

Nashua Community College

2026-2027 Student Handbook



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The information contained in this handbook is to be used as a guide to Nashua Community College for the students, faculty, and staff members. All information including but not limited to: costs, rules, regulations is subject to change at any time. The College reserves the right to modify aspects of operations as well as to change fees and other charges without notice.

This student handbook is current as of August 25, 2025.

Nashua Community College (NCC) is one of the seven colleges in the Community College System of New Hampshire. For more information about CCSNH, call 800.247.3420, or visit www.ccsnh.edu.

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

General Information

Mission

NCC is driven by student success and accessibility. The college cultivates student achievement by providing quality educational opportunities in a robust learning environment that fosters inclusiveness and belonging.

Vision

Nashua Community College (NCC) will continue to be the preferred provider of two-year, post-secondary education in the Nashua Region and evolve with the educational needs for lifelong learning.

Educated Person

Nashua Community College helps students improve their lives and become more responsible as informed citizens and educated persons. The college community has defined a set of essential skills to maximize one's role as a contributing member of society. Among those skills are communications, information literacy, scientific

reasoning, quantitative analysis, ethical responsibility, critical thinking, global connectedness, and tolerance for ambiguity.

Core Values

The college community endeavors to guide and inspire a mindset of success in our students. Our core values help students to:

Commit to the successful completion of a program at NCC;
Communicate effectively in writing and speaking;
Collaborate with others in group projects;
Create new ideas and works;
Challenge themselves to ask questions and to think critically.

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

1. Engages in programs and activities that expand access to higher education for all members of the community
2. Provides students with a full range of student development and academic support services
3. Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
4. Prepares individuals for employment in a variety of careers in business, the health sciences, and public service
5. Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program
6. Provides economic development and continuing education activities to meet the needs of business, industry, and government
7. Collaborates with visual and performing arts organizations in the community to elevate the human spirit.

Notice of Nondiscrimination

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military,

veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH 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, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Karen Graham, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565- 3196, TTY: 617-565-3204 or 1-800-669-6820.

The NCC Non-Discrimination Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

Kyle Metcalf,
Chairperson NCC Non-Discrimination Committee
Nashua Community College,
505 Amherst St. Nashua, NH 03063
NCCHREC@ccsnh.edu | (603) 897-9988

Craig Nelson
Title IX Coordinator
Nashua Community College,
505 Amherst St. Nashua, NH 03063
cjnelson@ccsnh.edu | (603) 578-8900 ext. 1766

Catherine Barry
NCC Human Resources Director
Nashua Community College,
505 Amherst St. Nashua, NH 03063
cbarry@ccsnh.edu | (603) 578-8900 ext. 1766

Jodi Quinn
Section 504/ADA Coordinator
Nashua Community College,
505 Amherst St. Nashua, NH 03063
jqinn@ccsnh.edu | (603) 578-8996

Inquiries may also be directed to:

Office for Civil Rights, Boston Office
US Department of Education
8th Floor
5 Post Office Square Boston, MA 02109-3921
OCR.Boston@ed.gov | (617) 289-0111
TTY 1-800-877-8339 | FAX (617) 289-0150

Campus Contact Phone Numbers & Web Links

Main Campus	603.578.8900
Academic Advising Center	603.578.8906
Admissions Office	603.578.8908
Bookstore	603.240.8231
Business Office	603.578.8902
Accessibility	603.578.8996
Financial Aid Office	603.578.8903
IT Helpdesk	603.578.6812
Library	603.578.8905
Registrar's Office	603.578.8904
Campus Safety Office	603.921.1089
VA Student Office	603.578.8915

Fall Semester August 31, 2026 – December 19, 2026

August	31	Fall Semester Begins
September	1	Last Day to Add a First-half Semester Course
September	8	Last Day to Add Full Semester Classes
September	8	Last Day to Withdraw with a Full Refund from First-half Semester Courses
September	14	Last Day to Withdraw with a Full Refund (Full Semester Courses)
September	19	Last Day to Resolve "I" Grades from Summer 2025
October	5	Last Day to Withdraw with a Grade of "W" from First-half Semester Courses
October	16	Last Day to Withdraw with a Grade of "WP/WF" from First-half Semester Courses

October	26	Second-half Semester Term Begins
October	26	Final Grades (First-half Semester) due to Registrar's Office no later than 10 a.m.
October	27	Last Day to Add Second-half Semester Course
November	2	Last Day to Withdraw with a Full Refund from Second-half Semester Courses
November	5	Last Day to Withdraw with a Grade of "W" (Full Semester Courses)
November	30	Last Day to Withdraw with a Grade of 'W' from Second-half Semester Courses
December	11	Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses)
December	11	Last Day to Withdraw with a Grade of "WP/WF" from Second-half Semester Courses
December	19	Fall Semester Ends
December	21	Fall Semester Grades Due to Registrar's Office no later than 10 a.m.
December	22	Final grades available for viewing on Student Information System

Terms Start and End Dates

Full Semester: 16 wks, 8/31/2026 - 12/19/2026

First-half Semester: 8 wks, 8/31/2026 - 10/24/2026

Second-half Semester: 8 wks, 10/26/2026 - 12/19/2026

Spring Semester January 19, 2027 – May 8, 2027

January	4	Winter Session Begins
January	4	Last Day to Withdraw with a Full Refund from Winter Session Courses
January	12	Last Day to Withdraw with a Grade of 'W' from a Winter Session course
January	19	Spring Semester Begins
January	20	Last Day to Add First-half Semester Course
January	25	Last Day to Add Full Semester Courses
January	25	Last Day to Withdraw with a Full Refund from First-half Term Courses
February	1	Last Day to Withdraw with a Full Refund (Full Semester Courses)
February	5	Last Day to Resolve Incomplete ('I') Grades from Fall Term
February	22	Last Day to Withdraw with a Grade of 'W' from First-half Term Courses
March	5	Last Day to Withdraw with a Grade of 'WP/WF' from First-half Term Courses
March	14-21	Spring Break
March	15	Final grades (First-half Semester) Due to Registrar's Office no later than 10AM
March	22	Registration Opens for Fall 2027 and Spring 2028 Semesters
March	22	Second-half Semester Term Begins
March	23	Last Day to Add Second-half Semester Course
March	29	Last Day to Withdraw with a Full Refund from Second-half Semester Courses
March	29	Last Day to Withdraw with a Grade of 'W' (Full Semester Courses)
April	20	Last Day to Withdraw with a Grade of 'W' from Second-half Semester Courses

April	30	Last Day to Withdraw with a Grade of 'WP/WF' from Second-half Semester Courses
April	30	Last Day to Withdraw with a Grade of 'WP/WF' from Full Semester Courses
May	8	Spring Semester Ends
May	10	Spring Semester Final Grades Due to Registrar's Office no later than 10AM
May	12	Final Grades Available for Viewing on Student Information System
May	TBD	Graduation 2PM

Terms Start and End Dates

Winter Session: 2 wks, 1/4/2027 - 1/16/2027

Full Semester: 15 wks, 1/19/2027 - 5/8/2027

First-Half Semester: 8 wks, 1/19/2027 - 3/13/2027

Second-Half Semester: 7 wks, 3/22/2027 - 5/8/2027

Definitions

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

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

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

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

Active Status: A matriculated student who has not officially withdrawn from a program or the College or has not registered for classes within a given semester, but returns to the College within three semesters will remain active and eligible to register for classes under the original program of

study. All others must reapply to the program/college and follow the new program of study. Matriculated students who have not registered for three consecutive semesters will be automatically withdrawn from the College.

Credit Hour Guidelines

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

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

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

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

- c. **Clinical Definition:** An educational experience that allows a student to develop skills in applying theory to practice in a patient care setting. Students are supervised directly on site by college faculty, who work collaboratively with on-site staff at the facility, and are directly assessed by college faculty in accordance with published evaluation criteria. Individual departments engage the clinical site through a legal Memorandum of Understanding, which defines criteria for student participation at the site. Clinical experiences are unpaid, and one credit is awarded for every 3-5 hours of clinical experience per week for a 15/16-week semester (prorated accordingly for shorter semesters).
- d. **Co-op Definition:** A co-op is an educational program involving paid, productive work experience in a field related to the student's major or career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, up to 4 credits may be awarded.

Each college department will set standards for credit allocation and student eligibility

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

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

NCC offers instruction in a variety of formats to meet the needs of different learners.

- **ON-CAMPUS**
Class takes place in a physical, on-campus classroom.
- **HYBRID**
Class is a combination of face-to-face meetings and online instruction/learning.
- **FLEX**
Class exists fully remote via Zoom and fully on-campus at a designated time. Students have a choice of how to attend on any given day.
- **ONLINE**
Class is 100% online with no required meeting times, but there will be assignment due dates each week.
- **REMOTE**
Class will use a videoconferencing service like Zoom to meet at an assigned time to deliver live instruction. These virtual meetings are synchronous, meaning that they have assigned days and times for the online class meetings.

Regardless of format, all NCC classes utilize Canvas – the college's online learning management system.

Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

24/7 Canvas Support: To access support through email, phone or chat click on the eight-ball-question icon. Students can also find guides, videos, and a Canvas community by clicking on the CCSNH Resources icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

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

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

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

Academic Policies and Procedures

Get Connected

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

Visit the [Apps Portal](#) to access all NCC Applications (Canvas, Navigate, Student Info System, Student email, etc.).

A Guide to Accessing Your Student Accounts

Obtain your Easylogin Username & Create a Password

Upon acceptance to the college or registration for classes, an email from the Community College System of NH (CCSNH) will be sent to your personal email account(s).

The email contains your Easylogin username and CCSNH student email address. Promptly follow the instructions in the email to create a password and activate your Easylogin account.

If you do NOT receive the CCSNH email, please contact the NCC Helpdesk at nccitsupport@ccsnh.edu

EasyLogin username: _____
EasyLogin password: _____

Do not share your technology privileges with others. See the CCSNH System Policy for Acceptable Technology Use <https://www.ccsnh.edu/wp-content/uploads/2023/11/System-Policy-500-Facilities-2023-SEP-25.pdf>

Your Easylogin username & password is required to access Navigate, SIS, Canvas, and Student Email.

These accounts are accessible thru the Apps Portal (<https://portal.ccsnh.edu/>).

Student Email

Your college email account is the official means of all communication between you and the college. Be sure to check this email daily!

Your **Email Address** is your *Easylogin* username followed @students.ccsnh.edu
Example:
jdoe123@students.ccsnh.edu

Canvas

Canvas is the online teaching and learning software used at NCC. It's where you will go for lessons, assignments, and content. It's where you'll interact with your instructors and classmates, submit work, take quizzes, and track your class performance.

Note: Access your *Canvas account no sooner than 6 weeks prior to the start of class.*

Courses will not display in Canvas until your instructor makes them viewable to the class.

Navigate

Navigate is a free online tool and mobile app that acts as your personal guide to NCC. Connect with your advisor, register for classes, and much more! New students should click on [this link](#) to get started.

NCC Print System - PaperCut

Each semester NCC students are allotted \$25.00 towards printing in campus computer labs. Additional monies may be added at the Bursar's Office. Any balance at the end of the semester is NOT refundable or transferable to subsequent semesters. Enter your *Easylogin* username and password when prompted.

DegreeWorks

DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion.

[Current Students - Nashua Community College \(nashuacc.edu\)](#)

EasyLogin

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

<https://www.ccsnh.edu/wp-content/uploads/2020/01/CCSNH-Change-Password-Instructions-for-C urrent-Students-UPDATED.pdf>

Student Information System (SIS)

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

Navigate

What it is: a free online tool and mobile app that acts as your personal guide to NCC. Connect with your advisor, register for classes, and much more! New students should click on [this link](#) to get started.

DegreeWorks

DegreeWorks is an online platform designed to help students monitor their progress toward degree completion. The tool enables students to clearly see their completed coursework as well as the remaining courses needed for degree completion. DegreeWorks can be accessed through the NCC Website under 'current students' at [Current Students - Nashua Community College \(nashuacc.edu\)](#). Students who have not specified a major can utilize the "What-If" function of the tool to investigate program options and required courses for various programs of study.

24/7 IT Support for NCC Students

All NCC Students receive 24/7 IT Support for assistance with login/password, multi-factor authentication, Canvas and Navigate issues. Students can access this support at <https://ccsnh.libguides.com/support>

Academic Affairs

Maximize your learning experience

How can students maximize their learning experience at NCC?

1. Carefully read the course syllabus to understand instructor expectations, class requirements, and assignment due dates.
2. Ask questions if something isn't clear. Your instructors are here to help!
3. Check your student email account regularly. Instructor communications including alerts will be sent to your student email account.
4. Take advantage of free tutoring and writing assistance available at the NCC Library <https://library.nashuacc.edu/home/tutoring>
5. Get involved! Meet with your academic advisor to discuss your goals; talk with your professors about course assignments and participate actively in class; join a club; attend campus events. Students who feel connected to their campus community tend to be more successful in college.
6. If you are having a problem in class, speak with the instructor as soon as possible. Most issues can be easily resolved if promptly addressed. If the concern persists, contact the Academic Advising Center for assistance at NCCAcademicAdvisingCenter@ccsnh.edu.

Student Evaluations of Faculty

Each semester students are asked to evaluate their instructors. The entire evaluation process is designed to maintain and improve the quality of the educational programs at NCC, so it is very important for all students to provide constructive feedback to their instructors. The Office of Academic Affairs will conduct the evaluation and responses will not be shared with faculty until after the semester has closed. Student identity information is never collected or shared during the evaluation process.

Academic Conduct

All students are expected maintain high standards of academic integrity as they complete

their coursework at NCC. Cheating and plagiarism are violations of the Student Code of Conduct and all instances of academic dishonesty are taken very seriously by the College.

Cheating

Cheating is the intentional use or attempted misuse of unauthorized materials, devices, sources, communications, or practices in an academic exercise or assignment. Instances of cheating include, but are not limited to:

- Copying answers, ideas, or words from another student or source without proper attribution;
- Aiding another in getting credit for their dishonest work;
- Presenting unauthorized artificial intelligence (AI) generated content as original work.
- Using unauthorized electronic devices per the instructor;
- Violating the rules governing the administration of exams, including communicating with other students or using smart phones or any other devices or materials to get information during an exam;
- Allowing other students or sources to do part or all of an assignment for them, including using commercial paper- and exam answer-purchasing services or free "paper mill" web sites and/or artificial intelligence.

Plagiarism

Plagiarizing includes:

- Using (in writing, speaking, or any other academic exercise) the ideas or words of others without appropriate citation that acknowledges the source(s). This includes using peer or instructor ideas or responses and presenting them as one's own.
- Presenting a paraphrased version of the opinions, work, or ideas of others without giving credit to the original source.
- Copying exact words, phrases, or sentences without using proper quotations and providing source information.
- The appropriation of all or part of someone else's work and presenting it as one's own.

Other Forms of Plagiarism:

- "Self-Plagiarism": Reusing and/or resubmitting one's own work, in whole or in part, without acknowledgement, and without permission from the instructor.
- Copying all or part of an assignment from another person or source and presenting it as

one's own work.

- Purchasing or acquiring an assignment and submitting it as one's own work.
- Falsifying or inventing information, data, or research material, including sources cited in AI-generated sites.
- Listing sources that were not consulted.

AF Policy

An instructor or administrator may issue an AF grade if a student's behavior violates the Student Code of Conduct and disrupts classroom instruction.

Please be advised that if the behavior of any student (or students) disrupts the learning of his/her classmates, the following steps will be taken by the instructor 1) verbal warning; 2) meeting with instructor and department chair; 3) filing of written complaint and referral to Vice President of Academic Affairs for possible removal from the course with AF grade.

An AF 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.

Sensitive Materials Policy

During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student

then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Classroom Audio Recording Policy

Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Accessibility Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

Copyright Policy

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

Class Cancellation Policy

There are different types of class cancellations:

- 1) The college is cancelling classes, which requires broad notification.
- 2) An instructor cancels class and will require notification via Canvas and email.

Consortium Agreement Policy

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

The basic requirements for Nashua Community College’s approval:

- The requested course must be required for graduation.
- The student must have a valid reason as to why he/she could not take the course at NCC.
- The Consortium must be signed before the end of our Add Period at the start of the semester.

Registrar

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

Registration

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

space available basis.

Online registration is available at scheduled times for returning matriculated students. Matriculated students registering for classes should contact their assigned advisor to assist with course selection and the registration process. Online registration is not available to non-matriculated students.

Add/Drop Course(s)

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

Adding a Course

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

Dropping Courses with a Refund

Students must notify the Registrar’s Office or Academic Advisor prior to the published date for “Last Day to Withdraw with Refund” (see Academic Calendar and Refunds for Tuition) in order to receive a refund. Students can also drop courses through SIS during the refund period.

Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

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

Dropping Courses after the Refund Period

After the “Last Day to Withdraw with Refund” period has ended, students may withdraw from courses until the “Last Day to Withdraw with a Grade of ‘W’” period ends (see Academic Calendar). However, the Registrar’s Office is the only official authority within the college designated to accept withdrawal notification. Officially dropping a course during this period will result in a grade of ‘W’ on the student’s academic transcript with no effect on the cumulative GPA. Officially dropping after the “Last Day to Withdraw with a Grade of ‘W’” period will require an instructor issued grade of ‘WP’ or ‘WF’ (see Auxiliary Grades and Academic Calendar). Students should always consult with an academic advisor prior to withdrawing from course(s) to avoid adverse penalties such as loss of financial aid eligibility, VA Education Benefits, or delay in meeting graduation requirements.

Transcripts

All requests for transcripts should be submitted to the National Student Clearinghouse at [National Student Clearinghouse](#). There is a \$5 processing fee. Students do not need to request a transcript to be transferred from one CCSNH school to another.

Grade Reports

Students access grades using the Student Information System.

Change of Address

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

Disability & Accessibility

Accessibility & Disability

Student utilizing Reasonable Accommodation must follow college conduct/judicial policies, follow classroom protocol, and meet behavioral standards required for all NCC students.

Students utilizing Reasonable Accommodations must meet all course and program objectives/program standard required for all NCC students.

Reasonable Classroom Accommodations

Students who have documented disabilities or suspect they have a disability that impacts learning may speak with the Accessibility Services Coordinator (ASC) to request reasonable, college level accommodations. In order to receive accommodations a student must meet eligibility requirements which is determined when the student started the formal request process. Instructions and explanation of supporting documentation are available on the [NCC website](#).

A student is required to update the Letter of Accommodations (LOA) per academic year and provide a copy of the current academic year letter to each instructor in every class each term in which they would like utilize accommodations.

No accommodations will be provided until the student provides the instructor with a current letter. The Letter of Accommodations is not retroactive and start the date the student provides it to the instructor.

Each student must attend class independently. Only persons listed on the Letter of Accommodations may support the student in class and are limited to: American Sign Language interpreters and personal care attendants (PCA hired and paid by the student). Aides for academic and/or behavioral support may assist outside the classroom only.

Service animals will typically be listed in the letter.

Accuplacer-Testing Accommodations

Testing accommodations are available for Accuplacer. Those seeking accommodations should submit the requesting using the online request form: [ACCUPLACER Testing Accommodations Request Form](#)

Academic Advising Center

The Academic Advising Center assists students with the course selection process, academic concerns, program and degree requirements, transfer options, and other related college practices. Hours of operation are posted on the website and specific contact information can be found at <https://nashuacc.edu/student-experience/advising-center/>. Students can find the name of their assigned advisor on Navigate, Degree Works, or Student Information System (SIS). In some cases, students are assigned a faculty advisor. The advising center is located in room 159.

Transfer Advising

Many students decide to continue their education after completing their Associate's degree. The academic advising team is available to assist students with their transfer plans. Also, representatives from four-year colleges visit the College to recruit our graduates. The Academic Advising staff can answer questions from students about the transfer process.

Transfer of Credit

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a "C" or higher. Courses successfully completed prior to admission are considered for transfer.

It is the student's responsibility to furnish an official transcript, and if required, provide further documentation upon request (i.e.: course description and/or syllabus). The Vice President of Academic and Student Affairs (VPASA), Department Chair, Program Coordinator, or

designee, will evaluate each course and grade and determine if the credits should transfer. The student will view the courses accepted for transfer in their Degree Works.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must submit a transfer credit authorization form to the VPASA for approval. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the GPA or CGPA. Approved Credits earned at another institution are added to the total credits accumulated for graduation.

Online Learning - Transfer of Credits

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

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

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

Alternate Ways to Earn Credit

College Board Advanced Placement (AP) Examination Credit

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. Matriculated students who have participated in the AP Program and 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 student's AP grade reports, the Admissions Office will assess the grade and recommend to the Vice President of Academic and 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. No credit is awarded on any AP exam score of less than 3. The policy stating the specific exam scores for each subject area may be reviewed at either the Admissions or Registrar's Office.

College-Level Examination Program (CLEP)

Students may choose to earn credits by taking a nationally standardized exam known as CLEP (College Level Examination Program). The college awards credits for courses in the areas of Composition and Literature, Foreign Languages, Social Sciences, Science and Mathematics. A complete list of the CLEP exams accepted for credit by NCC is available on our website as well as in the Admissions Office and the Academic Advising Center. The cost of each exam is published on the College Board website www.collegeboard.com/clep. Passing scores for CLEP are 50 and above unless specified

otherwise. Successful completion of a CLEP exam is treated as a transfer credit. Matriculated students will need to request that a copy of their scores be sent to NCC for review. This request is made to the College Board and can be done during or after the exam.

Credit by Examination (CBE)

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

If successful, the appropriate credits earned are applied to the students' programs. Students requesting a CBE shall pay a fee of \$25 per credit. This fee is non-refundable. Credit will not be given for grades below C. Students receiving a grade below C are ineligible for another CBE in that course. Students may not earn CBE for a course in which they are enrolled if they have earned a grade within the CCSNH, or if they have been administratively withdrawn, or if they dropped the course after the two-week drop/add period.

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

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

Prior Learning Assessment

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge toward credit in some degree/certificate programs. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at NCC to be eligible to apply for prior learning assessment credit. Not all programs provide this option; students should consult with their respective college advisor and/or program coordinator for more information and the process used for application. Students may be awarded a maximum of 24 credits for experiential learning. Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g. for 12 credits awarded: $0.50 \times \text{current tuition rate} \times 12 \text{ credits}$).

Independent Study

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent Study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study.

The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing in the Nashua Community College catalog. Independent Study Forms may be obtained from the Office of Academic Affairs.

Directed Study

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

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

Audit Policy

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

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

Attendance

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

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies will reflect the instructor's authority to

determine whether a student is permitted to make up work missed through absence or lateness and on what terms.

In an online class, measures of attendance and active participation have been outlined by the Federal Department of Education as follows.

Active participation by a student in an instructional activity related to the student's course of study that...includes, but is not limited to— (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) Submitting an academic assignment; (iii) Taking an assessment or an exam; (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or (vi) Interacting with an instructor about academic matters; and (3) Does not include...logging into an online class or tutorial without any further participation... . [FR090220.pdf \(ed.gov\)](#)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade. In all cases, faculty will issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor (e.g., student did not respond to EAB attendance alerts, phone calls, and/or other outreach). An "AF" grade is calculated in the GPA as an "F".

Medical Leave Policy

A matriculated student who, due to a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete his/her academic

requirements and/or who becomes unable to meet the program's technical standards and/or requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters.

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

Students requesting Medical Leave of Absence must:

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

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

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPASA and/or the student's program Department Head; compliance with any new admission criteria implemented in the

student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

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

College Withdrawal

Withdrawal from the College through Official Notification by the Student

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

Students may also withdraw from the college by phone, fax, or mail.

Withdrawal from the College or a Course Through Official Notification by the Faculty

A faculty member may process a withdrawal from the college or a course on behalf of a student who is unable to do so himself/herself because of

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

Withdrawal from the College Without Notification to the College (Dropout)

If a student ceases attendance without providing official notification, the withdrawal date will be the midpoint of the semester, unless the Registrar is notified otherwise (see below). Students who stop attending class after the add/drop period will receive an AF from the instructor at the end of the semester. An AF grade is computed into the student GPA as an F.

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

Refunds for Tuition

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

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

In accordance with Federal regulations, refunds for an amount less than \$1 (\$0.99 or less) will be forfeited.

Grading System

Reporting of Student Achievement

Students earn grades that are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. The College utilizes the following grades:

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

Auxiliary Grades Used

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

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

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

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

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

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

P: Pass (not calculated into GPA)

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

CS: Continuing Study. Allows student to re-register for a developmental course 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 need more time to meet course competencies. The CS grade does not affect GPA.

Grade Point Average (GPA)

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

Example:

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

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

Cumulative Grade Point Average (CGPA)

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

Academic Honors

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

Incomplete Grade

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

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

- The end of the third week in the Spring semester for a grade issued in the Fall semester;
- The end of the third week in the Fall semester for a grade issued in the Summer term;
- Three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester.

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

Grade Appeal/Grade Change

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

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

1. Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.
2. Meet with the Program Coordinator/ Department Chair. If the issue was not resolved in Step 1, the student has three (3) workdays 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 VPASA if the faculty member is also the Department Chair or Program Coordinator. Within three (3) work 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.
3. File a written appeal with the VPASA or designee. If the issue is not resolved in Step 1 or Step 2, the student has three (3) work days to file a written appeal with the VPASA or designee. The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative. The VPASA or designee will have ten (10) business days from receipt of the written appeal to render a decision. The decision of the VPASA or designee is final.

Course Repeat Policy

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

be counted toward degree requirements.

Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs. A failed course may not be passed via Credit by Exam.

Good Standing

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

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

Academic Warning

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

Academic Standards

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

Academic Probation 1

Students with a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation 1 (AP1). Students must earn a CGPA of 1.5 or greater at the end of their second semester of attendance in order to come off Academic Probation. When placed on AP1 status, students must contact the Academic Advising Center to develop a plan of action for academic success.

Academic Probation

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

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

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

Academic Suspension

Academic Suspension Definition: Students placed on Academic Suspension will be removed from their program and may not reapply for admission for a minimum of one semester. Students may continue to take courses as a non-matriculated student and will not be eligible for Financial Aid. Students placed on Academic Suspension will be required to meet with an Academic Advisor to create an academic plan and to meet with the advisor on a regular basis.

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

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

OR

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

Academic Standing Committee

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

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

The student will receive written notification of his/her academic standing. The suspended student must wait one full semester before reapplying for matriculation into his/her program of study. Suspended students may continue to take courses as a non-matriculated student and are required to meet with an academic advisor to create an academic plan and meet with the advisor on a regular basis.

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

Appeal Procedure

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

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

Academic Amnesty

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

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

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

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

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

Graduation

Graduation Requirements

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

- Degree students must earn 15 credits, eight of these credits must be in advanced courses in the student's major.
- Certificate students must earn 6 credits or 25% of the credits, whichever is higher.

Additional Associate Degrees

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

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

Graduation Ceremony

Commencement is held once a year in May. Students, who expect to complete requirements for a degree or certificate, must file an INTENT TO GRADUATE form with the Registrar by submission deadline.

ALL COURSEWORK WILL BE COMPLETED SUBMISSION DEADLINE

FALL 2025 (awarded in December)	November 3, 2025
SPRING 2026 (awarded in May)	February 6, 2026
SUMMER 2026** (awarded in August)	April 3, 2026

**Summer graduates who need two or more courses during the summer semester, and/or have a CGPA below 2.5 at time of spring semester final grades, will not be eligible to participate in the graduation ceremony in May.

Failure to file an INTENT TO GRADUATE form by the deadline may mean the student cannot participate in graduation exercises.

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

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

Graduation Honors - College CGPA

CGPA 3.20 - 3.59 = Cum Laude
CGPA 3.60 - 3.89 = Magna Cum Laude

CGPA 3.90 - 4.00 = Summa Cum Laude

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

Tuition and Fees

Tuition Deposit

A non-refundable tuition deposit of \$100 will be required from all international students and students matriculated in Nursing. A matriculated student is defined as one who has been formally accepted into a degree or certificate program. The President or his/her designee reserves the right to waive the fee in circumstances where the collection of the deposit is not feasible (e.g., late admits, financial hardship, obstacle to disbursing financial aid).

The deposit will be applied to the tuition for the semester immediately following the student's matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee.

Some programs at NCC require the use of equipment and supplies which must be purchased by the student. These materials are necessary for career entry upon graduation and are important for the student to receive a high quality, hands on college Education.

For information regarding estimated costs and requirements, please refer to the desired degree program within the [NCC Catalog](#).

Advance Payment Requirement

Tuition is due two weeks prior to the start of the semester and can be paid in the Business Office, by mail, by phone or online through the Student Information System (SIS). When tuition is not fully covered by financial aid and/or a payment plan, it is the student's responsibility to pay the

difference two weeks prior to the start of classes. A \$50 late fee will be charged to students who do not comply.

Monthly Payment Plan

To assist students with tuition charges, the College offers an interest-free monthly payment plan administered by Nelnet Business Solutions. The plan allows students to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the ["Pay for College"](#) Tab.

Comprehensive Fee

The mandatory \$23 per credit hour fee is charged to all students enrolled in credit courses for the fall, spring and summer semesters. The comprehensive fee supports the Wellness Center, Student Activities and their administration. Students have access to the Wellness Center. In addition, students can attend Student Senate sponsored events for little or no cost.

Academic Instruction Fee

A fee will be charged for all Laboratory/Practicum or other similar experiences. The fee will be calculated by subtracting the number of lecture hours (CL) from the number of credit hours (CR) and multiplying the remainder by \$110 for each course. This fee will be added to the normal tuition charge for that course. The fee will be charged to all students with no exceptions. See the [College Catalog](#) for more specific information on tuition and fees, visit the [Tuition and Fees webpage](#) for the most up-to-date information.

Example:

CL LAB CR

SCIN 201 A&P I 3 3 4

$$4 - 3 = 1 \times 110 = \$110$$

Nursing Clinical Surcharge

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$500

per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee and comprehensive fee.

Collection Clause

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

Fee for Protested Checks

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to any CCSNH College or the CCSNH Chancellor's Office as uncollectible, CCSNH shall charge a fee of \$35 in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the CCSNH, to cover the costs of collection.

Student Affairs

Health Forms

Specific proof of immunity may be required depending on the program of study. Additional immunization, laboratory work and/or written documentation may be required based on individual circumstances.

Immunization Policy

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

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

- c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
 - a. Laboratory confirmation of an immune titer;
 - b. Been immunized with one dose of vaccine after 12 months of age; or
 - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
 - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
 - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
 - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
 - b. A positive PPD established by an x-ray with negative results within the last year; 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
- Early Childhood Education
- Human Services

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

Additional Immunization Recommendations

It is recommended that all registered students will have obtained, before college entrance, all immunizations against childhood diseases, including mumps, tetanus, diphtheria and polio, in accordance with the currently accepted immunization schedules of the New Hampshire Division of Public Health Services.

IMPORTANT: The clinical portion of some programs is offered at area health care facilities (“clinical sites”). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and do not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites’

requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Allied Health program.

Determination of In-state Status and Change of Status

A student will be classified as in-state or out-of-state for tuition purposes at the time of admission. The Admissions Office will make the decision based on information furnished by the student's application and other relevant and available information. To qualify for in-state tuition, a student must be domiciled in New Hampshire prior to registration for the term for which in-state status is claimed. Students living within a 50-mile radius of the NCC campus also qualify for in-state tuition.

A member of the active duty U.S. Armed Forces stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as "in-state" for tuition purposes so long as said orders remain in effect and residence in this state is continued. Also, military personnel who are residents of another state but choose this state as their residence within 90 days of being discharged from the military will be considered residents and charged in-state tuition. Refer to the "Veterans' Assistance" Section on our website <https://www.nashuacc.edu/pay-for-college/military-and-va-assistance?highlight=Wyj2ZXRIcmFucyIsInZldGVyYW5zlyJd> for more information.

Residents of the five New England states are eligible to pay a lower, regional tuition (instead of the out-of-state) when enrolled in associate degree programs approved under the New England Regional Student Program (NERSP). The College allows additional eligibility to include all associate degree and certificate programs.

International Students are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled at NCC.

Any student who has, on his/her first admission

to the College, been classified as New England Regional or out-of-state for tuition purposes, may apply to the Admissions Office for a change of status on or before September 1 for the subsequent fall semester, on or before January 1 for the subsequent spring semester, and on or before June 1 for the subsequent summer term.

Any student who is aggrieved by the decision of the Admissions Office may appeal in writing to the Vice President of Academic and Student Affairs or designee. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant.

Financial Aid

DISCLAIMER: All financial aid information and policies are subject to change at any time.

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

Veterans Assistance

How Do I Receive VA Education Benefits at NCC?

Students should review the Military and VA Assistance section of the NCC website at <https://www.nashuacc.edu/afford-ncc/military-and-va-assistance/> to determine the steps required for each benefit type.

Certification of Courses

Beneficiaries must be formally declared in an approved academic degree program or certificate program to utilize VA education benefits. Non-credit courses or programs are not approved. Any prior earned credit, including credit for military experience, must be evaluated by the College for transfer. The VA will only pay for courses that apply to a beneficiaries' current degree plan that have not been satisfied with prior transfer credits.

Books and Supplies

Beneficiaries are responsible for purchasing books and supplies. Any book charges applied to a beneficiaries' student account, such as Follett Access fees, are not covered by the VA. Students will be required to make payment or payment arrangements with the Business Office for any Follett Access charges by the payment deadline.

Adjustments to Certifications

Any changes in credit hours enrolled, including adds, drops, withdrawals, and academic failures, will be reported to the VA. Such changes may be subject to recoupment to the VA. Beneficiaries will be responsible for any recoupment.

Payment

If a beneficiaries educational benefits do not cover the total cost of their tuition and fees, students must make payment or payment arrangements with the Business Office prior to the payment due date.

Academic Progress

Satisfactory progress toward completion, as specified in the Academic Standards section of the college Catalog, must be maintained. Students who are placed on academic suspension may no longer be certified for VA education benefits. Students who are suspended must meet the established Academic Standards before benefits can be resumed.

Students Called to Active Duty

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

Please contact academic advisor to discuss your military call up status, and to answer any

questions regarding the options listed below. This office will need documentation of the call up in order to process a withdrawal for the VA.

1. **Withdraw**

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

OR

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

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

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

Checklist in the Event of a Call to Active Duty

1. Contact each instructor in order to find out if each is willing to work with you on completing the course.
2. Contact your academic advisor to communicate your military call up and future plans. Indicate if you will be withdrawing, or if you feel you can complete the courses in an extended time frame.
3. Contact the Financial Aid Office if you received federal student loans. You will need to complete exit counseling.
4. The Registrar's Office will need a completed Withdrawal form. You may pick up a form in that office. Clearly state the reason for withdrawal as "Called to Active Military Duty".

College Policies and Procedures

Student IDs

Matriculated students are issued a student ID at the beginning of their first term free-of-charge. A student ID is required for entry to the building and should be visible at all times while in the building. Exceptions to having a student ID visible include wearing a lanyard where it could present a hazard (ex. operating heavy machinery or working on motor vehicles) Non-matriculated students may purchase an ID for \$10. Students requesting a replacement ID card will be assessed a fee of \$10. A valid NCC ID is required when using the facilities in the Wellness Center or when checking out materials from the College library. To obtain your ID card, please contact Campus Safety 8:00am-9:00 p.m. (Saturdays 9:00-4:00 p.m.)

Parking

Students must park in designated areas only. All student vehicles must have an NCC parking sticker displayed in the upper left corner of the driver's side interior window. Parking tags can be obtained from the Campus Safety Office. Violators will be fined as follows:

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

When necessary, towing at the student's expense may be authorized by the President or his/her designee. Any offenses in excess of three shall be charged a fine of \$50 and may result in permanent car restriction from campus. Transcripts, diplomas, and grade reports will not be issued until all parking fines are paid.

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

Wireless Access Policy

A wireless network is available on campus to all students. Computers using the campus Wi-Fi must have up to date virus protection software and have current virus definition updates in place.

Registered students can access the CCSNH wireless network by logging in using their EasyLogin username and password.

For more information on how to connect to the campus wireless network, visit [CCSNH Information & Academic Technologies Support Knowledge Base](#).

The College and the Community College System of New Hampshire reserves the right to monitor and restrict user activity on the network. Failure to comply with policies will result in a loss of account privileges. Students must comply with all computer policies and the [Computer Conduct Code](#).

Timely Warning & Emergency Notification Policy

I. Policy Statement

Timely Warnings and Emergency Notifications will notify members of the College community of potential threats against which they can take preventive measures.

II. Policy Purpose

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the College will provide emergency notification or timely warning to the College community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the College community; or a crime or incident is reported that poses a

threat to members of the College community.

III. **Scope of Policy**

Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute a serious or continuing threat to members of the College community.

Timely Warnings are disseminated for the following FBI Uniform Crime Report/National Incident Based Reporting System

Classifications: arson, criminal homicide, sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape), and robbery, aggravated assault, burglary, and hate crimes. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, and the information known to the College. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other members of the College community; therefore, a Timely Warning would not be disseminated.

Emergency notifications will be issued in response to a significant emergency or a dangerous situation, either on campus or, in some cases, off campus that, in the judgment of the College, constitute an immediate, imminent, or impending threat to the health or safety of members of the College community.

IV. **Timely Warning Protocol**

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose a threat to members of the College community, an email Timely Warning is sent to all students, faculty and staff.

Updates to the College community about any

particular case resulting in a Timely Warning may be distributed via email, may be posted on the College website, or may be shared with local News media.

The College may not provide Timely Warnings about those crimes reported to a pastoral or professional counselor.

V. **Emergency Notification Protocol**

Emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

- Alert System- Email, text messages, MyNCC phone app and voicemail messages (where appropriate) are automatically generated.
- Website Updates- information will be posted to the College's website

The Emergency Management Group, or select members of management are responsible for determining the deployment of the Alert system for use in disseminating emergency notification/information. The College President or designee will issue all Emergency Alerts.

VI. **Timing, Content, and Decision Criteria for a Campus Timely Warning or Emergency Notification**

A. **Timely Warning**

- The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- The warning should include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take

to avoid becoming a victim and to protect.

B. Emergency Notification:

- A statement as to what the emergency or dangerous situation is, in specific terms;
- A statement providing direction as to what actions the receiver of the message should take to ensure their own safety;
- A statement as to where or when additional information may be obtained.

Unattended Children on Campus Policy: Students/Guests/Visitors

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

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

This policy is intended to control the nuisance and potential health and safety hazard created by domestic animals (e.g. dogs, cats, livestock) and wild animals (e.g. raccoons, skunks, opossums) on campus. Animals and pets are not permitted in campus buildings, with two exceptions: any guide dog, signal dog or other animal individually trained (or undergoing training) to assist an individual with a disability, and dogs registered by Faculty and Staff with Campus Safety. Service dogs must be identified while on campus wearing the appropriate service dog attire. Service animals in training must receive prior approval of the President's Office before coming onto campus.

This request should be initiated in writing to the attention of the college President. This policy applies to all students, faculty and staff.

Students in violation of this policy will go through the judicial process. In the case of faculty or staff, violations shall be reported to the appropriate supervisor to initiate corrective action.

Service Animal Policy

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and

assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (Federal Regulation Title 28 → Chapter I → Part 36 → Subpart A → §36.104)

Some Examples of Types of Service Animals

Guide dog: A dog that is trained to serve as a travel tool for individuals who are blind or have low vision.

Hearing dog: A dog trained to alert deaf persons or those with significant hearing loss, to sounds such as knocks on doors, fire alarms, phone ringing, etc.

Service dog (assistance dog): A dog trained to assist a person with a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, 18 opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.

Sig (signal) dog: A dog trained to assist a person with autism. The dog makes a person aware of movements, which may appear distracting to others and are common to those with autism. A person with autism may also have deficits in sensory input and may need service animals to provide similar assistance as is provided to a person who is blind or deaf.

Seizure response dog: A dog trained to assist persons with seizure disorders. The method by which the dog serves varies depending on the individual's needs. Some dogs are able to predict seizures and provide advanced warning.

Requirements of Service Animals and Their Handlers

The following generally apply to all approved service animals:

- The service animal must be registered through the Disability Services Office and the Security Office.

- The service animal must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations must be provided in advance.
- The service animal must be licensed and have tags in accordance with applicable state and local laws. Documentation of animal licensing must be provided in advance to NCC. NCC also reserves the right to request proof of licensing anytime during the animal's residency.
- The service animal must be on a leash, harness or tether at all times. Exceptions may occur when the animal is performing a specific duty that requires it to be unleashed or where the Nature of the documented disability of the handler precludes adherence to this requirement.
- The handler must be in full control of the animal at all times.
- The care and supervision of a service animal is solely the responsibility of its handler. The handler must (1) always carry equipment sufficient to clean up the service animal's feces whenever the animal and handler are on NCC campus; and (2) be responsible for the proper disposal of the animal's feces and for any damage caused by the waste or its removal.
- The service animal must be well-behaved. The handler must ensure that the animal refrains from behavior that threatens the health and safety of others.
- The service animal whose behavior poses a direct threat to the health or safety of others or is disruptive to the NCC community may be excluded, regardless of training or certification. Service Animals in Training: All the above statements apply to service animals in-training.

Messages

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

Cell Phone Usage

The College requests that students carrying cell phones have an inaudible signal on calls during class time. If it is necessary to respond to a call, please leave the classroom environment. The

faculty members have the right to require all cell phones to be turned off in their classroom except in extreme cases of emergency.

Posters, Signs and Notices

All posters, signs and notices should be legible and receive prior approval from the Office of Student Life before posting on appropriate bulletin boards.

Use of College Name

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

Insurance

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

We encourage students needing health insurance to review the Companies licensed to sell health insurance in NH at <http://www.nh.gov/insurance/consumers/healthinscos.htm> to identify a provider that best meets their needs. The list includes companies that could provide either individual health insurance or short term (six months) health insurance. Please note that NCC is providing this link as a resource to our students and it should not be viewed as an endorsement of any of the companies or their plans. To obtain government information on health insurance or to apply visit <https://www.healthcare.gov/get-coverage/>.

Health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act <https://www.healthcare.gov/glossary/essential-health-benefits/>
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester(s) (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility).

The following plans DO NOT meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA
- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

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

Use of College Facilities/ Solicitation Policy

As community resources, the Colleges will occasionally make their facilities available for public use. The College reserves the right to deny any use it deems not in the best interest of the College or inconsistent with its values and mission.

Individuals or organizations seeking access to College facilities for specific use or in order to

meet with or make solicitations to students, faculty, or staff are required to request access from the Office of the President or designee. Failure to do so will result in a request to vacate the campus immediately. For more information and the facilities request form click [here](#) [Facilities Rental](#).

No unapproved commercial solicitations will be permitted in classrooms or offices. An approved business or organization may be allowed to set up a table and display in a public space for a designated period of time.

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

1. Facilities must be used with due discretion and care.
2. There must be no interference with the educational schedule or undue demands made on college personnel.
3. One member of the user group is to be designated and authorized to act as the person with primary group responsibility.
4. The group utilizing Nashua Community College's facility is responsible for meeting the following:
 - Meals and rental fee: meal charges and room rent shall be established by the college administration, with modifications approved by the President or designee.
 - Staff time: when staff (faculty, clerical, custodial) time is required over and above the normal day's activities, expenses related to such time will be charged to the using group.
 - The cost of police coverage.
 - Any damage arising from facilities usage.
 - Any special services required or arising as a result of the usage.

Barred and Expulsion

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

Operations of Motor Vehicles on Campus

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

Reckless Driving

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

Speeding

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

Failure to Yield to Pedestrians

Vehicles must yield to pedestrians in crosswalks. Stop or slow down while a person is crossing in a marked lane.

Emergencies & Safety

Yellow Emergency Boxes & Red Phones

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

Emergency Blue Phones

Available outside throughout the campus. It will dial 911 only. Note that calls made from these boxes are NOT directed to Campus Safety, therefore, students should also notify Campus Safety. State the problem, location and if an ambulance is needed.

Safety and Fire Regulations

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

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

When discovering a fire:

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

When the fire alarm sounds:

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

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

Campus Safety

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

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

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

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

Annual Crime Statistics

The Campus Safety Office compiles crime statistics on a yearly basis in Compliance with Clery Act / 34 CFR 668.46 s.s. B. The report is available by visiting the [Safety & Security](#) web page for Security Report information or go directly to the Clery Report by visiting: nashuacc.edu/wp-content/uploads/2024/09/Clery-Act-2023-9-23-24.pdf

Health and Safety Standards

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

Firearms and Dangerous Weapons

For the purpose of this policy, firearms and dangerous weapons shall include, but are not limited to, shotguns, rifles, pistols, BB guns, dart guns, starter pistols, blow guns, bows and arrows, martial arts weapons, including but not limited to nunchakus, throwing stars, knives over three inches in length, and any other device that could be or appear to be of danger to other persons. (Starter pistols may be utilized for specific events

by qualified persons with prior approval). Students, staff and faculty are not allowed to have a weapon on campus. Any student found to be in violation of this policy will be subject to possible dismissal from the college.

Student Property

Lost and Found

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

Tool Box Storage

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

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

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

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

Drug and Alcohol Policy

Drug and Alcohol Policy Overview

The College supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State and local laws pertaining to controlled substances, including alcohol.

NCC recognizes alcohol abuse as a deterrent to the mission of the College. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community as a whole. NCC is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life at NCC. NCC encourages a commitment from students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community. Any student in need of assistance with a personal problem with substance abuse may obtain assistance through the Office of Student Services.

Alcohol

Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, is prohibited. Under unusual circumstances, such as when the college is hosting community- sponsored events or dinners for visiting dignitaries, the President may give permission to serve limited amounts of alcohol.

Students will observe the following:

1. All students and guest must follow the Alcohol Policy at Nashua Community College. To support the policy and to minimize confusion in enforcement, no one under the age of 21 may consume alcoholic beverages or possess manufactured containers that hold or transport alcoholic beverages on the public areas of campus, at Nashua Community College sponsored events or activities off-campus.
2. Sale of alcoholic beverages on campus is prohibited.
3. Drinking of alcoholic beverages is prohibited in the public areas of the campus at any time; this includes all facilities, functions

open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.

4. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. However, a waiver may be granted by the President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations. Those who grant approval for alcohol consumption must keep a written record of all such approval.
5. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third-party licensed vendor be retained or serving alcohol.
6. Violation of the rules concerning use of possession of intoxicating beverages will result in referral to a judicial hearing which may result in suspension or dismissal from the College.
7. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
9. Excessive or irresponsible drinking and drunkenness will not be tolerated.
10. No person may sell, furnish or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.

Drugs and Narcotics

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

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

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

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

For information about legal sanctions imposed under local, state or federal law, please refer to the Annual Clery Security Report on the Campus Safety webpage at: nashuacc.edu/wp-content/uploads/2024/09/Clery-Act-2023-9-23-24.pdf

Referrals for Alcohol and Drug Abuse Treatment;
Alcohol Treatment Center (24 Hour Helpline)
1-800-711-6402

Drug and Alcohol Abuse Helplines
1-888-852-7453 or 1-866-395-1680

Harbor Care
77 Northeastern Blvd.
Nashua NH 03062
Phone: (603) 882-3616
Email: hope@harborcarenh.org
Web Site: www.harborcarenh.org/get-help-index#substance-use-services-overview

Greater Nashua Mental Health Center
440 Amherst Street
Nashua, NH 03063
603-943-8335

www.gnmhc.org

USNODRUGS 1-888-852-7453

www.usnodrugs.com/New_Hampshire/Nashua-drug-rehab-treatment-centers-directory

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

Smoking Policy

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

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

electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Title IX/RSA 188-H Sexual Misconduct Policy & Grievance Procedures

Title IX Information and Contact

Reports of sexual, sex based or gender based misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can be made in person to Craig Nelson (Streeter Hall, room 124), by calling (603) 406-4521, by email to cjnelson@ccsnh.edu, or mail to: Nashua Community College, 505 Amherst Street, Nashua, NH 03063 Attn: Craig Nelson.

Immediate, confidential help is also available by contacting:

- New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
- New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
- National 24-hour Sexual Assault Hotline: 1-800-656-4673
- National 24-hour Domestic Violence Hotline 1-800-799-7233
- Campus Safety Office 505 Amherst Street Nashua, NH 03063 Phone: 603-921-1089 Email: NCCSafety@ccsnh.edu
- Nashua Police Department 28 Officer James Roche Dr. Nashua, NH 03062 Phone: 603-594-3500 For all emergencies dial 9-1-1
- New Hampshire State Police Troop B 16 East Point Drive Bedford, NH 03110 Phone: 603-666-3334 Email: TroopB@dos.nh.gov
- United States Attorney's Office [federal law enforcement] District of New Hampshire 53 Pleasant Street, 4th Floor

Student Hazing

I. Purpose and Scope

The College hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

II. Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them below:

Hazing means any act directed toward any student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued attendance in the College, or any club, or other college or college-affiliated or sanctioned organization.

III. Prohibitions and Obligations

Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.

1. It is also a Class B misdemeanor for the college or any club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
2. No college student, official, or employee shall participate in hazing.
3. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Academic and Student Affairs, Campus Safety and to the police.
4. Any college student, official, or employee having direct knowledge of hazing occurring

in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Academic and Student Affairs, Campus Safety and to the police.

5. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice President of Academic and Student Affairs, Campus Safety and to the police, without delay.
6. Anyone in the College community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.

Technology

Computer Conduct Code

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

- No student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without approval from the NCC IT Department.
- No student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without approval from the NCC IT Department.
- No student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.
- No student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an

illegal act, make threats or harass individuals or misrepresent themselves to others.

- No student will access or display any pornographic materials on any College computer or network equipment.
- No student will bring any food or uncovered drink into a College computer lab including classrooms or libraries where computers are located.
- No student will use any College computer or network equipment to run his/her own business.

Canvas

Canvas is the online learning management system used by instructors and learners at Nashua Community College.

Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

All NCC students can access 24/7 Canvas support at <https://ccsnh.libguides.com/support>

Technology Recommendations

Since many classes have an online component, it is recommended to bring a laptop to class that meets the following standards:

- 8GB RAM minimum 64 bit (16GB for graphical work)
- Intel Core i7/AMD A7 processor or higher
- Wireless networking card for campus
- Solid-state hard drive
- Maximize usb ports
- Windows Operating system 10
- No Windows 10 S (only runs apps purchased at windows store)

Chromebooks (or MAC / PC tablets), are not recommended because they do not have adequate computing power or they have software compatibility issues. **Although it is not required**

to bring a laptop to all classes, it is a recommendation. Please see your syllabus for specific course requirements.

Full Semester Laptop Loan Program

Rules for borrowing NCC Laptops:

- The student may borrow a laptop for one semester at a time on an equipment available basis.
- Students must be matriculated (enrolled in degree or certificate program) **and must be registered for classes during the semester(s) they wish to use the laptop**
- The laptop must be returned upon graduation or withdrawal from NCC, as well as at the end of the academic semester for which it was loaned, unless the student enrolls for the next semester.
- A borrowed laptop is considered lost if the borrowed laptop is not returned after:
 - Student fails to respond to school correspondence asking about their enrollment status for 6 days
 - 6 days after graduating from Nashua Community College
 - 6 days after transferring or withdrawing from NCC
- A lost laptop is the responsibility of the student borrowing the laptop. The cost of lost laptops are assessed to the Student's bursar account for \$900. If the Student returns the device in good condition within 30 days of the date of assessment, the replacement fee is waived.
- The Student must comply with the [College's Computer Use Policy](#) while using the laptop.
- The College's [Computer Use Policy](#) is in the student handbook and on the school's website. *Laptops are for academic purposes only.
- Students must be matriculated (enrolled in degree or certificate program). If the laptop is lost or stolen, it is the Student's responsibility to notify NCC IT at 578-6875.
- Students are responsible for obtaining internet access when using the laptop off campus.
- The Student is solely responsible for any loss or damages.
- The College is not responsible for any lost data, documents, or applications the Student

may have saved to the laptop. Devices are restored to default meaning everything is erased upon return.

- Students may not physically alter the laptop in any way. Alterations, including application of external skins or stickers, are considered damage and results in charges for repair.
- The return process includes a thorough inspection of the laptop's condition.
- The Student is solely responsible for any loss or damages.
- The Student will be charged a replacement fee for a missing and/or damaged device and accessories. Replacement fees are, but not limited to, the following:
 - Power/Charging cord not returned \$50
 - Cracked or severely marked screen \$200
 - Keyboard/Case severely damaged or vandalized \$50
- Any charges are sent to the Bursar's Office for collection and may prevent a Student from registering for classes, obtaining diploma/transcripts, and/or graduating until paid in full.

Email [NCC IT Support, nccitsupport@ccsnh.edu](mailto:nccitsupport@ccsnh.edu), for further information, or visit the [Website](#) to complete the form for the Laptop Loan Program

Short-term Library Laptop Loan Program

Students enrolled in at least two NCC courses are eligible to borrow laptops from the [library](#).

Laptops are available on a first-come, first-served basis and cannot be reserved.

Laptops can be borrowed for **one week** and must be returned to the library before being checked out again or renewed. If a student needs a laptop for an extended period, they should contact the college IT Department.

Laptops are the property of Nashua Community College and are intended for academic purposes. Students must comply with the [College's Computer Code of Conduct](#) while using library laptops. See policy in the student handbook.

The borrower is responsible for any loss or damage. If the laptop is lost or stolen, a student should notify the Library ASAP at 603-578-8905 or ncclibrary@ccsnh.edu.

Alterations, including application of external skins or stickers to laptops, are considered damage and will result in charges for repair.

Students are responsible for obtaining internet access when using the laptop off campus. On campus and in the parking lots, students can connect to the college WIFI.

Office 365 (Word, Excel, PowerPoint, etc.) is available free for NCC students. Students are responsible for downloading and installing it.

Returning NCC Laptops to the Library

Devices are restored to default (everything is erased) upon return. The College is not responsible for any data, documents or applications the student saved to the laptop.

The return process includes a thorough check of the laptop's condition by library staff.

The student will be charged a replacement fee for a missing and/or damaged device and accessories. These include, but are not limited to, the following:

- Laptop and charging cord not returned \$900
 - Power/Charging cord not returned \$50
 - Cracked or severely marked screen \$200
 - Keyboard/Case severely damaged or vandalized \$50
- The laptop is considered LOST if not returned by one week after its due date. The cost to replace the device and associated components will be assessed to the student's bursar account. If the student returns the device in good condition within 30 days of the date of assessment, the replacement fee is removed.

Any charges are sent to the Bursar's Office for collection and may prevent a student from registering for classes, obtaining diploma/transcripts, and/or graduating until paid in full.

For more information about the Short-term Library Laptop Loan Program, please visit the [library website](#) or email the library at ncclibrary@ccsnh.edu.

College Email System

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

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

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

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

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

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

Printing & Copying

Nashua Community College uses a print management solution called PaperCut for network printing from college computers. Every student is given a \$25 initial credit per semester for printing and/or copying. It is every student's responsibility to monitor their own print account and ration their quota appropriately. If a student runs out of their initial \$25 credit they can purchase more credits by visiting the Business Office. All credits expire at the end of every semester and another \$25 credit will be reloaded for the new semester. No refunds will be issued for any unused credits (including purchased

credits) per semester. *Note: There are three semesters in an academic year, Fall, Spring, and Summer. Quotas will start the first day of each semester.*

Quotas end the Friday following the last day of term as defined in the official academic calendar.

Printing/Copying Costs:

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

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

Credits can be purchased in \$5 increments and can take up to three business days to appear in the students print balance, please plan accordingly. No refunds will be issued for any unused credits or purchased credits per semester.

Printing, Copying & Scanning Guidelines

1. Respect the rights of other students, faculty and staff while printing or copying.
2. During peak times avoid large print/copying jobs.
3. Stored printed jobs expire after 24 hours.
4. Do not open the printer for jams, please contact the IT Dept.
5. Do not remove toner, please contact the IT Dept.
6. Do not remove or load paper, please contact the IT Dept.
7. Do not adjust, unplug, or remove any of the printer's components or reconfigure any permanent settings.
8. Please be sure you have logged out of your session when making copies or scanning.
IMPORTANT: Leaving an open session could allow another user to print on your credits, Nashua Community College is not responsible for left open sessions.
9. When copying documents, **you are responsible for following copyright laws.**
10. Do not wait until you are down to a zero balance before purchasing more credits, it can take up to three business days after purchasing to see your new balance.

Campus Services

Bookstore

The store is a contract service with Follett Higher Education Group, Inc. and is 100% online. The bookstore facilitates Professor-determined textbooks that are then ordered for student courses. The bookstore also offers school supplies such as pens, pencils, notebooks, calculators, binders, study guides as well as an assortment of NCC spirit clothing and gift items.

Please contact the bookstore via their website at <https://www.bkstr.com/nashuaccstore/home> for more information.

Textbooks

The bookstore offers; New & used textbooks, both of which can be rented, digital textbooks with and without access codes, custom textbooks and low cost materials (under \$40). These titles are used increasingly in General Study courses. The bookstore staff is committed to providing the most effective solutions to our campus community and works closely with professors. We strongly advise that you purchase your textbooks one to two weeks prior to class start, especially if you wish to purchase used textbooks.

You can also purchase or rent your textbooks online through <https://www.bkstr.com/nashuaccstore/home>.

Paying for Your Books

The Bookstore accepts cash, Debit, Visa, MasterCard, Discover, American Express, PayPal, Apple Pay, Samsung Pay and Google pay. The Bookstore also accepts checks written for the exact amount of purchase. The person whose name appears on the check must be present or the family member making the purchase must have the same last name and provide a valid driver's license or state issued non-driver ID (no starter checks, please). If your books are being paid for by a third party, such as NH Vocational Rehabilitation, VA, or by financial aid, The Bookstore must receive and process authorization prior to releasing the textbooks. Be sure to ask about the Price Match program

available to cash, check and credit card customers. Please see the bookstore for return policies regarding textbooks and non-text items.

Buyback Program

At the end of the fall and spring semesters, the bookstore runs a buyback program in which the bookstore can pay up to 50% of the student's previously paid price for books in good condition, IF being used in the upcoming semester. This means, the bookstore can offer up to 50% for books only if they have been ordered by the professor or department chairperson for an upcoming term. Books that they do not have an order for, are subject to wholesale prices. They can only buy back limited quantities of books, so be sure to sell back your books early.

Contact Information

If you have any questions, please email them at 0971mgr@follett.com, or visit their website at <https://www.bkstr.com/nashuaccstore/home>.

Walter R. Peterson Library and Learning Commons

The Library and Learning Commons in Streeter Hall is a space to study, relax, meet up, use computers and printers and to get help with college assignments from NCC tutors. For current hours, please see the library website. [<https://library.nashuacc.edu>]

The Library provides these services

- general information about college offices and services
- research assistance for assignments and papers
- basic technical assistance (with MS Office, printing, Canvas, Zoom)
- computers, printers and scanners
- meeting space for groups
- laptop and classroom technology lending
- a drop-in tutoring and writing center

Tutoring and Writing Center

Drop-in math and writing tutoring by faculty members and professional tutors is available to all students, free of charge. Most in-person tutoring happens in the library.

Students can also access 24/7 online tutoring in many subjects in all Canvas courses. The tutoring is chat-based with audio and video options. See <https://library.nashuacc.edu/home/tutoring>.

Library Website

NCC students get 24/7 access to an extensive array of online resources, including search tools and citation resources, databases and ebooks, research guides and streaming videos. On the website, find contact information to email library staff. <https://library.nashuacc.edu>

Computer and Printer Access

The library has 15 desktop computers equipped with software for student use and also provides short-term loans of laptop computers. Library staff can assist students with SIS accounts, Canvas, Zoom, wireless access and basic software.

The library has one black and white printer, that requires Easy Login. Each term, students get an allowance for free printing and need to pay for printing that exceeds that limit. Wireless printing is also available.

Lost or Damaged Library Materials

When library materials including laptops are damaged or lost, the borrower will be billed for the replacement costs. Until the student's library liability is cleared, a hold placed on the student account will prohibit registration for future courses and/or receipt of transcripts. Any library materials obtained through interlibrary loan are an extension of the NCC library and therefore are bound by the same return policies.

Food Services

Nashua Community College hosts a dining facility in the Wellness Center that offers a variety of made to order grab and go meals and snacks. From hot breakfasts, grilled sandwiches, pizza, and salads, the fresh made choices offer something for everyone. We also have vending machines in the cafeteria area available with drinks and snacks. Hours of operation are posted [online](#).

Health Services

NCC Students have access to confidential teletherapy sessions provided by *BetterMynd*.

Visit nashuacc.edu/current-students/campus-resources/student-assistance-program-info for more information.

Lockers

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

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

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

Student Activities/ Organizations

Student Senate

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

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

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

Activities

Activities are largely student-driven and promoted by the Student Senate. They are open to all students and interest levels. The activities are offered at low cost or no cost to current students.

Students interested in helping to plan or participate in activities should consider joining. For more information, contact a [Student Senate member](#), or the Director of Student Life.

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 Director of Student Life, [Amy Vazifdar](#) for starting new clubs on campus. The Senate will vote to officially recognize the organization.

Organizations must be open to all students and should not discriminate based on race, national origin, gender, sexual orientation, religion, age or disability. A club's request for recognition by the Senate will indicate its willingness to comply with the Senate's guidelines for the expenditure of club funds.

Student Functions

Any recognized organization can sponsor a function with Senate approval. Facilities Request forms are available from the Student Life Office-Room 204 in the Wellness Center or by contacting [Amy Vazifdar](#). The group's faculty advisor must sign the form and can answer questions a group might have. The approval form must be returned to the Student Senate Advisor for approval by the Vice President of Academic and Student Affairs. Students should consult the Student Senate Bylaws and Operating Rules for specific guidelines on all Senate activities.

Phi Theta Kappa - Alpha Chi Kappa Chapter

Phi Theta Kappa is an international fraternity devoted to recognizing and encouraging scholarship, leadership, and service in two-year

colleges. Invitations for membership are extended to associate degree and certificate students who have met all of the requirements of the chapter of their home campus, have demonstrated leadership and service, and who are entitled to the full rights of citizenship of his/her native country.

The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and occasions for fellowship with other members in community-based service projects. For more information contact the PTK Advisor, Stephanie Roper at SRoper@ccsnh.edu or visit our [web page](#).

Intramural Sports

The intramural sports program at NCC is for current students who would like to participate in competition. Competition is offered for men, women, and co-ed participants depending on the sport. Competition is offered in the form of leagues, tournaments, and special events each semester. The activities offered are based upon student interest and the availability of resources and facilities.

Wellness Center

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

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

The staff kindly asks that all users adhere to the

following rules in the fitness center, walking track, multi-purpose exercise room, and gymnasium areas:

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

The game and recreation room is a space for students to unwind and have fun with fellow students during down time. The space has 2 video gaming stations equipped with an Xbox Series S and a PlayStation 5, along with connectivity for Wii, Nintendo Switch and more, as well as plenty of board games and space for studying or gaming on a personal device.

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

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

The fitness area, basketball court and locker rooms require that all students have a current

and active ID to enter. The doors are equipped with an ID reader which will admit only current students who have completed the Wellness Center Registration form.

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

Student Rights and Responsibilities

Family Educational Rights and Privacy Act (FERPA)

I. Purpose

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA provides certain rights to eligible students with respect to their education records. Key components of the FERPA include (1) the right of college students to inspect their own records; (2) the right of the college students to determine who may have access to their records; and (3) the right to determine what personally identifiable information may be disclosed by college officials. More information about FERPA can be obtained on the U.S. Department of Education's website here: <https://studentprivacy.ed.gov/>

II. Policy

The Community College System of New Hampshire (CCSNH) and its colleges comply with the provisions of the federal Family Educational Rights and Privacy Act (FERPA) and its accompanying regulations. This policy applies to

all faculty, staff, and other CCSNH representatives who maintain, access, or otherwise use education records on behalf of CCSNH and its colleges.

III. Definitions

- a. **Directory Information:** Directory information is specific information kept about the student that is considered public, which may be released without the student's written permission. Directory information does not include unique personal identifier information such as a student's social security number, student identification (ID) number, biometric record, or other unique personal identifier used by a student.
- b. **Education Records:** Education records are directly related to a student and maintained by an educational agency or institution or party acting on behalf of the agency or institution. Education records include but are not limited to personal identifiers (SSN, date of birth, ethnicity, gender), academic records (grades, transcripts, GPA, course schedules), financial aid information, and discipline files.
- c. **Eligible Student:** Under FERPA, an "eligible student" is a student who is 18 years of age or a student who is attending or has attended a postsecondary institution at any age.
- d. **Parent:** A parent of a student includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. FERPA does provide rights to the parents of postsecondary students who are dependents for tax purposes under IRS rules.
- e. **Personally Identifiable Information (PII):** Information that would reveal the identity of a student or make the student's identity easily traceable.
- f. **Student:** Any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records. This includes students enrolled in credit and noncredit courses.

IV. Rights Under FERPA

The rights of eligible students (and, as noted above, their parents in particular circumstances) include:

- a. The right to inspect and review the student's education records within 45 days of the date when a CCSNH College receives a request for access to such records. A student should submit a written request to the Registrar's Office of the college in which they are enrolled. Such request must identify the record(s) the student wants to inspect. The school official will arrange for access and notify the student of the time and place where the records can be inspected.
- b. The right to request amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- c. A student who wants to request that a CCSNH College amend their education records must make a written request to the Registrar's Office of the college in which they are enrolled. Such request must clearly identify the part of the record that the students wants changed and specify why the records should be changed.
- d. The right to provide written consent before a CCSNH College discloses personally identifiable information (known as PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions are addressed in Section VI of this policy.
- e. The designated college official shall notify the student of the decision to amend or not to amend the education records as requested. Such decisions shall be provided in writing and issued to the student within a reasonable time period. The student shall also be notified of their right to a hearing regarding their request, including details about the hearing procedure.

V. Directory Information

- a. FERPA permits the CCSNH and its colleges to disclose certain information about students without consent. The CCSNH and its colleges have designated the following information as Directory Information:
 1. Student name;
 2. Address;
 3. Telephone listing;
 4. CCSNH electronic mail address;
 5. Major field of study;
 6. Enrollment status (full-time/part-time);
 7. Dates of attendance;

8. Participation in officially recognized activities and athletic team;
 9. Height of athletic team members only;
 10. Degrees, honors, and awards received; and
 11. Most recent educational agency or institution attended.
- b. Students may restrict the release of directory information to third parties. A student who does not want CCSNH or its college to disclose Directory Information must notify their College's Registrar Office to opt out of the release/disclosure of directory information.
 - c. The request to opt out of the release/disclosure of directory information will result in the student's record being marked as confidential, which will bar CCSNH and its college from responding to any requests for information about the student except as otherwise permitted or required under FERPA.
 - d. CCSNH and its colleges shall continue to honor any valid request to opt out (restrict) of the release/disclosure of directory information made while the student was in attendance unless the student rescinds the opt out request.

VI. Exceptions to Requirement to Obtain Prior Written Consent to Disclose Education Records

- a. FERPA permits the disclosure of PII from students' education records without consent if the disclosure meets certain conditions specified in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders and lawfully issued subpoenas, disclosures of Directory Information, and disclosures to the student, the FERPA regulations require CCSNH and its college to maintain a record of disclosures of education records, and eligible students have the right to inspect the record of disclosures.
- b. FERPA permits CCSNH and its colleges to disclose education records without a student's prior consent as follows:

1. To school officials with legitimate educational interests in reviewing a student's education record in order to fulfill their work responsibilities. Such school officials typically include: (a) a person employed by CCSNH and its colleges in an administrative, supervisory, academic, research, or support staff position (including campus security and health care staff); (b) a student serving on an official committee, such as a disciplinary or grievance committee; or (c) a volunteer or contractor outside of CCSNH/Member College who performs an institutional service or function for which CCSNH/Member College would otherwise use its own employees, and who is under the direct control of CCSNH or one of its colleges with respect to the use and maintenance of PII from education records (such as an attorney, auditor, collection agent, or technology vendor).
2. Upon request, CCSNH and its colleges shall disclose education records without consent to officials of another school in which the student seeks or intends to enroll.
3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local educational authorities. Disclosures may be made in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid the student has applied for or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of CCSNH/Member Colleges, in order to (a) develop, validate, or

- administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
 7. To comply with a judicial order or lawfully issued subpoena.
 8. To appropriate individuals in connection with a health or safety emergency, subject to requirements in the FERPA regulations.
 9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to requirements in the FERPA regulations. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 10. To the general public, the final results of a disciplinary proceeding, subject to requirements in the FERPA regulations, if CCSNH/Member College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of CCSNH/Member College policies/rules with respect to the allegation made against them.
 11. Upon request, CCSNH and its colleges may disclose education records to parent(s) or guardian(s) without consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules. The Internal Revenue Service has determined that a qualifying student must be younger than the taxpayer (or spouse if married filing jointly) and be under the age of 19 or be under the age of 24 and a full-time student for at least five months of the year.
 12. To parent(s) or guardian(s) of a student under the age of 21 regarding the student's violation of any federal, state, or local law, or any policy/rule of CCSNH/Member College governing the use or possession of alcohol or a controlled substance if CCSNH/Member College determines the student committed a disciplinary violation.

VII. Parent/Guardians

Generally, when a student reaches the age of 18, is no longer a “dependent” of the parent(s) or guardian(s) for federal income tax purposes, and attends a postsecondary institution, regardless of age, FERPA rights belong to the student. Prior written consent from the student is required before a CCSNH college can disclose information from a student's education record to a parent or guardian outside of the exceptions noted in Section VI above.

VIII. Complaints

The U.S. Department of Education maintains an office that addresses complaints that educational institutions may have violated FERPA. More information about the complaint process can be obtained here:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Ave, SW
 Washington, DC 20202-8520
FERPA.Complaints@ed.gov
<https://studentprivacy.ed.gov/file-a-complaint>

Notification of Directory Information Opt-out

Currently enrolled students have the opportunity to withhold disclosure of information under the Family Educational Rights and Privacy Act. As such, the College is not obligated to honor requests for non-disclosure of Directory Information from former students. To withhold disclosure, complete the FERPA Directory Information Opt-out form available at <http://www.nashuacc.edu/images/PDF/directory-info-opt-out.pdf> as written notification must be received by the Registrar's Office.

The effects of your decision to request confidential status are:

- If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a Loan

Company, Prospective Employer, etc., inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting its removal.

See the list below of the disclosures that the College may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the Community College System of NH/ Nashua Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Community College System of NH/Nashua Community College State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported

education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the

school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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. The information to provide includes; names, addresses, telephone listings, date and place of birth, levels of education, academic majors, degrees received and the most recent educational institution enrolled in by the students. For more information, please see the Registrar.

Student Code of Conduct and Judicial Process

I. Introduction

A. Policy Statement

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

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

- Work together for the advancement of our institution and the communities we serve.

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

B. Definitions

1. **College Premises** – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).
2. **College Official** – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The College Official's role will include but not be limited to monitoring the judicial decision makers/committees and proceedings; advising judicial decision makers/committees and students on the applicable judicial process; reviewing requests for appeals; and maintaining judicial proceedings records.
3. **Judicial Decision Maker/Committee** – Refers to any college official or committee authorized to determine whether a student has violated the Community Standards and Student Code of Conduct and to impose outcomes or sanctions.
4. **Appeals Committee** – Refers to the person or persons appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial decision maker/committee determination that a student has violated the Community Standards and Student Code of Conduct and/or the outcomes or sanctions imposed by such judicial decision maker/committee.

5. **Complainant** - Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.
6. **Respondent** – Refers to a student against whom a report or complaint alleging violation of the Community Standards and Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

1. The Community Standards and Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges'
 - a. educational responsibilities of ensuring the opportunity of all members of the community to attain their educational objectives; or
 - b. responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Community Standards and Student Code of Conduct.
3. The Community Standards and Student Code of Conduct (herein referred to as "the Code") applies to any person registered, accepted, or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. The Code applies to student organizations including athletic teams.
5. The Code applies to students participating in off-campus college activities such as trips, co-ops, or internships.
6. Students are expected to familiarize themselves with College and CCSNH policies and the Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
7. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may violate the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
8. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
9. Students who assist others in violating any provision of the Code may be charged with a Code violation to the same extent as those persons committing the violation.
10. Students who attempt conduct in violation of the Code, even if unsuccessful, may be charged to the same extent as a completed violation.

B. Prohibited Conduct

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

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

C. Academic Misconduct

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

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

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

D. Disruption of College Operations

Students are expected to comport themselves in a safe manner at all times while on any CCSNH campus. Students are required to consider their

behavior not just in relation to themselves, but in relation to others in the school community. Any behavior that is deemed unsafe to the student or others around the student may be considered a disruption of college operations and shall be a violation of the Code. Behavior that may constitute a disruption of college operations includes, but is not limited to:

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Tampering with the election process or financial management of any college recognized student organization;
6. Disruption or obstruction of any authorized college activity or of any authorized noncollege activity; or unauthorized occupancy of any college facility;
7. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
9. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
10. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial decision maker/committee;
 - b. Falsification, distortion, or misrepresentation of information before the judicial decision maker/committee;
 - c. Disruption or interference with the

orderly conduct of a judicial proceeding;
d. Attempting to discourage an individual's proper participation in or use of the judicial system;

e. Attempting to influence the impartiality of a member of the judicial decision maker/ committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;

f. Failure to comply with the outcomes or sanctions imposed under the Code;

g. Influencing or attempting to influence another person to commit an abuse of the judicial system;

h. Aiding or abetting in the violation of the Code.

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

E. Health & Safety Offenses

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

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

5. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards.

6. Violation of the College Social Compact.

F. Offenses Involving Others

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

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
3. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium to leave no doubt as to the intended target;
4. Acts of intimidation or coercion, whether stated or implied;
5. Offenses of domestic violence, dating violence and sexual assault; which would be referred to the campus Title IX officer.
6. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community.

a. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.

b. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct;

7. Hazing, which is defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

a. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and

b. Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and under this Code includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation,

c. admission into, affiliation with, or as a condition for continued membership in, a group or organization.

G. Offenses Involving Property

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

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;

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

a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;

b. Unauthorized transfer of electronic files or copyrighted software programs;

c. Unauthorized use of another individual’s identification and password or key card;

d. Use of technological resources that interferes with the work of another student, faculty member, or college official;

e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;

f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved

research. Use of technological resources for criminal activity;

g. Use of technological resources to interfere with operation of the college computing system.

H. Abuse of the Judicial System

A fair and impartial judicial system is the cornerstone of CCSNH’s conduct process.

Therefore, failure to abide by the rules of the judicial system shall constitute independent violations of the Code. Such violations include, but are not limited to:

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

III. Violation of Civil/ Criminal Law and College Code of Conduct

CCSNH Policy for Civil/ Criminal Violations

- A. If a student is charged with a violation of the Community Standards and Student Code of Conduct that also constitutes a violation

of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.

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

IV. Sanctions and Disciplinary Proceedings

A. Outcomes & Sanction Definitions

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

A. Outcomes & Sanction Definitions

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** - denial of specified privileges for a designated period of time

(e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);

4. **LOSS OF CONTACT** - restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** - previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** - separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** - permanent separation from the residence halls;
9. **CLASS/COLLEGE SUSPENSION** - separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** - permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **ADAPTABLE RESOLUTION PATHWAY:** Such as an educational or service sanctions: Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INFORMAL RESOLUTION** - The Vice President of Academic and Student Affairs (or designee, including senior administrator at another college) may meet with individuals involved in an incident to determine if the alleged violation(s) have merit and/or if they can be resolved through an informal resolution. Informal resolution could include mediation, restorative conference, mutual agreement, negotiated resolution or another form of conflict resolution. During the informal resolution process, parties agree to the violations of the community standards and come to an agreement about the actions

necessary due to the violation. Informal resolution outcomes are final and there are no appeal or other proceedings.

13. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim Sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college.

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

B. Responding to Reports of Violations of Community Standards

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 how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.

Filing a Report

1. Any person who witnesses or learns of a violation of the Student Code of Conduct (located at the [Student Code of Conduct and Judicial Process](#) Section of the Student Handbook) may bring a complaint forward to the appropriate Judicial Body by filing an incident report.
2. Incident report forms may be obtained from the Academic or Student Affairs Offices as well as from the Judicial Advisor. In addition, forms may be made available through Campus Safety 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.

Investigation and Resolution of Complaint by Judicial Decision Maker/Committee

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

- A. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense. The complaint will be referred to the appropriate Judicial Decision Maker/Committee, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may
 - i.) dispose of the complaint as unfounded;
 - ii.) mediate an informal resolution; or
 - iii) issue (or recommend to be issued) sanctions as described in Section IV above.
- B. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Decision Maker/Committee.
- C. Within five (5) business days after the Respondent has been notified of the report, the Judicial Maker/Committee shall set a date and time for an initial hearing.
- D. At the initial hearing, the Judicial Decision Maker/Committee may receive evidence from

the Complainant and the Respondent regarding any interim sanctions and shall determine whether

i.) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed;

ii.) mediation is appropriate; or

iii.) a formal investigation is required. In the event a formal investigation is required, the Judicial Decision Maker/Committee will accept the findings of the investigator(s) and provide a report of the findings to respondent.

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

C. Judicial or Appeals Committee Process

Judicial Appeals Committee Membership

1. Judicial/Appeals Committee Membership

a. A designated College Official will be appointed as the Chair of the Judicial or Appeals Committee by the college president, vice president or designee, including senior administrator at another college.

b. When possible, a committee membership will be made up of the suggested members below:

i.) Two (2) faculty or staff selected based on the specifics of the case being heard

ii.) Student representation based on the college's practice of appointing or electing student judiciary members.

iii.) When a case involves residential life there should be a representative from that population on the committee

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

i.) Regular members (as determined above) will serve, if available

ii.) In the event sufficient regular members are not available, the designated College Official will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

d. The Vice President of Academic and Student Affairs has the right to change the number and makeup of the judiciary or appeals committee as required to meet the needs of the campus, schedule availability, or the complaint at hand.

e. If the complaint has been brought by a member of the Judicial or Appeals Committee or the Vice President of Academic and Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.

2. Judicial/Appeals Committee Hearings

- A. The VPASA or designee, including senior administrator at another college may determine if a grievance or appeal should be heard by a Judiciary Decision Maker or a Judiciary Committee.
- B. In the case of a Judiciary Committee, a minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the designated College Official pursuant to the methodology set forth in section c below.
- C. The Vice President of Academic and Student Affairs has the right to change the number and makeup of the appeals committee as required to meet the needs of the campus, or the complaint at hand.
- D. Hearings shall be conducted by the Judiciary or Appeals Committee according to the following guidelines:

- i. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
- ii. The Respondent may remain silent or submit only a written statement or response to the complaint.
- iii. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judiciary or Appeals Committee.
- iv. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
- v. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting their own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judiciary or Appeals Committee.
- vi. The Complainant, the Respondent and the Judiciary or Appeals Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the judiciary or appeals committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the judiciary or appeals committee.
- vii. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a College Official or the impartial investigator will consult with the Judiciary or Appeals Committee to determine the appropriateness of serving in this role.
- viii. All procedural questions are subject to final decision by the chairperson of the Judiciary or Appeals committee.
- ix. After the hearing, the Judiciary or Appeals Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether

the Respondent

Student has violated the Code. The chairperson will vote only in the event of a tie.

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

D. Student Violation Appeals Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the College Official/Appeals Committee within five (5) business days of being informed of the outcome or sanction being imposed. The imposed outcome or sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the outcome or sanction. Grounds for appeal shall be limited to:

- A. The original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see 3 above);
- B. New and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing
- C. Inappropriate gravity of the sanction in relation to the offense.

2. The College Official/Appeals Committee has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the College Official/Appeals Committee determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the College Official/Appeals Committee determines that the case does fall within the grounds allowed for appeal, the College Official/Appeals Committee may:

- A. Meet with the Judicial Decision Maker/Committee who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Appeals Committee
- B. Immediately forward the appeal to the Appeals Committee for consideration.

3. All preliminary processing of appeals will be concluded within five (5) business days unless the College Official/Appeals Committee determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.

4. The College Official/Appeals Committee will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the respondent and, as applicable, the Complainant, and any administrative offices involved.

5. The decision of the Appeals Committee is not subject to further appeal by the student. Any step, sanction or decision within the judiciary process is open to review by the Vice President or designee, including senior administrator at another college.

V. Student Rights

A. Students in the Classroom

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

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

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

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest

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

E. Student Participation in College Government

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

F. Student Publications

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

G. Establishing Student Conduct Standards

1. **Conduct**
In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:
 - A. Establish and communicate, through publication, those standards of behavior

which are considered essential to the educational objective and community life.

- B. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
- C. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

2. **Search and Seizure within the Student**

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

- A. Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- B. Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- C. Entries authorized in advance by the President or Vice President of Academic and Student Affairs (or designee, including senior administrator at another college) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

- D. Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- E. Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
- F. Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. Student Rights - Grievance Procedures

Grievance Procedures

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

- A. **Student Alleged Discrimination Process:** If a student feels they have been experienced bias or discrimination based on race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status, they should use this process to report. As stated above, a student may elect to resolve a conflict informally first. Please note a student is never required to confront a

faculty or staff member in situations regarding discrimination. In any situation regarding discrimination in regards to sex, sexual orientation, gender identity or expression students should contact the Title IX coordinator at their home campus. The Title IX process can be found [here](#).

1. If the individual elects not to resolve the matter informally a formal grievance in writing must be submitted to:
 - a. The Vice President of Academic and Student Affairs for grievances not related to the instructional process or grade dispute.
 - b. Or through the chosen reporting structure set forth at the college.
2. The grievance should be submitted as soon as the complainant is able to report. A grievance that is submitted past a timely period will be evaluated to the extent the appropriate College Official is able to investigate. Timely reporting allows the college to follow up with the respondent in an appropriate fashion. The grievance shall specify the discrimination or event that took place and state briefly the underlying facts.
3. The Vice President of Academic and Student Affairs (VPASA), or designee, including senior administrator at another college, will meet with the individual alleged to have violated the student's rights. The VPASA, or designee, including senior administrator at another college, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPASA or designee, including senior administrator at another college determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the College Official who convene the Judicial Committee within two weeks of the receipt of the formal grievance.
4. If the VPASA or designee, including senior administrator at another college determines that the grievance does not state a violation of the student's rights or is untimely, the VAPSA or designee, including senior administrator at another college will provide a written explanation to the student and the matter will be considered resolved at that point.

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

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

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

C. Student Grade Appeal: Refer to [CCSNH Academic Affairs Policy 670.04](#).

Unresolved Grievance

If you have a grievance you feel has not been properly resolved by NCC the following organizations may be contacted for assistance:

NH Department of Education, Higher Education Division complaint process through the following link: <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx> or by contacting at the NH Department of Education, Higher Education Division:

New Hampshire Department of Education | 101 Pleasant Street | Concord, NH | 03301-3852
Telephone: 603.271.3494 | TDD Access: Relay NH 711

NEW ENGLAND COMMISSION OF HIGHER EDUCATION (NECHE)
3 Burlington Woods Drive, Suite 100 Burlington, MA 01803
781-425-77414
<https://www.neche.org/for-the-public/comments-complaints/>

NCC Equity & Grievance Policy

Human Rights/Equity Committee Reporting Procedures

The Nashua Community College Human Rights/Equity Committee (HREC) is sensitive to the threat and/or embarrassment an individual may experience in coming forward with a complaint regarding discriminatory behavior. The reporting procedures outlined below are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. This committee has been put in place for use by students, faculty, staff and administration.

Complaints of discrimination, or of retaliation for making such complaints, may be reported directly to NCC's Human Rights/Equity Committee Chairperson at NCCHREC@ccsnh.edu. Complaints may also be reported to any member of the HREC or NCC's faculty, staff, or administration, who will then refer the complaint(s) to the Committee Chairperson. Each reported complaint will be followed up by the Committee Chairperson or designee in a timely manner.

Any NCC student or employee who has observed or is aware of discriminatory behavior and/or retaliation for reporting said discriminatory behavior should report this to the Human Rights/Equity Committee Chairperson or other HREC representative.

No one shall be required to file a complaint with an individual who is hostile to him/her and/or who engages in, or has been alleged to have engaged, in conduct which could be considered discriminatory.

Initial Reporting

The individual with the complaint is encouraged to contact NCC's Human Rights/Equity Chairperson at NCCHREC@ccsnh.edu to arrange for a meeting. This communication and meeting will be confidential and considered an informal review or discussion of the incident. An attempt to resolve the alleged complaint within ten (10) working days will be initiated by the Committee Chairperson. If a resolution cannot be reached through these informal means, a formal investigation will be launched, with the permission and written request of the complainant. Every attempt will be made to maintain the anonymity of the individuals involved, and each complaint will be handled as confidentially and expeditiously as possible.

Formal Investigations

Formal reporting procedures must be initiated within one year of the alleged violation. Investigations shall be conducted with particular care to preserve the confidentiality of all persons involved. Only those who have an immediate need to know (including, but not necessarily limited to, the investigator(s), the grievant (s), the respondent(s), and College President) shall be provided with the identity of the grievant, the respondent, and the allegations.

All involved persons shall be afforded the opportunity to submit information relevant to a complaint. All parties contacted in the course of an investigation shall be formally advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to disciplinary action. The investigation will be conducted within thirty (30) calendar days of receipt of a written complaint. If additional time is required to ensure a thorough investigation, this time may be extended. Upon completion of the investigation, a written report will be submitted to the College President, and will be disclosed to the grievant and respondent. If the investigators have determined that the complaint was proven valid by a preponderance of the evidence, the investigators' report to the College President shall be accompanied by a recommendation for corrective and/or disciplinary action determined according to the totality of the circumstances uncovered during the investigation. In making a recommendation for corrective and/or disciplinary action, the investigators may consider (but not limit themselves to) the following factors:

- the severity of the offense
- the frequency and duration of the prohibited conduct
- the extent to which the misconduct, however minor, serves to create an intimidating campus environment for the grievant, or otherwise increases the difficulties of education or job performance for the grievant.

The College President will take the report and its recommendations under advisement, and make a decision regarding any corrective and/or disciplinary action that may be taken. The time between submission of the report to the College President and the commencement of corrective and/or disciplinary action shall be no longer than 21 calendar days. The College President will provide the Human Rights/Equity Chairperson with written documentation of the decision regarding corrective and/or disciplinary action at the time of or prior to the commencement of disciplinary action. Both the grievant and the respondent will be informed of the College President's decision.

Appeals

Appeals of the President's decision may be made by students according to the procedures outlined

in the [Community College System of NH policy manual](#) and/or the NCC Student Handbook. Faculty, staff, and administrators may appeal according to the procedures outlined in their current Collective Bargaining Agreement or the Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process (Confidential Employees).

Retaliation Prohibited

Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is strictly prohibited, and will be subject to disciplinary action against the retaliator.

Any questions regarding these procedures or the State and Federal antidiscrimination legislation listed above should be addressed to any of the following:

NCC Human Rights/Equity Committee Chairperson

Kyle Metcalf
Security Office
Nashua Community College
505 Amherst St
Nashua, NH 03063
NCCHREC@ccsnh.edu (confidential email)
Phone: (603) 897-9988

Community College System of New Hampshire

Sara A. Sawyer
CCSNH Director of Human Resources
26 College Drive
Concord, NH 03301
ssawyer@ccsnh.edu
Phone: (603) 230-3503

NH Commission on Human Rights

2 Industrial Park Drive Bldg. One
Concord, NH 03301
humanrights@nhsa.state.nh.us
Phone: (603) 271-2767
TDD 1-800-735-2964

Office of Civil Rights

Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
OCR.Boston@ed.gov

(617) 289-0111
TTY (800) 877-8339
FAX (617) 289-0150

Disclaimer

The information contained in this handbook is to be used as a guide to Nashua Community College for the students, faculty, and staff members. All information including but not limited to: costs, rules, regulations is subject to change at any time. The College reserves the right to modify aspects of operations as well as to change fees and other charges without notice.

505 Amherst Street, Nashua, New Hampshire
03063, Phone: 603.578.8900 Fax: 603.882.8690
nashua@ccsnh.edu | www.nashuacc.edu