved or handicapped, all parking on campus is on a first come first served basis. Any unauthorized vehicles parked in

marked areas will be ticketed and/or towed or booted at owner's expense.

There are two speed limit zones on the main campus (Claremont):

- Speed limit on College Place is 15 miles per hour unless otherwise posted.
- Speed limit in parking areas is 5 miles per hour.

There is one speed limit zone at the Academic Center in Keene: 5 miles per hour on Center driveways and parking areas. The paved one-way road parallel to Washington Street is used for one way access and limited parking spots.

Miscellaneous points:

- There will be no parking except in designated areas.
- Vehicles will yield to pedestrians at all times.
- Officers from the local police department may be called at any time to assist with those vehicles or persons driving vehicles in an unsafe manner.
- Violations of this policy may result in fines and/or actions described in the Student Code of Conduct, *page 44*.
- Transcripts, diplomas, and grade reports will be not issued until all 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.

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 reception desk at the Keene and Lebanon Academic Centers. 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

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 of students or employees 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.

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 the Facilities Manager, are not permitted on College property, in College buildings, or at College sponsored events. RVCC adheres to the ADA guidelines pertaining to service animals on our campuses. Please refer to the following link for details: https://www.ada.gov/service_animals_2010.pdf. Animals should not be left unattended in vehicles. Pet owners 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 put ringers on silence or vibrate 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 silence cell phones 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 Vice President of Academic & Student Affairs 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.

Social Media

For a student or program club to be recognized by the College as an official social media account, the club must seek approval from the Marketing Director, or designee. The Marketing Director, or designee, will review all social media inquiries as they relate to River Valley Community College. RVCC reserves the right to remove any content for any reason, including but not limited to, content that violates Student Code of Conduct policies, and any information or conduct that may violate local, state or federal laws and regulations.

Campus Security

Students need to report emergencies, crimes or acts of violation of rules, regulations or laws to the Vice President of Academic & Student Affairs. 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 Office of Academic & Student Affairs 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 Vice President of Academic & Student Affairs.

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 at the reception desk at all locations, on the website and with facility management. They should be returned to the Vice President of Academic & Student Affairs or the Facilities Manager.

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, and click on Campus Safety under the Student Resources menu for a direct link to the report. Hard copies of the Crime Statistics Report are available at the Student Services Information Center, the 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 and Lebanon locations. See full Clery Act on *page 57*.

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 and at the Student Services Information Center at the main campus and at the Keene and Lebanon locations

Codes of Conduct, including Harassment (see page 43)

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 and at the Student Services Information Center at the main campus and the Keene and Lebanon locations.

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

When discovering a fire:

1. Immediately pull a fire alarm box.
2. Notify the Office of Academic & Student Affairs or Academic Center 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.
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.

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 and Lebanon locations.

STUDENTS RIGHTS AND RESPONSIBILITIES

Family Education Rights and Privacy 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, CCSNH email, 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 submit a Nondisclosure Directory Information form to the Registrar. Forms can be found on the College website under 'Student Resources / Download Forms.'

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 4:00 p.m. The only person authorized to release this information is the Vice President of Academic & Student Affairs. Students wishing access to their records must contact the Vice President of Academic & Student Affairs personally. In cases involving the possibility of misinterpretation of data, the Vice President of Academic & Student Affairs 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 & Student 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 & Student 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 Academic & Student 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.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

I. INTRODUCTION

A. Policy Statement

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

The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relative rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.
- The mission of the colleges' judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

B. Definitions

College Official – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

Complainant – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

Faculty – Refers to any person hired by CCSNH colleges to conduct educational activities.

Judicial Advisor – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

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

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

Respondent – Refers to a student against whom a complaint alleging violation of the

Student Code of Conduct has been filed.

II. STUDENT CODE OF CONDUCT

A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

B. General Infractions

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

C. Academic Misconduct

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

This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

D. Disruption of College Operations

1. Furnishing false information to any college official, faculty or staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;
4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or judicial committee;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Attempting to discourage an individual's proper participation in or use of the judicial system;
 - e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
 - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
 - h. Aiding or abetting in the violation of the Student Code of Conduct.

E. Health & Safety Offenses

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

F. Offenses Involving Others

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;

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

G. Offenses Involving Property

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

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

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

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

IV. SANCTIONS

A. Sanction Definitions

1. **WARNING** – a notice in writing to the student that they are violating or have violated institutional regulations;
2. **PROBATION** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;
9. **COLLEGE SUSPENSION** – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** – In certain circumstances, the President or Vice President of the College, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the Vice

President (if the Vice President did not originate the imposition of sanctions).

B. STUDENT DISCIPLINARY PROCEEDINGS

Training

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

Filing a Complaint

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.
2. Incident report forms may be obtained from the Office of Academic & Student Affairs, System Title IX Coordinator and College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:
 - a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
 - b. Date, time, and location of incident;
 - c. Person(s) involved in the incident;
 - d. Victim(s) or damages involved in the incident;
 - e. Complete narrative description of the incident;
 - f. Names of witnesses to the incident;
 - g. Any other information deemed appropriate.

Preliminary Process for Sex-Related Offenses

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.
2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

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

Investigation and Resolution of Complaint by Judicial Body

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate

- (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV of this code.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
 4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
 5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
 6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
 - a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures;
 - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
 - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing.

If, the Judicial Advisor determines that the case does not fall within the grounds allowed

for appeal, then the previous adjudication stands.

If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:

- a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
 - b. Immediately forward the appeal to the Judicial Committee for consideration;
3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.
 4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
 5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of eight (8) voting members, elected as follows:
 - a. Four (4) faculty or staff selected by college president or other appropriate college official(s).
 - b. Four (4) students selected by the Student Government or other appropriate student group. If the college has residence halls, two of the students shall be from the residence halls.
3. A total of five (5) alternate voting members to be selected as follows:
 - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
 - b. Three (3) students selected by the Student Government or other appropriate student group, one (1) from the residence halls (if applicable) and two (2) commuter students.
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Academic & Student Affairs or designee.

E. JUDICIAL COMMITTEE APPEAL HEARINGS

1. A minimum of five (5) members (including the Chair) shall constitute a quorum 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 Judicial Advisor pursuant to the methodology set forth in paragraph 2b. below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
 - a. Regular members will serve, if available, or
 - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Academic & Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
 - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
 - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
 - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
 - e. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
 - f. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
 - g. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
 - h. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
 - i. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
 - j. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
 - k. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
 - l. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
 - m. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original document will be filed with the college's judicial records.
5. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the

Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

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

V. STUDENT RIGHTS

A. Students in the Classroom

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

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus.

Where activities of students off-campus result in the violation of law and interrogation by investigators, the colleges should:

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees.

Students should be allowed to invite and to hear any person of their own choosing. Those

routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College Government

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

F. Student Publications

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

G. Establishing Student Conduct Standards

1. Conduct

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

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

2. 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 Academic & Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.

- Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.

- Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

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

A. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.

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 & Student Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or 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 & Student Affairs, or designee, will meet with the individual alleged to have violated the student's rights. The VPASA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPASA or designee

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

IMMUNIZATION POLICY

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic practicum, internship, co-op or field experience, or student who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunizations against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved. Records will be maintained by the Office of Academic & Student Affairs in conjunction with the departments requiring immunization documentation. RVCC works with Certified Background Check to help students collect and manage this information. Students should consult their program director for additional information. Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
 - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
 - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
 - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
 - a. Had the disease confirmed by an office record of a doctor;
 - b. Been born before 1957 and therefore considered immune;
 - c. Laboratory confirmation of an immune titer;
 - d. Been immunized with 2 doses of live vaccine after 12 months of age; or
 - e. Been subject to the more stringent requirements of a clinic or practicum site.
3. Students shall be considered immune to mumps instead of MMR only if they have:
 - a. Had disease confirmed by an office record;
 - b. Been immunized with one dose of vaccine after 12 months of age; or
 - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
 - a. Laboratory confirmation of an immune titer;
 - b. Been immunized with one dose of vaccine after 12 months of age; or
 - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
 - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
 - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
 - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
 - b. A positive PPD established by an x-ray with negative results within the last year; 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	Occupational Therapy Assistant
Early Childhood Education	Phlebotomy
Social Services	Physical Therapist Assistant
Massage Therapy	Radiologic Technology
Medical Assistant	Respiratory Therapy
Medical Laboratory Technician	

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.

VARICELLA

Some clinical agencies require that students document immunity to Varicella. 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 Office of Academic & Student Affairs 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 Office of Academic & Student Affairs.

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 locations in Keene and Lebanon 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 August 31 , 2017.

CRIME AWARENESS & COLLEGE SECURITY INFORMATION REPORT

The information provided herein meets the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It has been prepared by the Vice President of Academic & Student Affairs using statistical data and other information supplied by College Facilities, the Safety Team & FIRSTeam, and police departments from the Cities of Claremont, Keene and Lebanon. The Report is updated annually.

This report provides readers important information about the College's safety and security policies and procedures and includes statistics about incidents of crime at River Valley Community College (RVCC). When you review the statistics, you will note that RVCC is a safe institution. The safety you experience at the Main Campus in Claremont and at the Academic Centers in Keene and Lebanon is due in part to the combined efforts of many individuals and departments, and the close working relationship with local law enforcement. We believe safety at RVCC is a shared responsibility and we rely on every College member to contribute to security on campus by reporting suspicious activities and using common sense when going about their daily activities. RVCC trains with the Civilian Response to Active Shooter Events (CRASE) program which teach an Avoid Deny Defend™ response by all members of the community in an active shooter event.

The Vice President of Academic & Student Affairs, in collaboration with College Administration, the Facilities Manager, Campus Security, the Safety Team and the FIRSTeam were primarily responsible for developing services, programs and strategies for maintaining a reasonably safe environment at the Main Campus and the Academic Centers. In order to meet this goal, the College focuses on three important functions:

1. A strong partnership with the civil authorities and community groups in the greater Claremont, Keene and Lebanon communities;
2. A focus on emergency management requiring a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. The College strives to be proactive when planning for and handling emergency events. These efforts are charged to the College's Safety Team in conjunction with the FIRSTeam – the College's first responder team for students and employees in personal and emotional crisis; and,
3. Utilizing systems that allow us to enhance safety through contemporary office and classroom locking systems, and regularly scheduled practice drills.

The safety of our campus community is vitally important to RVCC. It is our hope that you find this report informative and helpful, and that your time at River Valley Community College is enjoyable and safe. If you have questions or would like additional information about safety and security at the College, please visit us at www.rivervalley.edu or contact Jennifer Courmoyer, Interim Associate Vice President of Student Affairs at jcourmoyer@ccsnh.edu or 603-542-7744 x5331.

The Campus Security Act – Legal Requirements

The federal Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1, which contains three years of campus crime statistics and certain campus security policy statements including a summary of the

College's Emergency Response Policies and Evacuation Procedures.

- Disclose crime statistics for the College including public areas immediately adjacent to the Main Campus or Academic Centers, and certain non-campus facilities or remote classrooms. The statistics are gathered from local law enforcement, the Office of Academic & Student Affairs, Campus Facilities Services, and other College officials who have significant responsibility for student and campus activities.
- Provide "timely warning" notices of those crimes that have occurred and post notices for any ongoing threat to students and employees.
- Disclose all incidents of crime in a Public Crime Log.

The Office of Academic & Student & CCSNH Risk Management is responsible for preparing and distributing this report. The Vice President of Academic & Student Affairs works with departments throughout the College, the President's Office, the Chancellor's Office, and local law enforcement in Claremont, Keene and Lebanon to compile the information herein.

Each September and January, information that provides website access to this report is emailed to all enrolled students and RVCC employees. The URL and direct link is included on the web pages of Prospective Students, Current Students, and HR & Employment Information so as to inform prospective students and employees.

Paper copies of the report may be obtained by contacting Jennifer Cournoyer, Interim Associate Vice President of Student Affairs at jcournoyer@ccsnh.edu or 603-542-7744 x5331. Paper copies are also distributed to the Puksta Library, Facilities Offices in Claremont, Keene and Lebanon, and Human Resources.

The URL for this report is <http://www.rivervalley.edu/student-resources/campus-safety>.

College Security Authorities

The telephone number for all emergency calls at any phone on the Main Campus or at either of the Academic Centers is 911.

College Security Authorities include RVCC employees staffed in:

Facilities	542-7744 x5355 or x5356
Academic Affairs	542-7744 x5404
Student Affairs	542-7744 x5331
Academic Center (Keene)	542-7744 x5701
Academic Center (Lebanon)	443-4200 x5801
Student Success Center	542-7744 x5499
Library	542-7744 x5465
President's Office	542-7744 x5340
Human Resources	542-7744 x5341
FIRSTeam Coordinator	542-7744 x5306
College Reception	542-7744 x0

RVCC contracted security services until November 1, 2016. Campus members, as listed above, who continue to have significant responsibility for students and campus activities and are considered to be Campus Security Authorities.

Other staff members who are notified of campus incidents and report allegations made in good faith to the reporting structure are also identified as Campus Security Authorities (CSAs). CSAs are not expected to investigate the crime to determine its validity, but to simply document the incident and provide the information to campus officials, as listed on the Incident Report, for follow-up.

The FIRSTeam provides college wide, first response for non-emergency student and employee personal and emotional crisis situations that happen during the day-to-day goings on of the College. FIRSTeam membership includes faculty, staff and administration. The Human Resources Office, President's Office, Facilities Manager and Leadership Team are kept abreast of all incidents and emergencies that take place at the College that involve students and employees.

Members of college community including campus facilities and FIRSTeam members are trained annually in CPR, AED and First Aid.

All facilities personnel, the Puksta Library, Main Reception at all locations, the Student Success Center at the Main Campus, the President's Suite, and other key locations on the campus and at the academic centers are equipped with two-way radios for immediate contact with College officials in the event of an emergency.

Facility Security and Access

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Facilities Management. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, Food Service and Student Success Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. All facilities have security surveys conducted of them. Vice President of Academic & Student Affairs, CCSNH Capital Planning & Development, CCSNH Risk Management and other concerned areas review these results and recommend or implement improvements. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the College Safety Team meets monthly during the fall and spring semesters to discuss issues of pressing concern.

RVCC & Local Law Enforcement

RVCC administration and facilities staff maintain a working relationship with the Cities of Claremont, Keene and Lebanon police departments and fire departments. A Memorandum of Understanding exists between RVCC and the Cities of Claremont, Keene and Lebanon police departments, respectively, and describes the working relationship between the College and local law enforcement. Cities of Claremont, Keene and Lebanon police departments provide RVCC with crime statistics in support of the Campus Security Report.

Campus Law Enforcement Authority

Any employees has the authority to ask persons for identification and to determine whether individuals have lawful business at RVCC. Criminal incidents are referred to the local police who have jurisdiction on the campus. RVCC personnel have no arrest authority beyond that of an ordinary citizen.

RVCC maintains a highly professional working relationship with the local Police Departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus officials and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. The College is public property, and law enforcement officers may enter the campus to conduct business, as needed. Additionally, the officers are invited to patrol the campus to assist the College in deterring crime.

The College Administration is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone or two-way radio. The College relies on the telephone to contact emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to College personnel and contact the local police department, where appropriate.

Annually, the College is provided with a summary of all crime occurring on campus. Periodic meetings or telephone conversations allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Crimes committed at off campus facilities under the control of RVCC will be disclosed in these statistics if they come to the attention of the Facilities Management.

Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Currently, RVCC does not have employees such as Pastoral Counselors or Professional Counselors but does have referral information available.

Security Awareness Programs for Students & Employees

Sessions for All Employees & Students: Information about campus safety and security are presented at all orientations for new RVCC students and new employees. Additionally, all printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are shared at orientations and are available in: the Student Handbook, New Employee Onboarding Process, and other generic campus safety and security materials. The FIRSTeam and College Safety Team present general information

at the beginning of each academic semester to all employees at All College Meetings. These materials are available for the asking at the Reception Desk, Student Success Center, Academic & Student Affairs, College Facilities, Human Resources, and at the offices of the Directors of the Academic Centers in Keene and Lebanon. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis both in person and online.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through handouts, posters, displays, videos, and articles in the Community College System of New Hampshire (CCSNH) Risk Management and Compliance newsletter.

When time is of the essence, information is released to the College community through security alerts sent via the college's email and RVCC Alerts system.

Crime Prevention Programs for Students & Employees

The Campus Safety Team at RVCC is committed to the safety and wellbeing of all members of the campus community. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty, staff and visitors.

RVCC strongly encourages the reporting of crimes, accidents, incidents and emergencies to the CSAs. Also, direct access to 911 can be made by using the call boxes located inside the Claremont and Keene elevator or accessing the "Code Blue" phones located on the Claremont campus. Online incident reporting is available at <http://www.rivervalley.edu/campus-incident-report-form-0>.

Members of the college community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lit, any student may feel more comfortable calling Maintenance Personnel for an escort to their vehicle. Also, consider using the "buddy system" to walk to the parking lot. Vehicles should always be locked and valuables stored out of sight. Any suspicious individuals, packages or activity should be reported immediately. See something, Say Something.

The College encourages reporting directly to local authorities in situations where the need is obvious, such as a theft you see taking place, a situation requiring immediate medical attention, etc. Notification of College personnel should take place after the emergency authorities are on route.

Further information on safety and security is provided to students and employees through the RVCC website, posters, brochures and meetings. These are some of the programs that will be provided throughout the year: CPR/AED, alcohol and drug awareness, and other educational programming.

Crime Prevention Resources & Services

RVCC provides direct service programs to the members of the College community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings
- Escort Assistance
- Campus lighting checks and surveys
- Alcohol assistance programs
- Sexual Harassment and Rape Prevention Program – Coordinated through the local Crisis Center

Counseling

Although the College does not have professional counselors or psychiatric professionals on staff, the college does have a number of options available for those students in need of professional counseling. Community agencies in the area are available for assistance in finding solutions to individual concerns. The FIRSTeam, a team of trained faculty and staff members who deal in crisis management, are a resource to our campus community.

College Safety Initiatives

Escort Assistance: Campus facilities offers walking escorts to students, faculty and staff to and from any destination on campus. This is a free service offered when the College is open. Students, faculty and staff can access this assistance by requisitions in writing or email, by phone x5355 or 5356, or in-person requests to the Main Reception desks at Claremont, Keene or Lebanon.

Telephones: All offices, classrooms and labs are equipped with telephones accessible to Enhanced 911. Use these telephones in the event of an emergency. Emergency instructions and phone number listings are posted at every telephone.

Alarm Systems: A computer-based electronic system, monitored by an off campus alarm company, immediately notifies campus facilities staff (on campus and off campus) upon activation and follows up with 911 services, as needed. These systems are located around the main campus in Claremont and at the Academic Centers in Keene and Lebanon. In the event of fire alarm activation, the Claremont, Keene and Lebanon police and fire departments, respectively, will be notified immediately through a Master Box system.

Video Monitoring: All locations public areas are wired with IP video recording systems. This enhances the campus safety and accountability. "Video Surveillance In Use" signs are posted at all entrances.

RVCC Alerts: RVCC Alerts is a free emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. RVCC Alerts is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency situation or weather closure/delay occur on an RVCC campus.

College Website: Emergency events and notices for closings are available on the College website. Additionally, current and the past three years' crime statistics are available on the

College website. Students, faculty and staff can access and confidentially report a crime or incident on campus or at an Academic Center using the online Crime/Incident Report form found at <http://www.rivervalley.edu/student-resources/campus-safety>.

CPR/First Aid/AED Training: Designated RVCC faculty and staff training is conducted annually.

NH Violence Against Women Campus Consortium: RVCC is a participant in this state-wide consortium whose mission is to provide a forum where post-secondary institutions in the Granite State can discuss, develop and implement strategies to end violence against women (and men) on their respective campuses. Additionally, the White Ribbon/Violence Against Women is an annual theme for the April display cases at the Main Campus and the Academic Centers in Keene and Lebanon.

The Safety Team and FIRSTeam: These teams are composed of members of faculty and staff. The Teams meets regularly and minutes are taken. (Note: FIRSTeam minutes are taken and maintained. Due to the nature of some of the discussions “closed sessions” are held.)

How to Report Crimes at RVCC

All faculty, staff, students and visitors to RVCC’s Main Campus in Claremont or Academic Centers in Keene or Lebanon can report an emergency by:

- Dialing 911 on any telephone at any location. Telephones are located in the Library, offices, classrooms, and labs.
- Dialing 911 from the telephone located in the elevators – pick up the receiver and the call will be made instantly.
- Going to any office or classroom to ask a faculty, staff or administrator for assistance.
- Contacting a member of College Administration, the Safety Team or FIRSTeam.
- Accessing the College website to print and complete a Crime/Incident Report form: <http://www.rivervalley.edu/campus-incident-report-form-0>.
- Accessing the "Code Blue" phones located on the Claremont campus

College Administration encourages prompt and accurate reporting of all criminal matters or incidents that happen at the Main Campus or the Academic Centers in Keene or Lebanon. Persons who are victims of a crime and do not want to pursue action within the College or criminal justice system are encouraged to consider making a report and can do so anonymously if they choose. Use the on-line Campus Incident Report Form <http://www.rivervalley.edu/campus-incident-report-form-0>, or with permission from the alleged victim, the Vice President of Academic & Student Affairs can file a report on the details of the incident without revealing identities. The purpose of this confidential reporting option is to comply with the wishes of the victim while taking steps to ensure that the safety of the College community is maintained.

RVCC’s Emergency Management Plan – Summary

The purpose of RVCC’s Emergency Management Master Plan is to establish and document policies, procedures and an organizational structure for response to emergencies at the Main Campus in Claremont and Academic Centers in Keene and Lebanon. The Emergency Management Master Plan contains clear strategies and roles played by the College’s Crisis Management Team during the initial response and throughout the emergency. The Plan will also outline the responsibilities of the Safety Team & FIRSTeam whose membership includes

representatives from all areas of the institution. Members of the Crisis Management Team includes the College President or designee and the Facilities Manager and others as needed.

Nothing in the plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan. RVCC and any emergency planning shall be subordinate to state and federal plans during a disaster declaration by local, state or federal authorities.

The goals of the Emergency Management Plan include:

- Provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- Establish procedures for alerting the administrators and staff.
- Defining roles and responsibilities of RVCC officials and staff.
- Secure coordinated and cooperative response with municipal and county government and emergency services.

What follows in this report are three features of the RVCC Emergency Management Plan: Emergency Notification & Timely Warning Procedure, Drill Schedule, and Evacuation Procedures.

Emergency Notification & Timely Warning Procedures

Emergency Notification

RVCC's policies guide emergency response and evacuation procedures, including the use of the

College's Emergency Notification System – RVCC Alerts. These policies and procedures require

the Vice President of Academic & Student Affairs, or their designee, to immediately notify the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Main Campus in Claremont or the Academic Centers in Keene or Lebanon, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages may also be reported to one or all police departments or emergency responders of the Cities of Claremont, Keene and Lebanon. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- Blast Email – “All River Valley” email to all employees; All RVCC Student email to all registered students.
- Fliers posted on bulletin boards.
- College Website – www.rivervalley.edu
- RVCC Alerts a free service that automatically sends a brief text message, email or phone message alerting the college community of an emergency situation on the Claremont Campus or Academic Centers in Keene or Lebanon. RVCC Students can enroll in this free service by visiting: <http://www.rivervalley.edu/community/alerts>.
- Alarm System – Evacuation alarm (fire alarm) and/or a voice alert system on the college

paging system will be used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also, when appropriate, follows up with voice instructions.

- Local Media – when appropriate, local area radio, television stations and print media will be notified to assist with notification efforts.

When issued, a copy of a Timely Warning notice will be filed in the corresponding case file.

Emergency response and evacuation procedures are tested on a semi-annual basis.

Timely Warning Procedures

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Academic & Student Affairs in consultation with Administration and the Facilities Manager, or designees, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

RVCC issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Hate Crimes
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by College Administration, or designee, or the Chief of Police at any or all Claremont, Keene or Lebanon Police Departments.

RVCC will not issue timely warnings for the above listed crimes if:

- The subject(s) is(are) apprehended and the threat of imminent danger to the RVCC community has been mitigated by the apprehension.
- If a report was not filed with RVCC administration or if RVCC was not notified by college security authorities in a manner that would allow the College to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow RVCC to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

Emergency response and evacuation procedures are tested on a semi-annual basis.

Safety Alerts & Tips

At the beginning of each semester, RVCC Safety Alerts and Tips information is distributed electronically to all students and employees. In the event of inclement weather or other events, RVCC may also issue “Safety Alerts” to apprise the College community of safety issues and concerns. Safety Alerts will include safety tips and recommendations to follow so that the

College community can make informed decisions about personal safety.

- Always exit the building when an alarm sounds, unless specifically told otherwise by a College official.
- Familiarize yourself with the building and its exits.
- Know where fire pull alarms and extinguishers are located.
- Review safety/evacuation procedures.
- Pair-up with someone in your class so you can watch out for one another during an evacuation; if you are unable to use the stairs, speak with someone in each of your classes who may act as a “buddy” for you in the event of an emergency.

Drill Schedule

Announced and unannounced drills of the fire alarm/evacuation system, College voice paging system, and RVCC Alerts emergency notification system are held semi-annually. Appropriate follow-through activities to assess and evaluate emergency plans capabilities are conducted; recommendations for improvement are made and implemented where appropriate.

- Facility Fire Drills are held each of the fall and spring semesters. One drill each semester will be held during the day hours (between 8 a.m. and 3 p.m.); the other drill will be held during the evening/night hours (3:01 – 9 p.m.)
- RVCC Alerts emergency notification system testing will be held once per semester: In October & February.
- Voice Paging System is tested during college break periods or times when classes are not in session.

Emergency Response & Evacuation Procedures

If there is an immediate threat to the health or safety of students or employees occurring on campus, RVCC will follow its Emergency Notification Procedures. In this instance, RVCC is not required to issue a timely warning based on the same circumstances; however, RVCC will provide adequate follow-up information to the College community, as needed.

RVCC will, without delay and taking into account the safety of the College community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

1. The first person aware of a fire will immediately activate the fire alarm if it is nearby (or send someone to do it) and, if it is safe to do so, send someone to the Main Reception desk to report the location and size of the fire while directing evacuation of the immediate area. As soon as reasonable, a Crime/Incident Report should be completed: <http://www.rivervalley.edu/campus-incident-report-form-0>.
2. Faculty will ensure the students in their class evacuate the building or wait in the designated areas for handicapped evacuation. Elevators must not be used. Doors should be closed and left unlocked after exiting, including classrooms and hallways. Faculty are asked to bring class rosters outside and ask students to check in with the instructor at the Emergency Assembly Area.
3. Facilities Staff will do a sweep of the building, if it is safe to do so, in order to ensure everyone is out of the building as they exit themselves, and will assist with the evacuation of handicapped individuals in the case of immediate crisis. See: Evacuation Plan for

Handicapped Students and Staff below.

4. Faculty and staff must do their best to ensure that all individuals move away from the building and do not block entrances or driveways that may be used by emergency vehicles and personnel.
5. Do not leave campus, doing so will block roadways.
6. Evacuees should gather at the following designated Emergency Assembly Areas: sfdv
 - Main Campus – Claremont
 - Main Entry (by Library) – South Parking Lot on or near the grassy area.
 - North Parking area – adjacent to the Gazebo and Soccer Field
 - Academic Center – Keene
 - Main Entry – Go to South End of Parking Lot – keep driveway and parking area free for emergency vehicles.
 - Academic Center – Lebanon
 - North (back) Parking Lot
7. Control and order are of prime importance. Speed is secondary. Individuals should evacuate the building without stopping to gather books or other personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
8. If an exit is blocked, a faculty or staff member shall instruct the group to proceed to the appropriate alternate route.
9. Once the building is evacuated, no re-entrance may occur until authorized by the Incident Command Post. The Incident Commander will notify each Emergency Assembly Area that it is safe to return to the building.
10. Evacuation Plan for Handicapped Students, Staff and Visitors.
 - Individuals on the first floor should evacuate with everyone.
 - To avoid injuries, a handicapped person should be evacuated after all others, when possible.
 - Elevators must not be used as a means of exit.
 - Staff/Fire Monitors are requested to assist handicapped persons in their area to exit the building (first floor) or to the nearest accessible stairwell when evacuation is underway and notify the Incident Commander that there is someone awaiting assistance.
 - Fire Department personnel will be responsible for checking these areas and assist with evacuation as deemed appropriate by them. If the Fire Department has not arrived and danger is imminent, the faculty or staff person in the area will make and implement the decision with the handicapped individual regarding whether and how to transport out of the building.

Daily Crime Log

The College keeps a record of incidents of reported crime in a Daily Crime Log. The Crime Log contains records by the date that the incident was reported and includes information on all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property adjacent to the Main Campus or Academic Centers in Keene or Lebanon.

The Daily Crime Log is available for public inspection at the main campus in Claremont in the Office of the Facilities Manager. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the College, as well as the disposition of the complaint, if this information is known at the time the log is created.

The Facilities Manager or designee posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

How RVCC Prevents Crimes

Members of the College community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lit, any student, faculty or staff member can contact a member of the College Facilities staff to escort them to their vehicles. We also encourage use of the “buddy system” to walk to the parking lot. Vehicles should be locked and valuables stored out of sight. Any suspicious individuals or activity should be reported to the Facilities Manager, the Vice President of Academic & Student Affairs, or a member of the Administration.

Potential or actual criminal activity and other emergencies can be reported by anyone on the Main Campus or at the Academic Centers. The College encourages reporting directly to the local authorities in situations where the need is obvious, such as a theft or a situation requiring immediate medical attention. College personnel will be notified after emergency services are on their way to the campus.

RVCC expects students to be mature, honest and responsible members of the College community. Any behavior that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process is unacceptable. In addition, any behavior or activity that violates local, state or federal law is unacceptable and will not be tolerated. For further information, refer to the Student Code of Conduct policy located in the Student Handbook or RVCC website: <http://www.rivervalley.edu/student-resources/student-handbook>.

Disciplinary issues are the responsibility of the Vice President of Academic & Student Affairs in conjunction with the Judicial Committee of the College. The Vice President of Academic & Student Affairs, or designee, may take administrative disciplinary action when necessary to ensure the safety of students, faculty and staff, and to ensure the continuation of the educational process.

RVCC Procedures for Responding to Sexual Assault

This section outlines the procedures each location follows in responding to reports of domestic violence, dating violence, sexual assault, or stalking. It assumes that the incident occurred on or near campus (at an official College function or on College property). However, many of the procedures and services described here also apply if the incident occurs off campus or if the individual reporting the assault is not a student.

When an incident is reported to any unit providing sexual assault resources on campus, the person to whom the report is made shall inform the student of her or his option to notify local law enforcement authorities, including the campus security. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the institutional personnel to assist the student in notifying the authorities of the incident, upon the student's request. Finally, the student shall also be informed of the existing on and off campus counseling, mental health, and other student services.

If the student is willing to report the incident to campus security, she or he is informed that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to the police.

Although the student is not required to notify any law enforcement authority regarding the incident, the person to whom the report is made shall contact campus security to inform them that an incident of domestic violence, dating violence, sexual assault, or stalking may have occurred. Campus security in turn shall notify the College Title IX Compliance Officer, who is responsible for coordinating the campus' response to the incident. Licensed mental health workers, who learn about sexual assault as part of their professional roles, are required to maintain confidentiality. Hence only anonymous summary statistical information will be reported. The College Title IX Coordinator will act as liaison to System Title IX Coordinator to assist in system wide tracking and monitoring of incidents of sex discrimination and sexual misconduct.

After campus security is contacted, a security officer will be dispatched to take the report. The student may request a male or female officer to take the report, and this request will be accommodated whenever possible.

If the student is unwilling to report the matter to the police or to be transported to the hospital by the police, she or he is then urged to seek assistance immediately from community health services for coordination of medical care and assistance, counseling, and other available support alternatives.

The student may request changes in her or his academic situation or, in that of an alleged assailant, after the student has made a report of an assault, and the campus shall grant any reasonable request for such change.

When a student reports being a victim of domestic violence, dating violence, sexual assault, or stalking by another student, the College will conduct an investigation and determine if College policies were violated. Depending on the circumstances, the College may impose interim protections and remedies (e.g., an interim suspension) according to the Student Code of Conduct during the College's investigation of the domestic violence, dating violence, sexual assault, or stalking allegations.

At the conclusion of its investigation, the investigator will forward findings to the Judicial Committee. After receiving the results of the investigation, the Conduct Board will determine whether or not to charge the responding student with a potential violation of the Student Code of Conduct, and communicate that decision in writing.

When student conduct charges are brought against a student by the College, the case shall be resolved according to the CCSNH Student Code of Conduct and Judicial Process.

All incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Academic & Student Affairs who will identify the appropriate investigator to complete the investigation. The conduct process is suspended until the conclusion of the investigation.

A prompt, fair, impartial investigation and resolution will be provided. The CCSNH incident

resolution process must be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The responding individual is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him.

Both the reporting student and responding student can have an advisor of choice to assist them throughout the process and is entitled to information about campus policies and procedures that will be followed to address the issues.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted and files charges with the local Police Department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted, on a case-by-case basis.

- Please note that all incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Academic & Student Affairs and FIRS Team for investigation and the Code of Conduct Process is suspended until the conclusion of the investigation.

The responding individual is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him.

Both the reporting student and responding student can have an advisor of choice to assist them throughout the process and is entitled to information about campus policies and procedures that will be followed to address the issues.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted files charges with the local Police Department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted, on a case-by-case basis.

Campus Crime

A list of definitions is included below and provides basic information about each crime category.

Definitions

Arson—To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.

Aggravated Assault (Assault 1st & 2nd)—The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary—The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Criminal Mischief—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Assault, Sexual—Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

Dating/Domestic Violence—“Abuse” means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim's safety.

Murder and Nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another.

Robbery—The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Weapon Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Disorderly Conduct—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Liquor Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Trespass of Real Property—To unlawfully enter land, a dwelling, or other real property.

Drug/Narcotic Violations—The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offences—The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Motor Vehicle Theft—The theft of a motor vehicle.

Campus Sex Crime Prevention Act & Duty to Report

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at the College, the State of New Hampshire must promptly notify the College and local Police Departments. Members of the College community who wish to obtain information regarding registered sex offenders can review the online registry or visit their local police agency.

The Megan's Law information can be found at the following site: <<http://www4.egov.nh.gov/nsor/>>. This is the Registered Offenders Against Children New Hampshire Web site.

Campus Support for Victims of a Sex Offense

RVCC is acutely aware of the concerns of students, faculty and staff regarding the sudden and dramatic increase in the number of victims seeking help who have been sexually harassed, assaulted or raped, experienced dating violence or stalking on college campuses. It is the policy of the Community College System of New Hampshire that all employees and students of the state's community colleges work/study/attend classes & activities in an environment that is safe, free of discrimination and harassment.

Where such activities are in violation of the RVCC Student Code of Conduct, these activities may be referred to the RVCC Judicial Board, and/or College administration for adjudication.

In the event of a claim of rape or sexual assault, the alleged victim will be:

- Supported and brought to a safe location at the Main Campus or at the Academic Centers.
- Assisted in gaining access to the resources they need.
- Treated with respect; placing no blame for the assault. No pressure will be used to force the alleged victim to make decisions.
- Put in contact local police authorities.
- Asked to keep the evidence in tact by assuring that the alleged victim does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched.
- Put in contact the Turning Points Network (Claremont) 800-639-3130, Monadnock Center for Violence Prevention (Keene) 1-888-511-6287 or WISE Upper Valley (Lebanon) 603-

448-5922. These services are free and available 24-hours per day, 365 days per week.

- Put in contact with the Vice President of Academic & Student Affairs 542-7744 x5306.

If the alleged victim is reluctant to notify police and does not want medical assistance, encourage the alleged victim to contact the Turning Points Network, the Monadnock Center for Violence Prevention or WISE Upper Valley (contact info above). The Vice President of Academic & Student Affairs must be notified in all cases of rape or sexual assault, whether or not the individual wishes to press charges.

If you have been raped or sexually assaulted:

- Go to a safe place. Call a friend and or a rape crisis volunteer. Turning Points Network (Claremont) 800-639-3130, Monadnock Center for Violence Prevention (Keene) 1-888-511-6287 or WISE Upper Valley (Lebanon) 603-448-5922. A trained volunteer can provide you with immediate support and information.
- Do not wash, bathe, douche or change your clothing before going for help.
- Receive medical attention for treating injuries sustained during an assault, testing for pregnancy, and sexually transmitted diseases, and collecting evidence should you choose to press charges.
- Report the crime to police.
- In the event the assault has taken place on college property, or during a college activity or event (off campus), it is important to notify the following College authority: Vice President of Academic & Student Affairs 542-7744 x5306.

RVCC Drug & Alcohol Policy

Alcoholic Beverages and Controlled Substances

The possession, sale or the furnishing of alcohol on the RVCC campus is governed by CCSNH Alcohol Policy and New Hampshire state law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by RVCC. Violators are subject to College disciplinary action, criminal prosecution and fines. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the CCSNH Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus not specifically allowed by CCSNH policy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. In addition, CCSNH and its colleges have an interest in off-premise events held in their names. If alcohol is used illegally or inappropriately at such events, CCSNH or the college may take steps to protect its interests including, but not limited to, instituting disciplinary action against an employee or student.

Employment Policies are available in Human Resources (main campus) and Student's Code of Conduct Policies are available on-line at <http://www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees> and in the Student Handbooks located at the Student Services Information Center at the main campus and the Academic Centers in Keene and Lebanon.

Domestic Violence in the Workplace Policy

In conjunction with all public agencies and institutions in New Hampshire, RVCC abides by the

Domestic Violence in the Workplace Policy. This policy addresses acts of domestic violence perpetrated by or against any employee while in college offices, facilities, work sites, vehicles or while conducting college business and specifically, that these acts will not be tolerated. This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace.

Any employee, student or vendor who on RVCC property threatens, harasses, or abuses someone at the workplace, or from the workplace, using college resources such as work time, workplace phones, fax machines, mail or other means is subject to corrective or disciplinary action, up to and including dismissal. This policy shall be interpreted consistently with the policy prohibiting sexual harassment.

All employees need to take seriously the problem of domestic violence and its effects in the workplace. RVCC will take all reasonable measures to foster a safe working environment for all employees. Any employee can disclose that he or she is a victim or perpetrator of domestic violence to the State of New Hampshire Employee Assistance Program at 1-800-852-3345, extension 4336 or 271-8916. The Domestic Violence in the Workplace policy, in its entirety, can be found at: <http://doj.nh.gov/criminal/victim-assistance/documents/domestic-violence-policy.pdf>.

Campus Crime Statistics

Category	2014	2015	2016
Homicide			
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	1	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations*	0	0	0
Drug Law Violations*	0	0	0
Illegal Weapons Possession	0	0	0
Hate Crimes**			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny	0	0	0
Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0

Destruction/damage/vandalism of property	0	0	0
Any crime involving bodily injury	0	0	0

A paper copy of the annual crime statistics report that was sent to the Department of Education can be obtained at the RVCC Office of Academic & Student Affairs. The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of above crimes and other information, please visit the Security on Campus, Inc. Web Site at: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>.

- * Violations are on campus and subject to College disciplinary action/judicial referral.
- ** Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

Clery Location Definitions

The statistical report for the last three calendar years is shown on page 23 of this document. The following is a list of location definitions provided and how statics are counted and categorized.

On Campus - Any building or property owned or controlled by an institution with the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of the definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

Residential Facilities - “Dormitories or other residential facilities for students on campus” is a subset of the on-campus category. River Valley does not have dormitories or other residential facilities for student housing.

A Non-campus Building or Property - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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